



Hullbridge Parish Council

Full Council Minutes

Held on Monday 9th September 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 David Elwell; Cllr D. Flack; Cllr J. O' Brien; Cllr I. Kenlin; Cllr A. Marriott; Cllr S. Cooper; Cllr S. Walsh; Cllr K. Charters; Cllr S. Naish.

Staff present: Mrs Nicola Harding (Clerk), Mrs Julie Mullett (Assistant Clerk)

5 Members of the public were also present.

Minutes

53/09/24 Apologies for Absence

53.1/09/24 – Apologies were *noted* from Cllr P. White

54/09/24 Declarations of Interest and Dispensations

54.1/09/24 – None

55/09/24. Approval of Minutes

55.1/09/24 RESOLVED – Councillors *agreed* that the minutes were a true record of the Meeting of the Council dated **Monday 8th July 2024.**

56/09/24. Minutes of Committees

56.1/09/24 RESOLVED – Councillors *received* and *noted* the minutes of the following Committees:

- Planning and Infrastructure 17th July 2024 7pm - DRAFT
- General Purpose Security & Resources 17th July 2024 8pm – DRAFT
- Planning and Infrastructure 4th September 2024 7pm - *To Follow*

56.2/09/24 RESOLVED – Councillors *noted* the upcoming Committee Meetings:

- Personnel 11th September 2024 7pm
- Finance Policy & Appointments 11th September 2024 7.30pm
- Planning & Infrastructure 25th September 2024 7pm
- Environment and Open Spaces 25th September 2024 8pm



57/09/24 Public Participation

57.1/09/24

- A resident requested an update on the Vehicle Activated Sign for Lower Road. Cllr K. O'Brien gave an overview of the project and advised new quotes were being sought due to elevated costs from the current supplier. The Clerk advised that support for the project had been obtained from the Essex County Councillor Michael Hoy, and that partial funding may also be available. Cllr K. O'Brien explained that the project would take time due to having to pass through various stages including the Local Highways Panel. The office will arrange a meeting with Cllr Hoy at the earliest opportunity to progress plans. Office to **ACTION**.
- A resident enquired when the vegetation along the Coastal Footpath 9 past Brandy Hole would be cleared to enable public access. He advised this was part of an agreement with England's Coastal Pathways. The office will chase this up and report back at a future meeting. Office to **ACTION**.
- A resident asked for information regarding the village security firm. Cllr Agius gave an overview of why village security had been deemed necessary and information on the subsequent tender process. Cllr Agius advised that the council carefully scrutinised costs to residents when considering patrols, which currently stands at £1.26 per electorate per annum. It was agreed that awareness of the security firm needed to be raised with residents, this will be achieved via information being available on the councils' website and Facebook page, noticeboards and also will be included in the upcoming newsletter. Office to **ACTION**.

58/09/24 District and County Council

58.1/09/24 – No Hullbridge District or County Councillor present.

Cllr A. Marriott gave a general verbal report on matters relating to County Council including;

- Essex Highways have 25 million pounds available for high priority roads.
- County Councillors have authority to direct a "pot hole" repair vehicle every eight weeks in the area they represent.
- Overgrown vegetation will be cut back further than in previous years to mitigate obstruction of pathways in summer months. Landowners will be held more accountable for their hedgerows.
- Funding for gully cleaning.
- Parishes empowered to carry out winter salting.

Cllr A. Marriott then gave a general verbal report on matters relating to District Council including;

- Rochford's' Cultural and Visitor Survey which focuses on the Mill Hall and the Freight House.
- Upcoming Art Workshop at the Windermere Centre.
- Crime Safety Partnership and Rochford District Councils' Meeting to discuss issues around homelessness in the district.

59/09/24 Chairmans / Clerks Reports

59.1/09/24 – The Chair gave information on the events at Riverside Primary School and advised that a meeting will be arranged with headteacher.

- The Clerk gave a verbal report including;

- Management of graffiti and vandalism in the summer months.
- Recent maintenance of bollards, wood work and bus stops in the village.



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- Essex and Suffolk Water works commencing in the Rose Gardens on 30th September.
- Unsuccessful funding bid to the National Lottery for LED streetlights.

