



# Hullbridge Parish Council

## Full Council

Held on Monday 15<sup>th</sup> April 2024

7.30 pm

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

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

3 Members of the public were also present.

## Minutes

### **169/04/24 Apologies for Absence**

**169.1/04/24** – No apologies received.

### **170/04/24 Declarations of Interest and Dispensations**

**170.1/04/24** – None.

### **171/04/24. Approval of Minutes**

**171.1/04/24** RESOLVED – Councillors *agreed* that the Minutes were a true record of the Meeting of the Council dated **Monday 11<sup>th</sup> March 2024**.

### **172/04/24. Minutes of Committees**

**172.1/04/24** RESOLVED – Councillors *received* and *noted* the minutes of the following Committees:

- Planning and Infrastructure 13<sup>th</sup> March 2024 7pm
- General Purpose Extra Ordinary Meeting 13<sup>th</sup> March 2024 7.45pm - DRAFT
- Events & Leisure (Working Group) 20<sup>th</sup> March 2024
- Environment & Open Spaces 10<sup>th</sup> April 2024 7pm to follow - DRAFT
- Planning & Infrastructure 10<sup>th</sup> April 7.45pm to follow- DRAFT

**172.2/04/24** RESOLVED – Councillors *noted* the upcoming Committee Meetings:

- Planning & Infrastructure 24<sup>th</sup> April 2024 7pm
- Personnel 24<sup>th</sup> April 7.45pm
- Finance Policy & Appointments 24<sup>th</sup> April 8.00pm

Councillors also *noted* not listed above; the General Purpose Committee Meeting 17<sup>th</sup> April 7pm



## **173/04/24 Public Participation**

**173.1/04/24** – A member of the public requested an update on the Lower Road speed sign. Councillor Kevin O'Brien advised that exact location of the sign is currently being finalised, with a site survey to be requested with SWARCO. Further discussions regarding how the sign is powered will continue at the Planning Committee. The Assistant Clerk advised that the next stage would be County Council Local Highways Panel which can take some time to process.

## **174/04/24 District and County Council**

**174.1/04/24** – Councillor Marriott advised that due to this being the pre-election period at the District Council, this is a quiet period prior to the Local Elections on 2<sup>nd</sup> May. It is anticipated that after this period there will be an increase in activity particularly around planning applications and the ongoing Local Plan for the area.

- Councillor Agius advised that the Hullbridge Skatepark has been delayed until after the delivery of the Rayleigh Skatepark, and that we had yet to see the completion of the "Parks for Nature" project at the Recreation Ground. It was requested the clerk seek email confirmation from Rochford District Council that the monies for this were still available for 2024-25 financial year. Clerk to **ACTION**.

## **175/04/24 Chairmans / Clerks Reports**

**175.1/04/24** – The Clerk updated those present of the completion of the Teen Shelter art project in Pooles Lane Car Park, and distributed images.

## **176/04/24 Finance**

**176.1/04/24 RESOLVED** - Councillors *viewed* and *agreed* the payments to be made in April and *agreed* the bank statements, bank reconciliations and trial balance for March and *agreed* the Clerk has approval to pay any accounts due before the next meeting.

**176.2/04/24 RESOLVED** - Councillors *received* and *agreed* the General Reserves and Earmarked Reserves for 2023-24.

**176.3/04/24 RESOLVED** - Councillors *noted* the Receipts and Payments Report as at 31<sup>st</sup> March 2024.

**176.4/04/24 RESOLVED** – Councillors *agreed* to appoint Earlesmere Limited to carry out HAV's and Toolbox training to comply with HSE. Clerk to **ACTION**.

**176.5/04/24 RESOLVED** – Councillors *noted* the date of 26<sup>th</sup> April for the internal audit.

**176.6/04/24 RESOLVED** – Councillors *agreed* the quote of £1020.00 for the Tree Risk Assessment for Kendal Park. Clerk to **ACTION**.

**176.7/04/24 RESOLVED** – Councillors *reviewed* the membership to RCCE and *agreed* to renew for 2024/25, with an assessment of its value to the council. Clerk to **ACTION**.

**176.8/04/24 RESOLVED** – Councillors *discussed* and *agreed* the request to repaint the office front in a suitable colour and *agreed* planters for the frontage be fabricated by the maintenance staff. Clerk to **ACTION**.

