



Hullbridge Parish Council

Full Council Minutes

Held on Monday 10th June 2024

7.30 pm

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

Members present: Cllr C. Agius (Chair); Cllr K. O'Brien (Vice Chair).
Cllr Angelina Marriott; Cllr David Elwell; Cllr I. Kenlin; Cllr D. Flack;
Cllr J. O' Brien; Cllr S. Cooper; Cllr K. Charters, Cllr S. Naish.

Staff present: Mrs Nicola Harding (Clerk), Mrs Julie Mullett (Assistant Clerk)
Visiting: Essex County Councillor and Rochford District Councillor Michael Hoy

4 Members of the public were also present.

Minutes

22/06/24 Apologies for Absence

22.1/06/24 – Apologies were *noted* from Cllr P. White and Cllr S. Walsh.

23/06/24 Declarations of Interest and Dispensations

23.1/06/24 – None.

24/06/24. Approval of Minutes

24.1/06/24 RESOLVED – Councillors *agreed* that the minutes were a true record of the Annual Meeting of the Council dated **Monday 13th May 2024**.

24.2/06/24 RESOLVED – Councillors *agreed* that the minutes were a true record of the Annual Parish Meeting held on **Monday 13th May 2024**.

25/06/24. Minutes of Committees

25.1/06/24 RESOLVED – Councillors *received* and *noted* the minutes of the following Committees:

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

25.2/06/24 RESOLVED – Councillors *noted* the upcoming Committee Meetings:

- Planning & Infrastructure 26th June 2024 7pm
- Finance Policy & Appointments 26^h June 2024 8pm

25.3/06/24 RESOLVED Councillors voted to fill the spaces on the following committees

- Planning & Infrastructure – 1 vacancy remains



HULLBRIDGE PARISH COUNCIL

- General Purpose Security & Resources – 1 vacancy remains
- Events & Leisure – Cllr D. Elwell was voted onto the Committee – 1 vacancy remains. Office to **ACTION**.

26/06/24 **Public Participation**

26.1/06/24

- Mr. Colin Rickards of the Hullbridge Parkinsons Café, thanked the Council for the recent grant and spoke about the different ways this would be used and, the benefit to those who rely on the services the café provides. He also explained how the EFP (Exercise for Parkinsons) could be used to give support for many other disabilities. There was a discussion about how else the Council could help support the charity including promotion in the upcoming newsletter. The Chair thanked Mr. Rickards for his hard work running the Parkinsons Café.
- A member of public asked a question regarding costs of the proposed memorial embellishment in Agenda item 12.3
- A question was asked about responsibility for the vegetation cutting along footpath 9. The Clerk advised this was Essex County Council.
- Ms. Jill Waight advised those present she was now working in a voluntary capacity to support Councillor Hoy in his Essex County Council role and would also where possible assist with his Rochford responsibilities. Cllr Hoy in conjunction with Ms Waight seek to improve relations with the Parish Council and will endeavor to attend and/or provide reports for council meetings.
- Ms Waight also spoke about her role as the Chair of Rayleigh Mount National Trust. She mentioned the need for volunteers and will liaise with the Clerk in order for the Parish Council to help support this.

27/06/24 **District and County Council**

27.1/06/24 Cllr Hoy first gave information in his capacity as County Councillor on;

- Pot holes – information was given on the pothole initiative, and the council were advised to forward details of potholes to be considered by the 14th June.
- Riverside Primary School expansion in Early Years to accommodate 30 pupils which includes those who were initially refused places due to lack of space.
- Watery Lane issues which fall under Rawreth, the contact being Cllr James Newport, Cllr Hoy will continue to work alongside.
- Information on the new SEN school in Rayleigh recently approved by Essex County Council, this is currently pending planning approval.
- Locality funding for community groups.

Cllr Hoy then gave information on his role at Rochford District Council including;

- Cllr Hoys re-election as Deputy Leader at Rochford District Council.
- The Big Green Week and events relating to this. The Clerk asked if on future rollouts of this initiative, that Hullbridge could participate.
- UKSPF funding and High street regeneration plans.
- Tourism and heritage events
- Crouch Valley Coastal Meeting on the 11th June at the Mill Hall.

Questions from the Council were then put to Cllr Hoy including;

- Financial support for Riverside Primary School for the expansion.
- If Cllr Hoy receives information on numbers of young families moving into the area.
- Pot hole initiative funding.
- Catchment area of children who initially didn't qualify for school places.



