#

Minutes of the **PARISH COUNCIL MEETING** held on **Monday 20th November 2023** at Plantation Hall, Colchester Road Heybridge CM9 4AL at 7.30pm.

**PRESENT**

**Chair:** Anne Beale

**Councillors:**  Simon Burwood Michael Edwards

 Nick Spenceley Paula Spenceley

 Mike Hall Ashley Jones

 John Harrison

**Apologies**: Cllr Trevor Cable Cllr Dieter Parry

Cllr Colin Edmond Cllr Nikki Swindle

**District Cllrs:** Nick Spenceley Paula Spenceley

 Simon Burwood Nikki Swindle

**Absent:** 0

**Members of Public:** 1

**Officers:** Amanda Hilton Clerk

 Gary Dyer Community Engagement Officer

**In the Chair**  Cllr Anne Beale

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

**23/260 Chairs’ Welcome**

The Chair welcomed everyone to the meeting.

**23/261 Apologies**

Apologies were received from Cllr Trevor Cable, Cllr Dieter Parry, Cllr Nikki Swindle and Cllr Colin Edmond.

**23/262 Minutes**

**a)** Members considered approving the minutes of the Parish Council Meeting held Monday 16th October 2023.

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

 Monday 16th October 2023 be approved and confirmed.

b) Members received the Draft Minutes of the Environment and Facilities Meeting held on Monday 23rd October 2023.

c) Members received the Draft Minutes of the Planning Committee Meeting held on Monday 6th November 2023.

d) Members considered approving the minutes of the Parish Council meeting held on Monday13th November 2023.

**23/263 Interests**

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

 declared they are District Council Ward members.

**23/264 Public Participation**

A member of the public reported concerns with flooding on Hall Road and the fact that the road did not appear to be coping or managing with the water flow. Cllr P Spenceley confirmed that during a meeting with the District Council a new working plan with regards to localised flooding was being formulated and Hall Road had been one of the roads mentioned and added to the draft plan.

**23/265 Reports**

1. Members noted written reports had been previously circulated. The

District Cllr P Spenceley updated members on matters concerning the North Heybridge Garden Suburb and recent flooding at Crescent Road.

1. Members noted a report from the Community Engagement Officer had been previously circulated. Cllr Hall thanked The Community Engagement Officer for his detailed report.
2. Members noted Essex Police were not present.

**23/266 Clerks Report**

1. Members received a report from the Clerk with regards to members using a gov.uk email address. It was **RESOLVED** where possible members used the provided gov.uk email addresses as standard procedure and for those that did not wish to use a gov.uk email address, that a separate agreement with the Clerk would be made.
2. Members received an update on the website, and it was noted the Bridge Logo needed to be removed.
3. Members noted that Ride London had been confirmed for 24th -26th May 2024 and considered actions to be taken. It was **RESOLVED** to close Plantation Hall on 25th May 2024.
4. Members considered the plans for the meeting room following completion of the extension. It was **RESOLVED** the office would relocate to the meeting room allowing for the old office to become a private meeting space to be used by the Cllrs, staff and members of the public.

**23/267 Committee Updates**

1. A report was received from the Chairman of the Planning Committee.
2. There was no report from the Chairman of the Events Committee.
3. Members received an update from the Chairman of the Environment and Facilities Committee who thanked the Clerk for the comprehensive set of draft minutes.

**23/268 Working Groups and Representatives**

1. Members considered a request from Cllr Jones for 1 member to be appointed as a representative for Heybridge Residents Association. The Clerk recommended that the Community Engagement Officer consider the role. It was **RESOLVED** the Clerk and the Community Engagement Officer would have a discussion on this matter and the Clerk would report back to members at the next meeting of the Parish Council to be held on Monday 15th January 2024.

**23/269 Freeman of Heybridge.**

1. Members considered a request from Cllr Hall to confer the Freedom of Heybridge upon Beryl Claydon and to celebrate the 40th Year as a Parish Council in 2027. It was **RESOLVED** a Task and Finish Group should be set up and for the Clerk to add this to the agenda for the next meeting of the Parish Council to be held on Monday 15th January 2024.

The Chairman proposed to alter the order of business on the Agenda.

**Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be excluded, and they are instructed to withdraw.**

1. Members received an update on local services at Westcombe Park from

Dan Doherty NHS Alliance Director.

1. Members noted the 2023/2024 had been agreed by NALC for the National Pay Award and approved payments to be made.

**23/270 Local Housing Needs Assessment**

1. Members received an update from Cllr Spenceley regarding the need to carry out a Local Housing Needs Assessment. It was **RESOLVED** the Clerk and Cllr Spenceley would meet with the RCCE Housing Needs Officer and report back to members.

**23/271 Financial Matters**

1. Members received an updated statement of accounts for November 2023.
2. Members received the bank reconciliation for October 2023 and noted the balance of the bank account as of the 16th October 2023 was £251,690.82
3. Members considered approval of the schedule of payments including invoices and accounts for payments 20th November 2023. It was **RESOLVED** to approve schedule of payments 20th November 2023
4. Members considered the annual membership renewal of the Chelmer Canal Trust at a cost of £36.00. It was **RESOLVED** to renew the annual membership of the Chelmer Canal Trust at a cost of £36.00.

**23/272 Local Issues**

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

Members were asked to email the Clerk with any items to be included on the Agenda for the next meeting of the Parish Council to be held on Monday 15th January 2024.

**23/273 Planning Applications**

1. Members considered submitting comments on planning application

23/00920/FUL

 Section 73a application for change of use of agricultural building to

 a café (class E use )

 The Granary Chigborough Farm, Chigborough Little Totham.

 Members **RESOLVED** to recommend approval of the planning

application as it supports local business and employment in the area.

**23/274 Correspondence**

Correspondence was received and actions to be taken were noted.

**23/275 Future Meetings**

1. The next meeting of the Environment and Facilities Committee will be held on Monday 27th November 2023 at 7.00pm.
2. The next meeting of the Planning Committee will be held on Monday 4th December 2023 at 7.30pm.
3. The next meeting of the Events Committee will be held on Monday 11th December 2023 at 7.30pm
4. The next meeting of the Parish Council will be held on Monday 11th January 2024 at 7.30pm.

 The meeting closed at 9.20pm

 Signed.