



# Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **THURSDAY 20<sup>th</sup> OCTOBER 2016** in the Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

**Chairman:** Michael Edwards

**Vice-Chairman:** Prof. Lew Schnurr

**Councillors:** Simon Burwood                      Tina Gentry                      Richard Perry  
Jan Rablin    Acacia Thurgood                      Gary Young

**Officers:** Laurie Wiebe

**Members of Public:** 1

District Councillors: None

Police: None

Other Representatives: None

**In the Chair:** Michael Edwards

The meeting started at 7:00pm.

It was noted that the meeting would not be recorded.

**16/223    Apologies for Absence**

Apologies were received from Dist Cllr Ian Dobson and Cllr Keith Lawson.

It was **RESOLVED** to accept the apologies.

**16/224    Chairman's Announcements**

The Chairman thanked all those who were involved with the recent Emergency Planning Event at Plantation Hall.

**16/225    Minutes**

The minutes of the Parish Council meeting held on 15 September 2016 were received. Cllr Edwards noted that on page 57, 16/168 (ii) should read 'Vintage Dance event provisionally booked for February 2017.'

It was **RESOLVED** that the minutes of the Parish Council meeting held on 15<sup>th</sup> September 2016 be approved and confirmed as amended.

The minutes of the Planning Committee meeting held on 15<sup>th</sup> September 2016 and 6<sup>th</sup> October 2016 were received.

The minutes of the Events Committee meeting held on 13<sup>th</sup> October 2016 were received.

The minutes of the Environment and Resources Committee held on 22<sup>nd</sup> September 2016 were received.

**16/226 Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

There were none.

**16/227 Public Participation Session**

No comments.

**16/228 District Councillors' and Emergency Services Report**

There were no reports.

**16/229 Report from the Clerk**

A report was received by Members.

Members received an update on drop kerb maps and 'Where does the water go' project.

Members considered:

- i) Ratifying the expense of £813.75 + VAT to clean the war memorial;
- ii) Entering a partnership with Essex County Council regarding temporary road closures of flooded roads. The Clerk reminded Members that there was no storage at Plantation Hall for any barriers. There was a general discussion regarding Highways and Council responsibilities.
- iii) Quotes to replace the flooring in Plantation Hall changing rooms, toilets and main corridor. There was a discussion regarding Health and Safety risk, the current budget, and appropriate use of the changing rooms. It was agreed that £1,000 would be allocated from the sinking fund, £3,000 from reserves, and the balance from current maintenance and repair budget.

It was **RESOLVED** that:

- i) The expense of £813.75 +VAT to clean the war memorial be ratified;
- ii) The Parish Council would not be entering a partnership with Essex County Council regarding temporary road closures of flooded roads;
- iii) The quote of £8401.67 + VAT to replace the flooring in the changing rooms, showers, toilets, and main corridor be approved.

## **16/230 Policies and Consultations**

- i) Members considered submitting comments to Boundary Commission for England on initial proposals for new Parliamentary constituency boundaries in the Eastern Region.

It was **RESOLVED** that no comments be submitted.

- ii) Members considered submitting comments to DCLG on The 2017/18 Local Government Finance Settlement Technical Consultation Paper. Cllr Prof Schnurr noted, and all Members agreed, that the Council should oppose any Act that sets tier one precept.

It was **RESOLVED** that Cllr Prof Schnurr would submit a comment to DCLG opposing the cap on precept.

- iii) Members considered submitting comments to Maldon District Council on the following documents (deadline 27 October 2016 which had been previously emailed to Members. Documents were available online at [www.maldon.gov.uk](http://www.maldon.gov.uk)):
  - a) Implications of the DCLG 2014-Based Household Projections for the Objectively Assessed Housing Needs of Maldon District.
  - b) Proposed Main Modifications to the Maldon District Local Development Plan.
  - c) Sustainability Appraisal Report Update.

It was noted that Cllr Lawson and Cllr Prof Schnurr were in the process of drafting a formal response to the consultation documents.

It was **RESOLVED** that Cllr Lawson and Cllr Prof Schnurr would submit comments on behalf of the Parish Council.

## **16/231 Plantation Hall Extension**

Members received a feedback report from the exhibit held on the 2<sup>nd</sup> October 2016.

Members considered submitting an outline planning application to Maldon District Council for the extension. A lengthy discussion took place on the project costs (in excess of £1m), the need for larger community facilities to meet future needs, requirement to retain professional architect. It was noted that there had been more than one occasion for members of the public to submit comments.

It was **RESOLVED** to submit an outline planning application to Maldon District Council for the Hall extension.

Members received the DCLG guidance on borrowing and considered completing the public works board application.

It was **RESOLVED** to further investigate the public works board application.

