



Heybridge Parish Council

Minutes of the PARISH COUNCIL MEETING held on Monday 21st September 2026 in the Claydon Room, Plantation Hall, Colchester Road Heybridge CM9 4AL at 7.30pm

PRESENT

Chair: Nikki Swindle

Councillors: Chris Westall Paula Spenceley
Anne Beale Nikki Swindle
Beth Hughes Colin Edmond
Kerry Taylor
Mike Hall

Apologies: Cllr Michael Edwards, Cllr Trevor Cable, Cllr Nick Spenceley

District Cllrs: Cllr Paula Spenceley, Cllr Nikki Swindle, Cllr Simon Burwood.

County Cllrs: Cllr Stuart Clarke

Absent: 0

Members of Public: Jo Chesterton Co-option Interest

Officers: Amanda Hilton Principal Officer
Gary Dyer Community Engagement Officer

In the Chair Cllr Nikki Swindle

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

26/148 Chairpersons Welcome
The Chairperson welcomed everyone to the meeting.

26/149 Apologies
It was resolved to approve and accept apologies from Cllr Michael Edwards, Cllr Trevor Cable and Cllr Nick Spenceley

26/150 Co-option
Members noted co-option application from Jo Chesterton had been circulated prior to the meeting. Members considered the co-option of Jo

Chesterton. The Chairperson thanked Jo for attending so many meetings which showed her commitment to the role. Cllr Paula Spenceley PROPOSED to co-opt Jo Chesterton. SECONDED by Cllr Anne Beale.

It was **RESOLVED** to co-opt Jo Chesterton as a member of the council.

26/151

Interests

Cllr Paula Spenceley, Cllr Nikki Swindle declared they are District Council Ward members. Cllr Colin Edmond declared he is a Director of Essex Waterways and a trustee of the Heritage Harbour Association.

26/152

Minutes

a) The minutes of the Parish Council Meeting held on Monday 20th July 2026 were received. Cllr Mike Hall PROPOSED to accept the minutes as a true record. SECONDED by Cllr Nikki Swindle.

It was **RESOLVED** the Minutes of the Parish Council meeting held on Monday 20th July 2026 be approved and confirmed.

b) The DRAFT minutes of the Environment, Finance and Facilities meeting held on Monday 27th July were received

c) The DRAFT minutes of the Planning Committee meeting held on Monday 7th September 2026 were received.

d) The DRAFT minutes of the Events Committee meeting held on Monday 14th September 2026 were received.

26/153

Public Participation

No members of the public present

26/154

Reports

a) County Cllr Stuart Clarke gave an update on date on working with the Clerk regarding the recent disruption due to the sheer volume of road works within and around the parish at the same time. Cllr Stuart Clarke confirmed that work required due to an emergency warrants an immediate closure. Cllr Stuart Clarke confirmed he had requested information of such nature be disseminated to the Parish and Town Clerks so that they are best informed. Cllr Paula Spenceley raised a concern regarding planning matters.

It was **RESOLVED** the Clerk would liaise with the insurance company and District Cllr Nick Spenceley to arrange for the compound to be installed on the grassed area at Larch Walk to allow residential parking for 5 vehicles.

Cllr Paula Spenceley raised her concern regarding the Highways impact on planning applications and welcomed working together with County Cllr Stuart Clarke on the queries with regards to how Essex Highways respond as a statutory consultee on planning applications, most particularly in the case of significant housing development proposals.

b) Cllr Paula Spenceley gave a report on matters pertaining to Heybridge East and Heybridge West. Cllr Paula Spenceley confirmed Maldon District Council had released the consultation on

the local plan. Cllr Paula Spenceley suggested an Extraordinary meeting be called to respond to the consultation, The Chairman agreed.

26/155

Appointments of Committees, Working Groups and Representatives.

