#

Minutes of the **PARISH COUNCIL MEETING** held on **Monday 17th July 2023** at Plantation Hall, Colchester Road Heybridge CM9 4AL at 7.30pm.

**PRESENT**

**Chair:** Anne Beale

**Councillors:**  Simon Burwood

 Nick Spenceley Paula Spenceley

 Mike Hall John Harrison

 Nikki Swindle Dieter Parry

 Colin Edmond

**Apologies**: Cllr Ashley Jones

 Cllr Trevor Cable

**District Cllrs:** Nick Spenceley Paula Spenceley

 Simon Burwood Nikki Swindle

**Absent:** 0

**Members of Public:** 2

**Officers:** Amanda Hilton Clerk

**In the Chair**  Cllr Anne Beale

The meeting started at 7.30pm and it was noted the meeting was being recorded.

**23/89 Chairs’ Welcome**

The Chair welcomed everyone to the meeting. The Chair confirmed

it was National Clerks Week and thanked the Clerk and her team of staff for their hard work and dedication.

**23/90 Apologies**

Apologies were received from Cllr Trevor Cable and Cllr Ashley Jones.

**23/91 Minutes**

**a)** Members considered approving the minutes of the Parish Council Meeting held on Monday 19th June 2023.

 It was **RESOLVED** the Minutes of the Parish Council meeting held on

 Monday 19th June 2023 be approved and confirmed.

b) Members received the Draft Minutes of the Environment and Facilities Meeting held on Monday 26th June 2023.

c) Members received the Draft Minutes of the Planning Committee Meeting held on Monday 3rd July 2023.

d) Members received the Draft Minutes of the Events Committee meeting held on Monday 10th July 2023.

**23/92 Interests**

Cllr Colin Edmond declared he is a Director of Essex Waterways.

 Cllr N Spenceley, Cllr P Spenceley, Cllr Swindle and Cllr Burwood

 declared they are District Council Ward members. Cllr Burwood

 declared an interest in Agenda Item 11, Charity of the Year.

**23/93 Public Participation**

 A resident confirmed they were in attendance to observe the meeting.

**23/94 Reports**

1. Members received a report from District Cllr P Spenceley and District Cllr Burwood with regards to matters in Heybridge West.

Members received a report from District Cllrs N Spenceley and District Cllr Swindle with regards to matters in Heybridge East. District Cllr Burwood asked the Clerk to circulate the Essex Police Violence and Vulnerability Unit report to all members.

1. Members noted a report from the Community Engagement Officer had been previously circulated.
2. Members noted a report from County Cllr Durham had been previously circulated.

**23/95 Clerks Report**

1. Members noted the Clerk and Chairman of the Environment and Facilities Committee have delegated authority to respond to administrative enquiries with regards to the planned extension and received an update.
2. Members considered submitting a request to Maldon District Council to register Plantation Hall as an emergency/rest centre. It was **RESOLVED** to submit a request to Maldon District Council to register Plantation Hall as an emergency/rest centre.
3. Members considered the DBS process for all councillors. Cllr Burwood PROPOSED not to consider DBS checks for councillors as at present it is not required by law. SECONDED by Cllr Edmond.

It was **RESOLVED** not to consider out DBS checks for all councillors.

Members received an update regarding the vacant seat caused by the resignation of Bruce Heubner and the Clerk clarified, due to the resignation being received after the 30 statutory days following the election, the vacant seat cannot be filled by the co-option process.

If by Tuesday 25th July 2023 a request for an election to fill said vacancy is made to the Returning Officer by TEN electors, an election will be held and take place no later than 21st September 2023, If no election is called the vacancy will be filled by co-option. The co-option will be advertised in line with the parish council’s co-option policy. Members should be aware should an election be called, the parish council will be responsible for the costs, including if the result is uncontested.

1. Members considered quotations to install Air Conditioning in the meeting room. Cllr Burwood PROPOSED to accept the quotation from the current Air Conditioning Contractor. SECONDED by Cllr Parry. It was **RESOLVED** to accept the quotation from the current Air Conditioning Contractor and for the Clerk to instruct the works to be carried out.
2. Members considered a request from Maldon Museum in the Park with regards to hosting a touring exhibition on the subject of sustainability across the Maldon District. It was **RESOLVED** to invite the Museum to exhibit after November following the completion of the extension to Plantation Hall.
3. Members were reminded any comments to be submitted on the District Future Transport Strategy Consultation and the Essex Electric Vehicle Charge Point Strategy consultation should be circulated to the Clerk by Monday 24th July 2023.

**23/96 Committee Updates**

1. Members noted the Chairman of the Planning Committee report had been previously circulated. It was noted Cllr P Spenceley aided by the Clerk had given a presentation on the North Heybridge Garden Suburb outlining the progress to date and anticipated future developments. The Chairman also passed on his thanks and recognition of the work undertaken by the Clerk who had worked assiduously to ensure that Heybridge Parish Council receive Westcombe Park applications which are currently listed to Great Totham Parish Council.
2. There was no update from the Chairman of the Events Committee.
3. Members received an update from the Chairman of the Environment and Facilities Committee who confirmed the Land Registry Exercise had finally progressed.

**23/97 Working Groups and Representatives**

1. Members consider appointment of 2 members to sit on the North Heybridge Garden Suburb Liaison Panel.

It was **RESOLVED** to appoint Cllr Parry and Cllr Hall to sit on the North Heybridge Garden Suburb Liaison Panel.

1. It was **RESOLVED** to defer this agenda item due to Cllr Jones not being present at the meeting.

**23/98 Financial Matters**

1. Members received an updated statement of accounts for July 2023.
2. Members received the bank reconciliation for June 2023 and noted the balance of the bank account as of the 17th of July 2023 was £330,941.80
3. Members considered approval of the schedule of payments including invoices and accounts for payments dated 3rd July 2023 and payments dated 17th July 2023. (Appendix 1)

It was **RESOLVED** to approve schedule of payments dated 3rd July 2023 and 17th July 2023.

1. Members noted the Community Engagement Officer had enrolled on a Playground Inspection Course.

**23/99 Charity of the Year**

Members considered nominations for Charity of the Year.

A report was received from the Clerk with regards to nominations received. The Chair PROPOSED to accept all three nominations. SECONDED by Cllr Burwood.

It was **RESOLVED** Heybridge Primary School PTFA, 2nd Heybridge Brownies and Heybridge Scouts be the Charities of the Year.

**23/100 UFest**

Members received an update from the Clerk and confirmed plans to attend the event being held at Maldon Promenade Park.

**23/101 Local Issues**

1. Members considered items to add to the next Parish Council Meeting Agenda
2. Members noted a revised list of Potholes had been submitted to County Cllr Durham.
3. Members received a report from Cllr Burwood with regards to supporting a wellbeing group that meet at Heybridge Alternative School on a Saturday morning. It was **RESOLVED** Cllr Burwood would circulate a poster to the Clerk.

**23/102 Correspondence**

Correspondence was received and actions to be taken were noted.

**23/103 Future Meetings**

a) The next meeting of the Environment and Facilities Committee will be held on Monday 24th July 2023 at 7.30pm.

b) The next meeting of the Planning Committee will be held on Monday 7th August 2023 at 7.30pm.

c)The next meeting of the Events Committee will be held on Monday 14th August 2023 at 7.30pm.

d)The next meeting of the Parish Council will be held on Monday 18th September 2023.

 The meeting closed at 8.40pm

 Signed.