*Cllr I. Kenlin arrived at 19.52hrs*



## **177/04/24 Police/ Security and Security Patrols**

**177.1/04/24 RESOLVED** - Councillors *viewed* the monthly reports, no issues were raised. A discussion to decide if the Council want additional patrols in the summer months will take place at a future Full Council Meeting. Clerk to **ACTION.**

## **178/04/24 Open Spaces**

**178.1/04/24 RESOLVED** - Councillors *received* a verbal report.

## **179/04/24 Unadopted Roads**

**179.1/04/24 RESOLVED** - Councillors *received* the amended report from Councillor Elwell and *agreed* to send the report and appendices onto the relevant bodies and also to our local MP Mark Francois. Councillor Elwell and Clerk to **ACTION.**

## **180/04/24 Policies/Procedures/ Risk Assessments**

**180.1/04/24 RESOLVED** - Councillors *reviewed* and *agreed* the following

- Recording of Meetings
- Ride on Mower Risk Assessment 1-14
- Memorial Trees, Benches and Plaque Policy
- Kendal Park Reserve Management Policy - Clerk to **ACTION.**

Councillor Cooper asked if the Parish Council have their Health and Safety Risk Assessments checked by an external body. He was advised that Parish Councils nominate a Health and Safety Officer, this is usually the Clerk, to oversee the Health and Safety and Risk Assessments. The Clerk will make investigations into how Health and Safety is governed at other Parish Councils and will also seek advice from the District Council. Once information is received this will be included on a future Full Council Meeting for discussion. Clerk to **ACTION.**

## **181/04/24 Representatives on Outside Bodies**

**181.1/04/24**

- a) **Hullbridge Community Association** (Cllrs D Flack / Mrs. J O'Brien) - No Report.
- b) **Windermere Centre** - (Cllrs Ms A. Marriott) - No Report
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C.Agius /Clerk) - Next Meeting 18<sup>th</sup> April 2024
- d) **Hullbridge Library** (Cllr J. O'Brien) - Springtime Reads have been popular.
- e) **Crouch Valley Coastal Community** (Cllrs. P White / D Flack). - No Report.
- f) **Riverside Primary School** (Cllrs Miss A. Marriott, C. Agius) - Dates of upcoming events;
  - 18<sup>th</sup> May - Colour Run
  - 15<sup>th</sup> June - Summer Fete
  - 29<sup>th</sup> August - Circus Event
  - 2<sup>nd</sup> November - Fireworks Event

The Clerk *advised* that if the Council would like a stall at any of these events, volunteers would be needed to run this. This will be discussed at the next Events and Leisure Meeting.

- g) **Police** (Cllr D. Elwell) - Next Meeting 25<sup>th</sup> April 10-11am
- h) **Parish Councillors** - No Report.



**182/04/24 Items to be added onto the next Agenda and Date of the next Parish Council Meeting**

**182.1/04/24** RESOLVED – Councillors to forward any items for a future Agenda to the Clerk.

**182.2/04/24** RESOLVED – Councillors *agreed* that the next Council meeting will be the Annual General Meeting on **Monday 13<sup>th</sup> May 2024 19.30** at the Windermere Centre after the Annual Parish Meeting

