

# Hullbridge Parish Council

## Full Council

To be held on Monday 10<sup>th</sup> June 2024 7.30 pm

Published 04 06 2024

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

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

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

Dear Councillor,

You are hereby summoned to attend the Parish Council Meeting, which will be held on Monday 10 06 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.*

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## 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 Annual Meeting of the Council held on **13<sup>th</sup> May 2024.**



3.2 To *approve*, as a true record, the Annual Parish Assembly held on **13<sup>th</sup> May 2024**.

## 4. Committees

4.1 Councillors to *note* the minutes of the following Committees:

- Planning and Infrastructure 15<sup>th</sup> May 2024 7pm
- Events & Leisure 22<sup>nd</sup> May 2024 – DRAFT 7pm
- General Purpose Security and Resources 29<sup>th</sup> May 2024 7pm - DRAFT
- Planning & Infrastructure 5<sup>th</sup> June 2024 7pm – DRAFT – to follow
- Environment & Open Spaces 5<sup>th</sup> June 8pm – DRAFT – to follow

4.2 Upcoming Committee Meetings

- Planning & Infrastructure 26<sup>th</sup> June 2024 7pm
- Finance, Policy and Appointments – 26<sup>th</sup> June 2024 8.00pm

4.3 Councillors to *note* Cllr S. Naish will step down from the Planning Committee. Councillors to *vote* to fill vacant spaces on the remaining committees.

- Planning and Infrastructure – 1 vacancy
- General Purpose – 1 vacancy
- Events & Leisure – 2 vacancies.

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.***

6.2 Councillors to *discuss* and *agree* actions to address ongoing lack of District and County Council support at Parish Council meetings.

## 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 *receive* the payments made in May and *agree* that bank reconciliations and trial balance for May and *agree* the Clerk has approval to pay any accounts due before the next meeting.

8.2 Councillors to *view* the Internal Auditor report and *agree* to 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.

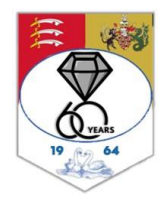
8.5 Councillors to *agree* by Resolution the Annual Governance Statement 2023/2024.

8.6 Councillors to *agree* the Accounting Statements for 2023/2024.

8.7 Councillors to *note* that the Notice of Public Rights and Publication of Unaudited Annual Return will commence on 12<sup>th</sup> June 2024.

8.8 Councillors to *consider* and *agree* the grant application from the Harbour Club for £350.00.

8.9 Councillors to *discuss* and *agree* the recommendation from the General Purpose Committee that the quote from AML Security for replacement CCTV in Pooles Lane Car Park be *approved* and built into the 2025/26 budget.



9. **Security and Security Patrols**

9.1 Councillors to *discuss* the monthly reports.

9.2 Councillors to *discuss* and *agree* if additional patrols are needed over the summer period.

10. **Bee-st Kept Frontage**

10.1 Councillors to *receive* information and paperwork for judging the competition.

11. **Digital Switchover**

11.1 Councillors to *receive* information and *discuss and agree* accessible and inclusive ways to communicate this to residents.

12. **Open Spaces**

12.1 Councillors to *receive* a verbal update including

- Hullbridge Road
- Pooles Lane Recreation Ground

12.2 Councillors to *receive* the recent Tree Report of Kendal Park and *agree* the quote for the recommended actions.

12.3 Councillors to *receive* information on the design for the embellishment to the War Memorial and *agree* the quote and next steps.

12.4 Councillors to *receive* an update on the progress of the proposed Heritage Trail.

13. **Policies and Procedure**

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

- Tree Management Policy – *reviewed* by the Environment Committee
- Co-Option Policy

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) Hullbridge Library
- e) Crouch Valley Coastal Community
- f) Riverside Primary School.
- g) Police
- h) Riverside Medical Centre

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 8<sup>th</sup> July 2024, 7.30pm at the Windermere Centre, Windermere Road, Hullbridge.

**Meeting Closed**

Nicola Harding  
Clerk to the Council