



## HULLBRIDGE PARISH COUNCIL

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Clerk to the Council: Nicola Harding

**Published 05/07/2022**

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting**, which will be held on **Monday 11<sup>th</sup> July 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*

Nicola Harding, Clerk to the Council

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Cllrs: Miss A. Marriott, (Chairman) C. Agius, (Vice Chairman), D. Elwell, I. Kenlin, Mrs. L. Campbell-Daley, P. White, D. Flack, Ms H. Gilbert, Mrs. J O'Brien, K. O'Brien, Mrs. A Hale, M. Hale and 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 **13<sup>th</sup> June 2022**
4. **Minutes of Committees**
  - 4.1 Members to *note* the minutes of the following committees:
    - Planning 8<sup>th</sup> June 2022 – DRAFT
    - Environment and Open Spaces 8<sup>th</sup> June DRAFT
    - Planning 22<sup>nd</sup> June 2022 – DRAFT
    - Finance, Policy & Appointments 22<sup>nd</sup> June – DRAFT

5. **Committee Terms of Reference**

5.1 Members to *agree* the Environment and Open Spaces Terms of Reference reviewed by the committee.

5.2 Members to *agree* the Finance Policy and Appointments Terms of Reference reviewed by the committee.

5.3 Members to *agree* the Personnel Terms of Reference reviewed by the committee.

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

7. **District & County Councillor Reports**

7.1 To *receive* reports from District and County Councillors. *the maximum time allowed for this item is 15 minutes.*

8. **Chairmans/ Clerks Report**

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

9. **Finance**

9.1 Members to *view & agree* the payments to be made in July and *agree* the bank statement and bank reconciliations, and trial balance for June.

9.2 Members to *receive* the Quarterly Financial Breakdown as of 30/6/2022

9.3 Members to *note* the annual deficit of £2102.91 accrued by the allotments and to *discuss* and *agree* a financial strategy to address this, see appendix . Members to *agree* the plot holders fees to commence September 1<sup>st</sup> 2022.

9.4 Members to *note* the discussion at the Finance Committee and *agree* to include the lampposts owned and maintained by Hullbridge Parish Council to be added to the Asset Register and to include these on the Parish Insurance policy at an additional cost of £194.95.

9.5 Members to *agree* the *decision* made at the Finance Committee to retain one contractor for tree work up to the value of £2000.

9.6 Members to *note* decision of the Finance Committee for the Council to arrange a First Aid course for residents this has been grant funded and will be taking place 18<sup>th</sup> July at the HCA.

9.7 Members to *note* the *review* of the village sign at both the Environment and Open Spaces and Finance Committees and *vote to approve* the proof and quote as part of a total cost prior to commissioning.

9.8 Members to *decide* to renew the Councils membership to the RCCE at an annual cost of £115.50.

9.9 Members to *approve* the new design for HPC header for official letters and documents from the office.

10. **Delegation of power during recess**

10.1 Members to *agree* the Clerk has delegation of power during recess.

11. **Operation London Bridge**

11.1 Members to *note* the plan for parishes will be explained at the next Personnel meeting and *agree* to delegate authority to the Clerk to action.

12. **Local Council Award Scheme**

12.1 Members to *agree by Resolution* that the Council can apply for Foundation Level and recognises its duties in relation to biodiversity and crime and disorder and that the following items are available to view on the Councils Website:

Standing Order

Financial Regulations

Code of Conduct

Councillor's Register of Interest

Publication Scheme  
Last Annual Return  
Transparent Information about council payments  
A calendar of all meetings including the annual meeting of electors  
Minutes for at least one year of full council meetings and committees and sub-committees  
Current Agendas  
The budget and precept information showing past, current and next financial years  
Complaints Procedure  
Accessibility Statement  
Privacy Notice  
Council contact details and councillor information in line with the transparency code  
Action Plan for the current year  
Evidence of consulting the community  
Publicity advertising Council activities  
Evidence of participating in town and country planning.

12.2 Members to *agree by Resolution* that each item listed has been achieved by the Council:

A risk management scheme  
A register of assets  
Contracts for all staff members  
Up to date insurance policies that mitigate risks to public money  
Disciplinary and grievance procedures  
A training policy for new staff and councillors  
A record of all training undertaken by staff and councillors in the last year  
A Clerk who has achieved 12 CPD points in the last year.

13. **Councillor Attendance Policy**

13.1 Members to *approve* the policy *reviewed* at the Finance Committee.

14. **Security Patrols**

14.1 Members to *receive* a report and discuss any items arising from the report.  
14.2 Members to be *updated* on the tender process.

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

15.1 Members to *receive* information and *vote* to provide residents and visitors a feeder from the Feed the Ducks initiative. Members to *note* 10% of monies taken will be given back for community projects.

16. **Best Kept Frontage Competition**

16.1 Members to *provide* an update.

17. **Footpaths/Highways Appendix**

17.1 Members to *vote* on the recommendation of the Planning and Infrastructure Committee that the footpaths and highways appendix be *reviewed* at Planning committee meetings and included on Full Council Agendas when changes occur. Members to *note* the document is available to view on the council website.

17. **Representatives on Outside Bodies**

17.1 Members 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) Riverside Primary School.
- i) Police
- j) Healthcare
- k) Parish Councillors

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

18.1 Members *to forward* any items for the next agenda before 29<sup>th</sup> August 2022.

18.2 The next Parish Council Meeting will take place on Monday 12<sup>th</sup> September 2022, 7.30pm at the Hullbridge Centre, Windermere Road, Hullbridge.

**Meeting Closed**

Nicola Harding Clerk to the Council