



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 13th February 2023 at 7.30pm** held 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 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

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., 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 Meeting of the Council held on **16th January 2023.**
- 4. Minutes of Committees**
 - 4.1 Members to note the minutes of the following committees:
 - Planning 11th January 2023
 - Finance 18th January 2023
 - Events & Leisure 18th January 2023
 - Planning 25th January 2023
 - General Purpose 25th January 2023

5. **Public Participation - contributions from Residents, 15 minutes maximum on items on the Agenda and other contributions from Residents.**
6. **Member of Parliament Question Time**
6.1 Members to *discuss* any issues relevant to Hullbridge with MP Mark Francois.
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 due to be paid in February and *agree* the bank statements, bank reconciliations, and trial balance for January.
 - 9.2 Members to *note* the cost of £270.00 for wildflower seeds for the meadow area in Kendal Park *approved* by the Chairman and Chair of Finance.
 - 9.3 Members to *note* the cost of £580.00 for clearance of rubbish and tidying woodchip and manure at the allotments *approved* by the Chairman and Chair of Finance.
 - 9.4 Members to *note* funding has been applied for to assist with the proposed Coronation ideas.
 - 9.5 Members to *consider* a commemorative Coronation gift of wildflower seeds for the children of Riverside Primary School at total cost of £270.00 for 400 packets.
10. **Security Patrols**
 - 10.1 Members to *receive* a report and discuss any items arising from the report.
 - 10.2 Members to *discuss* the recommendations regarding recent security issues for the Teen Shelter and CCTV from the General-Purpose Committee Meeting.
11. **Events & Leisure Riverside PTA**
 - 11.1 Members to *agree* that Hullbridge Parish Council work alongside Riverside Primary School PTA to organise and support events for residents in Hullbridge as detailed on the Events and Leisure Committee Meeting minutes dated 18th January 2023.
 - 11.2 Members to *note* the Parish maintenance staff will assist Riverside Primary School to re-instate their pond.
12. **Coronation Tree Plaque/ Bench**
 - 12.1 Members to *agree* the wording for the plaque. ***“Planted by Hullbridge Parish Council and Riverside Primary School to commemorate the Coronation of King Charles III in 2023.”***
 - 12.2 Members to *agree* to replace one of the wooden benches now past repair outside the Garden Association with a new composite bench dedicated to the Coronation of King Charles, with a plaque to read ***“From Hullbridge Parish council to commemorate the Coronation of King Charles III 6th May 2023.”***
13. **Kendal Park / Rose Garden / River Footpath / Poole’s Lane car park**
 - 13.1 Members to *note* the delay in fitting the new barrier at the Car Park
 - 13.2 Members to *receive* an update regarding the drainage issue in the Car park
 - 13.3 Members to *note* the swan feeder unit will be installed shortly.

14 Policies and Procedures

14.1 Members to *agree* the policies and procedures detailed below reviewed at the Finance and General Purpose Committees ;

- Training & Development Policy
- Pensions Policy
- Health & Safety Policy
- Vexatious Complaints Policy
- Councillor/ Employee Relations
- Declaration of Interests Flow Chart

15. Meeting Schedule 2023/2024

15.1 Members to *receive* the Meeting Schedule for 2023/24.

16. Representatives on Outside Bodies

16.1 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) Windermere 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

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

17.1 Members *to forward* any items for the next agenda before 1st March 2023.

17.2 The next Parish Council Meeting will take place on Monday 13th March 2023, 7.30pm at the Windermere Centre, Windermere Road, Hullbridge.

Meeting Closed

Nicola Harding - Clerk to the Council