



Hullbridge Parish Council Full Council Annual Meeting

To be held on Monday 12th May 2025 7.30 pm

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

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

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

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Hullbridge Parish Council, which will be held on Monday 13 05 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. **Election of Chair (Section 15 of the 1972 Act)**
 - 1.1 To agree to uphold the decision of succession voting of Vice-Chair to be the elected Chair (Minute 61.1/09/24)
 - 1.2 To execute the declaration of acceptance of office of Chair to the Council.
2. **Election of Vice Chair (Section 15(6) of the 1972 Act)**
 - 2.1 To *Propose* and *Second* nominations for the office of Vice Chair and, if there is more than one nominee, to vote thereon.
 - 2.2 To execute the declaration of acceptance of office of Vice Chair to the Council.



3. **Registration of Members Interests**

3.1 Councillors to *receive* Registration of Interest Forms. Councillors must register their interests within 28 days of election or co-option as per the **Localism Act 2011 s29** and the RDC/HPC Code of Conduct s9.1 requirement.

4. **Apologies for Absence**

4.1 To *receive* apologies for absence.

5. **Declarations of interest / Dispensations**

5.1 To *receive* declarations of interest or dispensations for items on the agenda.

6. **Approval of Minutes**

6.1 To *approve*, as a true record, the meeting of the Council held on **14th April 2025**.

7. **Minutes of Committees**

7.1 Councillors to *note* the minutes of the following committees.

- Planning & Infrastructure – 23rd April 2025
- Finance, Policy & Appointments – 23rd April 2025

7.2 Councillors to *note* upcoming Committee Meetings

- Planning and Infrastructure – 14th May 2025
- Events & Leisure – 21st May 2025 CANCELLED – *rescheduled date tbc.*
- General Purpose Security and Resources – 28th May 2025
- Planning and Infrastructure – 4th June 2025

8. **General Power of Competence**

8.1 Councillors to *resolve* that

- Hullbridge Parish Council meets the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) order 2012.
- We further *resolve* in accordance with section 1 to adopt a General Power of Competence.

9. **Election of Committees / Working Groups**

9.1 Councillors to review the Committee/s and Number to each Committee, Councillors to *note* the Personnel Committee will be formed at the next Finance Committee Meeting as a Sub-Committee. Terms of Reference will be reviewed at each Committee.

9.2 To *determine* the membership of the Councils Standing Working Committees as Follows:

- (a) Finance / Policies / Appointments Committee (6)
- (b) Planning & Infrastructure Committee (6)
- (c) General Purposes, Security & Resources Committee (6)
- (d) Environment and Open Spaces Committee (6)
- (e) Events & Leisure Committee (6)
- (f) Village Resilience Working Group (4)

9.3 To consider and agree the establishment of a Sub-Committee of the Finance Committee, comprising four members, to steer the Parish Council's response to and oversight of changes arising from local government reforms.



10. **Election of Representatives:**

10.1 Councillors to *review and agree* the outside bodies to which the council make representation.

10.2 Councillors to *determine* the Councils Representatives on outside bodies.

Currently:

- 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/ Neighbourhood Watch
- h) Riverside Medical Centre
- i) Transport

11. **Public Participation - *contributions from Residents, 15 minutes maximum on items on the Agenda and other contributions from Residents.***

12. **District & County Council**

12.1 To *discuss* any matters arising from District and County Council. ***the maximum time allowed is 15 minutes.***

13. **Chair's/ Clerks Report**

13.1 Verbal report from the Chair and or Clerk on items of interest but no formal decisions can be made.

14. **Finance**

14.1 Councillors to *view & agree* the payments to be made in April and *agree* the bank reconciliations for April (*To follow*) and *agree* the Clerk has approval to pay any accounts due before the next meeting.

14.2 Councillors to *approve* the use of a variable direct debits for utility bills as per Financial Regulation 7.9.

14.3 Councillors to *approve* the use of BACS for council payments as per Financial Regulation 7.10.

14.4 Councillors to approve the use of Standing Orders to pay staff wages as per Standing Orders 7.11.

14.5 Councillors to *agree* the Finance Committee can appoint bank signatories .

14.6 Councillors to *receive* and *note* the Unaudited Financial Statements for year ending 31-March-2025..

14.7 Councillors to *note* the decision made at the Finance Committee after review of 24-25 to continue with current investments .

14.8 Councillors to *view* the Internal Auditor report and *agree* to action any comments.

14.9 Councillors to *agree* the recommendation of the Finance Committee after review of quotes that the Parish Council reinstate a 3 year LTA with Zurich at an annual premium £2838.91.

14.10 Councillors to *note* the explanation for and *agree* the restated asset figure for the 2023-24 AGAR. Chair to sign the document.

15. **Record of Attendance 2024-25**

15.1 Councillors to *note* the Record of Attendance for Full Council 2024-25.

16. **Policies and Procedures**

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



- Standing Orders (Includes NALC update April 2025)
- Financial Regulations – Reviewed by Finance
- LGA Code of conduct - No change
- Risk Assessment and Management of risks – reviewed by Finance
- Annual Investment Strategy – reviewed by Finance
- Grant awarding Policy – reviewed by Finance
- Fire Risk Assessment
- Fire Plan for Visitors to 98 Ferry Road
- Strategic Plan 2024-2029 – reviewed by Finance
- Action Plan 2024-2029 – reviewed by Finance
- Leases/Asset Register/Inventory – To be reviewed and checked by the Chair & Vice Chair.

17. **Security Patrols**

17.1 Councillors to *discuss* any items arising from the reports distributed.

18. **Open Spaces**

18.1 General Update.

19. **Local Government Reforms / Devolution**

19.1 Councillors to *receive* and *discuss* any new information.

www.gov.uk/government/publications/english-devolution-white-paper-power-and-partnership-foundations-for-growth/english-devolution-white-paper

20. **Representatives on Outside Bodies**

20.1 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/ Neighbourhood Watch
- h) Riverside Medical Centre
- i) Transport
- j) Parish Councillors

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

21.1 Councillors to *forward* any items for the next agenda at least 10 working days before the next Full Council

21.2 The next Parish Council Meeting will take place on Monday 9th June 2025, 7.30pm at the Windermere Centre, Windermere Road, Hullbridge.

Meeting Closed
Nicola Harding, Clerk to the Council.