

# Hullbridge Parish Council

Meeting of the Council on commencing at 7.30pm on **Monday 8<sup>th</sup> March 2021**  
Via Microsoft Teams

**Attended:** Cllrs Miss A Marriott, D. Elwell, D Jeffery J Chaffin, I. Kenlin, P. White, Ms S Thomas  
Clerk: Mrs A Bates

50. **Apologies for Absence**

50.1 Cllrs Mrs L Campbell-Daley, D. East, D. Heales, apologies received.  
RESOLVED – Members agreed to accept the apologies given.

51. **Approval of the Minutes**

51.1 RESOLVED - Members agreed that the Minutes were a true record of the Meeting of the Council dated **Monday 11<sup>th</sup> January 2021**

Proposed Cllr I Kenlin and Seconded Cllr D. Jeffery

51.2 RESOLVED – Members agreed that the Chairman could wet sign the minutes and associated documents after the meeting.

52. **Declarations of Interest and Dispensations**

52.1 Cllrs Miss A Marriott and P White – matters to do with the Hullbridge Community Association as Representatives on the Committee.

53. **Public Participation - contributions from Residents, 3 minutes maximum per person on items on the agenda.**

53.1 One representative from the Youth Services attended who raised concerns regarding S-Type Security.

54. **Clerk's Report**

54.1 The Clerk updated Members regarding the issue of BT cutting through our telephone cables which has caused the Office not having a telephone or internet. No date has been given for the issue to be rectified by BT.

54.2 The Clerk spoke about the recent BDW email which was noted by Members.

55. **Finance**

55.1 RESOLVED - Members viewed and agreed the payments made in February (previously circulated) and to be made in March which are shown below. Bank reconciliations for January and February, Members agreed.

Financial Breakdown		February 2021 Meeting		
Date	Payee	Cheque No.	Amount	VAT
	<b>Regular Payments</b>			
08.02.2021	<b>Gas - Direct Debit (5% VAT calculated annually)</b>	DIRECT DEBIT	25.00	1.25
08.02.2021	<b>Electric - Direct Debit (5% VAT calculated annually)</b>	DIRECT DEBIT	31.00	1.55
08.02.2021	<b>Talk Talk Direct Debit</b>	DIRECT DEBIT	46.18	7.70
08.02.2021	Lloyds Company credit card: Monthly fee £3 BK Safetywear £150.04 (VAT £25.01) Atlanta 1 Ins services £696.53 (VAT £0) D Glaz parts repair £39.05 (VAT £6.51) Medisave £14.61 (VAT £2.44) First rescue £47.94 (VAT £5.94)	DIRECT DEBIT	951.17	39.90
08.02.2021	<b>TLM</b>	DIRECT DEBIT	73.34	12.22
08.02.2021	<b>British Gas (Pooles Lane Toilet) (Elec)</b>	DIRECT DEBIT	19.57	0.93
08.02.2021	GDPR renewal	DIRECT DEBIT		
08.02.2021	Capital Cleaning 0342888/889	BACS	35.52	5.92
08.02.2021	Jack Stock	302381	330.00	55.00
08.02.2021	Glasdon UK	BACS	608.38	101.40
08.02.2021	DG Domestic	BACS	138.12	23.03
08.02.2021	A&J Lighting (34822/34831/34832/34911)	BACS	2,566.80	427.80
08.02.2021	Wave/Anglian Water (Allotments)	BACS	216.74	0.00
08.02.2021	PGR Timber	BACS	55.00	9.17
08.02.2021	Riverside Nursery	BACS	76.95	0.00
08.02.2021	Minster Cleaning (MSG) (98047/97363/96963/98376)	BACS	911.36	151.88
08.02.2021	S-Type Security	BACS	1,400.00	0.00
08.02.2021	SLCC	BACS	90.00	15.00
08.02.2021	BP	Direct Debit	81.00	13.50
08.02.2021	SWCAA (Allotments)	BACS	371.00	0.00
08.02.2021	Hanging Baskets Licence	BACS	50.00	0.00
08.02.2021	Personnel	BACS / 302382/3	8551.61	0
08.02.2021	Eon January/February 2021	BACS	1,316.38	219.40
08.02.2021	TBS Hygiene	BACS	158.76	26.46
08.02.2021	A to Z (96884492/96881801)	BACS	111.25	18.54
08.02.2021	M Shipman Autos	BACS	68.14	0.00
08.02.2021	Information Commissioner's Office	302384	40.00	0.00
08.02.2021	Mrs A M Bates - Imprest Account	BACS	10.95	1.32
	<b>TOTAL</b>		<b>18,334.22</b>	<b>1,131.97</b>
	<b>Receipts</b>			
21.01.2021	Allotment Rent and ins BACS #37	BACS	45.00	0.00
28.01.2021	Allotment Rent and ins receipt 000167	Cash and cheques	40.00	0.00
21.01.2021	Memorial Bench/Bruce	BACS	600.00	0.00
04.02.2021	Memorial Bench/HOLROYD	CHEQUE	555.00	0.00
			1,240.00	0.00

