# 

Minutes of the **STATUTORY ANNUAL PARISH COUNCIL MEETING** held on **Monday 15th May 2023** at Plantation Hall, Colchester Road Heybridge CM9 4AL at 7.30pm.

**PRESENT**

**Out Going Chair:** Richard Perry (Not Present)

**Councillors:**  Miriam Lewis Zimrul Alam

Trevor Cable Diane Gibson

Mark Salisbury John Harrison

**Apologies**: Cllr Richard Perry Cllr Carey Martin

Cllr Ashley Jones

District Cllr Edwards County Cllr Durham

**District Cllrs:** Anne Beale Paula Spenceley

**Absent:** 0

**Members of Public:** 3

**Officers:** Amanda Hilton Clerk

Karen Harley Financial and Administration Officer

**In the Chair**  Cllr Cable

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

**22/01 a) To Elect a Chairman for the municipal year**

Cllr Lewis PROPOSED Cllr Perry be elected as Chairman for

the municipal year. SECONDED by Cllr Salisbury. It was **RESOLVED**

Cllr Perry be elected Chairman for the municipal year.

Cllr Harrison abstained from the vote.

b) It was noted the Chairman to sign his Declaration of Office at the next meeting.

**22/02 a) To Elect a Vice Chairman for the municipal year.**

Cllr Lewis PROPOSED Cllr Cable be elected as Vice Chairman for the municipal year. SECONDED by Cllr Salisbury. It was **RESOLVED** Cllr Cable be elected as Chairman for the municipal year.

b) Members received the Vice Chairmans Declaration of Acceptance of Office.

**22/03 To receive Members Register of Interest Forms.**

The Clerk reminded members to update their Register of Interest forms regularly.

**22/04 Chairmans Welcome**

The Chairman thanked those that attended the Litter Pick and extended his thanks to B Harding for organising the event. The Chairman confirmed the Clerk had circulated the Road Closure Notices for the forthcoming Ride London Event. Members discussed the impact this event would have on the roads. It was noted that not all residents living in roads that would be affected by the closure had been notified of the event.

**22/05 Apologies**

Apologies were received from Cllr Jones, Cllr Martin, Cllr Perry

District Cllr Edwards and County Councillor Durham.

**22/06 Minutes**

**a)** Members considered approving the Minutes of the Parish Council meeting held on Monday Tuesday 19th April 2022.

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

Tuesday 19th April 2022 be approved and confirmed.

b) Members received the DRAFT minutes of the Environment and Facilities Committee Meeting held on Monday 25th April 2022.

c) Members received the DRAFT minutes of the Planning Committee Meeting held on Tuesday 3rd May 2022.

d) Members noted the Events Committee Meeting held on Monday 9th May 2022 would be circulated.

**22/07 Interests**

None received

**22/08 Public Participation**

A Beale asked for more information on the relocation of the Horse Trough mentioned in the Action Plan for 2022/2023. The Clerk confirmed this item was currently on hold due to advice received from English Heritage.

**22/09 Reports**

1. No report from Cllr Durham was received
2. Members received a report from district Cllr Spenceley who confirmed she had reported an overgrown area adjacent to Harvest Way and Heybridge Approach. The overgrowth had almost completely covered a streetlamp to the footpath.

Cllr Spenceley confirmed, following information provided by residents to suggest a large oak tree located on Holloway Road was at risk of being removed, a TPO had been replaced on three large oak trees in a row in the road. The first being places on the tree outside of number 64 and the other two to the roadside in front of Bentalls Place with the order due to be reviewed by the 3rd June.

Reassurance had been given to two elderly residents of Woodfield Cottages regarding their fears as to whether there would be enforcement action to carry out works to their properties due to the conservation area and the listed building status. The exact position was first clarified with Maldon District Councils (MDC) Heritage Officer and neither of the properties concerned were among those with enforcement issues. The Heritage Officer has offered to speak with these residents if they have further concerns.

Concerns raised by a resident in Holloway Road regarding the new recently laid gas main along Holloway Road after they had been informed by workmen that they had been unable to connect the new pipeline at the area of the underground culvert running across the road towards the junction of Regency Court. It transpired that the original plans for the work had included a stipulation by the EA that the pipes should connect under the culvert to some depth. This was considered to be an unrealistic task and so an alternative plan had been made to construct a steel covering to lay over the culvert and connect pipes above it. County Councillor Durham is making enquiries to check with the EA and Highways if there this alternative arrangement has been properly checked/signed off.

Residents of the homes at the end of Heywood Way adjoining the Sharpes Meadow Development, had in the last few days received letters informing them of MDCs intention to investigate with a view to enforcement action concerning the fence erected across the planned cycle route/footpath connecting the new and older estates.

