Heybridge Parish Council

Minutes of the PARISH COUNCIL MEETING held on Monday 16th November 2026 in the Claydon Room, Plantation Hall, Colchester Road Heybridge CM9 4AL at 7.30pm

PRESENT

Chair:	Nikki Swindle	
Councillors:	Chris Westall	Michael Edwards
	Beth Hughes	Colin Edmond
	Kerry Taylor	Nick Spenceley
	Mike Hall	Jo Chesterton
Apologies:	Cllr Paula Spenceley, Cllr Anne Beale, Cllr Trevor Cable, County Cllr Stuart Clarke and County Cllr Samuel Cousins.	
District Cllrs:	Cllr Simon Burwood Cllr Nikki Swindle, Cllr Nick Spenceley	
County Cllrs:	0	
Absent:	0	
Members of Public:	0	
Officers:	Amanda Hilton	Principal Officer
In the Chair	Cllr Nikki Swindle	

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

26/245 Chairpersons Welcome

The Chairperson welcomed everyone to the meeting and reminded members the meeting was being recorded. The Chairperson thanked all those that attended the Remembrance Parade. The Chairperson confirmed they had attended the Osea View Lobster Pot Christmas Light switch on event. The Chairperson confirmed they were extremely proud to represent the parish council at both events.

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26/246 Apologies

It was resolved to approve and accept apologies from Cllr Anne Beale and Cllr Paula Spenceley.
Members considered apologies received from Cllr Trevor Cable. A recorded vote was requested.

Accept and approve	4
Not Accept and not approve	4

The Chairperson used their casting vote.

It was **RESOLVED** to accept and approve apologies from Cllr Trevor Cable.

Members noted apologies received from, County Cllr Stuart Clarke and Cllr Samuel Cousins.

26/247 Interests

Cllr Nikki Swindle and Cllr Nick Spenceley declared an interest in agenda item 8b) The Local Plan due to being District Ward Members.

26/248 Minutes

a) The minutes of the Parish Council Meeting held on Monday 19th October 2026 were received. Cllr Mike Hall PROPOSED to accept the minutes as a true record. SECONDED by Cllr Kerry Taylor
It was **RESOLVED** the Minutes of the Parish Council meeting held on Monday 21st October 2026 be approved and confirmed.
b) The DRAFT minutes of the Environment, Finance and Facilities meeting held on Monday 26th October 2026 were received
c) The DRAFT minutes of the Planning Committee meeting held on Monday 2nd November 2026 were received.
d) The DRAFT minutes of the Events Committee meting held on Monday 9th November were received.

26/249 Public Participation

No members of the public present

26/250 Reports

a) The Principal Officer passed on County Cllr Clarkes thanks for invitation to attend the parish councils Remembrance Parade.
b) District Cllr Nick Spenceley confirmed the application for 12 holiday lodges at Wharf Road had been refused by Maldon District Council. Cllr Nick Spenceley confirmed he was continued to liaise residents still affected by the Willows Reach Development
Cllr Nick Spenceley updated members with regards to the changes to Planning Committees at the District Council in order to comply with the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026. The changes saw the creation of a single Planning Committee of 13 members. and the loss of the three Area Planning Committess.
Cllr Nick Spenceley that there would no longer be a call in process.

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c) Members noted the Community Engagement Officers report had been previously circulated and noted the Moat Housing Hubs would now be held on Tuesdays instead of Thursdays.

26/251 Committees, Working Groups and Representatives

a) In the absence of the Chairman of the Events Committee members received a report from the Vice Chairman of the Events Committee who gave an update on progress with regards to the Christmas Events. The Vice Chairperson of the Events Committee requested member attendance at the Christmas Singalong on Sunday 6th December 2026. Cllrs Chesterton, Westall, Taylor, Spenceley, Westall, Swindle, Hall and Edwards all confirmed attendance. Cllr Nick Spenceley confirmed he would be happy to be Santa. It was confirmed the gates will be closed for the duration of the event. It was confirmed song sheets and baubles for the wish tree would be provided.
The Vice Chairperson the Events Committee requested member attendance at the Christmas Lunch on Sunday 13th December 2026. Cllrs Swindle, Chesterton, Hall and Taylor confirmed they were available on the 12th to prep the veg, and Cllrs, Chesterton, Edwards, Hall, Edmond, Spenceley confirmed all confirmed attendance. It was noted Cllr Swindle and Cllr Taylor would be in the kitchen preparing the food.

