



Heybridge Parish Council

Minutes of the **PARISH COUNCIL MEETING** held on **WEDNESDAY 29th JUNE 2016** in the Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

Vice-Chairman: Prof. Lew Schnurr

Councillors: Richard Perry Simon Burwood
Tina Gentry Stephen Jennings Jan Rablin

Officers: Laurie Wiebe

Absent: Cllr Keith Lawson

Members of Public: one
District Councillors: None
Police: None
Other Representatives: None

In the Chair: Prof Schnurr

The meeting started at 7:02pm.

It was noted that the meeting would not be recorded.

16/48 Apologies for Absence
Apologies were received from Cllrs Edwards, Young, Dr Blyth, and Moodey. Apologies were received from Dist. Cllr Bryan Harker.

16/49 Chairman's Announcements
Cllr Prof Schnurr announced the sudden passing of Cllr Zofia Edwards. Cllr Michael Edwards thanked everyone who attended the funeral service.

It was noted that a by-election in respect of the vacant seat is planned to be held in August 2016.

16/50 Minutes
The minutes of the Annual Parish Council meeting held on 19 May 2016 were received.

It was **RESOLVED** that the minutes of the Parish Council meeting held on 19th May 2016 be approved and confirmed.

The minutes of the Planning Committee meeting held on 2nd June 2016 were received.

The minutes of the Events Committee meeting held on 9th June 2016 were received.

It was noted that the Environment and Resources Committee meetings scheduled for 26th May 2016 and 23rd June 2016 had been postponed.

16/51 Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests

Cllr Burwood declared an interest on agenda item 14 (iv) b and c – Neighbourhood Plan intern.

16/52 Public Participation Session

Mr Patrick Higham passed his sympathies to Cllr Edwards.

16/53 District Councillors' and Emergency Services Report

Dist. Cllr Harker had reported that he was looking into the flooding problems on Goldhanger Road.

16/54 Report from the Clerk

A report was received by Members.

Members considered:-

- i) Appointing a bank reconciliation verifier;
- ii) Drafting a policy regarding memorial benches. It was noted that the Clerk and also Cllr Prof Schnurr had received requests from residents to install memorial benches along the sea wall. There was a general discussion which outlined the responsibility of the Parish Council and the siting of memorial benches. Following suggestions made to deal with the matter, it was decided that the details of siting memorial benches be referred to the Environment and Resources Committee;
- iii) Agreeing the sealing of the draft lease conveying Rowan Drive Amenity Area (enclosed) to Heybridge Primary School for educational use;
- iv) The report received from the Maldon District Council Anti-Social Behaviour Officer regarding dog fouling problems on the Playing Field and their suggestion to install 'all dogs must be kept on lead' signage. There was a general discussion which included the different options including asking the Community Protection Officers to monitor the field.

It was **RESOLVED** that:-

- i) Cllr Jennings be appointed the bank reconciliation verifier;

- ii) Memorial benches and related policies managing their siting be deferred to the Environment and Resources Committee;
- iii) The draft lease of Rowan Drive Amenity Area (enclosed) with Heybridge Primary School for use as an allotment be approved and sealed;
- iv) “All dogs must be kept on lead” signage be installed on the Playing Field.

16/55 Policies and Consultations

Members considered the following:

- i) Adopting the amended Budget Committee Terms of Reference;
- ii) Submitting comments to DCLG on the Local Government Transparency Code consultation;

Members received a letter from Essex County Council regarding the submitted Joint Replacement Waste Local Plan.

It was **RESOLVED** that:-

- i) The amended Budget Committee Terms of Reference be adopted;
- ii) Cllr Prof Schnurr be responsible for drafting comments to DCLG on the Local Government Transparency Code consultation on behalf of the Council. It was noted that Cllr Prof Schnurr would email a copy of the comments submitted to all Members and that he hoped to send these electronically within 7 days.