Financial Breakdown		March 2021 Meeting		
Date	Payee	Cheque No.	Amount	VAT
	<b>Regular Payments</b>			
08.03.2021	<b>Gas - Direct Debit (5% VAT calculated annually)</b>	DIRECT DEBIT	25.00	1.25
08.03.2021	<b>Electric - Direct Debit (5% VAT calculated annually)</b>	DIRECT DEBIT	31.00	1.55
08.03.2021	<b>Talk Talk Direct Debit</b>	DIRECT DEBIT	0.00	0.00
08.03.2021	<b>TLM Management</b>	DIRECT DEBIT	87.38	14.56
08.03.2021	<b>British Gas (Pooles Lane Toilet) (Elec) 2 Invoices (2-28 Jan 2021 and 29 Jan to 19 Feb 2021)</b>	DIRECT DEBIT	32.01	1.51
08.03.2021	BP Fuel	DIRECT DEBIT	90.23	15.04
08.03.2021	Shred-It	BACS	185.41	30.90
08.03.2021	S-Type security	BACS	560.00	0.00
08.03.2021	SWCAA - Allotment Insurance	BACS	3.50	0.00
08.03.2021	DSK security systems	BACS	55.00	0.00
08.03.2021	Satswana	BACS	180.00	30.00
08.03.2021	C Dennis	BACS	54.00	9.00
08.03.2021	Capital Cleaning	BACS	71.93	11.99
08.03.2021	Essex Air Ambulance - Grant	BACS	350.00	0.00
08.03.2021	Citizens Advice Bureau - Grant	BACS	350.00	0.00
08.03.2021	TBS Hygiene Inv 174	BACS	151.20	25.20
08.03.2021	ECC Highways (hanging basket licence)	BACS	50.00	0.00
08.03.2021	A&J Lighting	BACS	230.28	38.38
08.03.2021	Bluehouse Hardwoods Ltd (fence)	BACS	840.00	140.00
08.03.2021	Personnel	BACS / Cheque	8,551.61	0.00
08.03.2021	Eon Christmas Lights	Cheque	142.09	6.77
08.03.2021	Eon Street Lighting	Cheque	594.49	99.08
08.03.2021	Mrs A M Bates - Imprest Account	BACS	27.29	1.13
	<b>TOTAL</b>		<b>12,662.42</b>	<b>426.36</b>
	<b>Receipts</b>		<b>0.00</b>	<b>0.00</b>
02.02.2021	Allotment rent/Insurance plot 41A	BACS	13.50	0.00
		<b>TOTAL</b>	<b>12,662.42</b>	<b>426.36</b>

- 55.2 RESOLVED – Members agreed to the expenditure of £1200 for replacement car park exit sharks’ teeth, this will come out of earmarked reserves car park fund.
- 55.3 RESOLVED – Members agreed that if required the current signatories if not elected in ay could authorise payments upon Full Council’s agreement until the new signatories are in place.