60/09/24 **Finance**

60.1/09/24 RESOLVED - Councillors *received* the payments made in July and August and *noted* the bank statements, bank reconciliations and trial balance for July and August. Councillors *agreed* the Clerk has approval to pay any accounts due before the next meeting.

60.2/09/24 RESOLVED - Councillors *noted* period for the Public Rights for the AGAR lapsed on 23rd July and notices were *displayed*.

60.3/09/24 RESOLVED - Councillors *noted* that the office is still awaiting receipt of the 2023/2024 external auditor report from PKF Littlejohn. This will be included on the next Full Council Meeting. Clerk to **ACTION**.

60.4/09/24 RESOLVED - Councillors *discussed* the purchase of an honours board to commemorate the Councillors elected on the 60th anniversary of Hullbridge Parish Council. The Clerk will seek quotes for a future meeting. Clerk to **ACTION**.

61/09/24 **Succession Voting for Chair and Election of Vice-Chair**

61.1/09/24 Councillors *received* a report and *discussed* the proposal for the implementation of a succession voting system for the position of Chair annually. Cllr D. Flack proposed and Cllr J. O'Brien seconded the MOTION with Cllr K. O'Brien abstaining. Councillors VOTED to adopt a succession voting system. Clerk to amend Standing Orders to reflect this change. Clerk to **ACTION**.

62/09/24 **Village Security and Security Patrols**

62.1/09/24 RESOLVED - Councillors *discussed*

- Monthly Reports from S-Type Security.
- The summary from Cllr D. Elwell of security community engagement sessions.
- Councillors *noted* the information from the Crouch Harbour Authority regarding increased anti-social behaviour on the River Crouch.
- Councillors *agreed* that Councillors Surgeries should be re-instated following the cancellation of Police Community Meetings in Hullbridge. Councillors *discussed* the merit of attending community events to engage with residents.

62/09/24 **Bee-st Kept Frontage**

62.1/09/24 RESOLVED - Councillors were *advised* of the winning garden.

63/09/24 **Open Spaces**

63.1/09/24 RESOLVED - Councillors *received* a verbal update from the Clerk. Including :

- Essex and Suffolk Water Rose Garden works
- Pavilion Toilets - these are now in a state of poor repair, Rochford District Council have been informed.

63.2/09/24 RESOLVED - Councillors *received* the appendix.

63.3/09/24 RESOLVED - Councillors *received* an update on the fabrication of the agreed War Memorial ironworks.

64/09/24 **Christmas 2024**

64.1/09/24 RESOLVED - Councillors *received* an update on

- Christmas Fayre - including booked stalls and entertainment.
- Christmas Parcels - The green star Co-op will be assisting again.
- Christmas Street Lights - The council were advised of a potential issue with the new light heads installed by Essex County Council not being compatible



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with the Christmas light frames. The Clerk will update once more information is available. Clerk to **ACTION**.

65/09/24 Policies/Procedures/ Risk Assessments

65.1/09/24 RESOLVED – Councillors *reviewed* and *agreed* the following

- Vexatious Requests and Complaints Policy
- Zero Tolerance Policy – Clerk to **ACTION**.

66/09/24 Representatives on Outside Bodies

66.1/09/24

- Hullbridge Community Association** (Cllrs D Flack, P. White) – No Report.
- Windermere Centre** - (Cllr S. Walsh) - A verbal report was given including; Information on a potential Defibrillator.
A question on a tree requiring work outside the Centre.
- Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C. Agius /K. O'Brien Clerk) - A verbal report was given including;
An update on the Rochford Standards Board.
Next RHALC meeting 17th October and will include information on heritage work in the area.
- Hullbridge Library** (Cllr S. Naish) - A verbal report was given including; A successful summer reading challenge.
U3A supporting the library opening hours petition.
- Crouch Valley Coastal Community** (Cllrs D Flack). – A verbal report was given including; Next meeting 10th September, Cllr Flack to head the Pollution Sub-Committee.
Information on pollution monitored in the River Crouch and water samples collected for testing.
- Riverside Primary School** (Cllrs C. Agius, J. O'Brien) – A meeting to be arranged.
- Police** (Cllr D. Elwell) – A verbal update was given.
- Riverside Medical Centre** (Cllrs S. Walsh, D. Flack, K. Charters)
Awaiting date for the next Patient Participation Group.
- Transport** Cllr A. Marriott) - A verbal update was given on devolution of powers to Local Authorities for bus transport.
- Parish Councillors** - Councillors *agreed* to invite the local Beaver Group to the next Events & Leisure Meeting to see how the Council can support an annual village litter pick. Clerk to **ACTION**.