- a) In the absence of both the Chairman the Vice Chairman gave an update from the Events Committee who confirmed plans for Baby Loss Awareness week had been completed and the Treasure Hunt had been advertised.
Members considered the appointment of volunteer J Blair to sit on the committee a nonvoting member.
Cllr Beth Hughes PROPOSED to appoint J Blair to sit on the committee as a nonvoting member. SECONDED by Cllr Paula Spenceley. It was **RESOLVED** to appoint J Blair to sit on the committee as a nonvoting member.
Members were asked to consider a request to change a motion to amend the Christmas Fayre scheduled to be held on 6th December to a more suitable event.
A general discussion was held.
Cllr Kerry Taylor PROPOSED to hold a lighting of the Wish Tree Event. SECONDED by Cllr Colin Edmond. It was **RESOLVED** to hold a lighting of the Wish Tree Event and for the Events Committee to continue with planning the event.
- b) The Chairman of the Planning Committee confirmed all planning matters had been accurately recorded in the minutes from the last meeting.
- c) Cllr Chris Westall, Lead Cllr of the Heybridge In Bloom group updated members the 3 ongoing projects were being well delivered and requested funding to support the seasonal planting of all areas and suggested £20 per project. District Cllr Simon Burwood confirmed he would donate £75.00 towards the Heybridge in Bloom Group. County Cllr Stuart Clarke confirmed he would support the initiative and asked the Clerk to complete an application via the Locality Fund.
- d) Members received an update from Cllr Mike Hall Lead Cllr for the 40th Anniversary Celebration Group and confirmed he had been researching the history of the parish council from years of minute books that had been recovered from the Essex Record Office. Cllr Mike Hall confirmed a report had been previously circulated.
- e) Members received a report from Cllr Colin Edmond with regards to the newsletter and considered the draft copy. Cllr Anne Beale thanked Cllr Colin Edmond for his hard work. Cllr Colin Edmond PROPOSED to print the newsletter quarterly confirming the printing would be done in house. SECONDED by Cllr Beth Hughes. It was **RESOLVED** to print the newsletter quarterly.
- f) Members considered appointment of one member onto the Planning Committee. Cllr Mike Hall PROPOSED Cllr Jo Chesterton be appointed to the Planning Committee. SECONDED by Cllr Anne

Beale. It was **RESOLVED** to appoint Cllr Jo Chesterton to the Planning Committee.

26/156 Consultation and Policies.

a) Members noted the Clerk had undertaken a review of all policies relating to HR and Governance to be presented to members at the next meeting of the Parish Council to be held on Monday 19th October 2026.

26/157 Training

a) Members noted Cllr Training had been booked for Saturday 3rd October 2026.

26/158 Clerks Report

a) Members received an update from the Clerk on current and ongoing matters and noted the following.

- PA System had been tested and no longer working. The Clerk confirmed she had successfully obtained a grant via the Locality Fund to purchase a new system.
- Maldon & District Voluntary Service (MDCVS) had accepted donation of the chest freezer from the council office.
- The Clerk had approved an agreement between the new occupier of the Caretakers Bungalow and the Parish Council which has been drawn up by Wellers Law Group in readiness for when a sale is completed.
- Introduction from the Clerk to Chelmsford Association of Local Councils (CALC) regarding engagement and co-operation between councils with an invitation to attend an informal gathering on Wednesday 21st October 2026 at 7.45pm held in the Memorial Hall, Great Baddow.

AGAR external audit completed with 'except for' matters raised.

The AGAR was not accurately completed before submission for review. The smaller authority has confirmed that the responses to Section 1, Assertion 9 and Section 2, Box 11 are incorrect and should be 'yes' and 'yes'.

The following 'other' matter will also be raised:

The smaller authority has not been able to provide evidence of the consideration of the independence of the internal auditor upon appointment. In accordance with the Practitioner's Guide Paragraph 4.11 it is

considered best practice to review the independence of the internal auditor on an annual basis.

This was due to there being no proof of consideration of the independence of the internal auditor upon appointment some 20 years ago.

- The Government was reviewing Local Government Reorganisation (LGR) and had withdrawn the decision on four affected counties, Essex, Hampshire Norfolk and Suffolk.
- The Tree Officer reported one of the trees along Colchester Road being at risk of disease and the Clerk had arranged for a test on the trees health and sadly it was confirmed the tree has Sooty Bark.
The tree a large sycamore, is under the responsibility of Essex Highways and the Clerk is awaiting a response. Works will include a road closure due to the size, scale and location of the tree.

On a separate note, the large tree inside the boundary of King George V Field, shed a limb in the high winds recently and under delegated responsibility, the Clerk arranged for an emergency lift of the weight to that tree in the interest of health and safety.