56. **Risk Assessments, Policies, Procedures, Financial Regulations, Standing Orders and Asset Register review.**

56.1 RESOLVED – Members reviewed and agreed the following documents including some amendments to the highlighted items:

**Standing Orders \*\***

Toilet Management Plan and Risk Assessment

**Financial Regulations \*\***

Members' Code of Conduct / Roles & Responsibilities

Cancelling a scheduled meeting Procedure / Meeting Protocol

Complaints Procedure

Code of practice in handling complaints / Disciplinary/Grievance Policy

Health & Safety Policy / Employees Responsibilities

Equipment Policy

Action Plan \*Members to review after election\*

**Strategic Plan 2020-2025 \*\* / Annual Investment Strategy 2021**

Equal Opportunities Policy Statement

Community Engagement Strategy

Records Retention Policy

Committees Terms of Reference

CCTV Policy

Appendix II Freedom of Information Act Processing Requests

Communications Policy

Data Protection Policy

Risk Assessment & Management of Risks

Accidents & Emergencies Procedure

Housing Policy & Vision Statement

Memorial Trees, Benches & Plaque Policy

Social Media Policy / Social Media Policy Supporting Notes

Press & Media Policy

Website & Parish Noticeboard Policy / Website Protocol

Publication of Photographs Policy

Promoting Local Democracy & Citizenship

Training & Development Policy

Grant Award Policy

Expenses Claims Policy

Pensions Policy

5 Year Plan, Forward Financial Statement

Fire Risk Assessment & Fire Management Plan / Visitors Fire Plan - 98 Ferry Road

**Parish Council Resolution \*\***

Vexatious Complaints Procedures

Lone Working Policy

HAV's Health Screening Policy

The Good Member Officer Protocol.

**Wheelchair Loan Policy / Allotment Strimmer terms of loan \*\***

**Asset Register \*\* / LCRS Risk Assessments and Action Plans \*\***

Covid-19 General Work procedures/ Risk Assessment / Remote meeting guidelines

Memorials / Tree / Plaques Policy and Risk Assessment

Kendal Park Nature Reserve Management Plan

57. **Unadopted Roads**

57.1 RESOLVED – Members agreed that due to a number of resident complaints received by Cllr D Elwell regarding the new build in The Esplanade that a letter is written to RDC Enforcement team regarding boundary issues and damage to unadopted roads.

57.2 RESOLVED – Members agreed that a further discussion would be had on Unadopted Roads at the next General Purposes Committee.

58. **Planning**

58.1 No planning applications need to be considered. Members received the following update:

**Applications considered by Delegation February 2021**

**21/00102/FUL – The Grange, Murrels Lane, Hullbridge.** Retain existing garage, games room and store. (DEL Feb 2021) ***HPC Object as this is inappropriate greenbelt development.*** (DEL Feb 2021)  
**PENDING**

**20/00552/FUL – Land Between Windermere Avenue And Lower Road Malyons Lane Hullbridge.**

Application to vary the existing Section106 agreement dated 18th January 2017 to planning consent 14/00813/OUT by way of modification to the wording of paragraph 4.3.3. to allow for an extended the timescale in which to deliver the roundabout to 200 rather than 50 dwellings. (DEL Feb 2021) **No action required** **PENDING**

**21/00099/FUL – 35 Waxwell Road, Hullbridge SS5 6HF.** Single Storey rear extension. (DEL Feb 2021) ***HPC No Objection***  
**PENDING**

**21/00042/FUL – 22 Waxwell Road, Hullbridge, SS5 6HF.** Extended first floor front and rear dormers and lantern light to the existing ground floor rear extension. ***HPC No objection*** (DEL Feb 2021) **PENDING**

**20/01186/FUL – Tawny Lodge, Pooles Lane, Hullbridge, SS5 6PZ.** Extend and convert existing detached garage to habitable accommodation incorporating two storey rear extension, 4 no. pitched roof dormers, first floor balcony and front canopy porch. ***HPC Object as this is unsuitable back garden development in coastal protection zone, especially as it is 2 storeys and the dormers and balcony overlook the back gardens of neighbouring properties.***  
(DEL Feb 2021) **PENDING**