67/09/24 Items to be added onto the next Agenda and Date of the next Parish Council Meeting

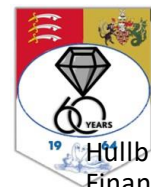
67.1/09/24 RESOLVED – Councillors to send any Agenda items for consideration to the Clerk.

67.2/09/24 RESOLVED – Councillors *agreed* that the next Council meeting will be on **Monday 14th October 2024 19.30** at the Windermere Centre.

Meeting closed 20.45
Nicola Harding Clerk to the Council

CHAIRMAN _____ DATE _____

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

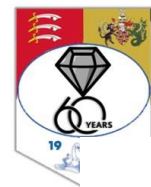


HULLBRIDGE PARISH COUNCIL

Hullbridge Parish Council
Financial Breakdown

July 2024 Meeting

Int Ref	Invoice No	Payee	Paid	Payment type	Amount	VAT	NET
PAYMENTS							
D24/7/1	June	Unity Bank - Service charge June	30/06/2024	DIRECT DEBIT	£36.75	£0.00	£36.75
					TOTAL JUNE	£36.75	£0.00
D24/7/2	T65854019017	EDF Energy (5% VAT calc annually) - Gas Office	01/07/2024	DIRECT DEBIT	£32.00	£1.52	£30.48
D24/7/3	T65854002017	EDF Energy (5% VAT calc annually) - Electric Office	01/07/2024	DIRECT DEBIT	£57.00	£2.71	£54.29
D24/7/4	817748208	British Gas (5% VAT calc annually)- Electric Pooles Lane Toilets	19/07/2024	DIRECT DEBIT	£34.45	£1.64	£32.81
D24/7/5	IV01190069	SSE Energy Solutions - Street lighting June	26/07/2024	DIRECT DEBIT	£70.07	£8.63	£61.44
D24/7/6	003739	Kinetic Internet Ltd - Internet services June	01/07/2024	DIRECT DEBIT	£56.34	£9.39	£46.95
D24/7/7	-	Lloyds Bank Credit Card: Post Office - Stamps £41.80 (Nil VAT) C/C Monthly fee: £3.00 (Nil VAT) Amazon gift cards - Best frontage competition £75.00 (NIL VAT) Pepper Enterprises Ltd - Punch pockets £8.00 (£1.32 VAT)	10/07/2024	DIRECT DEBIT	£127.80	£1.32	£126.48
D24/7/8	KPS357519	Kent County Council - copier print charges	31/07/2024	DIRECT DEBIT	£220.56	£36.76	£183.80
D24/7/9	151097729	Screwfix - Various equipment	31/07/2024	DIRECT DEBIT	£67.47	£11.23	£56.24
D24/7/10	B4-650981030	Vodafone- Mobile phone	14/07/2024	DIRECT DEBIT	£26.48	£4.42	£22.06
D24/7/11	WP-INV05859515	Water Plus - Allotments	17/07/2024	DIRECT DEBIT	£288.83	£0.00	£288.83
D24/7/12	P383399	TLM Management Ltd - General waste	12/07/2024	DIRECT DEBIT	£81.36	£13.56	£67.80
D24/7/13	5762703	BE Fuelcards - Fuel Card Chg	08/07/2024	DIRECT DEBIT	£170.45	£28.41	£142.04
D24/7/14	INV05872238	Water Plus - Office	17/07/2024	DIRECT DEBIT	£41.52	£0.00	£41.52
D24/7/15	INV05871237	Water Plus - Pooles Lane Toilets	17/07/2024	DIRECT DEBIT	£48.61	£0.00	£48.61
B24/7/1	July	Windermere Centre - hall hire July 2024	29/07/2024	BACS	£35.00	£0.00	£35.00
