

Hullbridge Parish Council

Full Council Annual Meeting

To be held on Monday 13th May 2024 7.30 pm

Published 07 05 2024

The Windermere Centre, Windermere Avenue, Hullbridge, SS5 6JR

Members: Cllr Angelina Marriott (Chair); Cllr Conner Agius (Vice Chair); Cllr Ian Kenlin; Cllr Paul White; Cllr David Elwell; Cllr Steve Cooper; Cllr Kevin O'Brien; Cllr Jane O'Brien; Cllr David Flack, Cllr K. Charters; Cllr S. Walsh; Cllr S. Naish.

Staff: Mrs Nicola Harding (Clerk)/Mrs Julie Mullet (Assistant Clerk)

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Hullbridge Parish Council, which will be held on Monday 13 05 2024 at 7.30pm at the Windermere Centre, Windermere Avenue, Hullbridge, to transact the business shown in the agenda.

The agenda and relevant papers have been distributed previously. Please note that under the Local Government Act 1972 Schedule 12 p10(2) a Council cannot 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*

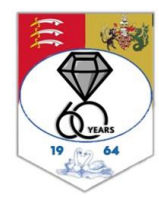
Nicola Harding, Clerk to the Council

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. Data Protection, Names of those participating in the meeting may be recorded, minuted and made public.

Agenda

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. **Acceptance of Office**

3.1 Members to *execute* the declaration of Acceptance of Office as a member of Hullbridge Parish Council. (If this is not signed your office shall become vacant).

4. **Registration of Members Interests**

4.1 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.

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 **15th April 2024**

8. **Minutes of Committees**

8.1 Councillors to *note* the minutes of the following committees.

- General Purpose Committee – 17th April 2024 DRAFT
- Finance Policy & Appointments – 24th April 2024- DRAFT
- Personnel – 24th April 2024 DRAFT
- Extra General Purpose Committee Meeting – 8th May 2024 DRAFT *to follow*

8.2 Councillors to *note* upcoming Committee Meetings

- Planning and Infrastructure – 15th May 2024
- Events & Leisure – 22nd May 2024
- General Purpose Security and Resources – 29th May 2024
- Planning and Infrastructure – 5th June 2024
- Environment and Open Spaces 5th June 2024

9. **General Power of Competence**

9.1 Councillors to *resolve* that

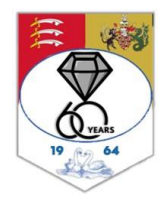
- Hullbridge Parish Council meets the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) order 2012.
- We further *resolve* in accordance with section 1 to adopt a General Power of Competence.

10. **Election of Committees / Working Groups**

10.1 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.

10.2 To *determine* the membership of the Councils Standing Working Committees as Follows:

- (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)
- (f) Events & Leisure Working Group (3)



11. **Election of Representatives:**

11.1 Councillors to *review and agree* the outside bodies to which the council make representation.

11.2 Councillors to *determine* the Councils Representatives on outside bodies.

- Currently:**
- a) Hullbridge Community Association
 - b) Windermere Centre
 - c) Rochford Hundred Assoc. of Local Councils
 - d) Hullbridge Library
 - e) Crouch Valley Coastal Community
 - f) Riverside Primary School.
 - g) Police
 - h) Riverside Medical Centre

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

13. **District & County Council**

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

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

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

15. **Finance**

15.1 Councillors to *view & agree* the payments to be made in May and *agree* the bank reconciliations and trial balance for April – and *agree* the Clerk has approval to pay any accounts due before the next meeting.

15.2 Councillors to *approve* the use of a variable direct debits for utility bills as per Financial Regulation 6.7.

15.3 Councillors to *approve* the use of BACS for council payments as per Financial Regulation 6.9.

15.4 Councillors to approve the use of Standing Orders to pay staff wages as per Standing Orders 6.8.

15.5 Councillors to *note* the letter of thanks from Essex Air Ambulance for the grant of £250.00

15.6 Councillors to *agree* the quote of £1250.00 ex VAT for the exit barrier modification at Pooles Lane Car Park.

15.7 Councillors to *agree* existing bank signatories continue.

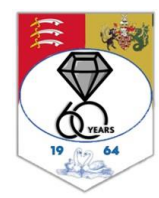
15.8 Councillors to set a date for the inspection of Investments, Leases and *agree* examining Councillors.

15.9 Councillors to *approve* the quote of £650.00 to carry out necessary tree works at the Allotment site.

15.10 Councillors to *agree* the recommendation from the Finance Committee, a figure of £500> for items added to the Asset Register and £100> for items on the inventory register.

15.11 Councillors to *receive* and *note* the Unaudited Financial Statements for year ending 31-March-2024.

15.12 Councillors to *note* the approach from Barratt David Wilson Homes regarding the Sales Office. Councillors to *receive* a report from the Clerk and *agree* this be discussed in further detail at the Finance Committee prior to a Full Council decision.



16. **Record of Attendance 2023-24**

16.1 Councillors to *note* the Record of Attendance for Full Council 2023-24.

17. **Policies and Procedures**

17.1 Councillors to *review* and *agree* the following;

- Standing Orders (Reviewed by Full Council 2023-24)
- Financial Regulations – Awaiting new regulations from NALC
- LGA Code of conduct - No change
- Risk Assessment and Management of risks – reviewed by Finance
- Annual Investment Strategy – reviewed by Finance
- Grant awarding Policy – reviewed by Finance
- Fire Risk Assessment – new
- Fire Plan for Visitors to 98 Ferry Road
- Strategic Plan 2024-2029 – reviewed by Finance
- Action Plan 2024-2029 – reviewed by Finance

18. **Security Patrols**

18.1 Councillors to *discuss* any items arising from the reports distributed.

19. **Open Spaces**

19.1 General Update.

20. **Representatives on Outside Bodies**

20.1 Councillors to *receive* any reports from the following to whom the Parish Council has made Representation:

- a) Hullbridge Community Association
- b) Windermere Centre
- c) Rochford Hundred Assoc. of Local Councils
- d) Hullbridge Library
- e) Essex Coastal Forum
- f) Riverside Primary School.
- g) Police
- h) Parish Councillors

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

21.1 Members to *forward* any items for the next agenda.

21.2 The next Parish Council Meeting will take place on Monday 10th June 2023, 7.30pm at the Hullbridge Centre, Windermere Road, Hullbridge.

Meeting Closed
Nicola Harding, Clerk to the Council.