Cllr Spenceley confirmed she had been appointed as Vice Chairman of the Overview and Scrutiny Committee (also sitting as the Crime and Disorder Panel) and had been appointed to the following working groups and outside bodies:

Livewell Partnership Group

Corporate Projects Member Working Group

Finance Member Working Group

Planning Policy Working Group

District Cllr Spenceley left the meeting at 8.10pm

District Cllr Edwards report was circulated. His report confirmed the changes at MDC following the Statutory Annual Meeting in which a change in leadership took place as the Conservatives regained control. Various Committees were reformed, and members appointed to various working groups and outside bodies.

Chairman of the Council – Bob Boyce

Vice Chairman – Stephen Nunn

Leader of the Council - Cllr Penny Channer

Deputy of the Council – Cllr Maddie Thompson.

Cllr Edwards report confirmed he was no longer on the Local Highways Panel but as a District Cllr would still be able to assist the Parish Council on highways issues. Potential traffic management signage and crossing improvements in Goldhanger Road (LMAL202017) still in validation.

Sharpes Meadow as mentioned in a previous report, enforcement action may be taken over the fence which has been erected over the pathway from the estate into Heywood Way without planning permission. Residents responsible have been sent a 21-day letter to remove said fence. Planning Application RES/MAL/22/00523 is the second reserves matters for 267 dwellings (Phase 2) on the Westcombe Park and will be discussed at the District planning committee meeting in June which comprises of Parcels 10,11 and 12 located at the eastern end of the site (Broad Street Green)

District Cllr Beale reported on a proposed scoping exercise at Lofts Farm.

1. Members received a report from the Clerk regarding the Community Engagement Team. The Clerk updated members the team were currently under an internal review and had asked for clarification as to how the findings from this review will affect the Service Level Agreement and the work carried out for the parish council. The Clerk confirmed to date there had been no confirmation as to whether G Dyer would stay in the role as ASB Officer. As members are aware, G Dyer has made a huge contribution to this role and how it should be embedded within the team and community. G Dyer has been influential in tackling ASB matters within the Parish and the intel that is passed to him via the Clerk has proven vital importance with regards to tackling issues with drugs.

The Clerk confirmed Speed Enforcement Patrol (TRU CAM) carried out during the month of April over 1.45 hours with 20 captures in total.

Scraley Road 5 captures and Goldhanger Road 15 Captures.

The Clerk confirmed the next community hub was due to be held on the 6th of July 2022 at 10:30am in Plantation Hall.

**22/10 Schedule of Meetings**

1. Members received a report from the Clerk and were asked to consider the Schedule of Meetings for 2022/2023.

The Clerk confirmed Standing Order 5, Ordinary Council Meetings “in addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides. (NALC Model Standing Orders 2018 for England (Revised 2020)”

The Clerk reminded members, Council delegates many of its statutory and legal responsibilities to officers of the council and its committees which enables Council to work more efficiently and act on matters without delay.

Taking this into consideration, the Clerk recommended reducing the Parish Council Meetings to 10 per municipal year. The Clerk suggested no meeting be held in August and December and that should matters arise during these months that required action, extraordinary meetings call be called.

Cllr Lewis PROPOSED to support the recommendation from the Clerk. SECONDED by Cllr Salisbury. It was **RESOLVED** to support the recommendation from the Clerk and reduce the Parish Council Meetings to 10 per municipal year.

**22/11 Consultations and Policies**

1. Members noted all adopted policies had been reviewed. The Clerk to circulate to members.
2. Members considered the Action Plan for 2022/2023. Cllr Lewis PROPOSED to accept the Action Plan for 2022/2023. SECONDED by Cllr Harrison. It was **RESOLVED** to accept the Action Plan for 2022/2023.
3. Members were asked to note the list of Contractors and Suppliers would be circulated for approval at the next meeting of the Parish Council.

**22/12 Appointments of Committees, Working Groups and Representatives.**

1. Members considered appointment of 7 members along with the Chairman of the Parish Council to serve on the Planning Committee and to approve the Terms of Reference.

It was **RESOLVED** to appoint Cllr Lewis, Cllr Harrison, Cllr Alum and Cllr Gibson to serve on the Planning Committee. The Terms of Reference were approved.

1. Members considered appointment of 6 members to serve on the Events Committee. Cllr Lewis PROPOSED to defer this item until the next meeting of the Parish Council to allow members time to discuss whether there is a need for an Events Committee. SECONDED by Cllr Cable. It was **RESOLVED** to defer this item until the next meeting of the Parish Council to allow members time to discuss whether there is a need for an Events Committee.
2. Members considered the appointment of 6 members to serve on the Environment and Facilities Committee and to approve the Terms of Reference.