- Could the numbers of children at Riverside Primary be made available for the next meeting
- Lack of support at an upcoming meeting with various authorities to discuss issues along footpath 9 from Rochford District Council Enforcement Team.
- Poor repair on a dangerous culvert along Pooles Lane. Cllr Hoy requested information on this. Clerk to **ACTION**.

27.2/06/24 – Councillors *discussed* and *agreed* that more frequent attendance and reports promised by Cllr Hoy would be beneficial for both residents and the Council. The Chair thanked Cllr Hoy for his attendance and the information given. It was *noted* that Hullbridge has three District Councillors and that attendance from all would be advantageous. Cllr Hoy *agreed* to pass this comment along to Cllr Stuart Wilson and Cllr Tracey Knight.

28/06/24 Chairmans / Clerks Reports

28.1/06/24 – The Chair advised those present of the upcoming school refurbishments and SATS information. He also encouraged those who could, to attend the Summer Fete on the 15th June.

The Clerk advised Councillors that the .org emails would shortly be switched off and to exclusively use the new .gov emails.

The Vice-Chair spoke about his recent participation on behalf of the Council at the opening of the revamped Co-op store in Ferry Road. He advised that the Co-op were to again support the Council in fulfilling the over 80's Christmas Parcels in 2024.

29/06/24 Finance

29.1/06/24 RESOLVED - Councillors *received* the payments made in May and *agreed* the bank statements, bank reconciliations and trial balance for May and *agreed* the Clerk has approval to pay any accounts due before the next meeting.

29.2/06/24 RESOLVED - Councillors *viewed* the Internal Auditor report and *noted* no actions were required. Thanks were given to the Clerk and her team for the work carried out during year end.

29.3/06/24 RESOLVED - Councillors *viewed* and *agreed* the explanation of any significant year on year variances in the Accounting Statements.

29.4/06/24 RESOLVED – Councillors *reviewed* the effectiveness of its system of Internal Control which is in accordance with proper practices.

29.5/06/24 RESOLVED – Councillors *agreed* by Resolution the Annual Governance Statement 2023/2024. Clerk to **ACTION**.

29.6/06/24 RESOLVED – Councillors *agreed* the Accounting Statements for 2023/2024. Clerk to **ACTION**.

29.7/06/24 RESOLVED – Councillors *noted* that the Notice of Public Rights and Publication of Unaudited Annual Return will commence on 12th June 2024. Clerk to **ACTION**.

29.8/06/24 RESOLVED – Councillors *considered* and *agreed* the grant application of £350 from the Harbour Club. Clerk to **ACTION**.

29.9/06/24 RESOLVED – *discussed* the recommendation from the General Purpose Committee and *agreed* the quote from AML Security for a 2025/26 project. Office to include this on the General Purpose Committee. Clerk to **ACTION**.

30/06/24 Security and Security Patrols

30.1/06/24 RESOLVED - Councillors *viewed* the monthly reports, no issues were raised.



30.2/06/24 RESOLVED – Councillors *discussed* the need for extra patrols in the summer months and *agreed* to additional patrols over July and August as in previous years. Clerk to **ACTION**.

31/06/24 Bee-st Kept Frontage

31.1/06/24 RESOLVED – Councillors *received* information and paperwork for judging the competition.

32/06/24 Digital Switchover

32.1/06/24 RESOLVED – The Assistant Clerk advised that vulnerable residents could apply to extend the switchover to 2027 via their provider. Councillors *discussed* various ways to reach out to residents about the 2025 digital switchover, ideas included a page dedicated to this in the newsletter and information included in the Christmas Parcel send out.

33/06/24 Open Spaces

33.1/06/24 RESOLVED – Councillors *received* a verbal report.

- Hullbridge Road
- Pooles Lane Recreation Ground

33.2/06/24 RESOLVED – Councillors *received* the Tree Report and *agreed* the recommended actions and quote of £1500.00 Clerk to **ACTION**.

33.3/06/24 RESOLVED – Councillors *discussed* the memorial design and *viewed* the prototype. Councillors *agreed* the design and quote of £440.00 ex VAT. Clerk to **ACTION**.

33.4/06/24 RESOLVED – Cllr Cooper gave those present an update on the plans for the Heritage Trail, and is currently mapping possible routes prior to submitting a proposal to the Council including costings for medals and a blue plaque.