**21/00056/FUL – 18 Pevensey Gardens, Hullbridge, SS5 6AR.** Construct single storey rear extension. ***HPC No objection.*** (DEL Feb 2021)  
**PENDING**

**21/00046/FUL - 38 Ferry Road, Hullbridge SS5 6EZ –** Two storey front/side extension in place of existing covered way and replace roof to main dwelling. ***HPC Object as the first floor extension does not provide a 1 metre separation from the boundary of the property.***  
(DEL Feb 2021) **PENDING**

**UPDATE**

**20/01181/FUL – 4 Alfreda Avenue, Hullbridge, SS5 6LT –** Proposed single storey rear extension and first floor extension to form house. (Full Council Jan 2021). ***HPC has no objection.*** **PENDING**

**20/01045/FUL – 129 Ferry Road, Hullbridge.** Change of use of part of ground floor to form a self-contained flat to rear of ground floor retaining a shop unit to the front, form two self-contained flats on the first floor (revised proposal) (Full Council Jan 2021). **HPC has no objection providing there is sufficient amenity space. PENDING**

**20/01063/OUT – 14 Coventry Close, Hullbridge.** Proposed outline application with all matters reserved for the change of use of part of the site to domestic garden and for the construction of a new 2-bed dwelling to provide a granny-annexe associated with no.14 Coventry Close. (Full Council Jan 2021). **HPC object as this application is for residential accommodation in greenbelt.**

**20/01122/FUL – 22 Crouch View Grove, Hullbridge.** Single storey rear and side extension. Replacement of living room window to bay window. **HPC No Objection (DEL Jan 2021) PENDING**

**20/00582/FUL – Spring Tide, 17 Kingsmans Farm Road, Hullbridge.** Proposed two storey rear extension with roof lights and rear dormer to main roof. **HPC Object as greenbelt and coastal protection belt and the extension exceeds the 25% limit for such a location. (DEL December 2020) PENDING**

**20/01044/FUL – 40 Burnham Road, Hullbridge.** Loft conversion incorporating flat roofed and rear dormers and roof light to front. **HPC No objection as the adjoining property already has a flat-roofed dormer. (DEL December 2020) PENDING**

**20/01051/FUL – 18 Pevensey Gardens, Hullbridge.** Construct single storey rear extension. **Hullbridge Parish Council objects – extension beyond original footprint of the building of the building exceeds permitted limit for this greenbelt location. (DEL December 2020) REFUSED**

**20/00794/FUL – Creekview, The Esplanade, Hullbridge SS5 6LX.** Construct of new boatshed and extension of existing deck and pontoon. **No objection to this revised application. (DEL December 2020) PENDING**

**20/01014/FUL – 74 Crouch Avenue, Hullbridge, SS5 6BP.** Extend front dormer and installation of a double glazed window. Also reduce size of existing window on existing dormer. **Hullbridge Parish Council has no objection. (DEL December 2020) PENDING**

**20/00977/FUL – 4 West Avenue, Hullbridge, SS5 6JU.** Construct Single Storey flat roofed outbuilding to rear garden for mixed use as beauty treatment business and summer room. **(DEL December 2020) Hullbridge Parish Council has no objection. PENDING**

**20/00992/FUL – Willow Pond Farm, Budleigh, Lower Road, Hockley, SS5 5NL.** Proposed outdoor swimming pool with associated pool plant room/changing room. **Hullbridge Parish Council objects: Inappropriate development in greenbelt. (DEL December 2020) PENDING.**

**20/01005/FUL** – 43 The Drive, Hullbridge. Demolish Existing dwelling (no.45) and subdivide the plot, form access road and construct three two bedroomed bungalows.