**16/232 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 October 2016

Mandy Hilton	£9.00	Mileage claim for Sept 2016	4202
Clarks Farm Greyhound	£50.00	Hire deposit refund re 18/9/16 hiring	2301
AJH Engraving	£30.00	Brass Plates	4601
Blackwater Printing	£546.00	Heybridge Herald and Banner	1202
Cliveden Conservation	£976.50	Cleaning Heybridge War Memorial	3401
Kempco Ltd	£1569.84	Stationery, Equipment and Supplies	2501/4501/4601/3702
K Locke	£60.38	Grounds Maintenance for September 2016	3001
Maldon District Council	£114.01	Road Closure on 13/11/16	3301
PKF Littlejohn LLP	£720.00	Professional Services re Annual Return	3701
Pralet Heating Ltd	£264.77	Gas Boiler repairs at Plantation Hall	2401
Roe Environmental Ltd	£270.00	Work at Daisy Meadow Car Park	3401
Brady Corporation Ltd.	£374.88	Post and Bin	3001
SLCC Enterprises Ltd	£228.00	National Conference Oct 2016	4801
Stephensons of Essex Ltd	£598.00	Bus Service for September 2016	1375
Westwood Tree Surgery	£900.00	Hedge and Stumps Removal	3001
C Rae	£180.00	New syphon ball valve and flush button referee's toilet	
Maldon District Council	£392.00	Monthly payment re rates at Plantation Hall	2201
Maldon District Council	£581.00	Monthly payment re rates at Daisy Meadow Car Park	3201
Essex & Suffolk Water	£55.88	Monthly payment re Water Supply at PHall	2201

20 October 2016

T Powell	£4.32	Mileage claim for 29/9/16	4201
L Wiebe	£299.55	Reimbursement re Premier Inn/Mileage claim Sept-Oct 2016	4801/4201
K Beale	£50.00	Hire deposit refund re hire 9/10/16	2301
Mrs S Smith	£50.00	Hire deposit refund re hire 14/10/16	2301
Sarah Smith	£77.50	Refund re cancelled booking for 30/10/16	2301
Blackwater Roofing Ltd	£117.60	Gutters clean at Plantation Hall	2401
Brady Corporation Ltd	£58.78	Smoking sign	3001
Danbury Electrical Services	£486.00	Replace light fittings at Plantation Hall	2401
Essex County Council	£65.60	ECRB fees and admin fee	3301
Essex Fire Safety	£90.00	Fire Marshall Training Course	4801

Ltd			
Essex Supplies (UK) Ltd.	£52.85	Washroom supplies at PHall	2501
GR Hilton	£544.99	Ground Maintenance for 17/9-8/10/16	3001
Kempco Ltd	£489.20	Supplies for Washrooms/Stationery/Office	2501
Maldon District Council	£10915.72	Elections East and West Wards 13/8/15 and 5/5/16	3901
Maldon District Council	£2257.14	Play site fence repairs/Park Ranger quarter July-Sept 2016	3502/1210
T Percy	£252.72	Heybridge Herald delivery 10/10/16	1202
Royal Mail Group Ltd	£1.37	Response Service	4601
Stephensons of Essex Ltd.	£598.00	Bus Services for Month September 2016	1375
St John Ambulance	£696.00	2 First Aid at Work Courses	4801
RCCE	£54.00	Heybridge Profile for Neighbourhood Plan	
Reece Productions Ltd	£156.00	PA System for Remembrance Sunday Service	
Green Recycling Ltd	£48.25	Monthly payment re Waste Collection PHall	2201
British Telecom	£109.39	Quarterly bill re 01621 852471	2201
British Telecom	£172.30	Quarterly bill re 01621 855652	2201
Crown Gas & Power	£78.60	Monthly payment re Gas Supply at PHall	2201
Southern Electric	£109.14	Monthly payment re Street Lighting	3601
Southern Electric	£484.75	Quarterly bill for Electricity at PHall	2201

**RESOLVED** that the above accounts be approved for payment.

- b) Members received an updated statement of accounts for October 2016;
- c) Members received the bank reconciliation for September 2016;
- d) Members received the completed Annual Return for 2015/2016.
- e) It was noted that there had been no donation requests received.

**16/233    Publicity**

- i) Heybridge Herald  
Members received a report from Cllr Edwards. It was noted that the Autumn Herald had been delivered.

**16/234    Basin Matters**

- i) Members received a report from Cllr Prof Schnurr.
- ii) Cllr Prof Schnurr reported that Daisy Meadow Car Park gully had been jetted. A resident had complained that the work had not been carried out correctly as vehicles had been parked in the gully area. The Clerk confirmed that the contractor had completed the works and had responded to the resident.
- iii) Cllr Prof Schnurr updated Members on the current situation regarding Maldon District Council and the public toilets.
- iv) Cllr Prof Schnurr noted a planning application had been submitted to rebuilt the former URC Chapel into a restaurant. The application incorporated part of the land owned by the Parish Council at the

entrance to Daisy Meadow Car Park. Cllr Prof Schnurr suggested it may be possible to leasehold that section of land to the URC Chapel owner and that further investigation was required.

**16/235**    **Reports from Committees and Working Groups**

i)        Planning Committee

- i. To consider the recommendation to request membership onto the Essex Coastal Forum.

