#

Minutes of the **PARISH COUNCIL MEETING** held on **Monday 26th September 2022 at 7.30pm** at Plantation Hall, Colchester Road Heybridge CM9 4AL at 7.30pm.

**PRESENT**

**In the Chair:**  Richard Perry

**Councillors:**  Carey Martin Mark Salisbury

 Miriam Lewis Ashley Jones

 John Harrison

Zimrul Alam

**Apologies**: Cllr Trevor Cable District Cllr Heubner

 Cllr Diane Gibson District Cllr Edwards

 District Cllr Spenceley

**District Cllrs:**  Anne Beale

**Absent:** 0

**Members of Public:** 2

**Officers:** Amanda Hilton Clerk

 L Williams MDC

 S Green MDC

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

**22/138 Chairman’s Welcome**

The Chairman welcomed everyone to the meeting and thanked the Clerk for cutting her annual leave short following the sad news of HM Queen Elizabeth’s death to attend the office to ensure Operation London Bridge was carried out correctly by the Parish Council. Thanks to Karen for assisting the Clerk and the Chairman confirmed the floral tributes laid at Plantation Hall had been taken to the composter and will be planted with a commemorative tree in the future. The Chairman confirmed he would be holding a two-minute silence at the end of his announcements.

The Chairman confirmed members would receive an update on the extension following a meeting held between the Quantity Surveyor, the Architect and the Clerk on Friday 23rd September 2022.

The Chairman said he was proud to announce a 999 day had been organised to be held on Wednesday 26th October on King George V Field, and thanked L Davis from Tri Services, The Clerk and Karen for making it happen and confirmed this event will give community groups chance to showcase and will also be a bike marking event exercise.

The Chairman reminded members as part of the Heybridge Helping Hand allocation, council continued to support vulnerable families and would continue the keep warm projects and council will be holding open days for residents to attend Plantation Hall to collect items and the coat rail would be returning shortly.

The Chairman confirmed members would be receiving a short presentation from S Green, Maldon District Councils Communication and Case Manager with regards to the Community Engagement Team. The Chairman reminded members that the Clerk is delegated to manage and oversee contracts with our partners and had informed us of a few issues that needed to be addressed and members invited S Green to attend this meeting.

Members were reminded the office would be closed on Wednesday 28th September as The Clerk and Karen would be attending Fire Safety Training.

The Chairman thanked everyone that attended the Open-Air Cinema on Sunday 28th August and thanked to Cllr Mark Salisbury, Cllr Cable, Cllr Martin, The Clerk, Karen and extended a special thanks to the evening caretaker and her daughter for all their help.

A two-minute silence was held.

**22/139 Apologies**

Apologies were received from Cllr Cable, Cllr Gibson, District Cllr Edwards, District Cllr Heubner and District Cllr Spenceley.

**22/140 Minutes**

1. Members considered approving the Minutes Parish Council Meeting held on Monday 18th July 2022. It was **RESOLVED** the Minutes of the Meeting held on Monday 18th July 2022 be approved and confirmed.

A comment was made with regards to the wording of the reports submitted by District Cllrs. The Clerk to action.

Cllr Harrison abstained from voting.

1. The draft minutes of the Environment and Facilities Committee held on Monday 15th August 2022 were received.
2. The draft minutes of the Personnel Committee Meeting held on Thursday 25th August were received.
3. The draft minutes of the Planning Committee held on Monday 5th September 2022 were received.
4. The draft minutes of the Events Committee held on Monday 12th September were received.

**22/141 Interests**

There were none.

**22/142 Public Participation**

There were no members of the public present.

**22/143 Reports**

1. No report received from Cllr Durham.
2. Members were circulated a joint report from District Cllr Edwards and District Cllr Spenceley. The report was read out by the Clerk as follows

Firstly, please accept our apologies for tonight.

**PLANNING APPLICATION 22/00523 262 DWELLINGS**

Please note that this application (Phase 2 Parcels 10,11 and 12) has still not yet been presented to the District Planning Committee because the applicant has not 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.

**PLANNING APPLICATION 22/00289 Landscaping** Reserved Matters application for access, appearance, landscaping, layout and scale covering the details of strategic landscaping and infrastructure for Phases 3,4 and 5 including those surrounding parcels 3,4,5,6,7 and 9 has been received. This will be presented to the District Planning Committee in due course.

**ROAD WORKS**

Although Maypole Road is now open, further road works will be implemented on Broad Street Green in the coming weeks. Full details will be published in due course, but presently two-way traffic lights are in operation.

**NHGS**

The NHGS Community Liaison Panel is now operational and has been publicised in the local papers and social media. A number of enquiries have already been received and replied to. Regular meetings between the Panel and Countryside site managers have been set up and the arrangement is working well.

The Panel consists of District Cllrs Spenceley, Edwards, Beale, Heubner, Siddal and Keyes. Also, Cllr Durham from Essex County Council. Residents can contact the Panel by emailing the Panel’s dedicated email address NHGSliaisonpanel@maldon.gov.uk

**DISTRICT COUNCILLOR SURGERIES**

At last, the Heybridge District Councillors have managed to set up surgeries for the Heybridge District Councillors and our first one will be held on Saturday 8th October from 10am at the Breakfast Bar, Bentall’s Shopping Centre. This has been published and posters posted on the notice boards.

