



## Hullbridge Parish Council

Meeting of the Council commencing at 7.30pm on **Monday 11<sup>th</sup> July 2022**

**Attended:** Miss A Marriott, D. Elwell, Mrs L. Campbell Daley , Mrs J O'Brien, K. O'Brien, P. White, Mrs A. Hale, M. Hale

Clerk: Mrs N Harding.

3 Members of the public were also present

### **40/7/22 Apologies for Absence**

**40.1/7/22** - Apologies from Cllr I. Kenlin, Cllr C. Agius, Cllr Ms H. Gilbert, Cllr M. Hoy were *noted* by Members.

### **41/7/22 Declarations of Interest and Dispensations**

**41.1/7/22** – Cllr L. Campbell Daley declared an interest in Agenda item 48.3 and recused herself from the discussion.

### **42/7/22. Approval of Minutes**

**42.1/7/22 RESOLVED** – Members *agreed* that the Minutes were a true record of the Meeting of the Council dated **Monday 13<sup>th</sup> June 2022**.

### **43/7/22. Minutes of Committees**

**43.1/7/22 RESOLVED** - Members *noted* the minutes of the following committees:

- Planning and Infrastructure 8<sup>th</sup> June 2022
- Environment and Open Spaces 8<sup>th</sup> June 2022.- DRAFT
- Planning and Infrastructure 22<sup>nd</sup> June 2022. - DRAFT
- Finance, Policy & Appointments 22<sup>nd</sup> June 2022. - DRAFT

### **44/7/22 Committee Membership and Terms of Reference**

**44.1/7/22 RESOLVED** - Members *agreed* the Environment and Open Spaces Terms of Reference. Clerk to ACTION.

**44.2/7/22 RESOLVED** - Members *agreed* the Finance, Policy and Appointments Terms of Reference. Clerk to ACTION.

**44.3/7/22 RESOLVED** - Members *agreed* the Personnel Terms of Reference. Clerk to ACTION.

### **45/7/22 Public Participation**

**45.1/7/22** – A member of the public asked when the next phase of the Local Plan would commence, as the date of Spring 2022 on the Rochford District Council website had now passed. The Chairman advised that no new date had yet been given, but it was possible this may be deferred until Spring 2023. Hullbridge Parish Council will advise residents once more information is received from Rochford District Council

#### **46/7/22 District and County Councillor Reports**

**46.1/7/22** – No District or County Councillor present, no report. The Chairman advised where possible she will attend Rochford District Council meetings and feedback to members.

#### **47/7/22 Chairmans / Clerks Reports**

**47.1/7/22** – The Chairman gave a brief report including her attendance at the Rochford District Garden Party, and a meeting along with the Clerk and the Open Spaces team at Rochford District Council to discuss facilities in the Recreation Ground including the BMX track and Skate Park. A further meeting will be arranged to discuss the allocation of S106 monies for the skate park, A question was asked regarding the arrangements pertaining to S106 monies for Riverside Medical Centre, this will be followed up at the next healthcare meeting with the practice manager.

The Clerk gave a report on items including:

- Allotment and Best Kept Garden competitions

#### **48/7/22 Finance**

**48.1/7/22** RESOLVED - Members *viewed* and *agreed* the payments to be made in July and *agreed* the bank reconciliations and trial balance for June.

**48.2/7/22** RESOLVED - Members *received the* Quarterly Financial Breakdown dated 30/06/2022.

**48.3/7/22** Members were informed that the Allotments were running at a significant deficit and an explanation was given to Members as to how this had arisen. Members *noted* the Allotment fees had not been reviewed since 2014. Options were given and discussed as to how this deficit could be addressed and a “break-even” position reached. A phased increase over the next 3 years was subsequently proposed by Cllr K. O’Brien with a yearly CPI increase (as per the financial regulations 3.6) after “break-even” had been reached. This was seconded by Cllr J. O’Brien. A vote was taken with 4 members voting in favour of the proposal and 2 members voting against, preferring a 2-year phased approach.

RESOLVED – A motion was passed to increase the Allotment Fees over a 3-year period – Clerk to ACTION.

**48.4/7/22** RESOLVED – Members *agreed* the lighting columns owned and maintained by the Parish Council should be added to the asset register and included on the insurance premium. Clerk to ACTION.

