



Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **THURSDAY 20th JULY 2017** in the Main Hall, Plantation Hall, Colchester Road, Heybridge.

PRESENT

Chairman: Simon Burwood

Vice-Chairman: Gary Young

Councillors: Ashley Jones Trevor Cable Keith Lawson
Sofia Bishop Prof Lew Schnurr Michael Edwards
Natalie Lewis Bernard Hall

Officers: Laurie Wiebe – Clerk and RFO

Members of Public: 4

District Councillors: None

Police: None

Other Representatives: None

In the Chair: Cllr Burwood

The meeting started at 7:30pm.

It was noted that the meeting would be audio recorded by Cllr Jones.

17/118 Apologies for Absence

Apologies were received from Cllr Perry (holiday.) Apologies were also received from Dist Cllr Lewis and Dist Cllr Harker.

It was **RESOLVED** to accept the apologies and reasons for apologies.

[Apologies were received from Cllr Gentry after the meeting.]

17/119 Chairman's Announcements

The Chairman expressed gratitude to all Members for taking time to attend the meeting.

The Chairman noted that there had been a complaint from a member of the public that Councillors were talking about Council business outside of

meetings. The Chairman also forewarned that Members should not be making promises to the public simply because they were Councillors. The Chairman asked that all Members be aware of conversations held outside of Meetings and to remember the Code of Conduct.

17/120 **Minutes**

The minutes of the Parish Council meeting held on 15 June 2017 were received. It was noted that Minute No 17/57 should read Cllr Gary Young.

It was **RESOLVED** that the minutes of the Parish Council meeting held on 15 June 2017 be approved and confirmed as amended.

The minutes of the Planning Committee meeting held on 6th July 2017 were received.

The minutes of the Events Committee meeting held on 13th July 2017 were received.

The minutes of the Environment and Resources Committee meeting held on 22nd June 2017 were received.

The minutes of the Personnel Committee held on 29th June 2017 and 11th July 2017 were received.

17/121 **Update from previous meeting**

Minute 17/19. Members received a report from Cllr Young regarding comments submitted to Department of Communities and Local Government (DCLG) on the public consultation on Running Free.

Minute 17/64. Members received a report from Cllr Prof Schnurr regarding comments submitted to Maldon District Council on the Design Statement.

17/122 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

Cllr Prof Schnurr declared an interest regarding agenda item 14(i) payment schedule.

17/123 **Public Participation Session**

There were no comments made.

17/124 **District Councillors' and Emergency Services Report**

It was noted that a District Councillor Liaison Meeting held on 30th June 2017. It was noted that the next Liaison Meeting will be held on 28th July 2017.

A report was received from Dist Cllr Bryan Harker. It was reported that:-

- The Inspector has found the Local Development Plan had been found sound and that the District Council had to deal with minor modifications;

- The planning applications for Heybridge Swifts and Stebbens Boat Yard had been refused;
- The bus stop timetable had been installed on Colchester Road by Bentalls Shopping Centre;
- There were no further developments regarding the public toilet at Daisy Meadow Car Park;
- Dist Cllr Harker had reported the unmarked bus stops along Goldhanger Road;
- Dist Cllr Harker had reported there were no 'deep water' warning signs at Wagtail Drive Alleviation Scheme.

17/125 Consultations and Policies

Members considered submitting nominations for the Maldon District Council Conservation and Design Awards.

Members considered submitting comments to Maldon District Council on the proposed street names for the new Persimmon development. The proposed names were Francis Way, Waring Avenue, Swifts Lane or Swifts Boulevard, River Ebro Road, Mill Street, Heybridge Woods View, St Andrews Road or St Andrews Way or St Andrews Avenue, Spickets Drive. It was noted that the deadline to submit comments had been extended to 1st August 2017. It was noted that Mill Street may be confused with Mill Road and Mill Lane, both of which were located in Maldon.

Members received a letter from Essex County Council regarding receipt of Inspector's Report on the Joint Replacement Waste Local Plan.