16/56 Charity of the Year

Members received nominations for the Charity of the Year. A report from Cllr Burwood had been circulated regarding Heybridge Primary School PTFA.

It was **RESOLVED** that the charity of the year would be Heybridge Primary School PTFA.

16/57 Town Status

Members considered agreeing in principle to adopting town council status. Pending the decision, Members considered if a public workshop should be planned after the summer holidays.

It was noted that because of the significance of the decision all Members of the Council should be present.

It was **RESOLVED** that this item be deferred until at least 10 Members were present.

**16/58 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 –

2 June 2016

Wicksteed	£632.64	Woodland swing repairs	3501
Essex Supplies (UK) Ltd.	£31.98	Washroom supplies at Plantation Hall	2501
Cadabra	£4.67	Stationery for Plantation Hall	4601
Maldon District Council	£392.00	Monthly payment re Rates at PHall	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
Anglian Water	£263.38	Half yearly sewerage charge at Plantation Hall	2201

16 June 2016

A Hilton	£19.80	Mileage claim June 2016	4201
T Cooper	£100.00	Hire deposit refund re 10/6/16	2301
123 Connect Ltd	£118.80	Renew hosting 1 year	3601
A J Lighting	£378.00	Annual maintenance 5/4/16 to 4/4/17	3301
B G Appleton (Contracts)	£330.00	Quarterly car park sweeps	3001
Stephensons of Essex Ltd	£552.00	Bus service for mnth May 2016	1375
Blackwater Printing	£82.80	Banner	1202
Cadabra	£177.54	Stationery supplies/mugs for Plantation Hall	4601
Edgars Water	£48.60	Quarterly rental water cooler	2501
K Locke	£181.00	Grounds maintenance re month May 2016	3001
Maldon District Council	£225.55	Removal 2 swings and Play Sites inspection	3502
Mrs J M Martin	£1260.00	Support service for quarter – Apr to June 2016	4901
Royal Mail	£326.69	Response services – Neighbourhood Plan	4601
Southern Electric	£99.48	Monthly payment re street lighting	3601
Green Recycling Ltd.	£64.42	Monthly payment re Waste Collection PHall	2201
Crown Gas & Power	£108.48	Monthly payment re Gas supply at PHall	2201

RESOLVED that the above accounts be approved for payment.

- b) Members received an updated statement of accounts;
- c) Members received the bank reconciliation for May 2016;
- d) Members considered the donation requests received:-
 - i) Heybridge Social Football Club for £300;
 - ii) Heybridge Residents Association for use of meeting room for 12 meetings (equates to £192.) Members were reminded of minute 15/71 and the decision therein that the Residents Association be charged subsequent to that time for use of the Meeting Room. A general discussion took place and it was

noted that some of the Councillors accepted the donation request for a further year after reviewing their decision made in 2015;

- iii) Heybridge PCC for £100;
- iv) Darby and Joan Club (previous years have been a donation of £600);
- v) Row for a Reason (previous years have been a donation of £100);
- vi) Oars and Paws Dog Show (previous years have been a donation of £100).

It was **RESOLVED** that the above donation requests be approved.

16/59 Publicity

i) Heybridge Herald

It was noted that the summer edition of the Herald has gone to print. All Members thanked Cllr Edwards. Cllr Gentry offered to help Cllr Edwards with future editions.

16/60 Basin Matters

- i) Members received a report from Cllr Prof Schnurr.
- ii) It was noted that Lottery Round 4 funding bids were closing on the 30th June 2016. The Maldon and Blackwater Coastal Community Team were submitting a bid to increase walking trails signage for tourists, known as footpath hubs, in Heybridge Basin. The Team had requested two letters of support from the Parish Council, one addressed to the District Council and the other address to the County Council.

It was **RESOLVED** that the two letters of support for the funding bid be approved, signed and sent.