**48.5/7/22** RESOLVED - Members *agreed* the decision to retain one contractor for tree work up to the value of £2000.

**48.6/7/22** RESOLVED - Members *noted* the upcoming First Aid Course.

**48.7/7/22** RESOLVED - Members *reviewed* and *agreed* the design for the village sign.

**48.8/7/22** Members *agreed* to renew the Parish Council membership to the RCCE. Clerk to ACTION.

**48.9/7/22** RESOLVED – Members *agreed* the new design for HPC header for correspondence from the office.

| Hullbridge Parish Council |         |                       |  |                   |                   |               |
|---------------------------|---------|-----------------------|--|-------------------|-------------------|---------------|
| Financial Breakdown       |         |                       |  | July 2022 Meeting |                   |               |
| Date                      | Int Ref | Invoice Number        | Payee  | Cheque No.        | Amount            | VAT           |
|                           |         |                       | <b>Regular Payments</b>  |                   |                   |               |
| 11.07.2022                | 22/7/1  | T65854019013          | Gas - Direct Debit (5% VAT calculated annually) EDF Office   | DIRECT DEBIT      | 65.00             | 3.25          |
| 11.07.2022                | 22/7/2  | T65854002013          | Electric - Direct Debit (5% VAT calculated annually) EDF Office  | DIRECT DEBIT      | 70.00             | 3.50          |
| 11.07.2022                | 22/7/3  | TT0637586445          | Talk Talk Direct Debit (Phone/Broadband)   | DIRECT DEBIT      | 47.37             | 7.89          |
| 11.07.2022                | 22/7/4  | 962838707             | Electric - Direct Debit (5% VAT calculated annually) British Gas Pooles Lane Toilets   | DIRECT DEBIT      | 26.96             | 1.28          |
| 11.07.2022                | 22/7/5  | Credit Card June 2022 | Credit card:<br>Microsoft £11.28 (VAT £1.88),<br>Ebay £47.50 (Vat £7.92)<br>Amazon £43.92 (VAT £6.85)<br>Amazon £73.45 (VAT £13.09)<br>Monthly fee £3.00 | DIRECT DEBIT      | 179.15            | 29.74         |
| 11.07.2022                | 22/7/6  | P317982               | TLM Management Ltd (Gen Waste)   | DIRECT DEBIT      | 101.64            | 16.94         |
| 11.07.2022                | 22/7/7  | 4472084               | BE Fuel (inv 4472084) June 2022  | DIRECT DEBIT      | 140.69            | 23.45         |
| 11.07.2022                | 22/7/8  | KPS244320             | KCS Copier Charges   | DIRECT DEBIT      | 101.23            | 16.87         |
| 11.07.2022                | 22/7/9  | 1275515444            | Screwfix   | DIRECT DEBIT      | 158.91            | 17.49         |
| 11.07.2022                | 22/7/10 | 10668091              | Wave (Office Water Bill Mar-Jun 22)  | BACS              | 89.43             | 0.00          |
| 11.07.2022                | 22/7/11 | 97888362              | AtoZ   | BACS              | 61.16             | 10.19         |
| 11.07.2022                | 22/7/12 | A7662                 | Auditing Solutions (Final Audit 21-22)   | BACS              | 276.00            | 46.00         |
| 11.07.2022                | 22/7/13 | 104007                | Minster Cleaning   | BACS              | 247.00            | 41.17         |
| 11.07.2022                | 22/7/14 | 104032                | Minster Cleaning   | BACS              | 112.20            | 18.70         |
| 11.07.2022                | 22/7/15 | 2498                  | TBS Hygiene  | BACS              | 109.20            | 18.20         |
| 11.07.2022                | 22/7/16 | 18th July 2022        | K's First Aid Training   | BACS              | 125.00            | 0.00          |
| 11.07.2022                | 22/7/17 | HPC                   | Allotment Judge fee  | BACS              | 25.00             | 0.00          |
| 11.07.2022                | 22/7/18 | HPC                   | Allotment 1st prize  | Gift Card         | 25.00             | 0.00          |
| 11.07.2022                | 22/7/19 | HPC                   | Allotment 2nd prize  | Gift Card         | 15.00             | 0.00          |
| 11.07.2022                | 22/7/20 | HPC                   | Allotment 3rd prize  | Gift Card         | 10.00             | 0.00          |
| 11.07.2022                | 22/7/21 | HPC                   | Best kept frontage 1st Prize   | Gift Card         | 25.00             | 0.00          |
| 11.07.2022                | 22/7/22 | HPC                   | Best kept frontage 2nd Prize   | Gift Card         | 15.00             | 0.00          |
| 11.07.2022                | 22/7/23 | HPC                   | Best kept frontage 3rd Prize   | Gift Card         | 10.00             | 0.00          |