Meeting closed 20.13hrs  
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

April 2024 Meeting

Date	Int Ref	Invoice Number	Cost Code	Payee	Paid	Payment type	Amount	VAT
<b>PAYMENTS</b>								
15-Apr-24	D24/4/1	T65854019015	4033-130	EDF Energy (5% VAT calc annually) - Gas Office	01/04/2024	DIRECT DEBIT	£77.00	£3.67
	D24/4/2	T65854002015	4033-130	EDF Energy (5% VAT calc annually) - Electric Office	01/04/2024	DIRECT DEBIT	£57.00	£2.71
	D24/4/3	824109934	4033-130	British Gas (5% VAT calc annually)- Electric Pooles Lane Toilets	19/04/2024	DIRECT DEBIT	£35.18	£1.67
	D24/4/4	8700249295	4037-300	SSE Energy Solutions - Street lighting Feb	28/03/2024	DIRECT DEBIT	£67.57	£8.32
	D24/4/5	003659	4050-100	Kinetic Internet Ltd - Internet services	01/04/2024	DIRECT DEBIT	£56.34	£9.39
	D24/4/6	KP5343604	4057-100	Kent County Council - Photocopier print charges Nov-Feb		DIRECT DEBIT	£131.32	£21.89
	D24/4/7	N/A	4114-100 4095-100 4025-120	Lloyds Bank Credit Card: C/C Monthly fee: £3.00 (Nil VAT) Microsoft £12.36 (VAT £1.88) SLCC - Procurement course £27.80 (VAT )	09/04/2024	DIRECT DEBIT	£43.16	£2.06
	D24/4/8	Dec-Mar	4114-100	Unity Trust Bank - Handling chg	28/03/2024	DIRECT DEBIT	£0.30	£0.00
	D24/4/9	P375480	4311-500	TLM Management Ltd - General waste		DIRECT DEBIT	£76.27	£12.71
	D24/4/10	5671795	4145-100	BE Fuelcards - Fuel Card Chg	08/04/2024	DIRECT DEBIT	£31.20	£5.20
	D24/4/12	B4-643986495	4050-100	Vodafone- Mobile phone	13/04/2024	DIRECT DEBIT	£26.38	£4.40
	D24/4/13	Dec-Mar	4114-100	Unity Trust Bank - Banking charges Dec-Mar 2024	31/03/2024	DIRECT DEBIT	£36.00	£0.00
	D24/4/14	wp-INV05288992	4039-130	Water Plus - Office March	17/04/2024	DIRECT DEBIT	£52.51	£0.00
	D24/4/15	wp-INV05294565	4389-390	Water Plus -Pooles Lane Toilets March	17/04/2024	DIRECT DEBIT	£42.31	£0.00
	B24/4/1	636	4047-100 / 4281-100	Print & Web Studio - Business cards & Remembrance banners		BACS	£576.00	£96.00
	B24/4/2	Mar	4020-140	Olr A Marriott - Travel & parking re training		BACS	£33.65	£0.58
	B24/4/3	N/A	4270-140	Windermere Centre - hall hire Apr 2024		BACS	£35.00	£0.00
	B24/4/4	1008742594	4036-130	Rochford District Council - Rates 2024-25 (Office)		BACS	£2,334.00	£0.00
	B24/4/5	1008944594	4036-390	Rochford District Council - Rates 2024-25 (Car park)		BACS	£4,840.30	£0.00
	B24/4/6	38151	4085-300	A&J Lighting Solutions - Street light repair & replacement		BACS	£1,774.08	£295.66
	B24/4/7	38155	4085-300	A&J Lighting Solutions - Street light repair		BACS	£208.80	£34.80
	B24/4/8	579	4087-330	Print & Web Studio - New office sign		BACS	£594.00	£99.00
	B24/4/9	111962	4520-500	Minster Cleaning - Rec Grd Bank Holiday Cover		BACS	£68.40	£11.40
	B24/4/10	111963	4520-500	Minster Cleaning - Rec Grd Weekend Cleaning March		BACS	£61.91	£10.32
	B24/4/11	March	4047-100	N Harding- Imprest		BACS	£14.28	£0.74
	B24/4/12	5M29584	4095-100	Rialtas - Allotments Annual Fee		BACS	£230.40	£38.40
	B24/4/13	5M29583	4095-100	Rialtas - Alpha Annual Fee		BACS	£332.40	£55.40
	B24/4/14	5M29585	4095-100	Rialtas - Data Backup Annual Fee		BACS	£315.60	£52.60
	B24/4/15	17600	4065-100	EALC - EALC & NALC Annual Affiliation Fee 2024-25		BACS	£1,108.66	£0.00
	B24/4/16	17394	4065-100	EALC - Local Council Award Foundation Level Fee		BACS	£96.00	£16.00
	B24/4/17	417042	4085-500	Ernest Doe - Maintenance Equipment		BACS	£73.38	£12.23
	B24/4/18	112085	4250-500	Minster Cleaning - Pooles Lane toilets clean		BACS	£298.52	£49.75
	B24/4/19	111973	4250-500	Minster Cleaning - Rec Ground toilets clean		BACS	£295.34	£49.22
	B24/4/20	18176	4095-100	Vision ICT Ltd - Domain 2 yrs		BACS	£78.00	£13.00
	B24/4/21	April	4000/4001/4	Personnel - April		BACS	£12,078.03	£0.00
	B24/4/22	551254	4019-100	S-Type - March Patrols		BACS	£756.00	£126.00
	B24/4/23	417024	4085-500	Ernest Doe - Ride on Mower		BACS	£5,682.00	£947.00
	B24/4/24	30269292	4085-500	Ato Z - Refuse Sacks		BACS	£149.23	£24.87
	B24/4/25	5209	4311-500	TBS Hygiene - Bin emptying March		BACS	£110.16	£18.36
						<b>PAYMENTS TOTAL</b>	<b>£32,876.68</b>	<b>£2,023.37</b>
<b>CREDITS RECEIVED</b>								
	1	-	1505-500	D Williams - 311 Ferry Road Land Lease	20/03/2024	BACS	£33.33	£0.00
	2	-	1170-100	Papa Turf Ltd - Swan and Duck Feeder (Feb & Mar)	19/03/2024	BACS	£18.00	£0.00
	3	-	1076-100	Precept - Tranche 1	05/04/2024	BACS	£118,586.00	£0.00
	4	-	1090-101	CCLA PSDF - Income reinvested	04/03/2024	BACS	£494.50	£0.00
						<b>RECEIPTS TOTAL</b>	<b>£119,131.83</b>	<b>£0.00</b>
		SIGNED		CHAIRMAN				
				CLERK/RFO				