**(DEL Dec 2020)**

**REFUSED**

*Hullbridge Parish Council wishes to object to the application 20/01005/Full – 43 The Drive and below are our observations:*

*This is unacceptable back garden development which would have a poor relationship with surrounding dwellings and would open the door to similar applications. There is no provision for visitor parking on site and immediately adjacent on-road parking would not be possible. The Drive is an unadopted highway which is also the access road to The Walk, Birchdale, Tyndale Close, The Avenue, Padgetts Way, Alfreda Avenue, Creekview Avenue, The Esplanade, The Promenade and Riverview Gardens. It consists of a single concrete strip with occasional passing bays which are frequently blocked by parked vehicles, it is also the responsibility of residents to maintain this road. Any additional dwellings are likely to have a disproportional effect on traffic flows. In the event that this application is approved all vehicles associated with the construction should be required to park onsite and prohibited from using the private back lane which passes the rear of the site and contribute to the road being repaired due to the damage builders heavy vehicles will cause. This road already has a history of multiple trade vehicles continually blocking the Drive and the junction of the Drive and the Avenue, causing other road users and more importantly issues with emergency vehicles from passing and with footpaths not being able to be used by children and the elderly as blocked by materials and vehicles causing a major hazard.*

*This area also suffers with low water pressure and the sewage connection has also been damaged in the past and not reinstated properly.*

*For your information previous developments have caused considerable issues for residents of the drive and connecting roads, blocked footpaths, damage to the roads which have not been repaired and we have concerns this will happen again. We also have strong concerns about lack of any enforcement by any agency or service regarding unadopted roads. In particular enforcement regarding right of way 1980 Highways act,*

**20/00794/FUL** – Creekview, The Esplanade, Hullbridge. Construction of new boatshed and extension of existing deck and pontoon. **HPC – No Objection (Full Council) , No objection to amended Application (DEL December 2020) PENDING**

**20/00213/COND\_C** – Even Keel, Kingsmans Farm Road, Hullbridge. Obstruction to public footpath 9 – informative (not planning condition) on decision notice requires public right of way to be kept unobstructed all the time – consent granted on application 05/00292/FUL. **(DEL December 2020) PENDING**

**20/00215/COND\_C** – The Boathouse, 18 Kingsmans Farm Road, Hullbridge. Breach of condition 2 of 07/01071/FUL – The public footpath which runs over the whole width of the sea wall shall be kept free of obstruction at all times. REASON: To ensure that the public footpath can be used without hindrance. **(DEL December 2020) PENDING**

**20/00216/COND\_C** – The Crouch, Kingsmans Farm Road, Hullbridge. Breach of condition 5 of 17/00540/FUL – The proposed steps to be used to gain access to the gangway and pontoon shall be temporary, removable and shall not be left in place so as to obstruct the public's use of Footpath 9 Hullbridge. REASON: To ensure that no permanent structures are positioned so as to obstruct the public right of way. **(DEL December 2020) PENDING**

**20/00217/COND\_C** – Browhead, Kingsmans Farm Road, Hullbridge. Breach of condition 5 of 17/00541/FUL – The proposed steps to be used to gain access to the gangway and pontoon shall be temporary, removable and shall not be left in place so as to obstruct the public's use of Footpath 9 Hullbridge. REASON: To ensure that no permanent structures are positioned so as to obstruct the public right of way.  
**(DEL December 2020)** **PENDING**

**20/00869/FUL** – 144 Ferry Road, Hullbridge. Single Storey rear extension with roof lantern. **HPC – No objection. (DEL Oct 2020)** **PERMITTED**

**20/00768/FUL** – 47 Lower Road, Hullbridge. Extension of existing loft conversion incorporating flat roofed front dormer, re-pitch roof on front bay window, construct pitched roofed front porch and conversion of existing integral garage. **HPC OBJECT - object to the flat-roofed front dormer (Full Council)** **REFUSED**

**20/00722/FUL** - Stables North Of Jakapeni Farm Burlington Gardens Hullbridge. Demolish existing extension and convert stable into one bed dwelling. **HPC Object -object to the conversion of stables to a residential property with a size only suitable for one person in this location in greenbelt as we do not consider it sustainable longterm.** **PERMITTED**