B24/7/2	SLCC	Clerk - Mileage re SLCC course	29/07/2024	BACS	£12.60	£0.00	£12.60
B24/7/3	5615	TBS Hygiene - Dog Waste collection	29/07/2024	BACS	£114.24	£19.04	£95.20
B24/7/4	1020797156	Essex County Council - Hanging basket licence	08/07/2024	BACS	£50.00	£0.00	£50.00
B24/7/5	1020797165	Essex County Council - Christmas event licence	08/07/2024	BACS	£100.00	£0.00	£100.00
B24/7/6	June	Imprest - N Harding	29/07/2024	BACS	£13.93	£1.67	£12.26
B24/7/7	BK216567-1	SLCC - VE Day event training Clerk	29/07/2024	BACS	£36.00	£6.00	£30.00
B24/7/8	SIN01039213	PGR Builders & Timber Merchants - Wood & WD40	29/07/2024	BACS	£53.35	£8.89	£44.46
B24/7/9	Mileage	Clr Marriott - Travel Expenses for Chair training	29/07/2024	BACS	£34.35	£0.70	£33.65
B24/7/10	SS1461	S-Type Security - June Patrols	29/07/2024	BACS	£714.00	£119.00	£595.00
B24/7/11	18630	Vision ICT - Website hosting and 10 Emails Sep - Aug 25	29/07/2024	BACS	£582.00	£97.00	£485.00
B24/7/12	July	Personnel - July	22/07/2024	STANDING ORDER BACS	£12,077.88	£0.00	£12,077.88
B24/7/13		<i>The Public Sector Deposit Fund - Investment transfer</i>	10/07/2024	BACS	£50,000.00	£0.00	£50,000.00
B24/7/14	38433	A&J Lighting Solutions Ltd - LED light replacement	29/07/2024	BACS	£481.74	£80.29	£401.45
B24/7/15	113154	Minster Cleaning - Pooles Lane Car Park Toilets June	29/07/2024	BACS	£298.52	£49.75	£248.77
B24/7/16	113035	Minster Cleaning - Recreation Ground Toilets June	29/07/2024	BACS	£295.34	£49.22	£246.12
B24/7/17	July	Imprest - N Harding	29/07/2024	BACS	£11.95	£0.79	£11.16
B24/7/18	HPC Allot	Mr C. Emberson - Allotmet juding competition	29/07/2024	BACS	£30.00	£0.00	£30.00
B24/7/19	I3327W061	Cary UK Ltd - National Windscreens Van windscreen replace	29/07/2024	BACS	£145.08	£24.18	£120.90
B24/7/20	5749	TBS Hygiene - Dog Waste collection	29/07/2024	BACS	£36.72	£6.12	£30.60
					TOTAL July	£66,445.64	£582.24
INCOME							
1	N/A	Rochford District Council - Precept Tranche 2	28/06/2024	BACS	£118,586.00	£0.00	
2	N/A	HMRC - VAT Reclaim Q1 2024-25	04/07/2024	BACS	£5,073.77	£0.00	
3	N/A	CCLA PSDF - Income reinvestment	04/06/2024	BACS	£635.08	£0.00	
4	N/A	Hawkevell Parish Council - Reminburse part mileage re SLCC	11/07/2024	BACS	£6.30	£0.00	
5	N/A	D Williams - 311 Ferry Road Land Lease	22/07/2024	BACS	£33.33	£0.00	
6	N/A	T Kingham Insurance	01/07/2024	BACS	£22.52	£0.00	
7	N/A	T Kingham Water	01/07/2024	BACS	£54.35	£0.00	
8	N/A	Rochford District Council - Apr-June Street lighting on charge	12/07/2024	BACS	£275.00	£0.00	
9	N/A	Papa Turf Ltd - Swan and Duck Feeder	18/07/2024	BACS	£16.00	£0.00	
					Total	£124,702.35	£0.00