| 11.07.2022                | 22/7/24 | HPC                   | Imprest Account  | BACS              | 23.95             | 1.79          |
| 11.07.2022                | 22/7/25 | HPC                   | Travel Claim N Harding   | BACS              | 12.60             | 0.00          |
| 11.07.2022                | 22/7/26 | HPC                   | Personnel  | BACS              | 9,039.13          | 0.00          |
| 11.07.2022                | 22/7/27 | 3039749/9             | Business Stream  | BACS              | 42.03             | 0.00          |
| 11.07.2022                | 22/7/28 | July Meeting          | Hullbridge Centre Hall Hire  | BACS              | 35.00             | 0.00          |
| 11.07.2022                | 22/7/29 | 143922                | Baron Fire Limited   | BACS              | 103.92            | 17.32         |
| 11.07.2022                | 22/7/30 | Statement 150         | Unity Trust Bank Chgs  | DIRECT DEBIT      | 35.10             | 0.00          |
| 11.07.2022                | 22/7/31 | June Charges          | Unity Trust Bank Chgs  | DIRECT DEBIT      | 0.60              | 0.00          |
| 11.07.2022                | 22/7/32 | 286116                | Catalyst 2   | BACS              | 184.54            | 30.76         |
| 11.07.2022                | 22/7/33 | 14946                 | Vision ICT   | BACS              | 622.80            | 103.80        |
| 11.07.2022                | 22/7/34 | SS0402                | S-Type Security  | BACS              | 595.00            | 0.00          |
| 11.07.2022                | 22/7/35 | IN04043027            | Npower   | BACS              | 779.56            | 129.93        |
| 11.07.2022                | 22/7/36 | 4489772               | BE Fuel Cards  | DIRECT DEBIT      | 2.40              | 0.40          |
| 11.07.2022                | 22/7/37 | 104121                | Minster Cleaning   | BACS              | 247.00            | 41.17         |
| 11.07.2022                | 22/7/38 | 104263                | Minster Cleaning   | BACS              | 249.66            | 41.61         |
| 11.07.2022                | 22/7/39 | SIN2124836            | PPL/PRS  | BACS              | 290.47            | 48.41         |
|                           |         |                       |  |                   |                   |               |
|                           |         |                       | <b>TOTAL</b>   |                   | <b>14,299.70</b>  | <b>669.86</b> |
|                           |         |                       |  |                   |                   |               |
|                           |         |                       | <b>Receipts</b>  |                   |                   |               |
| 11.07.2022                | 1       |                       | Street Lighting RDC up to 31/3/22  |                   | 2,640.74          | 0.00          |
| 11.07.2022                | 2       |                       | Cash receipt Allotment strimmer hire   |                   | 5.00              | 0.00          |
| 11.07.2022                | 3       |                       | RDC June Precept payment   |                   | 98,979.00         | 0.00          |
| 11.07.2022                | 4       |                       | EALC/Ride London Funding   |                   | 250.00            | 0.00          |
| 11.07.2022                | 5       |                       | Kingham Water  |                   | 44.15             | 0.00          |
| 11.07.2022                | 6       |                       | 311 Ferry Rd   |                   | 33.33             | 0.00          |
| 11.07.2022                | 7       |                       | Essex County Council P3 income   |                   | 123.00            | 0.00          |
| 11.07.2022                | 8       |                       | Eon Refund   |                   | 453.80            | 0.00          |
| 11.07.2022                | 9       |                       | Kingham Insurance  |                   | 16.48             | 0.00          |
|                           |         |                       |  | Total             | <b>102,545.50</b> | <b>0.00</b>   |
| Signed                    |         | Chairman              |  |                   |                   |               |
|                           |         |                       |  |                   |                   |               |
|                           |         | Clerk / RFO           |  |                   |                   |               |

**49/7/22 Delegation of Power during recess**

49.1/7/22 RESOLVED – Members *agreed* the Clerk has delegated powers during recess.

