



Hullbridge Parish Council

Full Council

Held on Monday 11th March 2024

7.30 pm

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

Members present: Cllr Angelina Marriott (Chairman); Cllr C. Agius (Vice Chairman).
Cllr David Elwell; Cllr I. Kenlin; Cllr P. White; Cllr D. Flack; Cllr K. O'Brien; Cllr J. O' Brien;
Cllr S. Cooper; Cllr S. Naish; Cllr K. Charters.
Staff present: Mrs Nicola Harding (Clerk)

1 Member of the public was also present.

Minutes

153/03/24 Apologies for Absence

153.1/03/24 – Apologies were *received* from Cllr S. Walsh and Cllr H. Gilbert.

154/03/24 Declarations of Interest and Dispensations

154.1/03/24 – None.

155/03/24. Approval of Minutes

155.1/03/24 RESOLVED – Councillors *agreed* that the Minutes were a true record of the Meeting of the Council dated **Monday 12th February 2024.**

156/03/24. Minutes of Committees

156.1/03/24 RESOLVED – Councillors *received* and *noted* the minutes of the following Committees:

- Planning and Infrastructure 21st February 2024 - DRAFT
- Finance Policy & Appointments 21st January 2024 – DRAFT
- Events & Leisure 28th February 2024 – DRAFT
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156.2/03/24 RESOLVED – Councillors *noted* the upcoming Committee Meetings:

- Planning and Infrastructure 13th March 2024 7pm
- General Purpose Extra Ordinary Meeting 13th March 2024 7.45pm
- Events & Leisure (Working Group) 20th March 2024
- Planning & Infrastructure 3rd April 2024 7pm - Cancelled
- Environment & Open Spaces 10th April 2024 7pm
- Planning & Infrastructure 10th April 7.45pm
- Planning & Infrastructure 24th April 2024 7pm



157/03/24 Public Participation

157.1/03/24 – None

158/03/24 District and County Council

158.1/03/24 – None present, no report. Cllr Marriott reported information from Rochford District Councils Planning Policy Meetings and advised Councillors that the Local Plan consultation was due to be revisited shortly. Cllr K. O'Brien advised this would be the Preferred Options stage. A discussion was had regarding planning and infrastructure in the local area.

Cllr Agius advised those present that the consultation for the proposed SEN school at Rawreth was now live online.

159/03/24 Chairmans / Clerks Reports

159.1/03/24 – The Chair gave a verbal report from the Rayleigh and Rochford Voluntary Service (RRAVS) AGM including.

- Rural Police
- Essex Frontline App – support services app for residents.

The Clerk advised Councillors of the upcoming pre-election period and reminded Councillors to set up .gov emails prior to the Annual Meeting in May.

160/03/24 Finance

160.1/03/24 RESOLVED - Councillors *viewed* and *agreed* the payments to be made in Match and *agreed* the bank statements, bank reconciliations and trial balance for February and *agreed* the Clerk has approval to pay any accounts due before the next meeting.

160.2/03/24 RESOLVED - Councillors *noted* the year end accounts will be closed on 22nd April 2024 by DCK Accounts.

160.3/03/24 RESOLVED - Councillors *agreed* to appoint a certified fire risk assessor to complete a fire risk assessment of 98 Ferry Road to comply with Section 156 of the building Safety Act 2022. Clerk to **ACTION**.

160.4/03/24 RESOLVED - Councillors *noted* the Nationwide savings account is now closed and funds of £25,823.11 have been transferred to the CCLA.

160.5/03/24 RESOLVED - Councillors *noted* the grant application submitted to the PFCC Community Safety Development Fund for £19,937.00 to support a rollout of LED light heads for Parish owned streetlights.

160.6/03/24 RESOLVED - Councillors *noted* the price increase of 9.8% for the cleaning of Pooles Lane Car Park and Recreation Ground toilets at a cost of £5.12 and £5.07 per week respectively from 1st April 2024, due to the rise in the National Living Wage.

161/03/24 Police/ Security and Security Patrols

161.1/03/24 RESOLVED - Councillors *viewed* the monthly reports, no issues were raised.