34/06/24 Policies/Procedures/ Risk Assessments

34.1/06/24 RESOLVED – Councillors *reviewed* and *agreed* the following

- Tree Management Policy – reviewed by the Environment Committee
- Co-Option Policy – Clerk to **ACTION**.

35/06/24 Representatives on Outside Bodies

35.1/06/24

- Hullbridge Community Association** (Cllrs D Flack, P. White) – No Report
- Windermere Centre** - (Cllr S. Walsh) - No Report
- Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C. Agius /K. O'Brien Clerk) - Upcoming Meeting in July , with Ms Waight as a speaker on behalf of the Rayleigh Mount Nation Trust.
- Hullbridge Library** (Cllr S. Naish) - Updated petition available, the library has approached the local MP , more information of support available to be fed back after the General Elections.
- Crouch Valley Coastal Community** (Cllrs D Flack). – Next Meeting 11th June 2pm Mill Hall.
- Riverside Primary School** (Cllrs C. Agius, J. O'Brien) – Meeting to be arranged in the new school year.
- Police** (Cllr D. Elwell) – A verbal report was given.
- Riverside Medical Centre** (Cllrs S. Walsh, D. Flack, K. Charters) – Meeting to be arranged.



36/06/24 Items to be added onto the next Agenda and Date of the next Parish Council Meeting

36.1/06/24 RESOLVED – Councillors to send any Agenda items for consideration to the Clerk.

36.2/06/24 RESOLVED – Councillors *agreed* that the next Council meeting will be on **Monday 8th July 2024 19.30** at the Windermere Centre.

