
Clerk to the Council: Anne-Marie Bates

Published 2nd March 2021

Dear Member,

You are hereby summoned to attend the remote virtual **Parish Council Meeting**, which will be held **on Monday 8th March 2021** via Microsoft Teams at **7.30pm** to transact the business shown in the agenda.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 meetings will be conducted “online” or via telephone.

The Agenda and relevant papers have been distributed previously.

Please note that under the Local Government Act 1972 Schedule 12 p10(2) a Council can not lawfully decide any matter that is not specified on the agenda. Please advise if you require additional information on any agenda item.

Yours sincerely



Anne-Marie Bates
Clerk to the Council

Cllrs: Miss A Marriott,(Chairman) D. Elwell (Vice Chairman), Mrs. L. Campbell-Daley, D. East, D. Jeffery, J Chaffin, I. Kenlin, P. White, D. Heales, Ms S Thomas

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Parish Clerk. Data Protection, Names of those participating in the meeting may be recorded, minuted and made public.

Any member of the public who wishes to attend this meeting, please contact the Clerk on 01702 232038 or via email clerk@hullbridgepc.co.uk and a link can be provided.

The meeting will be moderated by the PC Clerk

Agenda for the Parish Council Meeting
Residents and Press Welcome

1. **Apologies for Absence**
 - 1.1 To *receive* apologies for absence
2. **Approval of Minutes**
 - 2.1 To *approve*, as a true record, the Meeting of the Council held on **11th January 2021**
 - 2.2 Members *to agree* that the Chairman can wet sign the minutes after the meeting.
3. **Declarations of interest and dispensations**
 - 3.1 To *receive* declarations of interest and dispensations on items on the agenda (Dispensations requests at least on day prior to the meeting)
4. **Public Participation - contributions from Residents, 3 minutes maximum per person on items on the agenda.**

5. **Clerk's Report**

- 5.1 Verbal report from the Clerk on items of interest but no formal decision can be made.
(Voyage – Consultation / Census / Police)

6. **Finance**

- 6.1 Members *to view & agree* the payments made in February and to be made in March and agree that bank reconciliations for January and February.
- 6.2 Members *to agree* expenditure from the car park ear marked reserves to replace the exit sharks teeth.
- 6.3 Members *to agree* that if the current Signatories are not elected in May, that they continue to authorise payments upon Full Council's agreement and until new signatories are in place.

7. **Risk Assessments, Policies, Procedures, Financial Regulations, Standing Orders and Asset Register Review**

- 7.1 Members *to review* all of these documents and *agree* any amendments attached.

Standing Orders **

Toilet Management Plan and Risk Assessment

Financial Regulations **

Members' Code of Conduct / Roles & Responsibilities

Cancelling a scheduled meeting Procedure / Meeting Protocol

Complaints Procedure

Code of practice in handling complaints / Disciplinary/Grievance Policy

Health & Safety Policy / Employees Responsibilities

Equipment Policy

Action Plan **Members to review after election**

Strategic Plan 2020-2025 ** / Annual Investment Strategy 2021

Equal Opportunities Policy Statement

Community Engagement Strategy

Records Retention Policy

Committees Terms of Reference

CCTV Policy

Appendix II Freedom of Information Act Processing Requests

Communications Policy

Data Protection Policy

Risk Assessment & Management of Risks

Accidents & Emergencies Procedure

Housing Policy & Vision Statement

Memorial Trees, Benches & Plaque Policy

Social Media Policy / Social Media Policy Supporting Notes

Press & Media Policy

Website & Parish Noticeboard Policy / Website Protocol

Publication of Photographs Policy

Promoting Local Democracy & Citizenship

Training & Development Policy

Grant Award Policy

Expenses Claims Policy

Pensions Policy

5 Year Plan, Forward Financial Statement

Fire Risk Assessment & Fire Management Plan / Visitors Fire Plan - 98 Ferry Road

Parish Council Resolution **

Vexatious Complaints Procedures

Lone Working Policy

HAV's Health Screening Policy

The Good Member Officer Protocol.

Wheelchair Loan Policy / Allotment Strimmer terms of loan **

Asset Register ** / LCRS Risk Assessments and Action Plans **

Covid-19 General Work procedures/ Risk Assessment / Remote meeting guidelines

Memorials / Tree / Plaques Policy and Risk Assessment

Kendal Park Nature Reserve Management Plan

- 8 **Unadopted Roads**
8.1 Members *to discuss* the issues with unadopted roads (Cllr D Elwell)
9. **Planning**
9.1 Members *to review and consider* the planning applications. (Appendix 1)
9.2 Members *to receive* an update regarding the pontoons adjacent to Kingsman Farm Road
10. **Footpaths / Highways**
10.1 Members to receive an update regarding the footpath repair (seawall)
10.2 Members *to view* the attached (Appendix 2) and *discuss and consider* any action to be taken regarding the Footpath issues.
10.3 Members *to view* the attached Appendix 2 and *discuss and consider* any action to be taken regarding the Highway issues listed.
10.4 P3 Scheme – Members *to agree* to the Service Level Agreement for 2021
11. **Anglian Water Improvements**
11.1 Members *to receive* an update regarding the AW improvement works which will affect Kendal Park Nature Reserve.
12. **Annual Parish Assembly**
12.1 Members *to agree* if and when we are going to have or postpone the Annual Parish Assembly.
13. **S-Type Security**
13.1 Members *to discuss and consider* how the 3-month security trial period has gone.
14. **Village Request**
14.1 Members *to consider* request from Parishioners to have a remembrance for one of the villages by way of swan flower basket / bird table or similar.
15. **Elections 2021 / Census 2021**
15.1 Clerk *to provide* Members information regarding the 2021 Elections.
15.2 Clerk *to provide* Members information regarding the 2021 Census.
16. **Public Forum**
Such time determined by the Chairman will be given to receive **other contributions from Residents, (The Council cannot make a formal decision on these contributions and such items will be put onto the next Council Agenda).**
17. **Any items to be added onto the next agenda and Date of the next Parish Council Meeting**
17.1 Members *to forward* any items for the next agenda.
17.2 Members *to agree* that the next meeting will be the Annual Meeting of the Council on **Monday 17th May 2021** at 19.30hrs at the Hullbridge Community Centre or virtually.
Exclusion of Press and Public
Public Bodies (Admissions to Meetings) Act 1960, S1(2)
18. **S-Type Security**
18.1 Members *to discuss and consider* how Members wish to proceed after the 3-month security trial period.
19. **Personnel**
19.1 Members *to receive* Personnel Committee minutes and ratify staff pay scales.
19.2 Members *to receive* an update of staffing matters.

Meeting Closed
Anne-Marie Bates
Clerk to the Council