Members considered submitting comments to London Southend Airport regarding the proposal to introduce performance based navigation (PBN) approach procedures at London Southend Airport. It was suggested to defer this item to the next Council meeting. Cllr Prof Schnurr offered to produce a summary report.

It was **RESOLVED** that:-

- i) The Council not submit nominations for the Maldon District Council Conservation and Design Awards;
- ii) The Council submit no comments other than to note there were Mill Road, Maldon and Mill Lane, Maldon;
- iii) Submitting comments to London Southend Airport consultation be deferred to next Council meeting. It was agreed that Cllr Prof Schnurr would produce a summary report.

17/126 Clerk's Report

Members received the Clerk's Report.

It was noted that the Clerk and Deputy Clerk had attended the SLCC Regional Conference held on 27th April 2017.

It was noted that the Clerk had attended the SLCC Leadership in Action Conference held on 7th and 8th June 2017.

It was noted that the Clerk had attended Maldon District Council Clerk's Forum on 11th July 2017.

It was noted that letters of thanks had been received from Norah's Drop-In Group for the donation award and also from Farleigh Hospice for use of Daisy Meadow Car Park.

17/127 **Appointments**

Members considered appointing a lead Councillor for Nature Reserve Designation.

Members considered appointing Members onto the Town working group. Cllr Lewis proposed that an extra full Council meeting be held rather than a working group which was seconded by Cllr Jones. Cllr Bishop noted that she did not vote in favour of the change in Town status and therefore would not be involved in the working group. Cllr Burwood counter proposed that a working group be formed with eight Members and that any recommendations brought forward by the working group would need to be considered by full Council with a minimum of ten Members present. A vote was held.

Members considered appointing a lead Councillor to liaise with Maldon District Council regarding proposed community facilities within the North Heybridge Garden Suburb. It was noted that the Inspectors report of the Local Development Plan referred to a stakeholders group should be formed to deal with the details. It was noted that the District Council had not properly consulted with the Parish Council specifically regarding the community need for public facilities. It was noted that District Councillors had informed Members at a District Councillor Liaison Meeting that the District Councillors had made the decision for community facilities without input from the Parish Council. It was proposed to defer this item to next full Council meeting. Cllr Burwood offered to speak to the District Councillors at the next Liaison Meeting to be held on 28th July 2017.

Members considered appointing a lead Councillor for overseeing the Maldon District Council legal obligation to provide public toilets in Daisy Meadow Car Park.

It was **RESOLVED** that:-

- i) Cllr Prof Schnurr be appointed lead Councillor for Nature Reserve Designation;
- ii) Town working group be formed of eight Members (Cllr Cable, Cllr Jones, Cllr Hall, Cllr Lawson, Cllr Prof Schnurr, Cllr Burwood and Cllr Edwards) with Cllr Young and Cllr Lewis as reserve. It was agreed to ask Cllr Perry and Cllr Gentry if they wish to join the working group. It was agreed that any recommendations brought forward by the working group would need to be considered by full Council with a minimum of ten Members present;
- iii) Cllr Burwood would raise the issue of proposed community facilities with District Councillors at the Liaison Meeting to be held on 28th July

2017. It was agreed to defer appointing a lead Councillor to liaise with the District Council regarding proposed community facilities in North Heybridge Garden Suburb till next full Council meeting;

iv) Cllr Prof Schnurr be appointed lead Council for overseeing Maldon District Council legal obligation to provide public toilets in Daisy Meadow Car Park.

17/128 Dementia Friendly Council

Members received a report from the Clerk on becoming a dementia friendly Council.

Members considered becoming a dementia friendly council. Members considered appointing either a lead Councillor or form a working group to further investigate.

It was **RESOLVED** to defer appointing either a lead Councillor or form a working group to further investigate dementia friendly council to next full Council meeting.

17/129 Council Polo Shirts

Members considered ratifying the expense of £65 + VAT for 5 polo shirts. There were comments made regarding the poor quality of the shirts.

It was **RESOLVED** to ratify the expense of £65 + VAT for 5 polo shirts.

