



Hullbridge Parish Council

Full Council

Held on Monday 12th February 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 P. White; Cllr D. Flack; Cllr K. O'Brien; Cllr J. O' Brien;

Cllr S. Cooper; Cllr S. Walsh; Cllr S. Naish.

Staff present: Mrs Nicola Harding (Clerk)

4 Members of the public were also present.

Minutes

138/02/24 Apologies for Absence

138.1/02/24 – Apologies were *received* from Cllr I. Kenlin. Late apologies were *noted* from Cllr H. Gilbert and Cllr K. Charters.

139/02/24 Declarations of Interest and Dispensations

139.1/02/24 – None.

140/02/24. Approval of Minutes

140.1/02/24 RESOLVED – Councillors *agreed* that the Minutes were a true record of the Meeting of the Council dated **Monday 15th January 2024.**

141/02/24. Minutes of Committees

141.1/02/24 RESOLVED – Councillors *received* and *noted* the minutes of the following Committees:

- Planning and Infrastructure 31st January 2024 - DRAFT
- General Purposes Security & Resources 31st January 2024 - DRAFT

141.2/02/24 RESOLVED – Councillors *noted* the upcoming Committee Meetings:

- Planning and Infrastructure 21st February 2024 7pm
- Finance, Policy & Appointments 21st February 2024 7.45pm

Cllr S. Cooper gave his apologies for the Finance Meeting on 21st February 2024. Clerk to **ACTION.**

- Events & Leisure 28th February 2024.

142/02/24 Public Participation

142.1/02/24 – A member of the public asked for an update on speed signage for Lower Road. Cllr Agius advised that this is currently being progressed by the Planning and Infrastructure Committee who are looking at placement and funding prior to putting this to the Local Highways Panel. It was noted that the project would benefit from the support of our Essex County Councillor Cllr Michael Hoy but that he had not attended a meeting of the Parish Council since March 2022. The Parish Council will provide feedback on the project's development.



143/02/24 District and County Council

143.1/02/24 – No Councillor present, no report. The Parish Council highlighted the fact that there is no representation from District Councillors at Parish Council Meetings.

144/02/24 Chairmans / Clerks Reports

144.1/02/24 – The Chair informed those present she had recently attended the Holocaust Memorial on behalf of the Council.

The Clerk reminded Councillors to set up .gov email addresses as these will replace the existing council email addresses in May. The Clerk also advised Councillors of their responsibility to obtain and fill out nomination forms for the upcoming elections on 2nd May. Cllr Agius then gave an overview to those present of the process and that the contact at Rochford District Council for elections was George Sullivan.

145/02/24 Finance

145.1/02/24 RESOLVED - Councillors *viewed* and *agreed* the payments to be made in February and *agreed* the bank statements, bank reconciliations and trial balance for January and *agreed* the Clerk has approval to pay any accounts due before the next meeting.

145.2/02/24 RESOLVED - Councillors *noted* the Section 137 sum agreed for 2024/25 by the Department for Levelling Up, Housing and Communities that the prescribed sum for section 137(4)(a) of the Local Government Act 1972, applicable to local (parish and town) councils in England for the 2024/25 financial year, is **£10.81**.

145.3/02/24 RESOLVED - Councillors *noted* the data protection fee of £40.00 to ICO will now be paid by Direct Debit to *receive* an annual discount of £5.00.

145.4/02/2024 RESOLVED – Councillors *noted* the ride on mower training course booked for maintenance staff at a total cost of £550.00.

146/02/24 Security Patrols

146.1/02/24 RESOLVED - Councillors *viewed* the monthly reports, no issues were raised.

146.2/02/24 RESOLVED – Councillors *received* an update on the S-Type / Residents Meeting on Monday 26th February at 7pm. Councillors *agreed* that Cllr D. Elwell, K. O’ Brien and D. Flack would attend on behalf of the Council.

147/02/24 Open Spaces

147.1/02/24 RESOLVED – Councillors *received* a verbal update from the meeting with Rochford District Council and Betongpark (skatepark installation) held on 8th February 2024 at the Recreation Ground. It was *noted* that the proposed installation was March/April 2024 and that RDC had carried out consultation with youth groups. It was *noted* that the trees that would form part of RDC “Parks for Nature” roll out would not be delivered until next season, due to loss of promised funding.