- The Clerk had received numerous complaints regarding disruption caused by Cadent works around the parish and that recommended the parish council lobby Essex Highways to ensure permits are not granted to other utility companies except with in conjunction during the time of the Cadent programme. The County Cllrs had been copied into all complaints received.
- MDCVS had applied for the Family First Grant to implement their vision Heybridge Family Connections and Resilience Programme which will provide targeted early intervention support for children, young people and families experiencing emerging challenges relating to social isolation, emotional wellbeing, family relationships, confidence and community connection.
Heybridge had been selected as the target neighbourhood due to evidence of increasing pressure on children and families. Data from Heybridge Primary School shows higher than average levels of disadvantage and need, including 30.9% of pupils eligible for Free School Meals. 15.1% receiving SEND support and 22.5% experiencing persistent absence.

There had been hope that MDCVS and the parish council could work together on the application, but the parish council did not meet the eligibility criteria but will be included as a supporting partner and build in budget for the use of our venue for the proposed events and holiday sessions.

- Green Space Games (GSG) was held in August, and 54 bookings were taken and the actual figures are as follows:
5th August 20 children attended,
4th August 13 children attended.
MDCVS has confirmed GSG will return next year with a slightly increased cost to incorporate the Govt increase in minimum/living wage. The cost for 2027 is to be confirmed.

For members information cost this year
54 booked equates to £7 per head with the bursary which would have been £12.22 at full cost.

- The Clerk continues to work on the Land Transfer Exercise and that MDC had provided a letter of support regarding the original agreement dated 1988.
- The Clerk had registered to hold a screening of The Peeples Emergency Briefing.
- Members received an update from the Parochial Church Council of St Andrew's Heybridge regarding the Waring Room.

26/159

Financial Matters

- a) Members received updated statement of accounts for September 2026.
- b) Members received bank reconciliation for August 2026.
- c) Members considered schedule of payments including invoices for payment dated 21st September 2026. Cllr Mike Hall PROPOSED to approve the schedule of payments including invoices for payment dated 20th July SECONDED by Cllr Nikki Swindle. It was **RESOLVED** to approve the schedule of payments including invoices for payment dated 21st September 2026.

A	B	C	D	E	F
Heybridge Parish Council					
Payments Schedule - Parish Council Meeting September 2026					
Date	Payee	Total	Excl.VAT	Detail	Code
Payments made by BACS					
01/09/2026	M Coventry 26/108	£102.00	£102.00	Refund deposit	2301
01/09/2026	C Anstey 26/111	£100.00	£100.00	Refund deposit	2301
01/09/2026	L Sonnex	£120.00	£120.00	Works & Maintenance at P Hall	2401
01/09/2026	G Hilton	£678.50	£678.50	Grounds maintenance	3001
07/09/2026	C Mynard 26/106	£99.00	£99.00	Refund deposit	2301
07/09/2026	N Murphy 26/115	£84.00	£84.00	Refund deposit	2301
07/09/2026	Essex Supplies UK Ltd	£67.41	£56.17	Housekeeping	3000
07/09/2026	M & G Fire Protection Ltd	£78.00	£65.00	Works & Maintenance at P Hall - Bi-annual inspection	2401
07/09/2026	Secure Box Services Ltd	£41.04	£34.20	General office	4601
07/09/2026	Dunmow Training Ltd	£138.00	£115.00	Training - GD	4801
07/09/2026	M & G Fire Protection Ltd	£308.40	£257.00	Works & maintenance at P Hall - Extinguisher annual inspection	2401
08/09/2026	A Hilton reimbursement	£8.04	£6.70	Community fund - Play & Stay family group equipment	3304
21/09/2026	KempCo Ltd	£44.52	£37.10	General office	4601
21/09/2026	Blackwater Tree Specialists	£630.00	£525.00	Other works / repairs in the Parish - P Hall	3401
21/09/2026	Essex Commercial Heating Ltd	£162.00	£135.00	Works & Maintenance at P Hall - Boiler service	2401
21/09/2026	Point Graphics Ltd	£148.20	£123.50	Promotional / publicity - Litter pick banner	1202
Direct Debit payments					
01/09/2026	MDC	£301.00	£301.00	Services	2201
01/09/2026	TV Licence	£15.45	£15.45	Subs & Fees	3301
07/09/2026	Officeflow	£61.32	£51.10	Services	2201
09/09/2026	YU Energy electricity	£406.48	£387.12	Services	2201
14/09/2026	Hewes Security	£26.83	£22.36	Services	2201
15/09/2026	Green Recycling	£246.83	£205.69	Services	2201
15/09/2026	Crown Gas & Power	£42.97	£40.92	Services	2201
21/09/2026	SSE	£168.74	£160.70	Street lights	3601