161.2/03/24 RESOLVED – Councillors *received* a verbal report on the S-Type / Residents Meeting on Monday 26th February at 7pm.

161.3/03/24 RESOLVED – Councillors *received* a verbal report from the District Commanders Meeting. It was *noted* this meeting was well attended and that the District Commander had already responded to queries raised at the meeting.

161.4/03/24 RESOLVED – Councillors *received* and *noted* the information on Martyn's Law.



162/03/24 Open Spaces

162.1/03/24 RESOLVED – Councillors *received* the proposal from Bar n Bus for an art project at Pooles Lane Teen Shelter. Councillors *discussed* the project and the need to have provision for young people in the area. The Clerk voiced concerns raised by the maintenance staff that this may encourage unwanted graffiti in the car park and surrounding area. A proposal to grant permission for the project was made by Cllr Marriott and seconded by Cllr Kenlin. A vote was taken with nine in favour and one abstention, and a MOTION was passed for the project to go-ahead with the proviso that any unauthorised graffiti in the area be reported to Bar n Bus to work with the young people to remove it. Clerk to **ACTION**.

162.2/03/24 RESOLVED – Councillors *received* an update and *discussed* installing a fixed bar across the exit bar of Pooles Lane car park to stop non permitted vehicles accessing the car park via the exit. Councillors *agreed* the Clerk could obtain quotes for this and also obtain quotes for a new exit ramp to replace the shark teeth ramp. Clerk to **ACTION**.

163/03/24 Eco Audit

163.1/03/24 RESOLVED – Councillors *received* the Eco Audit report of 98 Ferry Road and *agreed* discussions regarding actions from this be carried out by the Environment Committee. Clerk to **ACTION**.

164/03/24 Policies/Procedures/ Risk Assessments

164.1/03/24 RESOLVED – Councillors *reviewed* and *agreed* the following

- LCRS 2024-25
- Asset Register
- Councillor/Employee Relations
- Health & Safety Policy
- Pensions Policy
- Training and Development Policy
- Equality & Diversity Policy
- Safeguarding – Clerk to **ACTION**

165/03/24 Christmas Event/ Hullbridge Parish Council 60th

165.1/03/24 RESOLVED – Councillors *agreed*

- The date of 30th November. Office to notify residents and Community Groups- Office to **ACTION**.
- The format of the event to be the same as the 2023 event
- Investigations into a Heritage Trail in Hullbridge. The format for this will be discussed further at a Full Council Meeting once feedback has been received from Cllr Cooper. Councillors also discussed other ideas for the 60th anniversary which will be investigated more fully prior to Full Council approval.

165.2/03/24 Councillors *noted* the 18th -22nd March as the anniversary of Hullbridge Parish Council and that a commemorative post would go out on social media. Office to **ACTION**.

166/03/24 Recording of Council Meetings

166.1/03/24 RESOLVED – Councillors *discussed* and *agreed* the Council will record its Full Council Meetings from May to be available for residents from the website. Office to **ACTION** the purchase of recording equipment.



167/03/24 Representatives on Outside Bodies

167.1/03/24

- a) **Hullbridge Community Association** (Cllrs D Flack / Mrs. J O'Brien) – No Report.
- b) **Windermere Centre** - (Cllrs Ms A. Marriott) No Report , Cllr Marriott advised that the recent table sale had been a success.
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C.Agius /Clerk) - No Report.
- d) **Hullbridge Library** (Cllr J. O'Brien) - Cllr Naish advised that the petition to extend library hours had gained over 300 signatures. Next steps will be discussed once the petition has closed.
- e) **Essex Coastal Forum** (Cllrs. P White / D Flack). – No Report. Cllr Flack discussed the upcoming site visit for pontoon planning breaches and concerns over water quality. It was *agreed* that these should be discussed further at the appropriate committees.
- f) **Riverside Primary School** (Cllrs Miss A. Marriott, C. Agius) – The PTA have confirmed attendance at the upcoming Events & Leisure Working Group. Cllr Agius advised he will be requesting a meeting with the headteacher soon.
- g) **Police Liaison** (Cllr D. Elwell) – Cllr Elwell advised that his concerns regarding the Police Community Meetings were raised with the District Commander at the recent meeting.
- h) **Parish Councillors** – Cllr Agius requested an update meeting with Riverside Medical Centre. Clerk to **ACTION**.
- i) **UKSPF** – To be removed – Clerk to **ACTION**.