It was **RESOLVED** to appoint, Cllr Lewis, Cllr Gibson and Cllr Harrison to serve on the Environment and Facilities committee. The Terms of Reference were approved.

1. Members considered appointment of 4 members along with the Chairman of the Parish Council to serve on the Personnel Committee and to approve the Terms of Reference. The Clerk recommended the Terms of Reference be amended to reflect the Clerk is not a committee member.

It was **RESOLVED** to appoint Cllr Lewis, Cllr Cable, Cllr Salisbury and Cllr Gibson to serve on the Personnel Committee. The Terms of Reference were approved as amended.

1. Members considered the appointment of Lead Cllrs for the following
2. Maldon and Heybridge Life- It was **RESOLVED** to appoint the Clerk and Financial and Administration Officer.
3. Tourism and Leisure Representative – It was **RESOLVED** to defer this item.
4. Health Matters Representative – It was **RESOLVED** to appoint Cllr Lewis.
5. School Liaison Representative – It was **RESOLVED** to appoint Cllr Lewis and Cllr Alum
6. Heybridge Cemetery Representative – It was **RESOLVED** not to have a formal representative
7. Parish Passenger Transport Representative – It was **RESOLVED** to appoint Cllr Harrison
8. Elms Farm Park Conservation Group – It was **RESOLVED** to appoint Cllr Lewis
9. Chelmer Canal Trust Representative – It was **RESOLVED** to appoint Cllr Harrison
10. Parish Emergency Co-ordinator – It was **RESOLVED** to appoint the Clerk and the Financial and Administration Officer.
11. Rural Community Council of Essex (RCCE) – It was **RESOLVED** to appoint the Clerk, the Financial and Administration Office and Cllr Lewis
12. Local Highway Panel Liaison. – It was **RESOLVED** to appoint the Clerk
13. Members noted Les Hammans was happy to continue the appointment of Tree Warden
14. Members considered any other bodies to appoint lead Cllrs to

It was **RESOLVED** to appoint Cllr Harrison to Bradwell LCLC and Bradwell B Seminars.

Cllr Alum left at 9.00pm

**22/13 Charity of the Year**

1. It was **RESOLVED** to defer this item until the next meeting of the Parish Council

**22/14 Annual Governance Review**

1. Members received a report from the Clerk.

**22/15 General Power of Competence**

1. Members noted the General Power of Competence remained in place.

**22/16 Financial Matters**

1. Members received an updated statement of account for March 2022.
2. Members received the bank reconciliation for March 2022 and noted the balance of the bank account was currently £404,544.53.
3. Members considered approval of the Annual Governance Statements for 2021/2022

* We have put in place arrangements for financial management during the year and for the preparation of the accounting statements **AGREED**
* We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. **AGREED**
* We took all reasonable steps to assure ourselves that there are not matter of actual of potential non-compliance with lays, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances **AGREED**
* We provided proper opportunity during the year for the exercise of Electors Rights in accordance with the requirements of the Accounts and Audit Regulations **AGREED**
* We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance when required**. AGREED**
* We maintained throughout the year and adequate and effective system of internal audit of the accounting records and control systems. **AGREED**
* We took appropriate actions on all matters raised in reports from internal and external reports **THERE WERE NONE**
* We considered whether any litigation, liabilities or commitments events or transactions, occurring during or after the year end have a financial impact on this authority and where appropriate have included them in the accounting statements. **THERE WERE NONE**

It was **RESOLVED** to approve the Annual Governance Statements

1. Members considered to approve the Annual Accounting Statements for 2021/2022.

It was **RESOLVED** to approve the Annual Accounting Statements.

1. Members considered to appoint John Williams as Auditor for 2022/2023. It was **RESOLVED** to appoint John Williams as Auditor for 2022/2023.
2. Members considered appointment of one member as Bank Verifier. Cllr Lewis PROPOSED Cllr Gibson be appointed as Bank Verifier. SECONDED by Cllr Cable. It was **RESOLVED** to appoint Cllr Gibson as Bank Verifier.
3. Members received schedule of payments including invoices and accounts for payments dated 3rd May 2022 and 16th May 2022. It was **RESOLVED** to approve schedule of payments
4. Members **RESOLVED** to approve payment of staff salaries for the financial year.

**22/17 Correspondence**

Correspondence was received. It was noted the correspondence in relation to the 288 bus would be discussed at the next ENF Committee Meeting due to be held on Monday 23rd May 2022.

**22/18 Future Meetings**

1. The next meeting of the Environment and Facilities Committee will be held on Monday 23rd May 2022 at 7.30pm.
2. The next meeting of the Planning Committee will be held on Monday 6th June 2022 at 7.30pm.

C) The next meeting of the Parish Council will be held Monday 20th June 2022 at 7:30pm

The meeting closed at 9.30pm

Signed.