Multipay Card payments					
GD's Multipay Card - 0089					
04/08/2026	Tesco	£16.15	£16.15	Community Fund - Dementia Together	3304
19/08/2026	Tesco	£12.00	£10.00	Housekeeping	3000
21/08/2026	SportsDirect	£40.00	£33.33	Equipment & Material at P Hall - GD uniform	2501
24/08/2026	Tesco	£100.23	£83.52	Vehicle Maintenance	1212
25/08/2026	Tesco	£6.00	£5.00	Housekeeping	3000
02/09/2026	Monthly fee	£3.00	£3.00	General office	4601
KH's Multipay Card - 0621					
04/08/2026	Amazon	£19.20	£16.00	Equipment & Materials at P Hall	2501
06/08/2026	Amazon	£13.44	£11.20	Equipment & Materials at P Hall	2501
11/08/2026	Asda	£3.28	£3.28	Community Fund - Walk for wellbeing	3304
12/08/2026	Tesco	£2.70	£2.25	Housekeeping	3000
13/08/2026	123 Sheets	£47.40	£39.50	General Office - MTD VAT software	4601
18/08/2026	Asda	£9.03	£9.03	General office / Community fund - Walk for Wellbeing	4601 / 3304
26/08/2026	Defibstore Ltd	£252.00	£210.00	Equipment & Materials at P Hall - Defib batteries	2501
26/08/2026	Amazon	£4.99	£4.16	Events - Rock up for Randall	4301
27/08/2026	SP Helping Hand Environment	£132.36	£110.30	Equipment & Materials at P Hall - Litterpicks	2501
01/09/2026	Asda	£3.28	£3.28	Community Fund - Walk for wellbeing	3304
02/09/2026	Monthly fee	£3.00	£3.00	General office	4601
		£668.06	£563.00		

d) Members considered renewal of the Campaign to Protect Rural England membership at a cost of £60.00. Cllr Beth Hughes PROPOSED to renew the membership. SECONDED by Cllr Chris Westall. It was **RESOLVED** to renew the membership of the Campaign to Protect Rural England

e) Members considered joining the National Allotment Society at a cost of £70.00 per annum plus £1 for a share on joining. Cllr Paula Spenceley PROPOSED to join the National Allotment Society. SECONDED by Cllr Nikki Swindle. It was **RESOLVED** to join the National Allotment Society.

26/160

Local Issues

- Members considered items to add to the Agenda for the Parish Council meeting to be held on Monday 12th October 2026. Cllr Paula Spenceley requested the matter of Speed Watch be added to the next agenda.
- Members received an update from Cllr Paula Spenceley with regards to Flood Alleviation on Holloway Road.

26/161 Correspondence

- a) Members noted correspondence received.

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.

26/162 Staffing Matters.

- a) Members received a report from the Principal Officer and consider actions to be taken.

Members considered the recommendations within the confidential report from the Principal Officer, and it was **RESOLVED** to approve the recommendations.

- b) Members noted the settlement of the National Pay Award for 2026/2027 and noted back dated National Pay award would be paid within the September 2026 salary payments.

- c) Members considered recovery of costs of emergency all out to assess play equipment. It was **RESOLVED** to recover the costs of the emergency call out. It was also **RESOLVED** to remove the piece of play equipment.

26/163 Future Meetings

- a) The next meeting of the Environment, Finance and Facilities Committee will be held on Monday 28th September 2026 at 7.00pm.

- b) The next meeting of the Planning Committee will be held on Monday 5th October 2026 at 7.00pm.

- c) The next meeting of the Events Committee will be held on Monday 12th October 2026 at 7.30pm.

- d) The next meeting of the Parish Council will be held on Monday 19th October 2026 at 7.30pm.

The meeting closed at 9.13pm

Signed.