



HULLBRIDGE PARISH COUNCIL

98 Ferry Road, Hullbridge

Essex SS5 6EX

Telephone: 01702 232038

Email: clerk@hullbridgepc.co.uk

www.hullbridgepc.gov.uk

Clerk to the Council: Nicola Harding

Published 07/06/2022

Dear Member,

You are hereby summoned to attend the **Parish Council Meeting**, which will be held on **Monday 13th June 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

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 Annual Meeting of the Council held on **16th May 2022**
 - 3.2 To *approve*, as a true record, the Annual Parish Assembly held on **16th May 2022**
4. **Minutes of Committees**
 - 4.1 Members to *note* the minutes of the following committees:
 - Events and Leisure 18th May 2022 – DRAFT
 - Planning and Infrastructure 25th May 2022
 - General Purposes, Security and Resources 25th May 2022 – DRAFT

5. **Committee Membership and Terms of Reference**
 - 5.1 Members to *vote* to fill the vacancies on the Finance (2) and Events Committees (1).
 - 5.2 Members to *agree* the Events and Leisure Terms of Reference *reviewed* by the committee.
 - 5.3 Members to *agree* the Planning and Infrastructure Terms of Reference *reviewed* by the committee.
 - 5.4 Members to *agree* the General Purpose and Resources Terms of Reference reviewed by the committee.
 - 5.5 Members to *note* the change of date and time for the Finance Committee Meeting to the 22nd June 2022. 19.45hrs

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 June and *agree* the bank statement and bank reconciliations, and trial balance for May.
 - 9.2 Members to *view* the Internal Auditor report and action any comments.
 - 9.3 Members to view and agree the explanation of any significant year on year variances in the Accounting Statements.
 - 9.4 Members to review the effectiveness of its system of Internal Control which is in accordance with proper practices.
 - 9.5 Members to *agree by Resolution* the Annual Governance Statement 2021/2022.
 - 9.6 Members to *agree* the Accounting Statements for 2021/2022.
 - 9.7 Members to *note* that the Notice of Public Rights and Publication of Unaudited Annual Return will commence on 14/6/21.
 - 9.8 Members to be *advised* of the launch of the CIF scheme for 2022 and *discuss* possible projects.

10. **Security Patrols**
 - 10.1 Members to *receive* a report and discuss any items arising from the report. – to follow
 - 10.2 Members to *discuss* and *agree* that following the *recommendation* at the General Purpose Committee the Security Company tender process commence from Tuesday 14th June with the aim of being able to recommend a preferred contractor to the September Full Council Meeting.
 - 10.3 Members to *discuss* and *agree* the contract length, suggested three year term and possible hand over period timeline.

11. **Training**
 - 11.1 Members to *receive* information and *register* interest for a councilor training course run by EALC to be held at the Parish Office.

12. **Kendal Park / Rose Garden / River Footpath / Pooles Lane car park**
 - 12.1 General Update.

13. **Highways Issues**
 - 13.1 Members to *discuss* and *agree* on an effective process to raise issues to Essex Highways.

14. **Footpaths / Highways**
14.1 Members *to view* the attached (Appendix 2) and *discuss and consider* any action to be taken regarding the Footpath issues.
14.2 Members *to view* the attached Appendix 2 and *discuss and consider* any action to be taken regarding the Highway issues listed
15. **Resident Enquiry**
15.1 Members *to discuss* the request from a resident for the provision of an MOT station in Hullbridge.
16. **Chairmans Dinner**
16.1 Members *to discuss and agree* the proposal that the Council hold a Chairmans Dinner in 2024 to commemorate 60 years of Hullbridge Parish Council.
17. **Best Kept Frontage Competition**
17.1 Members *to discuss and receive* information regarding the upcoming Competition.
18. **Representatives on Outside Bodies**
18.1 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.
19. **Any items to be added onto the next agenda and Date of the next Parish Council Meeting**
19.1 Members *to forward* any items for the next agenda.
19.2 The next Parish Council Meeting will take place on Monday 11th July 2022, 7.30pm at the Hullbridge Centre, Windermere Road, Hullbridge.

Meeting Closed
Nicola Harding
Clerk to the Council