HULLBRIDGE PARISH COUNCIL

Hullbridge Parish Council - Financial Breakdown

August 2024

Int Ref	Invoice Number	Payee	Paid	Payment type	Amount	VAT
PAYMENTS						
D24/8/1	KI-DFA562A8-001	EDF Energy (5% VAT calc annually) - Gas Office	01/08/2024	DIRECT DEBIT	£32.00	£1.52
D24/8/2	T65854002017	EDF Energy (5% VAT calc annually) - Electric Office	01/08/2024	DIRECT DEBIT	£57.00	£2.71
D24/8/3	805033282	British Gas (5% VAT calc annually)- Electric Pooles Lane Toilets	16/08/2024	DIRECT DEBIT	£28.41	£1.35
D24/8/4	IV01349538	SSE Energy Solutions - Street lighting July	26/08/2024	DIRECT DEBIT	£72.37	£8.91
D24/8/5	003766	Kinetic Internet Ltd - Internet services July	01/08/2024	DIRECT DEBIT	£56.34	£9.39
D24/8/6		Lloyds Bank Credit Card: C/C Monthly fee: £3.00 (Nil VAT) Microsoft £12.36 (VAT £2.06) Three - SIM Card mobile phone £38.94 (VAT £6.49) Jet Wheel Tyre Rayleigh - tyre £25.00 (VAT £4.17) Catalyst 2 - Exchange mailboxes £227.76 (VAT £37.96)	09/08/2024	DIRECT DEBIT	£307.08	£50.68
D24/8/7	B4-658261947	Vodafone- Mobile phone	14/08/2024	DIRECT DEBIT	£26.48	£4.42
D24/8/8	P385829	TLM Management Ltd - General waste	13/08/2024	DIRECT DEBIT	£101.70	£16.95
D24/8/9	5867095	BE Fuelcards - Fuel Card Chg	08/08/2024	DIRECT DEBIT	£200.74	£33.46
D24/8/10	KP53661997	KCS - Photocopier - Photocopier charges		DIRECT DEBIT	£167.64	£27.94
D24/8/11	WP-INV06572902	Water Plus - Office	27/08/2024	DIRECT DEBIT	£49.39	£0.00
D24/8/12	WP-INV06576932	Water Plus - Pooles Lane Toilets	27/08/2024	DIRECT DEBIT	£52.80	£0.00
D24/8/13	WP-INV06573338	Water Plus - Allotments	27/08/2024	DIRECT DEBIT	£292.74	£0.00
B24/8/1	18819	Vision ICT - gov Annual Email Hosting	19/08/2024	BACS	£360.00	£60.00
B24/8/2	146299	Baron Fire Ltd - Fire Trainig	19/08/2024	BACS	£354.00	£59.00
B24/8/3	Aug	Personnel- August	22/08/2024	STANDING ORDER BACS	£12,057.75	£0.00
B24/8/4	Aug	Imprest - N Harding	19/08/2024	BACS	£17.61	£2.50
B24/8/5	113408	Minster Cleaning - Recreation Ground Toilets Aug	19/08/2024	BACS	£295.34	£49.22
B24/8/6	113514	Minster Cleaning - Weekend cleaning Aug	19/08/2024	BACS	£298.52	£49.75
B24/8/7	551498	S Type Security & Solutions Ltd - Security patrols Jul	19/08/2024	BACS	£936.00	£156.00
B24/8/8	38509	A & J Lighting Solutions Ltd - Annual maintenance	19/08/2024	BACS	£2,352.60	£392.10
B24/8/9	00067337	Earlsmere Ltd - HAV testing	19/08/2024	BACS	£789.00	£131.50
B24/8/10	0000506690	Capital Cleaning - toilet cleaning equipment	19/08/2024	BACS	£58.15	£9.69
B24/8/11	50021	A&B Plant Ltd - Height barrier replacement	19/08/2024	BACS	£1,500.00	£250.00
				TOTAL August	£20,463.66	£1,317.10
INCOME						
1	N/A	CCLA PSDF - Income reinvestment	02/07/2024	BACS	£616.10	£0.00
2	N/A	T Kingham Insurance	01/08/2024	BACS	£22.52	£0.00
3	N/A	T Kingham Water	01/08/2024	BACS	£54.35	£0.00
4	N/A	UK PowerNetworks - LV Spur The Wak reimbursement	TBC	CHQ	£11.80	£0.00
				Total	£704.77	£0.00
<i>All invoices listed have been examined, verified and certified by the RFO.</i>		SIGNED	CLERK/RFO			
			CHAIR			
			AUTH SIG 1			
			AUTH SIG 2			