



## HULLBRIDGE PARISH COUNCIL

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Clerk to the Council: Nicola Harding

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**Dear Councillor,**

You are hereby summoned to attend the **Parish Council Meeting**, which will be held on **Monday 12<sup>th</sup> June 2023 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, S. Cooper

*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 Annual Meeting of the Council held on **15<sup>th</sup> May 2023**
  - 3.2 To approve, as a true record, the Annual Parish Assembly held on **15<sup>th</sup> May 2023**
4. **Committees**
  - 4.1 Councillors to note the minutes of the following committees:
    - Events and Leisure 17<sup>th</sup> May 2023 – DRAFT
    - Planning and Infrastructure 31<sup>st</sup> May 2023 - DRAFT to follow
    - General Purposes, Security and Resources 31<sup>st</sup> May 2023 – DRAFT to follow
    - Environment and Open Spaces 7<sup>th</sup> June - To follow
  - 4.2 Councillors to vote to fill vacancies on the following committees
    - Planning and Infrastructure – 2 vacancies

- General Purpose - 1 vacancy
  - Environment and Open Spaces – 1 vacancy
  - Events and Leisure – 1 vacancy
5. **Public Participation - contributions from Residents, 15 minutes maximum on items on the Agenda and other contributions from Residents.**
  6. **District & County Council**  
6.1 To *discuss* any matters arising from District and County Council. *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 Councillors to *view & agree* the payments to be made in June and *agree* the bank statement and bank reconciliations, and trial balance for May.
    - 8.2 Councillors to *view* the Internal Auditor report and action any comments.
    - 8.3 Councillors to view and agree the explanation of any significant year on year variances in the Accounting Statements.
    - 8.4 Councillors to review the effectiveness of its system of Internal Control which is in accordance with proper practices.
    - 8.5 Councillors to *agree by Resolution* the Annual Governance Statement 2022/2023.
    - 8.6 Councillors to *agree* the Accounting Statements for 2022/2023.
    - 8.7 Councillors to *note* that the Notice of Public Rights and Publication of Unaudited Annual Return will commence on 14/6/23.
    - 8.8 Councillors to *note* the change in broadband provider for the Parish Office due to the expiration of the current contract after 3 quotes sought and reviewed by the Finance Committee.
    - 8.9 Councillors to *agree* the recommendation from the Events & Leisure committee to fund the advertising banners for the Summer Fete.
    - 8.10 Councillors to *agree* General Purpose Committee have delegated powers to amend Allotment documents relating to and including the Tenancy agreement.
  9. **Planning and Infrastructure**
    - 9.1 Update from the Planning Committee regarding outline planning **19/00584/OU**.
    - 9.2 Resulting from new information received regarding costs for the lighting columns in Creekview Avenue and Broom Road, the P&I Committee seek reaffirmation of Full Council's decision of April 2023 **176.1/4/23** to delegate full decision making authority to the P&I Committee regarding these street lights.
  10. **Security Patrols**  
10.1 Councillors to *receive* a report and discuss any items arising from the report.
  11. **Policies/ Procedures/ Risk Assessments**
    - 11.1 Councillors to *view* and *agree* the pond risk assessment for a 24 month period.
    - 11.2 Councillors to *review* and *agree* the co-option policy for Hullbridge Parish Council.
    - 11.3 Councillors to *review* and *agree* the tree management policy for Hullbridge Parish Council.
  12. **Kendal Park / Rose Garden / River Footpath / Pooles Lane car park**  
12.1 General Update.

13. **Community Engagement**

13.1 Councillors to give an *update* on any engagement actions or ideas and *discuss* and *agree* a volunteer for the activity for 1<sup>st</sup> Hullbridge Cub Pack.

14. **Representatives on Outside Bodies**

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

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

15.1 Councillors to *forward* any items for the next agenda.

15.2 The next Parish Council Meeting will take place on Monday 10<sup>th</sup> July 2023, 7.30pm at the Windermere Centre, Windermere Road, Hullbridge.

**Meeting Closed**  
Nicola Harding  
Clerk to the Council