It was **RESOLVED** that Cllr Prof Schnurr would contact the Essex Coastal Forum of the possibility to request membership.

ii)       Events Committee

Members received a report from Cllr Young and Cllr Edwards.

Members considered appointing two Members onto the Committee. Cllr Thurgood expressed an interest in joining the Committee and noted that she had limited time to contribute to Council activities.

Cllr Rablin left the meeting at 8:21pm.

It was **RESOLVED** that Cllr Thurgood be appointed onto the Committee.

Cllr Edwards reminded Members of the upcoming Remembrance Sunday Service on the 13<sup>th</sup> November 2016. Mr Patrick Higham had offered to take photos for the Council on the day. Cllrs Gentry and Thurgood would be attending the event.

Cllr Rablin returned to the meeting at 8:23pm.

iii)      Neighbourhood Planning Task and Finish Working Group

Members received the notes from the meeting held on 4<sup>th</sup> October 2016.

It was noted that the public workshop will take place on Sunday 23<sup>rd</sup> October 2016 between 10am and 4pm.

iv)       Environment and Resources Committee

Members considered appointing two Members onto the Committee.

Cllr Rablin expressed an interest in joining the Committee but would not be able to attend until January 2017.

It was **RESOLVED** that Cllr Rablin be appointed onto the Committee.

v)        Village of the Year Working Group

Members considered appointing one Member onto the working group. It was **RESOLVED** to defer this item to next Parish Council meeting.

**16/236 Reports from Outside Committees, Representatives and Training**

- i) Transport Representatives Meeting – Cllr Prof Schnurr  
It was noted that the Tollesbury Bus Service continues under the financial support from Essex County Council. It was noted that the DaRT services would be taking over the Tollesbury Bus Service in the future.
- It was noted that Bus Service 75 could be compromised in spring 2017.
- It was noted that the bus service 288 numbers for September 2016 were 139.
- ii) Elms Farm Park Conservation Group – Cllr Burwood  
Nothing to report.
- iii) Health Matters – Cllr Prof Schnurr  
Members received an update from Cllr Prof Schnurr.
- iv) Tourism and Leisure Representative – Cllr Perry  
It was noted that Saltcot Hall Open Day would take place on Saturday 22<sup>nd</sup> October 2016.
- v) School Liaison Representative – Cllr Burwood.  
Cllr Burwood referred to an article in the Maldon & Burnham Standard that suggested Heybridge PTFA (the Charity of the Year) may be disbanded due to lack of support. Cllr Burwood noted that the PTFA would next meet on 1<sup>st</sup> November 2016 to decide on their future.
- vi) Maldon and Blackwater Coastal Community Group – Cllr Edwards and Cllr Prof Schnurr.  
Members received a report. The sketches of interactive signage to be located in Heybridge Basin were distributed to Members.
- vii) EALC rep – Cllr Edwards and Cllr Prof Schnurr  
No report.
- viii) CPRE – Cllr Gentry – no report;
- ix) Community CPR Training – Cllr Young  
The next training will take place on Sunday 20<sup>th</sup> November 2016. It was noted that there currently was no interest. It was agreed that should the event be cancelled due to lack of attendees, then a further session would take place in January 2017.
- x) Parish Emergency Coordinator – Clerk  
There was no further report.
- xi) RCCE – Cllr Lawson (general); Admin Assistant (village halls); Cllr Prof Schnurr and Cllr Young (planning).

Admin Assistant had attended the Village Hall Conference on 16<sup>th</sup> October 2016.

Cllr Young and Cllr Prof Schnurr had attended a Neighbourhood Plan Coffee Morning and had ordered a profile of Heybridge for £40 +VAT. Members were asked to ratify the expense.

It was **RESOLVED** that the expense of £40 + VAT for a profile of Heybridge be ratified.

- xii) Chelmer Canal Trust – Cllr Young  
Cllr Young attended the AGM on 20<sup>th</sup> September 2016. The Trust were looking at possibility of joining the canal to the river to form a continuous route.

It was noted that there will be a talk on Thames Sailing Barges on the 8<sup>th</sup> November 2016. It was agreed that Cllr Young, Cllr Edwards and Cllr Prof Schnurr would attend.

**16/237 Training Notifications**

Members received the latest training notifications.

Cllr Burwood requested further training on planning.

Cllr Young, Cllr Burwood and the Admin Assistant expressed interest in attending the Social Media training course to be held on the 7<sup>th</sup> February 2017.

It was **RESOLVED** to approve the training requests.

**16/238 Future meetings**

The next meeting of the Planning Committee of the Parish Council will be Thursday 3<sup>rd</sup> November 2016 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 10<sup>th</sup> November 2016 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 17<sup>th</sup> November 2016 at 7:00pm.

The next meeting of the Environment and Resources Committee will be held on 27<sup>th</sup> October 2016.

The meeting closed at 9:05pm.

Chairman  
17 November 2016