- iii) Cllr Prof Schnurr updated Members of the current status of the District Council providing public facilities within the Basin. The various options of installing purpose-built facilities are still being investigated, however it was noted that temporary toilet facilities were planned to be installed later this municipal year.
- iv) It was noted that the three large refuse bins located near the steps to the Canal in Daisy Meadow Car Park may be removed. The hard-standing area resulting would need to be repurposed.

It was **RESOLVED** that the issue of the hard-standing be deferred to the Environment and Resources Committee.

16/61 Reports from Committees and Working Groups

- i) Planning Committee – there were no recommendations;
- ii) Events Committee
 - a. Members considered appointing one member onto the Committee. It was **RESOLVED** to defer the appointment;

- iii) Environment and Resources Committee – there were no recommendations;
- iv) Neighbourhood Planning Task and Finish Working Group
 - a) Cllr Prof Schnurr explained that it was considered necessary to seek outside help of an intern to carry out data entry of the 871 completed questionnaires. It was suggested that the intern position might attract an honorarium of £600 upon completion of the data entry activity.

It was **RESOLVED** that an intern be appointed and an honorarium of £600 be paid upon completion of the activity.

- b) It was noted that the intern would require a designated laptop to carry out the data entry activity. Members considered approving the expense of £180 for a suitable laptop.

It was **RESOLVED** to agree the expense of £180 for a laptop to be used for data entry.

- v) Village of the Year Working Group – there was no report.

16/62 Reports from Outside Committees, Representatives and Training

- i) Transport Representatives Meeting – Cllr Prof Schnurr
It was noted that the bus service 288 numbers for May 2016 were 132.

Members received a letter from Tollesbury Parish Council regarding the cut to the bus services serving Tollesbury which also includes bus 95 which stops in Heybridge. The Clerk had contacted all five affected parishes and suggested that it may be worthwhile for all five councils to work together to ensure that the bus services continue.

- ii) Elms Farm Park Conservation Group – Cllr Burwood
The AGM will be held on 6th July 2016;
- iii) Health Matters – Cllr Dr Blyth – no report;
- iv) Tourism and Leisure Representative – Cllr Perry
Cllr Perry reported that the lines on Basin Road by Daisy Meadow Car Park had not been reinstated. Cllr Prof Schnurr noted that this issue had been reported to Highways.
- v) School Liaison Representative – Cllr Dr Blyth – no report;
- vi) Maldon and Blackwater Coastal Community Group – Cllr Edwards and Cllr Prof Schnurr. A report had been received under Basin Matters;
- vii) EALC rep – Cllr Edwards and Cllr Prof Schnurr – no report;
Cllr Perry left the meeting at 8:57pm.

- viii) CPRE – Cllr Gentry – no report;
- ix) Community CPR Training – Cllr Young
The next CPR training will begin 25th September 2016;
- x) Parish Emergency Coordinator – Clerk
It was noted that there will be an emergency training day on Sunday 16th October 2016 based at Plantation Hall. Volunteers of various ages and mobility are required to act as victims.
- xi) RCCE – Cllr Lawson (general); Admin Assistant (village halls); Cllr Prof Schnurr and Cllr Young (planning).
Cllr Prof Schnurr will be attending the AGM on 6th July 2016.
- xii) Chelmer Canal Trust – Cllr Young – no report.
Cllr Perry returned to the meeting at 8:59pm.

16/63 Training Notifications

Members received the latest training notifications.

Cllr Young expressed interest in attending the Greens, Commons and Open Spaces course on 20th October 2016 for £85.

It was **RESOLVED** to approve the above training request.

16/64 Future meetings

The next meeting of the Planning Committee of the Parish Council will be held following this meeting.

The next meeting of the Events Committee of the Parish Council will be held on Thursday 14th July 2016 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 4th August 2016 at 7:00pm.

The next meeting of the Environment and Resources Committee will be held on 25th August 2016.

The meeting closed at 9:01pm.

Chairman
4 August 2016