#

Minutes of the **PARISH COUNCIL MEETING** held on **Monday 19th June 2023** at Plantation Hall, Colchester Road Heybridge CM9 4AL at 7.30pm.

**PRESENT**

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

**Councillors:**  Trevor Cable Simon Burwood

 Nicky Spenceley Paula Spenceley

 Mike Hall John Harrison

 Nikki Swindle Anne Beale

 Bruce Heubner

**Apologies**: None

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

**23/01 a) To Elect a Chairman for the municipal year.**

Cllr Heubner PROPOSED Cllr Beale be elected as Chair for

 the municipal year. SECONDED by Cllr Harrison

Cllr P Spenceley PROPOSED Cllr Burwood be elected as Chair for the municipal year. SECONDED by Cllr Swindle.

Cllr Hall PROPOSED Cllr Cable be elected as Chair for the municipal year. Proposal not SECONDED.

A vote was held.

Due to a tie vote, Cllr Cable (outgoing Vice Chair) exercised his casting vote.

It was **RESOLVED** Cllr Beale be elected as Chair for the municipal year.

b) Cllr Beale signed the Declaration of Acceptance of Office as Chair.

**23/02 a) To Elect a Vice Chairman for the municipal year.**

Cllr P Spenceley PROPOSED Cllr Burwood be elected as Vice Chair. for the municipal year. SECONDED by Cllr Swindle

Cllr Beale PROPOSED Cllr Cable be elected as Vice Chair.

SECONDED by Cllr Hall.

A vote was held.

Cllr Burwood received 4 votes.

Cllr Cable received 3 votes.

John Harrison abstained from voting.

It was **RESOLVED** Cllr Burwood be elected as Vice Chair for the municipal year.

b) Cllr Burwood signed the Declaration of Acceptance of Office as Vice Chair.

**23/03 To receive Members Declarations of Office and Register of Interest Forms.**

The Clerk confirmed all Declarations of Office had been signed and reminded members to complete and update their Register of Interest forms regularly.

**23/04 Co-option**

1. Members received a report from the Clerk with regards to the co-option process. Members noted the election had failed to fill the allowed vacancies due to insufficient nominations for the East Ward and therefore the vacant seats could be filled by co-option.
2. Members considered the co-option of Ashley Jones to the East Ward. Cllr Heubner PROPOSED to co-opt Ashley Jones, SECONDED by Cllr Cable.

It was **RESOLVED** to co-opt Ashley Jones to the East Ward. Cllr Jones signed the Declaration of Office.

**23/05 Apologies**

 None received.

**23/06 Minutes**

 **a)** Members considered approving the Minutes of the Parish Council meeting held on Monday 17th April 2023.

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

 Tuesday 17th April 2023 be approved and confirmed.

 b) Members received the DRAFT minutes of the Environment and Facilities Committee Meeting held on Monday 24th April 2023.

 c) Members received the DRAFT minutes of the Planning Committee Meeting held on Tuesday 2nd May 2023.

**23/07 Interests**

None received

**23/08 Public Participation**

No members of the public wished to address members.

**23/09 Reports**

1. Members were circulated a report from G Dyer, Community Engagement Officer for information only.
2. Members received a report from District Cllr Spenceley, and it was noted the report had been circulated to members.

**23/10 Schedule of Meetings**

1. Members considered approving the Schedule of Meetings for 2023/2024

Cllr Heubner PROPOSED to approve the Schedule of Meetings for 2023/2024. SECONDED by Cllr Jones.

It was **RESOLVED** to approve the Schedule of Meetings for 2023/2024.

**23/11 Consultations and Policies**

1. Members considered adopting all policies and procedures. It was noted all adopted policies had been reviewed by the Clerk and circulated to all members prior to the meeting.

Cllr Heubner PROPOSED to adopt all policies and procedures. SECONDED by Cllr P Spenceley.

It was **RESOLVED** to adopt all policies and procedures.

1. Members considered the Action Plan for 2023/2024. Cllr Heubner PROPOSED to accept the Action Plan for 2023/2024. SECONDED by Cllr Cable

It was **RESOLVED** to accept the Action Plan for 2023/2024.

**23/12 General Power of Competence**

1. Members considered whether council met the criteria to adopt the General Power of Competence. Cllr Heubner PROPOSED to adopt the General Power of Competence. SECONDED by Cllr Cable.

It was **RESOLVED** to adopt the General Power of Competence.

**23/13 Appointments of Committees, Working Groups and Representatives.**

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

It was **RESOLVED** to appoint The Chair, Cllr P Spenceley, Cllr Heubner, Cllr Hall, Cllr Harrison 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.

It was **RESOLVED** to appoint Cllr Jones, Cllr Cable and Cllr Swindle to serve on the Events Committees and to approve the Terms of Reference.

1. 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 N Spenceley, Cllr Harrison,

Cllr Burwood, Cllr Hall, Cllr Heubner and Cllr Cable to serve on the Environment and Facilities committee. The Terms of Reference were approved.

1. Members considered appointment of 4 members along with the Chair of the Parish Council to serve on the Personnel Committee and to approve the Terms of Reference.

