



Hullbridge Parish Council

Full Council

To be held on Monday 15th April 2024 7.30 pm

Published 09 04 2024

The Windermere Centre, Windermere Avenue, Hullbridge, SS5 6JR

Members: Cllr Angelina Marriott (Chair); Cllr Conner Agius (Vice Chair); Cllr Ian Kenlin; Cllr Paul White; Cllr David Elwell; Cllr Steve Cooper; Cllr Kevin O'Brien; Cllr Jane O'Brien; Cllr Helen Gilbert; Cllr David Flack, Cllr K. Charters; Cllr S. Walsh; Cllr S. Naish.

Staff: Mrs Nicola Harding (Clerk)/Mrs Julie Mullet (Assistant Clerk)

Dear Councillor,

You are hereby summoned to attend the Parish Council Meeting, which will be held on Monday 15 04 2024 at 7.30pm 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 cannot 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

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

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 **11th March 2024**



4. Committees

- 4.1 Councillors to *note* the minutes of the following Committees:
- Planning and Infrastructure 13th March 2024
 - Extra General Purposes, Security & Resources 13th March 2024
 - Events & Leisure (Working Group) 20th March 2024 - DRAFT
 - Environment & Open Spaces 10th April 2024 7pm to follow - DRAFT
 - Planning & Infrastructure 10th April 2024 7.45pm to follow - DRAFT
- 4.2 Upcoming Committee Meetings
- Planning & Infrastructure 24th April 2024 7pm
 - Personnel – 24th April 7.45pm
 - Finance, Policy and Appointments – 24th April 2024 8.00pm

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. ***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 April and *agree* that bank reconciliations and trial balance for March and *agree* the Clerk has approval to pay any accounts due before the next meeting.
- 8.2 Councillors to *receive* and *agree* the General Reserves and Earmarked Reserves for 2023-24, Councillors to *note* any changes following the accounts shut down on 22nd April will be advised to the next Finance committee Meeting.
- 8.3 Councillors to *receive* the receipts and payments as at 31st March 2024.
- 8.4 Councillors to *agree* to appoint Earlsmere Limited to carry out HAV's and Tool box training to comply with HSE.
- 8.5 Councillors to *note* internal audit will commence on 26th April 2024.
- 8.6 Councillors to *agree* the quote of £1020.00 for a Tree Risk Assessment and Survey in Kendal Park.
- 8.7 Councillors to *review* and *agree* continued membership to the Rural Community Council of Essex at cost of £95.25 ex VAT.
- 8.8 Councillors to *discuss* and *agree* the request to repaint the office front in a suitable colour, and *agree* planters for the frontage be fabricated by the maintenance staff.

9. Security and Security Patrols

- 9.1 Councillors to *discuss* the monthly reports.

10. Open Spaces

- 10.1 Councillors to *receive* a verbal update.

11. Unadopted Roads

- 11.1 Councillors to *note* the condensed report and *agree* next steps.



12. **Policies and Procedure**

12.1 Councillors to *review* and *agree* the following;

- Recordings of Meetings
- Ride on Mower Risk Assessment 1-14.
- Memorial Trees, Benches and Plaque Policy
- Kendal Park Reserve Management Policy

13. **Representatives on Outside Bodies**

13.1 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) Hullbridge Library
- e) Crouch Valley Coastal Community
- f) Riverside Primary School.
- g) Police
- h) Parish Councillors

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

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

14.2 The next Parish Council Meeting will be the Annual General Meeting and will take place on Monday 13th May 2024, 7.30pm at the Windermere Centre, Windermere Road, Hullbridge following the Annual Parish Meeting at 7pm.

Meeting Closed

Nicola Harding
Clerk to the Council