168/03/24 Items to be added onto the next Agenda and Date of the next Parish Council Meeting

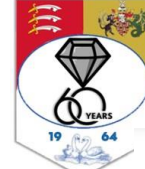
168.1/03/24 RESOLVED – Councillors were *advised* to forward any items for the next Agenda to the Clerk. Cllr Charters requested the Council discuss TerraCycle. The Clerk advised this had previously been discussed at an Environment Committee Meeting and she would contact Rochford District Council to chase up with the appropriate officer.

168.2/03/24 RESOLVED – Councillors agreed that the next Council meeting will be on **Monday 15th April 2024 19.30** at the Windermere Centre.

Meeting closed 20.40hrs
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

March 2024

Date	Int Ref	Invoice No.	Cost Coding	Payee	Paid	Payment type	Amount	VAT	
PAYMENTS									
	D24/3/1	T65854019016	4033-130	EDF Energy (5% VAT) - Gas Office	01/03/2024	D/D	£77.00	£3.67	
	D24/3/2	T65854002016	4033-130	EDF Energy (5% VAT) - Electric Office	01/03/2024	D/D	£57.00	£2.71	
	D24/3/3	808109437	4033-130	British Gas (5% VAT) - Electric Pooles Lane Toilets	20/03/2024	D/D	£37.51	£1.78	
	D24/3/4	003630	4095-100	Kinetic Internet Ltd - Internet services	01/03/2024	D/D	£56.34	£9.39	
	D24/3/5	B4-640484903	4050-100	Vodafone- Mobile phone	14/03/2024	D/D	£26.38	£4.40	
	D24/3/6	26496438	4118-100	Information Commissioners Office (ICO) - Data protection fee	01/03/2024	D/D	£35.00	£0.00	
	D24/3/7	-	-	Lloyds Bank Credit Card:	11/03/2024	D/D	£1,288.02	£72.90	
			4095-100	Microsoft £12.36 (VAT £2.06)					
			4025-100	Writtle College - Ride on mower course £550 (Nil VAT)					
			4080-130	Homebase £51.00 (VAT £8.50)					
			4080-130	B&Q Various equipment £131.33 (VAT £21.89)					
			4080-130	Storm Trading Group - Paper towel dispenser £21.98 (£3.66 VAT)					
			4080-130	Amazon - Toilet roll holder £20.98 (VAT £3.50)					
			4080-130	Homebase Decorating equipment £52.00 (VAT £8.67)					
			4148-100	DVLA Van Tax £322.50 (Nil VAT)					
			4080-100	Prostko - Vent for office £11.68 (VAT £1.95)					
			4047-100	Amazon - Notice board frame £29.94 (VAT £4.99)					
			4135-100	Amazon - London Bridge King badges £13.10 (VAT £2.18)					
			4047-100	Amazon - Stationery £6.21 (VAT £1.17)					
			4047-100	Amazon - Stationery £11.99 (VAT £2.66)					
			4047-100	Amazon - Stationery £39.95 (VAT £7.00)					
			4085-315	Ebay - Sharps bins for toilets £10.00 (VAT £1.67)					
			4114-100	C/C Monthly fee: £3.00 (Nil VAT)					
	D24/3/9	IV00296077	4037-300	SSE - Street lighting electricity	27/02/2024	D/D	£72.21	£8.89	
	D24/3/9a	5607448	4145-100	BE Fuelcards - Fuel for van	08/03/2024	D/D	£134.93	£22.49	
	D24/3/10	P373183	4311-500	TLM Management Ltd - General waste	15/03/2024	D/D	£95.34	£15.89	
	D24/3/11	WP-INV04854326	4039-370	Water Plus Allotments (Feb - bill sent late)	01/03/2024	D/D	£123.99	£0.00	