17/130 Heybridge Basin

Members considered suggestions to protect the Basin from over development as a tourist attraction amidst growing concerns from Basin residents. Cllr Lawson informed Members that the District Council thrust to put Heybridge Basin on the tourist map has been without thought about implications for residents. There has been an increase in local concern that the Basin was no longer their own. There has also been a concern that elderly residents feel threatened, visitors are blocking residential driveways and access, and there were no public facilities. There was a suggestion to further investigate possibility of a second public car park. There was a suggestion to implement 'pay and display' at Daisy Meadow Car Park to stop long-term stay and improve management of the car park. It was agreed that the issue would be raised at the Liaison Meeting and that Cllr Lawson would brief Cllr Young ahead of the District Council Liaison Meeting being held on 28th July 2017.

Members considered holding a full Council meeting in the Basin at St. George's Church annually.

Members received and considered the report from Cllr Lawson regarding Lock Hill former boatyard. It was noted that Cllr Prof Schnurr and Cllr Lawson had been approached by an agent dealing with the disposal of the former boatyard at Lock Hill. The Council considered three options and it was noted that Maldon Blackwater Coastal Community Team were producing a future community development business plan for the coastal

area which may include Lock Hill as part of round 5 of the Heritage funding. Cllr Lawson noted the urgency of the matter since the agent indicated their client was wanting to sell the land at auction. Members generally supported the option to start negotiations with the agent to see if a joint initiative with the District Council could deliver some public facilities and generate a return for the current owners.

It was **RESOLVED** that:-

- i) Cllr Young would raise the issue of protecting Basin residents from overdevelopment as a tourist attraction at the District Councillor Liaison Meeting to be held on 28th July 2017. It was also agreed to consider investigating possibility of a second public car park at the next Council meeting;
- ii) The Council would not hold a full Council meeting in the Basin at St George's Church annually;
- iii) Council generally supported the former boatyard at Lockhill, Heybridge Basin option to start negotiations with the agent and the District Council to see if a joint initiative could deliver some public facilities and generate a return for the current owners. It was agreed to raise this issue at the District Councillor Liaison Meeting to be held on the 28th July 2017.

17/131 **Financial Matters**

(a) Accounts for Payment

The Parish Council received the following accounts (inclusive of VAT) for payment as set out in the payments schedule circulated at the meeting –

6 July 2017

A Hilton	£30.50	Mileage and car parking 30/5/17 – 26/6/17	4201
T Powell	£4.27	Mileage claim 23/6/17	4201
L Wiebe	£136.80	Mileage claim 7-8/6/17	4201
S Burwood	£21.50	Mileage claim	4201
123 Connect Ltd	£118.80	Renew Hosting 1 year	1202
Blackwater Printing	£642.00	Heybridge Herald, Banner, Polo Shirts	1202
Essex Supplies (UK) Ltd	£80.37	Washroom Supplies at PHall	2501
Mr GR Hilton	£550.00	Grounds Maintenance Mnth June 2017	3001
Kempco Ltd	£407.33	Stationery and Supplies for PHall	4601
M&G Fire Protection (Essex) Ltd	£108.00	Call out to Service Alarm	2401
Pear Technology Services Ltd	£687.60	Council Mapping System – Year 5	4501
Pralet Heating Ltd	£438.00	Service Air Con Units & Legionella Testing	2401

Rural Community Council of Essex	£138.60	Membership Fee	3301
Skippers Ground Maintenance Ltd	£5113.20	Quarterly grounds maintenance April-June 2017	3001
Thames Estuary Partnership	£85.00	Annual Membership	3301
Essex & Suffolk Water	£42.91	Monthly payment re Water supply at PHall	2201
Maldon District Council	£377.00	Monthly non-domestic rates re PHall	2201
Maldon District Council	£622.00	Monthly non-domestic rates re Daisy Meadow Car Park	3201