**20/00741/NMA** – Land between Windermere Avenue and Lower Road Malyons Lane, Hullbridge. Application for Non - Material Amendment to layout approved on 16th January 2019 under application Ref: 18/00135/REM for 500 dwellings and to substitute triple garage serving plots 251, 253 and 254 for single garage serving plot 254.  
**PERMITTED**

**20/00678/FUL** - 172 Ferry Road, Hullbridge, Essex, SS5 6JZ. Construct first floor extension and two storey rear extension (first floor contained within re-roofed roof space), incorporating dormer windows and subdivide resulting building and site to form two three bedroomed chalets. Altered and new fenestration. (Revised proposal). **HPC OBJECT - Concerns about the overlooking of rear gardens to the South and would object for that reason.** **APPLICATION WITHDRAWN**

**20/00332/FUL** – Land opposite 92 to 102 Windermere Avenue, Hullbridge. Proposed erection of 17 No. dwellings (11 No. Houses and 1 No. buildings containing 6 No. Flats) with associated access, parking and private amenity space. **PENDING (HPC – Object DEL August 2020). Hullbridge Parish Council objects to the re-consultation for 20/00332/FUL and have the following considerations:**

- 1. 2.5 dwellings are not appropriate in this location, especially as it is the highest level in the area. Barratt David Wilson proposed 2.5 storey dwellings were moved further away from existing properties in response to local opinion.**
- 2. Overdevelopment of site and concerns with parking**
- 3. Concern with the loss of any established oak trees**



**20/00552/FUL – Land between Windermere Avenue & Lower Road Malyons Lane Hullbridge.** Application to vary the existing Section106 agreement dated 18th January 2017 to planning consent 14/00813/OUT by way of modification to the wording of paragraph 4.3.3. to allow for an extended the timescale in which to deliver the roundabout to 200 rather than 50 dwellings. (No objection HPC-DEL July 2020) **PENDING**

**20/00520/FUL – 50 Thorpedene Avenue, Hullbridge –** Single storey front extension (expires 14<sup>th</sup> July). **HPC No objection** (DEL July 2020) **PERMITTED**

**20/00332/FUL – Land Opposite 92 To 96 Windermere Avenue Hullbridge Essex.** Proposed Erection of 17 No. Dwellings (11 No. Houses and 1 No. Buildings Containing 6 No. Flats) with Associated Access, Parking and Private Amenity Space. **HPC Object:**

1. Access is on to unmade road.
2. There appears to be insufficient amenity space for the apartments.
3. Overlooking due to properties facing the rear of others; this is also affected by the currently approved plans for properties to the South on the BDW development.
4. Possible overlooking of rear gardens to the East on the BDW Development.
5. Concerns about surface water drainage.

*(delegation May/June 2020)*

**PENDING**

**20/00043/OUT CJD Artillery, 106 Lower Road Hullbridge SS5 6DD**

Outline application to demolish garage and workshops and construct development of 12 no flats. **Hullbridge Parish Council – It is a loss of Businesses and detrimental to residents, but in principal no objection to the outline application.** **PENDING.**

**19/00584/OUT – 190 Lower Road Hullbridge SS5 6BD –** 120 dwellings on land comprising of 190 Lower Road and Land between Central Avenue and Burlington Gardens. **PENDING**

**Hullbridge Parish Council OBJECT:**

- Land is in Greenbelt and is not included in the current Local Plan.
- Furthest edge of the Village from local services and outside normal walking distance from main services and main bus service.
- Additional local traffic within village
- Additional traffic on Lower Road
- Requires footpath link to village
- 2, 5 high dwellings not appropriate on this site
- Over development in the village.
- The Parish Council would prefer to see small business on salvage site only.