	D24/3/12	WP-INV04783702	4039-130	Water Plus Office (Feb - bill sent late)	27/02/2024	D/D	£42.56	£0.00	
	D24/3/13	WP-INV04783865	4389-390	Water Plus Pooles Lane Toilets (Feb - bill sent late)	27/02/2024	D/D	£42.30	£0.00	
	D24/3/14a	1464224137	4080-130	Screwfix Various equipment	31/03/2024	D/D	£20.79	£3.46	
	D24/3/15	1463157800	4080-130	Screwfix Various equipment	31/03/2024	D/D	£26.28	£4.38	
	D24/3/16	WP-INV04954610	4039-130	Water Plus Office (March)	16/03/2024	D/D	£28.25	£0.00	
	D24/3/17	WP-INV04957058	4389-390	Water Plus Pooles Lane Toilets (March)	16/03/2024	D/D	£34.64	£0.00	
	D24/3/18	IV00350117	4037-300	SSE - Street lighting electricity	04/03/2024	D/D	£72.21	£8.89	
	B24/3/1	Mar mtg	4270-140	Windermere Centre - hall hire		BACS	£35.00	£0.00	
	B24/3/2	17308	4241-140	EALC - Training Planning Cllr A Marriott		BACS	£114.00	£19.00	
	B24/3/3	5022	4311-500	TBS Hygiene Ltd - Bin emptying Feb		BACS	£110.16	£18.36	
	B24/3/4	Extra Mtg	4270-140	Windermere Centre - hall hire		BACS	£35.00	£0.00	
	B24/3/5	IN0301507	4085-500	Tudor Environmental - Chainsaw maintenance		BACS	£84.86	£14.14	
	B24/3/6	Mar-24	-	Imprest - Clerk N Harding		BACS	£19.64	£1.73	
	B24/3/7	-	CB Trans	CCLA PSDF - Nationwide Saver Closure - transfer of funds r'cd	27/02/2024	BACS	£25,823.11	£0.00	
	B24/3/8	Feb-24	4240-140	Cllr A Marriott - Travel & parking expenses		BACS	£33.65	£0.58	
	B24/3/9	266a	4391-390	A&B Plant Ltd - Height barrier Pooles Lane car park		BACS	£4,446.00	£741.00	
	B24/3/10	17327	4241-140	EALC Cllr training - Election brief & Fin Regs - Cllr A Marriott		BACS	£144.00	£24.00	
	B24/3/11	630	4300-310	Print & Web Acrylic boards - bus stop repairs		BACS	£156.00	£26.00	
	B24/3/12	IN0303693	4251-120	Tudor Environmental - STIHL Helmets for maint staff		BACS	£87.80	£0.00	
	B24/3/13	May-04	4085-300	A&J Lighting Solutions- repairs and maintenance		BACS	£96.00	£16.00	
	B24/3/14	March	4000/4001/	Personnel March		BACS	£13,161.40	£0.00	
	B24/3/15	486296	4085-315	Capital Cleaning - toilet cleaning equipment		BACS	£94.10	£15.68	
	B24/3/16	IN09852715	4085-320	N Power Festive Lighting		BACS	£387.32	£18.44	
	B24/3/17	SS151	4019-100	S-Type Security Solutions - Security patrols Feb		BACS	£672.00	£112.00	
	B24/3/18	111729	4389-390	Minster Cleaning - Pooles Lane toilets		BACS	£271.88	£45.31	
	B24/3/19	IN0304590	4085-500	Tudor Environmental - Litter picker		BACS	£27.65	£4.61	
							PAYMENTS TOTAL	£48,070.32	£1,215.70
CREDITS RECEIVED									
	1	-	1505-500	D Williams - 311 Ferry Road Land Lease	20/02/2024	BACS	£33.33	£0.00	
	2	-	1090-100	Nationwide Saver Interest	20/02/2024	BACS	£645.95	£0.00	
	3	-	CB Trans	Nationwide Saver Closure - Funds r'cd	20/02/2024	BACS	£25,823.11	£0.00	
	4	-	4039-370	Water Plus - Allotments water credit	16/03/2024	BACS	£132.80	£0.00	
							RECEIPTS TOTAL	£26,635.19	£0.00