



Hullbridge Parish Council

Meeting of the Council commencing at 7.30pm on **Monday 11th April 2022**

Attended: Cllrs **D. Elwell**, Miss A Marriott, Mrs J O'Brien, K. O'Brien, C. Agius,
Mrs Campbell Daley, D. Flack, Ms H. Gilbert

Clerk: Mrs N Harding.

3 Members of the public were also present

190/4/22 Apologies for Absence

190.1/4/22 - Apologies from Cllr I. Kenlin, Cllr P. White, Cllr Mrs A.Hale, Cllr M. Hale and Cllr M. Hoy were *noted* by Members.

191/4/22 Declarations of Interest and Dispensations

191.1/4/22 – No Declarations of Interest or Dispensations.

192/4/22. Approval of Minutes

192.1/4/22 – RESOLVED – Members *agreed* that the Minutes were a true record of the Meeting of the Council dated **Monday 14th March 2022**.

193/4/22. Minutes of Committees

193.1/4/22 – RESOLVED Members *noted* the minutes of the following committees:

- Personnel 14th March 2022.- DRAFT
- General Purposes 30th March 2022.- DRAFT
- Planning 30th March .- DRAFT

194/4/22 Public Participation

194.1/4/22 – A member of public raised a concern relating to a car persistently parking on the pavement on Ferry Road outside the new flats near the pharmacy. ACTION - Office to report to Essex Highways.

195/4/22 District and County Councillor Reports

195.1/4/22 – No District or County Councillor present. A request was made that a report could be forwarded via the Clerk to be read in absentia. - ACTION – Clerk to request.

196/4/22 Chairmans / Clerks Reports

196.1/4/22 – The Chairman gave a brief report on the Councillor Surgery held on 9th April at the Parish Office.

The Clerk gave a report which included

- The access road at the HCA/Yacht Club.
- Platinum Jubilee Events
- Anglian water remedial works and pond repairs in Kendal Park

Hullbridge Parish Council						
Financial Breakdown			April 2022 Meeting			
Date	Int Ref	Invoice no.	Payee	Cheque No.	Amount	VAT
			Regular Payments			
11.04.2022	22/4/1		Gas - Direct Debit (5% VAT)	DIRECT DEBIT	31.00	1.48
11.04.2022	22/4/2		Electric - Direct Debit (5% VAT)	DIRECT DEBIT	45.00	2.25
11.04.2022	22/4/3	961822013	British Gas (Elec) - Direct Debit (5% VAT) - Toilets Pools Lane	DIRECT DEBIT	25.80	1.22
11.04.2022	22/4/4	TT0628777880	Talk Talk Direct Debit	DIRECT DEBIT	45.37	7.56
11.04.2022	22/4/5		Lloyds Company credit card: Monthly fee £3 Microsoft £11.28 (VAT £1.88) LS Engineers £32.00 (VAT £5.33)	DIRECT DEBIT	46.28	7.21
11.04.2022	22/4/6	Apr-22	Hullbridge Senior Citizens welfare council hall hire	BACS	35.00	0.00
11.04.2022	22/4/7	P311656	TLM Management	DIRECT DEBIT	99.24	16.54
11.04.2022	22/4/8	4282669	BE (BP)	DIRECT DEBIT	92.99	15.50
11.04.2022	22/4/9	4301372	BE (BP)	DIRECT DEBIT	2.40	0.40
11.04.2022	22/4/10	SIN00481874	PGR Timber	BACS	24.76	4.13
11.04.2022	22/4/11	SIN00487667	PGR Timber	BACS	63.95	10.66
	22/4/12	INV287659	Broxap	BACS	824.40	137.40
11.04.2022	22/4/13	14509	Vision ICT	BACS	78.00	13.00
11.04.2022	22/4/14	KPS230658	KCS	DIRECT DEBIT	183.34	30.56
11.04.2022	22/4/15	6573	Verdant Solutions - pond liner	BACS	6,041.52	1,006.92
11.04.2022	22/4/16	10250471	Anglian Water/Wave (Office)	BACS	27.32	0.00
11.04.2022	22/4/17	Plot 97a	SWCAA - Allotment insurance no. 97a	BACS	7.00	0.00
11.04.2022	22/4/18	Apr-22	Claim Form - N. Harding	BACS	4.40	0.00
11.04.2022	22/4/19	2104	TBS Hygiene Ltd	BACS	156.00	26.00
11.04.2022	22/4/20	36065	A&J Lighting Solutions	BACS	807.00	134.50
11.04.2022	22/4/21	15364	EALC Affiliation Fees 2022/23	BACS	1031.03	0
11.04.2022	22/4/22	Apr-22	Bank Charges	DIRECT DEBIT	2.40	0.00
11.04.2022	22/4/23	SS0335	S type security	BACS	665.00	0.00
11.04.2022	22/4/24	IN036162160	N Power Street lighting January 2022	BACS	1,167.58	194.60
11.04.2022	22/4/25	IN03162239	N Power Street lighting February 2022	BACS	1,005.14	167.52
11.04.2022	22/4/26	IN03159023	N Power Street lighting March 2022	BACS	1,056.25	176.04
	22/4/27	INV-70606	Lamps & Tubes - stress testing Car park	BACS	510.00	85.00
11.04.2022	22/4/28		Personnel	BACS	10595.12	0
11.04.2022	22/4/29		Imprest Account	BACS	18.06	2.28
11.04.2022	22/4/30	504	Palmer Tree & Contracting services	BACS	750.00	0.00
11.04.2022	22/4/31	70626	Lamps and Tubes	BACS	353.66	58.94
			TOTAL		25,795.01	2,099.71
			Receipts			
11.04.2022	22/4/32	INV-70606	Rochford District Council - Precept		98,979.00	0.00
11.04.2022	22/4/33	n/a	Allotment rent & Insurance		15.50	0.00
					98,994.50	0.00
Signed			Councillor			
			Clerk / RFO			