b) Members received an update from the Heybridge in Bloom Group Lead Cllr, Cllr Chris Westall regarding the current projects and confirmed the group had officially taken over the Heybridge Neighbourhood Group planter outside the Co-op at Wood Road and the boat planter at Tom Jarvis Path. Cllr Chris Westall confirmed although the group had over 300 followers on social media, the group relied heavily on the contributions from the parish councillors and further projects would require additional support.

c) Members received an update from Cllr Colin Edmond regarding the newsletter. Cllr Colin Edmond confirmed items for the next edition would be required in time to produce to go out in January 2027. Items to include the 40th Anniversary celebrations.

d) Members received a report from the Lead Cllr, Cllr Mike Hall for the 40th Anniversary who confirmed a working group meeting had been held o 6th November. Given the elections in May 2027, it was noted the celebrations would be held on Friday 12th March, Saturday 13th March and Sunday 14th March 2027. The Lead Cllr confirmed the plans for the event.
Friday 12th March, Evening reception of past and present members, Freedom of the Parish members to unveil the Honorary Boards to include a board for past Chairman and Vice Chairman, Freedom of the Parish and a board to remember our fallen heroes.
Saturday 13th March, Community day held in Plantation Hall and on King George V Field including a marquee with games, stalls, and refreshments.

Sunday 14th March, Blessing of the Remembrance Garden.
Cllr Mike Hall PROPOSED the working group be given permission to progress with the plans. SECONDED by Cllr Nick Spenceley. It was **RESOLVED** for the working group to progress with the plans.

26/252 Consultations and Policies

a) Members considered submitting comments on the Maldon District Local Plan due to be published on the 25th November closing on the 22nd December.
b) Members considered submitting comments on the Dengie Peninsula Energy Park, NSIP Proposal.
The Principal Officer recommended members submit comments.
It was **RESOLVED** Cllrs Chesterton, Edmond, Swindle and Edwards prepare a draft response to both consultations to be presented at the Extraordinary meeting of the Parish Council to be held on Tuesday 8th December 2026.

26/253 National Emergency Briefing

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

26/254 Clerks Report

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

- The interim audit had been carried out and a recommendation had been made to replace the website. Members were informed the quotation would be considered under Agenda item 11, Financial Matters.
  Members noted the Internal Auditor recommended the council look at accounting packages as the current system is archaic for the size of the Council. Members noted the Financial & Administration Officer would be investigating packages, and the costs would be reported to members for consideration.
  During the internal audit, the Clerk sought advice from the Internal Auditor with regards to the sole trustees of King George V Field. Members noted the Clerk, the Internal Auditor would be working together to seek advice, and a full report would be presented in due course.
- Members considered the introduction of paperless meetings to reduce the amount of paper produced and the administration time. The Clerk recommended documentation for all meetings be shown via the projector and screen. Those members who wished to receive a hard copy of the meeting papers should request to the Clerk upon receipt of the electronic summons to attend the meeting.
  Cllr Nick Spenceley PROPOSED to introduce paperless meetings. SECONDED by Cllr Jo Chesterton. It was **RESOLVED** to introduce paperless meetings.
- Members were asked to note the Clerk had attended an informal meeting with Chelmsford Association of Local Councils (CALC)

that aimed to bring together Parish, Town, Community and Village Councils across the Chelmsford area, to facilitate opportunities for other member councils to share and discuss issues and areas of common interest. Members considered the joining cost of £40.00. The Chairperson PROPOSED to join with CALC, SEOCNDED by Cllr Beth Hughes. It was **RESOLVED** to join CALC.

- Members noted the Clerk, Chairperson and Vice Chairperson would be conducting interviews for the Day Caretaker Role on Tuesday 17th November.
- Members noted the works required to the play areas at Plantation Hall and Elizabeth Way had been completed.
- Members considered actions to be taken following an incident with hirer that resulted in a maintenance call out charge. It was **RESOLVED** no action to be taken.

26/255 Financial Matters

a) Members received updated statement of accounts for November 2026.
b) Members received bank reconciliation for October 2026.
c) Members considered schedule of payments including invoices for payment dated 16th November 2026. Cllr Mike Hall PROPOSED to approve the schedule of payments including invoices for payment dated 16th November 2026. SECONDED by Cllr Colin Edmond. It was **RESOLVED** to approve the schedule of payments including invoices for payment dated 16th November 2026.