147.2/02/24 RESOLVED - Councillors *noted* all footbridges under the remit of the Parish Council have been replaced at a minimal cost of £1000 for materials. Councillors wanted to pass on their thanks to the maintenance team for their work on these bridges in challenging weather conditions, and for their adherence to proper health and safety signage.

147.3/02/24 RESOLVED – Cllr K. O’Brien gave an overview of his request for a review of Council communications including noticeboards, to ensure the Council is communicating effectively with residents. Councillors *agreed* to a review of noticeboards and communication methods to be carried out by the General-Purpose



Committee post elections. Assistant Clerk to **ACTION**. Councillors *agreed* to the proposal from Cllr K. O'Brien to post parish information notices and posters on the public noticeboard outside the Garden Association. Clerk to **ACTION**.

147.4/02/24 RESOLVED – Councillors *noted* the update on the Car Park barrier.

148/02/24 Hullbridge Parish Council 60th Anniversary

148.1/02/24 RESOLVED – Councillors *discussed* and *agreed* the design and quote for an updated office sign. Clerk to **ACTION**.

148.2/02/2024 RESOLVED – Councillors *viewed* and *agreed* the proposed 60th anniversary banner for use on official documents for 2024-25. It was *agreed* that photos be taken for the newsletter and posted on social media to commemorate the official date of the anniversary of the Hullbridge Parish Council on 26th February 2024. Clerk to **ACTION**.

149/02/24 Policies/Procedures/ Risk Assessments

149.1/02/24 RESOLVED – Councillors *reviewed* and *agreed* the following policies and procedures:

- Scheme of Delegation.
- Community Engagement Strategy
- Communications Policy
- Press and Social Media Policy – Clerk to **ACTION**.

150/02/2024 Meeting Schedule

150.1/02/24 RESOLVED – Councillors received the 2024/25 Meeting Schedule. Clerk to provide a printed copy for the March Full Council Meeting. Clerk to **ACTION**.

151/02/24 Representatives on Outside Bodies

151.1/02/24

- a) **Hullbridge Community Association** (Cllrs D Flack / Mrs. J O'Brien) – A verbal report was given including feedback from the Christmas event which will be discussed at the upcoming Events & Leisure Committee Meeting.
- b) **Windermere Centre** - (Cllrs Ms A. Marriott) - A verbal report was given including a concerns raised by the Windermere Centre about the trees outside the Windermere Centre and Cllr D. Elwell raised issue with fire safety at the premises. Cllr Marriott to request the Centre email the Clerk regarding the tree issue. Cllr Elwell to email concerns regarding fire safety to the Clerk. Cllr Marriott and Cllr Elwell to **ACTION**.
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C.Agius /Clerk) - Minutes from the last meeting will be circulated.
- d) **Hullbridge Library** (Cllr J. O'Brien) - A verbal report was given including information on the petition for increased opening hours.
- e) **Essex Coastal Forum** (Cllrs. P White / D Flack). – No Report
- f) **Riverside Primary School** (Cllrs Miss A. Marriott, C. Agius) – A verbal report was given including the upcoming PTA events. The PTA will be invited to the Events and Leisure Committee Working Group.
- g) **Police Liaison** (Cllr D. Elwell) –Councillors *noted* the upcoming District Commanders Meeting on 4th March at the Windermere Centre. Councillors *discussed* the validity of the Police Community Meetings at the Parish Office, and questioned the view of the PCSO that Councillors should not be present at these meetings. It was *advised* to ask this question at the District Commander Meeting.
- h) **Parish Councillors** – Cllr D. Flack informed those present of the email he drafted and was circulated to Councillors and sent to the Environment



Agency and Rochford District Council regarding building encroachment and lack of enforcement along the sea wall and footpath 9. Once a response is received a site visit will be arranged with all relevant parties. Cllr Agius gave information to those present on the sewage concerns for the river Crouch and *advised* that details of sewage discharge could be found on the River's Trust sewage maps.

i) UKSPF – No report, awaiting an update from Cllr Hoy.

152/02/24 Items to be added onto the next Agenda and Date of the next Parish Council Meeting

152.1/02/24 RESOLVED – Councillors were *advised* to forward any items for the next Agenda to the Clerk.

152.2/02/24 RESOLVED – Councillors agreed that the next Council meeting will be on **Monday 11th March 2024 19.30** at the Windermere Centre.

Meeting closed 20.20hrs
Nicola Harding Clerk to the Council

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



February 2024

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