197/4/22. Finance

- 197.1/4/22** - RESOLVED Members *viewed* and *agreed* the payments to be made in April and *agreed* the bank statement, bank reconciliation, trial balance for March.
- 197.2/4/22** – RESOLVED Members *received* the Quarterly Financial Breakdown and *noted* this will be *reviewed* at the next Finance Committee Meeting.
- 197.3/4/22** – RESOLVED Members *voted* and a MOTION was passed for the Finance Committee to *review* the Allotment Income and Expenditure. - ACTION Office to provide information.
- 197.4/4/22** – RESOLVED Members *noted* Section 137 expenditure for 2022/3.
- 197.5/4/22** – RESOLVED Members *noted* the date for the financial year end closedown.
- 197.6/4/22** – RESOLVED Members *noted* the NALC pay scale review and lieu time payments for office staff.
- 197.7/4/22** – RESOLVED Members *noted* the addition to the Unity banking mandate.
- 197.8/4/22** - RESOLVED Members *noted* the end of the 3 year Parish Insurance agreement and new quotes being sought.
- 197.9/4/22** – RESOLVED Members *agreed* to appoint Earlsmere Ltd to carry out HAVS training.- ACTION- Clerk to arrange.
- 197.10/4/22** – RESOLVED Members were *advised* of the yearly cost for cleaning the Recreation Ground Toilets.

198/4/22 Risk Assesments, Policies, Procedures, Financial Regulations, Standing Orders and Asset Register Review

- 198.1/4/22** – RESOLVED Members *viewed* and *agreed* the following documents including some amendments to items **.

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 ** - to be discussed at POCF Committee.

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

ACTION – Clerk update policies and to take advice regarding amendment 18F&G in the Standing Orders. It was discussed that policies and procedures be reviewed at the relevant committees from 2022/23. Clerk to ACTION.

199/4/22 Security Patrols

199.1/4/22 – RESOLVED Members *received* the report, no comments were made.

200/4/22 Working Group Reports

200.1/4/22 – Members received a verbal report from the Security Working Group, covering a discussion with Bar n Bus for security to work in conjunction with youth services and confirming Security Patrol Guards are properly registered and possible training requirements . The group will advise once a remit statement has been drafted and a date set for the next meeting.

Highways/Road Safety Working Group – no meeting, currently awaiting an update from Essex County Council from Local Highways Panel regarding issues raised.

Jubilee Working Group – no meeting, Clerk advised she is awaiting Rochford District Council to approve the Event Application Form , Union Jack bunting has been sourced and posters displayed for the Queens card competition.

201/4/22 Kendal Park/Rose Garden/River Footpath/Pooles Lane Car Park

201.1/4/22 – Members *received* a general update including information on repairs being carried out on the pond after the Easter break.

202/4/22 Footpaths / Highways

202.1/4/22 - Members *noted* the footpath appendix. Members *discussed* the how to escalate the ongoing issues with Essex footpaths and highways. ACTION – Clerk to contact Essex County Councillor and it was agreed that HPC write formally to Cllr Lee Scott and Mark Francois MP.

202.2/4/22 Members *noted* the highways appendix – as above.

203/4/22 Meeting Schedule 2022/23

203.1/4/22 – Members *received* and *noted* the meeting schedule for 2022/23.

204/4/22 Representatives on Outside Bodies

204.1/4/22

- a) Parish Councillors – No Report.
- b) Citizen Advise Bureau (Cllr Mrs L Campbell-Daley) – A verbal report was given.
- c) Hullbridge Community Association (Cllrs D Flack / Mrs. J O’Brien) – **Next Meeting to be held 13th April 2022.**
- d) Hullbridge Centre (Cllr Mrs A Hale) – No report.
- e) Rochford Hundred Assoc. of Local Councils (Cllrs Miss A Marriott /C.Agius / Clerk) **Next meeting will be 21st April 2022.**
- f) Transport (Cllr Mrs L Campbell-Daley) – A verbal report was given.

- g) Parish Safety Volunteers/Heart Watch (Cllrs P White/Mr. J Chaffin) – No Report
- h) Hullbridge Library (Cllr C. Agius) – A brief report was given regarding the recent Circus event.
- i) Essex Coastal Forum (Cllrs. P White / D, Flack). – No report , a discussion was had regarding the representative for 2022 23.
- j) Police Matters – A brief report was given form the surgery at the Parish Office,the Clerk advised she had invited PC Risden to attend the Annual Parish Meeting.
- k) Riverside Primary School – No report

205/4/22 Any Items to be added onto the next agenda and Date of the next Parish Council Meeting

205.1/4/22 – Members to *forward* any items for the next Agenda to the Clerk.

205.2/4/22 - RESOLVED – Members agreed that the next Council meeting will be on **Monday 16th May 2022 19.30** at the Hullbridge Centre.

Meeting closed 20.25hrs

Nicola Harding
Clerk to the Council

CHAIRMAN _____ DATE _____

IF YOU WOULD LIKE LARGE PRINT VERSION OF THESE MINUTES PLEASE CONTACT THE PARISH CLERK