20 July 2017

S Burwood	£48.70	Mileage claim for 12 & 13/7/17	4201
T Cable	£25.60	Mileage claim for 14/6/17	4201
Blackwater Roofing	£553.20	Cleaning windows, skylights and gutters	2401
EALC	£55.00	Training S Burwood 13/7/17	4801
Essex County Council	£21.60	DBS checks and fees	3301
Mr GR Hilton	£267.50	Grounds Maintenance 3 June- 1 July 2017	3001
Mr GR Hilton	£743.75	Bollards at Larch Walk & Rowan Drive	3001
M&G Fire Protection (Essex) Ltd	£62.40	Replacement doorgard	2401
T Percy	£252.00	Delivery Heybridge Herald	1202
Play & Leisure Ltd	£22,800.00	Play Equipment	3501
Scholey Telecommunications Associations Ltd	£150.00	Replacement Hall WiFi network	2501
Green Recycling Ltd	£64.96	Monthly payment re Waste collection PHall	2201
Crown Gas & Power Ltd	£48.33	Monthly payment re gas supply at PHall	2201
British Telecom	£115.92	Quarterly payment re telephone line 01621 852471	2201
Southern Electric	£109.14	Monthly payment re street lighting	3601
British Telecom	£154.37	Quarterly payment re telephone line 01621 855652	2201

RESOLVED that the above accounts be approved for payment.

- b) Members received an updated statement of accounts for July 2017
- c) Members received the bank reconciliation for June 2017.

17/132 Maldon and Blackwater Coastal Community Team (Cllr Edwards and Cllr Prof Schnurr)

Members received the latest minutes. Cllr Prof Schnurr asked Members to direct any questions regarding the Community Team to him.

17/133 Know Your Neighbour Scheme

Members considered appointing a lead Councillor to investigate the scheme. Cllr Jones and Cllr Bishop volunteered.

It was **RESOLVED** to appoint Cllr Jones and Cllr Bishop as lead Councillors to investigate the Know Your Neighbour Scheme.

17/134 Winter Salt Partnership Scheme

Members considered participating in the winter salt partnership scheme.

It was **RESOLVED** not to participate in the winter salt partnership scheme.

17/135 Heybridge Residents Association Liaison Representative (Cllr Young)

Members received a report from Cllr Young. It was noted that the next Heybridge Residents Association meeting would be held on the 25th July 2017.

17/136 Local Highways Panel

Members considered submitting new potential schemes to the Local Highways Panel. There were no suggestions.

17/137 Merchant Navy Day – 3rd September 2017

Members considered the request from Seafarers UK to fly a Red Ensign. It was noted that the Council does not have a flagpole and that the flag could be hung in the Main Hall window. It was suggested to refer the lack of a flagpole to the Environment and Resources Committee.

It was **RESOLVED** to purchase a Red Ensign for Merchant Navy Day to be hung in the Main Hall window.

17/138 Training Notifications

Members received the latest training notifications.

Cllr Jones expressed his interest in attending a three-day First Aid at Work course. It was noted that staff had separate requirements for

training from Councillors. Cllr Burwood proposed that costs be further investigated for the next Council meeting.

It was **RESOLVED** to further investigate the costs of three-day First Aid at Work courses for the next Council meeting.

17/139

Future meetings

The next meeting of the Planning Committee of the Parish Council will be Thursday 3rd August 2017 at 7.30pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 10th August 2017 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 17th August 2017 at 7:30pm.

The next meeting of the Environment and Resources Committee will be held on 27th July 2017 at 7:30pm.

17/140

Exclusion of Press and Public

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

There was a brief recess and the meeting continued at 9:15pm.

17/141

Locum Clerk/Responsible Finance Officer

Members considered the recommendation by the Personnel Committee for a locum Clerk/RFO to be retained September 2017 for 10 hours per week up to end of December 2017 as required.

There was a general discussion. Cllr Lewis noted that she did not agree with the procedure and expressed her opinions.

It was **RESOLVED** that a locum Clerk/RFO be retained September 2017 for 10 hours per week up to end of December 2017 as required.

The meeting closed at 9.44pm.

Chairman
17 August 2017