#

Minutes of the **PARISH COUNCIL MEETING** held on **Monday 18th July 2022 at 7.30pm** at Plantation Hall, Colchester Road Heybridge CM9 4AL at 7.30pm.

**PRESENT**

**In the Chair:**  Richard Perry

**Councillors:**  Carey Martin

 Miriam Lewis Zimrul Alam

 Trevor Cable Diane Gibson

 John Harrison

**Apologies**: Cllr Mark Salisbury District Cllr Heubner

 Cllr Ashley Jones District Cllr Edwards

 County Cllr Durham

**District Cllrs:**  Anne Beale

Paula Spenceley

**Absent:** 0

**Members of Public:** 1

**Officers:** Amanda Hilton Clerk

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

**22/90 Chairman’s Welcome**

The Chairman welcomed everyone to the meeting and thanked Cllr Cable for attending Maldon Cricket Clubs Kwik Cricket in his absence with the Clerk. The Chairman confirmed sadly there had been several fires in Heybridge Wood and members would receive an update from the Clerk during the meeting. The Chairman thanked K Harley Financial and Administration Officer for sourcing extra funding to support the food bag deliveries to vulnerable residents. The Chairman reminded members of the Open-Air Cinema Event due to take place on the 27th August 2022.

The Chairman confirmed the Clerk would be on annual leave from Thursday 21st July and returning to the office on Tuesday 26th July and members were reminded to contact Karen in the Clerks absence.

**22/91 Apologies**

Apologies were received from Cllr Salisbury, Cllr Jones, District Cllr Edwards, County Cllr Durham and District Cllr Heubner.

**22/92 Minutes**

1. Members considered approving the Minutes of the Statutory Parish Council Meeting held on Monday 20th June 2022. It was **RESOLVED** the Minutes of the Meeting held on Monday 20th June 2022 be approved and confirmed.
2. The draft minutes of the Environment and Facilities Committee held on Monday 27th June 2022 were received.
3. The draft minutes of the Planning Committee held on Monday 4th July 2022 were received.
4. The draft minutes of the Events Committee held on Monday 11th July 2022 were received.

**22/93 Interests**

Cllr Lewis asked members to note in relation to matters arising regarding the road closure at Holloway Road, she lives near the area.

**22/94 Public Participation**

The Chairman welcomed a resident to the meeting who confirmed they had attended just to observe the meeting and did not wish to participate.

**22/95 Reports**

1. It was noted County Cllr Durhams report had been previously circulated. Cllr Lewis requested the Clerk seek confirmation of the ownership and responsibility for the culverts at Holloway Road. The Clerk to action.
2. District Cllr Spenceley updated members they would receive a joint report from her and Cllr Edwards as they are working together on all matters for Heybridge West.

Matters noted in the report were:

**PLANNING APPLICATION 22/00523 267 DWELLINGS**

Please note that this application (Phase 2 Parcels 10,11 and 12) has not yet been presented to the District Planning Committee because the applicant has not yet addressed all the matters raised by officers and therefore, an extension of time has been agreed for the application to be presented at a later District Planning committee meeting.

**LOCAL HIGHWAYS PANEL**

As previously advised, I (MRE) am no longer on the Local Highways Panel, but we are able to send in applications to the Panel with proposals we feel would be a benefit to Heybridge, in addition to the applications the Parish Council has already or in the process of submitting. We are working on two at the moment including concave and convex mirrors to assist the ingress and egress of traffic at the Colchester Road / Stock Chase junction and some sort of renovation of the roundabout in Heybridge Square.

**SHARPES MEADOW**

A very recent site visit was made by both of us as well as County Cllr Mark Durham and Michael Johnson from MDC to the Sharpes Meadow estate to consider the issue of access from the new estate onto the older estate via Heywood Way and the fence which has been erected between the latter and the new estate. There are no further updates available at this stage due to the complex planning and legal issues involved and we will provide any further updates as and when.

