



HULLBRIDGE PARISH COUNCIL

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Clerk to the Council: Nicola Harding

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Dear Member,

You are hereby summoned to attend the **Parish Council Meeting**, which will be held on **Monday 11th April 2022 at 7.30pm** held at the Hullbridge 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 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

Clrs: D. Elwell, (Chairman) I. Kenlin (Vice Chairman), Miss A. Marriott, Mrs. L. Campbell-Daley, P. White, D. Flack, Ms H. Gilbert, Mrs. J O'Brien, K. O'Brien, Mrs. A Hale, M. Hale and C. Agius, M Hoy.

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 for the Parish Council Meeting **Residents and Press Welcome**

1. **Apologies for Absence**
 - 1.1 To *receive* apologies for absence.
2. **Declarations of interest and dispensations**
 - 2.1 To *receive* declarations of interest and dispensations on items on the agenda (Dispensations requests at least on day prior to the meeting)
3. **Approval of Minutes**
 - 3.1 To *approve*, as a true record, the Meeting of the Council held on **14th March 2022**
4. **Minutes of Committees**
 - 4.1 Members to *note* the minutes of the following committees:
 - Personnel 14th March 2022 – DRAFT
 - General Purposes 30th March 2022 – DRAFT
 - Planning 30th March 2022 - DRAFT

5. **Public Participation - contributions from Residents, 15 minutes maximum on items on the Agenda and other contributions from Residents.**
6. **District & County Councillor Reports**
6.1 To receive reports from District and County Councillors. *the maximum time allowed for this item is 15 minutes.*
7. **Chairmans/ Clerks Report**
7.1 Verbal report from the Chairman and or Clerk on items of interest but no formal decision can be made.
8. **Finance**
 - 8.1 Members to view & agree the payments to be made in April and agree the bank statement and bank reconciliations, and trial balance for March.- NOTE Hampshire Trust Bank reconciliation to follow.
 - 8.2 Members to receive the Quarterly Financial Breakdown and note this will reviewed at the next Finance committee meeting
 - 8.3 Members to note the discussion at the General-Purpose Committee Meeting and vote that the Finance Committee make a review of the Allotment Income and Expenditure.
 - 8.4 Members to note the Section 137 expenditure for 2022/23 is £8.82 per electorate.
 - 8.5 Members to note Rialtas and the Clerk will carry out the year end close down on 9th May 2022.
 - 8.6 Members to note the 2021/22 NALC pay scale review was agreed in March at 1.75% Back payments were calculated and paid to staff as per NALC guidelines in the March salary and that lieu time payments for remaining 2021/22 lieu will be made in April's salary for the Clerk and Assistant clerk as per agreement at the Finance Committee.
 - 8.7 Members to note the addition to the Unity banking mandate.
 - 8.8 Members to note the 3-year Parish Insurance agreement has come to an end and quotes are being sought for consideration at the next Finance Committee meeting before approval at the May Full Council Meeting.
 - 8.9 Members to agree to appoint Earlsmere Limited to carry out HAV's and Tool box Training to comply with HSE.
 - 8.10 Members to be advised the Recreation Ground Toilet cleaning yearly cost will be £1520.00 from April-Oct 2022.
9. **Risk Assessments, Policies, Procedures, Financial Regulations, Standing Orders and Asset Register Review.**
9.1 Members to review all of these documents and agree any amendments attached.
Standing Orders * - proposed amendments tbc.
Financial Regulations
Members' Code of Conduct
Roles & Responsibilities
Annual Investment Strategy
Complaints Procedure
Code of practice in handling complaints
Disciplinary/Grievance Policy
Employees Responsibilities
Strategic Plan 2021-2025
Equal Opportunities Policy Statement
Community Engagement Strategy
Records Retention Policy
CCTV Policy
Appendix II Freedom of Information Act Processing Requests
Data Protection Policy
Risk Assessment & Management of Risks
Accidents & Emergencies Procedure
Housing Policy & Vision Statement
Memorial Trees, Benches & Plaque Policy * - to be discussed at POCF Committee.
Communications Policy

Press & Media/Social 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
 Action Plan 2021/2026
 Fire Risk Assessment & Fire Management Plan
 Fire Plan for Visitors to 98 Ferry Road
 First Aid
 Health & Safety Policy
 Vexatious Complaints Procedures
 Lone Working Policy
 Control of Vibration Policy
 Councillor/Employee Relations
 Declaration of Interest flow chart
 Cancelling a scheduled meeting Procedure
 Public Participation at Meetings
 Kendal Park Management Plan 2019/2024
 Cllr Surgery
 Wheelchair Loan Policy / Allotment Strimmer terms of loan

10. **Security Patrols**

10.1 Members to receive a report and discuss any items arising from the report.

11. **Working Group Reports**

11.1 An update from Security, Road Safety and Jubilee working groups.

12. **Kendal Park / Rose Garden / River Footpath / Pooles Lane car park**

12.1 General Update including information on Anglian Water and the pond.

13. **Footpaths / Highways**

13.1 Members *to view* the attached (Appendix 2) and *discuss and consider* any action to be taken regarding the Footpath issues.

13.2 Members *to view* the attached Appendix 2 and *discuss and consider* any action to be taken regarding the Highway issues listed

14. **Meeting Schedule 2022/23**

14.1 Members to be *receive* the meeting schedule for 2022/23.

15. **Representatives on Outside Bodies**

15.1 Members *to receive* any reports from the following to whom the Parish Council has made Representation:

- a) Parish Councillors
- b) Citizen Advise Bureau (Cllr Mrs. L. Campbell-Daley)
- c) Hullbridge Community Association (Cllrs D Flack / Mrs. J O'Brien)
- d) Hullbridge Centre (Cllr Mrs A Hale)
- e) Rochford Hundred Assoc. of Local Councils (Cllrs Ms A Marriott / C.Agius)
- f) Transport (Cllr Mrs L Campbell-Daley)
- g) Parish Safety Volunteers / Heart Watch (Cllrs P White /Mr. J Chaffin)
- h) Hullbridge Library (Cllr C. Agius)
- i) Essex Coastal Forum (Cllrs. P White / D, Flack)
- j) Police Matters
- k) Riverside Primary School. (Cllrs Ms A.Marriott/Cllr C.Agius)

16. **Any items to be added onto the next agenda and Date of the next Parish Council Meeting**
- 16.1 Members *to forward* any items for the next agenda.
 - 16.2 The next Parish Council Meeting will take place after the Annual Assembly on Monday 16th May 2022, 7.30pm at the Hullbridge Centre, Windermere Road, Hullbridge.

Meeting Closed
Nicola Harding
Clerk to the Council