**OAK TREE**

A large oak tree has been intentionally destroyed on Langford Road. The tree is situated on MDC land next to the road sign on the approach to Elms Farm Roundabout from the direction of Holloway Road.

Investigations on ongoing but it is likely that this tree will have to be removed.

**STREET LIGHTING**

Some street lighting on Holloway Road are out of action. Efforts are being made to get these repaired as soon as possible.

District Cllr Beale confirmed the road closures at Broad Street Green Road.

A short-written report from received from District Cllr Heubner was received. The report confirmed his attendance at the MDC U Fest and that he was on the NHGS Liaison Panel.

1. Members received a brief update from the Clerk with regards to the Community Engagement Team activity for the month of July 2022 and month of August 2022.

July- Speed Enforcement (TRUCAM) 7 Patrols. Total hours worked 48hrs – 7 hours short of the contracted 55 hours.

August- Speed Enforcement (TRUCAM) 1 Patrol. Total hours worked 52 hours – 3 hours short of the contracted 55hours.

The Clerk confirmed that during these two months the team had continued to patrol the areas under direct responsibility of the parish council reporting any matters to the Clerk.

The Chairman welcomed S Green and L Williams to present to members.

S Green introduced herself to members and gave a brief introduction and confirmed one of her responsibilities is the delivery of the Community Engagement Team and gave a background of the current situation with the team and updated members with regards to proposed changes following a planned restructure.

L Williams gave a report on the day-to-day activities of the team.

The Chairman thanked S Green and L Williams for their time.

**22/144 Committee Updates**

1. No report was received from the Chairman of the Planning Committee
2. No report was received from the Chairman of the Events Committee
3. Members received a report from the Chairman of the Environment and Facilities Committee who confirmed there had been a successful zoom meeting held with the Clerk, Architect and Quantity Surveyor and ground investigation work was due to commence on the 7th October and gave an update on the proposed time line for completion of works.

**22/145 Clerks Report.**

1. Members noted the issue with the light at Stock Chase had been rectified.
2. Members received an update on the Green Gym and it was **RESOLVED** to add this matter to the Agenda for the Environment and Facilities Committee Meeting held on Monday 29th September 2022.
3. Members received a report regarding Heybridge Parish Street Lighting and noted an updated inventory had been received.
4. Members considered the opt out option of the Smaller Authorities Audit Appointment following a procurement exercise. It was **RESOLVED** to stay Opted in. The Clerk to action.
5. Members noted Ride London had been announced for 28th May 2023 and **RESOLVED** to add this to the February Agenda for further discussion.
6. Members considered access arrangements for Plantation Hall Car Park. It was **RESOLVED** not to make changes to the access arrangements for the gates.
7. Members noted a 999 day had been arranged for 26th October 2022 on King George V Field.

**22/146 Financial matters**

1. Members received updated statement of accounts for August 2022.
2. Members received the bank reconciliation for August 2022 It was noted the balance of the bank account was £439,834.58 on 26th September 2022.
3. Members considered schedule of payments including invoices and accounts for payments dated 26th September 2022. The Chairman PROPOSED to approve payments. SECONDED by Cllr Jones. It was **RESOLVED** to approve payments. Appendix 1a.
4. Members considered a donation request from Heybridge Scout Group. Members held a lengthy discussion, and it was **RESOLVED** to donate £750.00 to Heybridge Scout Group.

**22/147 Local Issues**

1. Members were asked to circulate any matters for inclusion on the Agenda for the next meeting of the parish council due to be held on Monday 17th October 2022 to the Clerk.

**22/148 Correspondence**

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

**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)).**

**22/149 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.
3. Budget 2023/2024

To note possible council tax referendum

To note possible increase expected on all Salary Scale Points on a two-year deal

To consider and set date for budget meeting.

1. Members **RESOLVED** the Clerk write to Richard Holmes Head of Paid Services with concerns regarding communication.
2. Members held a lengthy discussion regarding the Service Level Agreement with the Community Engagement Team.

Members **RESOLVED** to terminate the contract giving one months’ notice and to follow the recommendation of the Personnel Committee to recruit a Community Engagement officer for 37 hours a week and approved the application process.

c) Members noted the possible Council Tax Referendum Principle

 Members noted the possible increase expected on all Salary Scale

 Points on a two-year deal.

 Members considered dates for a budget meeting. The Clerk to action.

**22/150 Future Meetings**

a) The next meeting of the Planning Committee will be held on Monday 3rd October 2022 at 7.30pm.

b) The next meeting of the Events Committee will be held on Monday 10th October 2022 at 7.30pm

c) The next meeting of the Parish Council will be held on Monday 17th October 2022 at 7.30pm.

d)The next meeting of the ENF Committee will be held on Monday 24th October 2022 at 7.30pm.

 The meeting closed at 9.40pm

 Signed.