**ROAD WORKS**

We are sure members are now aware of the road closures at the junction of Holloway Road, Maypole Road and Langford Road. Signs have now been set up advising of the closures from 25th July – 4th September. We have attached a copy of the road closure to t **DITCHES & CULVERTS**

There have been some issues with overgrown ditches, particularly in Holloway Road. The vegetation in the ditch has grown substantially and the bottom of the ditches have silted up. I (PS) have been directly involved with this issue, as I live opposite the ditch so will have further information. We have had a meeting with County Cllr Mark Durham on site and he in turn had a meeting with an officer from the flood team at ECC on site to discuss the problem.

The officer recommends that at least 18 inches needs to be excavated from the bottom of the ditch in certain areas. As the EA have designated this as a river, it is for them to carry out this work. **NHGS**

For some time now, residents have emailed all and sundry regarding questions and complaints now that the main part of the development has started. Some of these problems are easily resolved others are more complicated and involve various authorities. To give an example, we both I visited a resident living in Broad Street Green at 10pm at night as they complained of bright lights on the roof of the portacabins opposite them. These are security lights and on all night. We visited the site the next morning with the result that they adjusted the lights downwards and now they no longer shine across to the houses.

Another example was at the Bellway Estate where noise coming from some sort of machinery on the site was carrying across the fields to the houses. Again, all night. We visited the site the next day and discovered it was a drying machine, drying the clothes from the workers the day before. Now they turn it off at 9pm.

Our point is that we as District Councillors can help with some of these issues directly without involving others unnecessarily. And to that end we both visited the site manager to discuss the possibility of setting up of a Liaison Panel which residents can direct their questions and the Panel to respond.

We then discussed it with MDC who agreed that it would be a good idea and could even give us a dedicated email address which we can publicize to residents as part of community engagement.

The Panel to consist of the four Heybridge District Councillors and the two Great Totham District Councillors.

Of course, this won’t replace the Devcomms arrangements but will supplement it and hopefully reduce the number of inquiries to the Parish Council, the District Council, Planning Officers and others.

Once we have completed the setup, we will send the contact details to the Clerk.

**HEYBRIDGE WOOD**

As you may be aware, the wood has suffered fires these past few days. There are various possibilities including deliberate or simply dry bracken catching fire with the high temperatures we are enduring at present. Again, now we have communication with the site managers, both of us visited them again last Friday to discuss and Countryside confirmed that with immediate effect employ 24 hours security, at least whilst the hot weather continues.

**HAZELWOOD COURT**

Some issues have continued at Hazelwood Court in long-term absence of a warden there. These have included personal alarms being out of action for a time (now resolved), large bags of grass cuttings being left over parking spaces and around the estate for three weeks by contractors (we contacted SAHA to get these removed) and some issues of increased social isolation.

**COLCHESTER ROAD CROSSING PATROL**

The school crossing patrol service was contacted with regard to an update on the above. I (PS) have provided more details of the outcome of the response to the clerk, as this includes some information of a confidential nature.

**ROTARY**

On a separate note, Rotary have delivered the Bleed Cabinet to PH and once installed, arrangements will be made for the official presentation.

1. The MDC Community Engagement Ream report was circulated. Members noted:

Community Engagement Report

Month of June 2022

Speed Enforcement Patrol (TRUCAM) 6 Patrols

over 4.20 Hours

Scraley Road 3

Goldhanger Road 23

Broad Street Green Road 4

Holloway Road 15 45 Captures in total

Total hours worked 55

During the month of June only 4.2 hours of TRUCAM were carried due to lack of resources. The Clerk has requested that as close to the 8 hours under the Service Level Agreement are met.

The Team continue to patrol areas under direct responsibility and other areas identified within the parish for litter hot spots, ASB and as a visible presence.

Gary Dyer ASB Officer continues to work closely with the Parish council.

**22/96 Committee Updates**

1. No report was received.
2. Members received a report from the Chairman of the Events Committee who set out the schedule of events until December 2022.
3. Members received a report from the Chairman of the Environment and Facilities Committee who confirmed there had been a successful meeting with the Architect and the plans were under way with a view to opening the new part of the building in September 2023. Members considered delegating administration of the project to the Clerk and Cllr Lewis (Lead Cllr for the extension) to ensure plans can progress. Members **RESOLVED** to delegate administration of the project to the Clerk and Cllr Lewis to ensure plans can progress.