**Information: 18/00625/OUT – Fairways Garden Centre, Hullbridge Road, Rayleigh –** To demolish commercial and retail units and construct 4 no. two-bedroom, 7 no. three-bedroom dwellings and 5 no. four-bedroom dwellings (16 dwellings in total) with access onto Hullbridge Road. **PENDING.**

## **17/00274/ful - Halcyon Park , Pooles Lane, Hullbridge, SS5 6QA**

Application to vary conditions 1 and 2 to Permission granted on appeal by Inspector's decision letter dated 23rd May 2014 for the continued use of land as a caravan park without complying with conditions limiting occupancy between 1st February and 30th November each year.

Change condition 1 from; The Caravans shall be occupied for holiday purposes only to;

The caravans shall be occupied for holiday purposes only except for the two caravans shown within revised area 2 on plan no. 6800 - 140A which shall be occupied for permanent residential use and change condition 2 from; The caravans shall not be occupied as a person's sole main place of residence to:

The caravans shall not be occupied as a person's sole or main place of residence except for the two caravans shown within area 2 on pla no. 6800 - 140A. **(May 2017). HPC**

**OBJECT – we would want the original conditions applied and no caravans to be used as permanent dwellings/no permanent residential use. PENDING**

58.2 Members noted that RDC Enforcement team are reviewing breach of conditions of the pontoons along Kingsman Farm Road.

### 59. **Footpaths / Highways**

59.1 Members noted the Highway and Footpath issues.

59.2 RESOLVED – Members agreed to the P3 Scheme Service Level Agreement for 2021.

### 60. **Anglian Water Improvements**

60.1 RESOLVED – Members agreed that the Owl box could be boarded up as the nesting period is approaching.

60.2 The works will commence in the coming weeks as discussed at the recent site visit which Members, Clerk and Maintenance Staff attended.

### 61. **Annual Parish Assembly**

61.1 RESOLVED – Members agreed that a shortened version will go ahead prior to the Annual Meeting of the Council.

### 62. **S-Type Security**

62.1 Members discussed the 3-month trial and will make a decision regarding the Contract under the Exclusion of Press and Public part of the meeting.

### 63. **Village Request**

63.1 RESOLVED – Members agreed to residents request to have in remembrance of on of the villagers by way of a swan flower basket/statue in the Rose Garden and if funds allow similar at the entrance of Kendal Park NR near the seating just past the Smugglers Den.

### 64. **Elections / Census 2021**

64.1 The Clerk updated Members with regards to the process of this years Parish Council Elections. The Clerk will be picking up the Nomination packs later in the week.

64.2 Members noted an update regarding the Census 2021.

### 65. **Public Forum**

Such time determined by the Chairman will be given to receive **other contributions from Residents, (The Council cannot make a formal decision on these contributions and such items will be put onto the next Council Agenda).**

65.1 No issues were raised.

66. **Exclusion of Press and Public**

66.1 RESOLVED – Members agreed under the Public Bodies (Admissions to Meetings) Act 1960, S1(2) that the Public and Press are excluded.

67. **S-Type Security**

67.2 RESOLVED – Members agreed for a further 3-month trial with S-Type Security.

68. **Personnel**

68.1 RESOLVED – Members received the minutes of the Committee meeting held on 11<sup>th</sup> January 2021 and agreed the pay review of all staff members.

68.2 RESOLVED – Members accepted the Clerk to the Council / RFO resignation and agreed for the post to be advertised. The Chairman on behalf the Council thanked the Clerk for all her work over the last 8 years. It was agreed that Cllr D Jeffery, Cllr I Kenlin and the Clerk would be the interview panel.

69. **Any items to be added onto the next agenda and Date of the next Parish Council Meeting**

69.1 Future Committee Meetings – Unadopted Roads / Footpath – Sea Defense Erosion.

69.2 RESOLVED – Members agreed that the next Council meeting will be the **Annual Parish Assembly at 19.00hrs** followed by the **Annual Meeting of the Council at 19.30hrs** on **17<sup>th</sup> May 2021** these will either by via Microsoft Teams or at the Hullbridge Centre, this will be confirmed once the Government have notified the Sector on the rulings.

Meeting closed

Anne-Marie Bates  
Clerk to the Council

CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

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