It was **RESOLVED** to appoint Cllr Jones, Cllr Cable, Cllr Burwood and Cllr Harrison 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 Cllr P Spenceley.
3. Tourism and Leisure Representative – It was **RESOLVED** to appoint Cllr Cable.
4. Health Matters Representative – It was **RESOLVED** to appoint Cllr N Spenceley.
5. School Liaison Representative – It was **RESOLVED** to appoint Cllr Jones.
6. Parish Passenger Transport Representative – It was **RESOLVED** to appoint Cllr Harrison
7. Elms Farm Park Conservation Group – It was **RESOLVED** to appoint Cllr Cable.
8. Chelmer Canal Trust Representative – It was **RESOLVED** to appoint Cllr Hall.
9. Parish Emergency Co-ordinator – It was **RESOLVED** to appoint the Clerk.
10. Rural Community Council of Essex (RCCE) – It was **RESOLVED** to appoint Cllr Cable.
11. Local Highway Panel Liaison. – It was **RESOLVED** to appoint the Clerk
12. Members considered any other bodies to appoint lead Cllrs to

It was **RESOLVED** to appoint Cllr P Spenceley to Heybridge Maldon Climate Action Group.

It was **RESOLVED** to appoint Cllr Nikki Swindle to Livewell Partnership.

It was **RESOLVED** to appoint 3 members to the North Heybridge Garden Suburb Liaison Panel and to add this item to the June Parish Council Agenda.

**23/14 Charity of the Year**

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

**23/15 Clerks Report**

1. Members received a report from the Clerk with regards to the Annual Governance Review.
2. Members considered advertising cost for the Heybridge Life. Cllr Burwood PROPOSED to donate £200 towards the cost of advertising. SECONDED by Cllr Hall.

It was **RESOLVED** to donate £200 towards the cost of advertising.

1. Members considered promoting The Light Project. Cllr Burwood PROPOSED this matter be added to the Events Committee to consider. SECONDED by Cllr Jones.

It was **RESOLVED** to add this item to the Events Committee Agenda.

1. Members noted the Pop-up Prom Shop event was hugely successful and the organiser had asked to bring the event back next year.
2. Members received an update on the extension.
3. Members noted the plans for the Annual Parish Meeting to be held on Monday 22nd May 2023.

**23/16 Financial Matters**

1. Members received an updated statement of account for March 2023.
2. Members received the bank reconciliation for March 2023.
3. Members considered approval of the Annual Governance Statements for 2022/2023.
* 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 **AGREED.**
* 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. **AGREED**

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

1. Members considered to approve the Annual Accounting Statements for 2022/2023.

It was **RESOLVED** to approve the Annual Accounting Statements for 2022/2023.

1. Members considered to appoint John Williams as Auditor for 2023/2024. It was **RESOLVED** to appoint John Williams as Auditor for 2023/2024.
2. Members consider approval of regular payments made by Direct Debit, BACS, to include contractors, utilities and staff salary payments (HMRC and Pension). It was **RESOLVED** to approve the regular payments and an updated list would be circulated.
3. schedule of payments including invoices and accounts for payments dated 15th May 2023. It was **RESOLVED** to approve schedule of payments dated 15th May 2023.
4. Members considered membership to the Maldon and Heybridge Harbour Association at a cost of £20.00. Cllr Cable PROPOSED to accept the cost of £20.00 to join the Maldon and Heybridge Harbour Association. SECONDED by Cllr Jones.

It was **RESOLVED** to accept the cost of £20.00 to join the Maldon and Heybridge Harbour Association.

**23/17 Local Issues**

1. Members considered items to add to the next Parish Council Meeting Agenda. The Clerk to action.

**23/18 Correspondence**

Correspondence was received and actions to be taken were considered.

Members considered opening times for the hall on Saturday 27th May 2023, and it was **RESOLVED** to stay open.

Members considered a request from a hirer to open on Bank Holidays. Cllr Jones PROPOSED to open on Bank Holidays.

Cllr Burwood amended the proposal to include opening on Bank Holidays if the staff were willing to accommodate the change.

SECONDED by Cllr Jones.

It was **RESOLVED** to open on Bank Holidays should the staff be willing to accommodate the change.

Members noted the information on U Fest, and it was **RESOLVED** to add this to the Events Committee Agenda for discussion.

Members noted information received from with regards to purchasing a Coronation Plaque. It was **RESOLVED** the Clerk would look at alternative options to commemorate the coronation of King Charles iii.

**23/19 Future Meetings**

 a) The next meeting due to be held will be the APM on Monday 22nd May 2023 at 7.00pm

b) The next meeting of the Planning Committee will be held on Monday 5th June 2023 at 7.30pm.

c) The next meeting of the Events Committee will be held on Monday 12th June 2023 at 7.30pm.

d) The next meeting of the Parish Council will be held on Monday 19th June 2023 at 7.30pm.

e) The next meeting of the Environment and Facilities Committee will be held on Monday 26th June 2023 at 7.30pm.

 The meeting closed at 8.55pm

 Signed.