**50/7/22 Operation London Bridge**

50.1/7/22 RESOLVED – Members *agreed* the Clerk would have delegated authority to action and will run through the plan at the next Personnel Meeting. Clerk to ACTION

**51/7/22 Local Council Award Scheme**

51.1/7/22 RESOLVED - Members *agreed by Resolution* that the Council can apply for Foundation Level and recognised its duties in relation to biodiversity and crime and disorder and that the following items are available to view on the Councils Website:

Standing Order

Financial Regulations

Code of Conduct

Councillor's Register of Interest

Publication Scheme

Last Annual Return

Transparent Information about council payments

A calendar of all meetings including the annual meeting of electors

Minutes for at least one year of full council meetings and committees and sub-committees

Current Agendas

The budget and precept information showing past, current and next financial years

Complaints Procedure

Accessibility Statement

Privacy Notice

Council contact details and councillor information in line with the transparency code

Action Plan for the current year

Evidence of consulting the community

Publicity advertising Council activities

Evidence of participating in town and country planning.

51.2/7/22 RESOLVED - Members *agreed by Resolution* that each item listed has been achieved by the Council:

A risk management scheme

A register of assets

Contracts for all staff members

Up to date insurance policies that mitigate risks to public money

Disciplinary and grievance procedures

A training policy for new staff and councillors

A record of all training undertaken by staff and councillors in the last year

A Clerk who has achieved 12 CPD points in the last year. – Clerk to ACTION.

**52/7/22 Councillor Attendance Policy**

52.1/7/22 RESOLVED – Members *adopted* the Policy. This will be uploaded to the website – Clerk to ACTION.

**53/7/22 Security Patrols**

53.1/7/22 RESOLVED - Members *received* the report, no comments were made.

53.2/7/22 RESOLVED - Members *received* an update.

**54/7/22 Kendal Park/Rose Garden/River Footpath/Pooles Lane Car Park**

54.1/7/22 – RESOLVED - Members *agreed* to provide residents with a feeder from the Feed the Ducks Initiative. Clerk to ACTION.

**55/7/22 Best Kept Frontage Competition**

**55.1/7/22** – Members were *reminded* to return their nominations to the office as soon as possible.

**56/7/22 Footpaths/Highways Appendix**

**56.1/7/22 RESOLVED** - A *motion* was *passed* for the footpath and highways appendix to be reviewed at the Planning and Infrastructure Committee. Members *noted* the document was available to view on the website

**57/7/22 Representatives on Outside Bodies**

**57.1/7/22**

- a) **Citizen Advise Bureau** (Cllr Mrs L Campbell-Daley) – A verbal report was given including information detailing the updated opening times and venues.
- b) **Hullbridge Community Association** (Cllrs D Flack / Mrs. J O’Brien) – Meeting date to be confirmed.
- c) **Hullbridge Centre** (Cllr Mrs A Hale) – Meeting 13<sup>th</sup> July 2022.
- d) **Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott /C.Agius / Clerk) **Next meeting will be 21<sup>st</sup> July 2022.**
- e) **Transport** (Cllr Mrs L Campbell-Daley) – A verbal report was given including information on bus services in the area.
- f) **Hullbridge Library** (Cllr J. O’Brien) –A verbal report was given on the disbandment of Friends of Hullbridge Library, there are ongoing discussion about event organizing going forward.
- g) **Essex Coastal Forum** (Cllrs. P White / D, Flack). – Concerns were raised regarding funding for repairs to the stretch of footpath from South Fambridge to Battlesbridge boatyard. **Next Meeting 18<sup>th</sup> July 2022**
- h) **Riverside Primary School** (Cllrs Miss A. Marriott, C. Agius)– No Report
- i) **Police Liaison** ( Cllr D.Elwell) – Regular surgeries are taking place at the Parish Office. **Next Surgery 26<sup>th</sup> July 2022**
- j) **Healthcare** (Cllrs Mrs A. Hale, D. Flack, C.Agius) – No Report meeting tbc.
- k) **Parish Councillors** – No Report.

**58/7/22 Items to be added onto the next Agenda and Date of the next Parish Council Meeting**

**58.1/7/22** Members to *forward* any items for the next Agenda to the Clerk before August 29<sup>th</sup> 22.

**58.2/7/22 RESOLVED** – Members agreed that the next Council meeting will be on **Monday 12<sup>th</sup> September 2022 19.30** at the Hullbridge Centre.

Meeting closed 20.30hrs

Nicola Harding  
Clerk to the Council

CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

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MINUTES PLEASE CONTACT THE PARISH CLERK**