Meeting closed 20.45hrs
Nicola Harding Clerk to the Council

CHAIRMAN _____ DATE _____

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



HULLBRIDGE PARISH COUNCIL

Hullbridge Parish Council
Financial Breakdown

May 2024 Meeting

Date	Int Ref	Invoice No	Cost Code	Payee	Paid	Payment type	Amount (Gross)	VAT
PAYMENTS								
13-May-24	D24/5/1	T65854019017	4033-130	EDF Energy (5% VAT calc annually) - Gas Office	01/05/2024	DIRECT DEBIT	£32.00	£1.52
	D24/5/2	T65854002017	4033-130	EDF Energy (5% VAT calc annually) - Electric Office	01/05/2024	DIRECT DEBIT	£37.00	£2.71
	D24/5/3	800304558	4033-130	British Gas (5% VAT calc annually) - Electric Pooles Lane Toilets	20/05/2024	DIRECT DEBIT	£34.69	£1.63
	D24/5/4	8700249295	4037-300	SSE Energy Solutions - Street lighting Mar	26/04/2024	DIRECT DEBIT	£72.37	£8.91
	D24/5/5	003684	4050-100	Kinetic Internet Ltd - Internet services May	01/05/2024	DIRECT DEBIT	£218.34	£36.39
	D24/5/6	-	-	Lloyds Bank Credit Card: Microsoft £12.36 (VAT £2.06) New computer £658.80 (VAT £109.80) Eurotech Global Ltd -Memory cards meeting recorder £17.99 (VAT £3.00) Amazon EU Sarl - Meeting recording device (1) £129.00 (VAT £21.50) MTD Trade Ltd - Padlocks for containers £82.97 (VAT £13.83) Amazon EU Sarl - Lawnmower inspect sheet £7.99 (VAT £1.33) Amazon EU Sarl - Meeting recorder device (2) £129.99 (VAT £21.50) KAY Devlin Ltd - Mini pegs for office £3.99 (VAT £0.67) Ennovative Ecommerce inc - Tie down straps £29.99 (VAT £5.00) Regent Distributors Ltd - Toilet supplies £206.30 (VAT £34.38) Rochford District Council - Temporary Events Notice £21.00 (VAT Nil) 4047-100 4047-100 4047-100 4047-100 4047-100 4080-130 / 4047-100 4095-100 4080-130 4080-130 Lloyd's Bank Credit Card: Microsoft 365 £79.99 (VAT £13.33) Homebase Paint for office £34.00 (VAT £5.67)	10/05/2024	DIRECT DEBIT	£ 1,409.69	£ 244.29
	D24/5/7	P377941	4311-500	TLM Management Ltd - General waste		DIRECT DEBIT	£87.66	£14.61
	D24/5/8	5714191	4145-100	BE Fuelcards - Fuel Card Chg	06/05/2024	DIRECT DEBIT	£319.91	£33.32
	D24/5/9	B4-647536585	4050-100	Vodafone- Mobile phone	14/05/2024	DIRECT DEBIT	£26.38	£4.40
	D24/5/10	INV05574023	4039-130	Water Plus - Office Apr	16/05/2024	DIRECT DEBIT	£41.51	£0.00
	D24/5/11	INV05583646	4389-390	Water Plus -Pooles Lane Toilets Apr	16/05/2024	DIRECT DEBIT	£48.61	£0.00
	D24/5/12	I14339748	4047-100	Kent County Council Education- Paper for Copier		DIRECT DEBIT	£62.35	£10.39
	D24/5/13	1488213186	4251-120	Screwfix - Safety Equipment	31/05/2024	DIRECT DEBIT	£64.96	£2.83
	D24/5/14	1460736192	4080-130	Screwfix - Materials for office	03/04/2024	DIRECT DEBIT	£88.43	£14.74
	D24/5/15	1491152257	4251-120/4080-130	Screwfix - Materials for office/ Safety Equip	31/05/2024	DIRECT DEBIT	£90.50	£7.07
	D24/5/16	IV00884657	4037-300	SSE Energy Solutions - Street lighting Apr	26/05/2024	DIRECT DEBIT	£70.07	£8.63
	B24/5/1	2024-25	4065-100	RCCE Annual Membership 2024-25	20/05/2024	BACS	£114.30	£19.05
	B24/5/2	1504	4400-500	Palmer Tree & Contract Serv (D Palmer) Emergency tree work Kendal Park	20/05/2024	BACS	£500.00	£0.00
	B24/5/3	5290	4311-500	TBS Hygiene Ltd - Bin emptying Apr	20/05/2024	BACS	£106.08	£17.68
	B24/5/4	SIN00989665	4080-130	PGR Builders & Timber - Wood for planters for office	20/05/2024	BACS	£99.60	£16.60
	B24/5/5	676	4040-130	IMD (Uk) Ltd - Fire Risk Assessment 98 Ferry Road	20/05/2024	BACS	£240.00	£40.00
	B24/5/6	417771	4085-500	Stihl Blower Parts	20/05/2024	BACS	£42.93	£7.09
	B24/5/7	April	4047-100	N Harding- Imprest	20/05/2024	BACS	£15.81	£1.54
	B24/5/8	Personnel	4025-100	Personnel	22/05/2024	BACS	£12,078.03	£0.00
	B24/5/9	Harding	4025-100	SLCC Branch Training Day - N Harding	20/05/2024	BACS	£25.00	£0.00
	B24/5/10	112321	4520-500	Minsters Cleaning - Rec Grd Toilets May	20/05/2024	BACS	£295.34	£49.22
	B24/5/11	112438	4520-500	Minsters Cleaning - Pooles Lane Toilets May	20/05/2024	BACS	£298.52	£49.75
	B24/5/12	551284	4019-100	S-Type Security April Patrols	20/05/2024	BACS	£714.00	£119.00
	B24/5/13	May	4270-140	Windermere Centre - hall hire May2024	20/05/2024	BACS	£35.00	£0.00
	B24/5/14	38296	4085-300	ABJ Lighting - Street Lights	20/05/2024	BACS	£180.00	£30.00
	B24/5/15	AB479	4111-100	Auditing Solutions - Year End Audit	20/05/2024	BACS	£600.00	£100.00
	B24/5/16	TPC11260	4112-100	DCK Accounting Solutions - Year End Accounts	20/05/2024	BACS	£1,617.95	£269.66
	B24/5/17	31776	4112-100	Rieltas - Alpha conversion	20/05/2024	BACS	£321.00	£33.50
	B24/5/18	102078982X	4400-500	Kendal Park Tree survey	20/05/2024	BACS	£1,224.00	£204.00
							£21,731.63	£1,388.55
	1	RDC0013377	1201-300	Rochford District Council - On charge Street Lighting Income 2023-24	19/05/2024	BACS	£2,560.24	£0.00
	2	N/A	1170-100	Papa Turf Ltd - Swan and Duck Feeder April	15/04/2024	BACS	£13.00	£0.00
	3	N/A	105-0	VAT Reclaim (Q4 2023-24)	07/05/2024	BACS	£2,229.09	£0.00
	4	N/A	1090-101	CCLA PSDF - Income reinvested	03/04/2024	BACS	£632.15	£0.00
	5	N/A		Allotment Rent Plot 16	14/05/2024	BACS	£22.50	£0.00
							£5,456.98	£0.00
		SIGNED		CHAIRMAN				