Heybridge Parish Council

Payments Schedule - Parish Council Meeting 16th November 2026

Date	Payee	Total	Excl.VAT	Detail	Code
				Payments made by BACS	
23/10/2026	Salaries / HMRC / Pensions	£17,470.07	£17,470.07	Salaries / Pensions / HMRC	3101
19/10/2026	Essex Supplies UK Ltd	£47.96	£39.96	Housekeeping for P Hall	3000
19/10/2026	Point Graphics Ltd	£64.80	£54.00	Promotional publicity - Heybridge in Bloom signs	1202
19/10/2026	G Dyer reimbursement	£95.00	£79.17	General Office - glasses	4601
21/10/2026	Playquip	£570.00	£475.00	Playground maintenance - Removing equipment P Hall	3502
21/10/2026	L Rubbert 26/96	£100.00	£100.00	Refund deposit	2301
22/10/2026	Councilwise	£108.00	£90.00	Training - A Hilton	4801
22/10/2026	AWTUK Ltd	£467.50	£467.50	Works maintenance at P Hall - kitchen window film	2401
23/10/2026	A Richer 26/129	£100.00	£100.00	Refund deposit	2301
31/10/2026	Unity Trust Bank	£17.95	£17.95	General Office - bank charges	4601
02/11/2026	C Bates 26/137	£100.00	£100.00	Refund deposit	2301
02/11/2026	K Cammack 26/139	£100.00	£100.00	Refund deposit	2301
02/11/2026	A Hilton - reimbursement	£13.00	£10.83	Equipment & materials for P Hall	2501
02/11/2026	Gallagher Insurance	£1,184.63	£1,184.63	Vehicle maintenance - Van insurance	1212
02/11/2026	Essex Supplies UK Ltd	£182.55	£152.12	Housekeeping for P Hall	3000
04/11/2026	G Hilton	£700.50	£700.50	Grounds maintenance	3001
04/11/2026	A Hilton - reimbursement	£154.60	£154.60	Services - G Dyer mobile phone / General office - Zoom subscription	2201 / 4601
11/11/2026	KempCo Ltd	£76.24	£63.53	General Office	4601
11/11/2026	K Phillips reimbursement	£5.03	£5.03	Community Fund - Walk for wellbeing	3304
11/11/2026	Royal British Legion	£50.00	£50.00	Section 137 donations	1371
11/11/2026	RC Maintenance	£129.00	£129.00	Works maintenance at P Hall - Main hall door strip + repairs to ladies toilets	2401
11/11/2026	A Hilton - reimbursement	£7.54	£6.28	Events - refreshments	4301
11/11/2026	MDC	£224.21	£186.84	Events - Rd closure	4301
11/11/2026	N Swinde reimbursement	£92.49	£77.07	Chairmans Allowance - R Parade / Community Fund / Events - Xmas lunch raffle	4701 / 3304 / 4301
11/11/2026	Sygma Chartered Accountants	£1,650.00	£1,375.00	Support services - Accountant	4901
				Direct Debit payments	
02/11/2026	MDC	£301.00	£301.00	Services	2201
02/11/2026	TV Licence	£15.45	£15.45	Subs & Fees	3301
20/10/2026	Anglian Water - Wave	£589.09	£589.09	Services - Bi-annual invoice	2201
21/10/2026	SSE	£188.78	£179.79	Street lights	3601
22/10/2026	Siemens Financial Services	£417.91	£348.26	Services - Photo copier qtly	2201
30/10/2026	UK IT Networks	£184.31	£153.59	Services	2201
09/11/2026	Officeflow	£119.44	£99.54	Services	2201
10/11/2026	YU Energy	£388.28	£323.57	Services - electricity	2201

d) Members considered quotations to replace the website provider. Cllr Beth Hughes to PROPOSED to replace the website provider. SECONDED by Cllr Mike Hall.
It was **RESOLVED** to replace the website provider at a cost of £899 +VAT and year 2 costs of £399 +VAT.

- Members considered actions to be taken with regards to Community Speed watch. The Clerk recommended this item be considered at the next meeting of the Environment, Finance and Facilities Committee meeting due to be held on Monday 23rd November 2026.

26/256 Local Issues

a) The Clerk updated members the Chief Executive Officer at Maldon District Council had confirmed a meeting with Vistry was due to be held regarding the medical facilities at Westcombe Park and an update would be provided following this meeting.
b) Members considered items to add to the Agenda for the Parish Council meeting to be held on Monday 18th January 2027.

26/257 Correspondence

a) Members noted correspondence received.

26/258 Future Meetings

a) The next meeting of the Environment, Finance and Facilities Committee will be held on Monday 23rd November 2026 at 7.00pm
b) The next meeting of the Planning Committee will be held on Monday 7th December 2026 at 7.00pm.
c) The next meeting of the Parish Council will be held on Monday18th January 2027 at 7.30pm.

The meeting closed at 8.35pm
Signed.

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