**22/97 Clerks Report.**

1. Members note the Clerk, Cllr Gibson and Cllr Harrison attended the Code of Conduct Training at Maldon Town Council.
2. Members noted the Clerk and the Financial & Administration Office had successfully passed the FAA Level 2 Award in Health and Safety in the Workplace (RQF) and amendments to the Health and Safety Policy were noted.
3. Members noted the Clerk had submitted 3 Local Highway Panel Requests.
* Replacement Bus Shelter Goldhanger Road
* Replacement Bus Shelter Colchester Road
* Better Signage and illumination at Colchester Road Pedestrian Crossing.
1. Members noted the Governments Plan to introduce a Data Reform Bill.
2. Members considered not holding Events and ENF Committee meetings in August. The Chairman PROPOSED to not hold Events and ENF Committee meetings in August unless business required a meeting to be held. SEONDED by Cllr Cable.

It was RESOLVED to not hold Events and ENF Committee meetings in August unless business required a meeting to be held.

1. Members noted the date for the 20splenty webinar and were asked to inform the Clerk should members wish to attend.

**22/98 Financial matters**

1. Members received updated statement of accounts for June 2022.
2. Members received the bank reconciliation for June 2022 It was noted the balance of the bank account was £386,823.01 on 18th July 2022.
3. Members considered schedule of payments including invoices and accounts for payments dated 4th July and 18th July 2022. Cllr Lewis PROPOSED to approve payments. SECONDED by Cllr Cable. It was **RESOLVED** to approve payments. Appendix 1a and 1b.
4. Members considered renewal of the Annual Membership Allocation for Rural Community Council of Essex (RCCE) Village Halls Membership at a cost of £115.50 plus VAT. Cllr Lewis PROPOSED to accept the cost of £115.50 plus VAT for the Annual Membership for RCCE. SECONDED by Cllr Cable.

It was **RESOLVED** to accept the cost of £115.50 plus VAT for the Annual Membership for RCCE.

**22/99 Local Issues**

1. Members received a report from the Clerk regarding Heybridge Woods. It was **RESOLVED** the Clerk to continue working with District Members and contractors and keep members informed.
2. Members considered any items for inclusion on the Agenda for the next meeting of the Parish Council due to be held on Monday 19th September 2020. There were none received.

**22/100 Correspondence**

1. The Clerk updated members on correspondence received. There were no actions to be taken.

**22/101 Training Requests**

1. Members considered training request for the Clerk and the Financial and Administration Officer to attend Fire Safety Level 2 at a cost of £150.00 plus Vat per delegate.

Cllr Lewis PROPOSED the Clerk and the Financial and Administration Officer attend the training at a cost of £150.00 plus VAT per delegate. SECONDED by Cllr Cable.

It was **RESOLVED** the Clerk and the Financial and Administration Officer attend the training at a cost of £150.00 plus VAT per delegate.

**Due to confidential business, this meeting is not open to the press or members of the public (Public Bodies (Admissions to Meetings) Act 1960, s 1 (2)).**

**22/102 To receive a report from the Clerk and consider actions to be taken.**

1. Communication with Maldon District Council
2. Service Level Agreement with Community Engagement Team.

Members received a report from regarding Communication with Maldon District Council and the current Service Level Agreement with the Community Engagement Team. Members were updated the Clerk had held a meeting with the Customer Community and Caseworker Manager (CCCM) at MDC to discuss concerns and received a report prepared from the CCCM.

A lengthy discussion was held, and it was **RESOLVED** to invite the CCCM to the next meeting of the Parish Council due to be held on Monday 19th September 2022 at 7.30pm.

**22/103 Future Meetings**

 a) The next meeting of the Environment and Facilities Committee will

be held on Monday 25th July 2022 at 7.30pm

b) The next meeting of the Planning Committee will be held on Monday 1st August 2022 at 7.30pm

c) The next meeting of the Events Committee will be held on Monday 12th September 2022 at 7.30pm

d) The next meeting of the Parish Council will be held on Monday 19th September 2022 at 7.30pm.

 The meeting closed at 9.45pm

 Signed.