



HULLBRIDGE PARISH COUNCIL

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Clerk to the Council: Nicola Harding

Published 9th May 2023

Dear Councillor,

You are hereby summoned to attend the **Annual Meeting of the Hullbridge Parish Council**, which will be held on **Monday 15th May 2023**, at the **Windermere Centre**, Windermere Avenue, Hullbridge at **7.30pm** to transact the business shown in the agenda.

You are hereby invited to attend **The Hullbridge Annual Parish Assembly, which will take place prior to the above meeting at 7.00pm.**

The Agenda and relevant papers are attached.

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

Nicola Harding
Clerk to the Council

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

Agenda for the Annual Meeting of the Council **Residents and Press Welcome**

1. **Election of Chairman (Section 15 of the 1972 Act)**
 - 1.1 To *Propose* and *Second* nominations for the office of Chairman and, if there is more than one nominee, to vote thereon.
 - 1.2 To *execute* the declaration of acceptance of office of Chairman to the Council
2. **Election of Vice Chairman (Section 15(6) of the 1972 Act)**
 - 2.1 To *Propose* and *Second* nominations for the office of Vice Chairman and, if there is more than one nominee, to vote thereon.
 - 2.2 To *execute* the declaration of acceptance of office of Vice Chairman to the Council
3. **Election of Committees / Working Groups**
 - 3.1 Councillors to review the Committee/s and Number to each Committee, Councillors to *note* the Personnel Committee will be formed at the next Finance Committee Meeting as a Sub-Committee. Terms of Reference will be reviewed at each Committee.
 - 3.2 To *determine* the membership of the Councils Standing Working Committees as Follows:
(Councillors are reminded that there is no reason why the Parish Councils nominee cannot be someone other than a Parish Councillor).

- (a) Finance / Policies / Appointments Committee (6)
- (b) Planning & Infrastructure Committee (6)
- (c) General Purposes, Security & Resources Committee (6)
- (d) Environment and Open Spaces Committee (6)
- (e) Events & Leisure Committee (6)

4. **Election of Representatives:**

- 4.1 Councillors to *review and agree* the outside bodies to which the council make representation.
- 4.2 Councillors to *determine* the Councils Representatives on outside bodies.

Currently:

- a) RHALC (2 + Clerk)
- b) Transport Representative (2)
- c) Windermere Centre (1)
- d) Hullbridge Community Association (2)
- e) Hullbridge Library (1)
- f) Essex Coastal Forum/Crouch Coastal Community (1)
- g) Riverside Primary School.(2)
- h) Police Liaison (1)
- i) Healthcare (2)
- j) Citizens Advice

5. **Apologies for Absence**

- 5.1 To *receive* apologies for absence.

6. **Declarations of interest / Dispensations**

- 6.1 To *receive* declarations of interest or dispensations for items on the agenda.

7. **Approval of Minutes**

- 7.1 To *approve*, as a true record, the meeting of the Council held on **17th April 2023**

8. **Minutes of Committees**

- 8.1 Councillors to *note* the minutes of the following committees.
 - Planning 19th April 2023
 - Events & Leisure 19th April 2023 - DRAFT
 - Finance 26th April – DRAFT
 - General Purpose 26th April - DRAFT
 - Planning 10th May – DRAFT- to follow

9. **Registration of Members Interests**

- 9.1 Councillors to *receive* Registration of Interest Forms. Councillors must register their interests within 28 days of election or co-option as per the **Localism Act 2011 s29** and the RDC/HPC Code of Conduct s9.1 requirement.– **Already completed.**

10. **Public Participation - *contributions from Residents, 15 minutes maximum on items on the Agenda and other contributions from Residents.***

11. **District & County Council**

- 11.1 To *discuss* any matters arising from District and County Council. ***the maximum time allowed is 15 minutes.***

12. **Chairman's/ Clerks Report**

- 12.1 Verbal report from the Chairman and or Clerk on items of interest but no formal decisions can be made

13. **Finance**
- 13.1 Councillors to *view & agree* the payments to be made in May and to *note* the bank statement, bank reconciliations and Trial Balance for April 2023.
- 13.2 Councillors to *discuss* and *agree* the purchase of a commemorative 60 years bench for Hullbridge Parish Council as a replacement for the bench on Ferry Road under the *Power to provide roadside seats and shelters Parish Councils Act 1957, s1*.
- 13.3 Councillors to *approve* the use of a variable direct debits for utility bills as per Financial Regulation 6.7
- 13.4 Councillors to *approve* the use of BACS for council payments as per Financial Regulation 6.9
- 13.5 Councillors to *agree* to delegate the decision regarding Allotment Insurance to the General Purpose Committee to be *ratified* at June Full Council.
- 13.6 Councillors to *note* the cost of £360.00 to replace the faulty CCTV hub and reinstate CCTV signals.
14. **Policies and Procedures**
- 14.1 Councillors to *review* and *agree* to the highlighted amendments to the Financial Regulations.
- 3.1, 3.3, 4.1, 4.5, 5.1, 5.5(c), 6.11, 11.1(b)(c)
- 14.2 Councillors to *review* and *agree* the highlighted amendments to the Standing Orders
- 18.f. 19.g
- 14.3 Councillors to *agree* the following policies *reviewed* by the Finance Committee and General-Purpose Committees
- Annual Investment Plan
 - Grant Awarding Policy
 - Fire Risk Assessment and Management Plan
 - Fire Plan for Visitors
15. **Security Patrols**
- 15.1 Councillors to *receive* a report and *discuss* any items arising from the report.
- 15.2 Councillors to *discuss* and *agree* additional 2 hours weekly patrols during the summer months.
16. **Kendal Park / Rose Garden / River Footpath / Pooles Lane car park**
- 16.1 General Update
17. **Community Engagement**
- 17.1 Councillors to *receive* information on Teen Markets and *agree* discussions for the provision of this in Hullbridge can continue at the Events and Leisure Committee.
- 17.2 Councillors to *receive* a verbal report from the recent visit to First Hullbridge Scout Group and *vote* for the winning shield design.
- 17.3 Councillors to *note* that a representative from the “Mens Sheds” initiative will be giving a presentation at the Environment and Open Spaces Committee on the 7th June 2023.
18. **Christmas 2023**
- 18.1 Councillors to *discuss* and *agree* the format for the Christmas Fayre.
19. **Representatives on Outside Bodies**
- 19.1 Councillors to *receive* any reports from the following to whom the Parish Council has made Representation:
- a) Citizen Advise Bureau)
 - b) Hullbridge Community Association
 - c) Hullbridge Centre
 - d) Rochford Hundred Assoc. of Local Councils

- e) Transport
- f) Hullbridge Library
- g) Essex Coastal Forum
- h) Police Matters
- i) Riverside Primary School.

20. **Any items to be added onto the next agenda and Date of the next Parish Council Meeting**

- 20.1 Members *to forward* any items for the next agenda.
- 20.2 The next Parish Council Meeting will take place on Monday 12th June 2023, 7.30pm at the Hullbridge Centre, Windermere Road, Hullbridge.

Meeting Closed
Nicola Harding, Clerk to the Council