



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 14th March 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: 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 February 2022**
4. **Minutes of Committees**
 - 4.1 Members to *note* the minutes of the following committees:
 - Planning 14th February 2022 – DRAFT
 - Finance 23rd February 2022 – DRAFT
 - Parks and Open Spaces 23rd February 2022 - DRAFT
 - Planning 2nd March 2022. – Mtg Cancelled

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 March and agree the bank statement and bank reconciliations and Trial balance for February.
 - 8.2 Members to agree the recommendation from the Finance Committee that Cllr Miss A.Marriott become the new signatory for the Hockley Charities Trust.
 - 8.3 Members to note the first installment of the savings payment into Nationwide will be made this month, with the second to be made in May.

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
 - 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
 - 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
Asset Register ** / LCRS Risk Assessments and Action Plans **

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 any working groups held.

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

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

12.2 Members to *note* a resident has made an approach about repurposing the Pavilion at the Recreation Ground.

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. **Constituency Boundary Review**

14.1 Members to be *advised* of the closing date of the 4th April for the public consultation on proposed constituency boundaries. The 2023 Boundary Review will rebalance the number of electors represented by each MP.

15. **Polling Station**

15.1 Members to *discuss* the provision of an additional Polling Station to be sited at the HCA.

16. **Committee Restructure**

16.1 Members to *discuss* and *vote to agree* the proposed amendments to the Committee Groups.

17. **Food Banks**

17.1 Members to *vote* on the proposal for HPC to facilitate a Food Bank within Hullbridge.

18. **Representatives on Outside Bodies**

18.1 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)

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 April 2022, 7.30pm at the Hullbridge Centre, Windermere Road, Hullbridge.

Meeting Closed
Nicola Harding
Clerk to the Council