



Hullbridge Parish Council
Annual Meeting of the Council
Monday 15th May 2023 at 7.30pm
Windermere Centre, Windermere Avenue, Hullbridge.

Attended: Cllrs Miss A Marriott, C. Agius, D. Elwell, Mrs L Campbell-Daley, D. Flack, Ms H. Gilbert, K. O'Brien, J. O'Brien, S. Cooper.
Clerk: Mrs. N. Harding, **Assistant Clerk:** Mrs J. Mullett.
4 Members of the public attended

Cllr Ms A. Marriott opened the meeting.

1/5/23 Election of Chairman

1.1/5/23 Councillor Agius *proposed* Cllr A. Marriott, this was *seconded* by Cllr K. O'Brien.

RESOLVED - Cllr Ms A. Marriott was declared Chair.

1.2/5/23 Cllr Ms A. Marriott/ Clerk signed the Declaration of Acceptance of Office.

2/5/23. Election of Vice-chairman

2.1/5/23 Councillor A. Marriott *proposed* Cllr C. Agius this was *seconded* by Cllr D. Flack

RESOLVED - Cllr Conner Agius was declared Vice-Chairman.

2.2/5/23 Cllr Conner Agius/Clerk signed the Declaration of Acceptance of Office

3/5/23. Election of Committees/Working Groups

3.1/5/23 RESOLVED – Councillors *reviewed* the Committees and number of members to each committee

3.2/5/23 RESOLVED - Councillors *reviewed* the membership to each Committee. The Chair will remain ex-officio for all committees.

a) Finance, Policies and Appointments - Cllrs D. Elwell, K. O'Brien, J. O'Brien
I. Kenlin, C. Agius, S.Cooper (6)

b) Planning & Infrastructure Cllrs K. O'Brien, D. Flack, C. Agius, D. Elwell. (4) + 2 vacancies.

c) General Purpose Security & Resources Cllrs K. O'Brien, J. O'Brien, I. Kenlin, C. Agius, D. Elwell. (5) + 1 vacancy.

d) Environment and Open Spaces - Cllrs D. Flack, I. Kenlin, J. O'Brien, H. Gilbert, C.Agius. (5) + 1 vacancy.

e) Events & Leisure - Cllrs H. Gilbert, C. Agius, J. O'Brien, S. Cooper. (4) + 2 vacancies

4/5/23 Election of Representatives:

4.1/5/23 RESOLVED – Councillors *reviewed* and *agreed* the outside bodies.

4.2/5/23 RESOLVED – Councillors *determined* the Representatives on outside bodies.

a) RHALC - Cllrs A. Marriott, C. Agius & Clerk.

b) Transport - Cllrs A. Marriott.

c) Windermere Centre - Cllr A Marriott

d) Hullbridge Community Association - Cllrs D. Flack, J. O'Brien

e) Hullbridge Library - Cllr J. O'Brien

f) Essex Coastal Forum/Crouch Coastal - Cllr D. Flack

g) Riverside Primary School - Cllrs A. Marriott, C. Agius

h) Police Liaison Cllr D. Elwell

5/5/23. Apologies for Absence

5.1/5/23 Apologies received from Cllr I. Kenlin and Cllr P. White.

6/5/23. Declarations of Interest / Dispensations

6.1/5/23 None received.

7/5/23. Approval Minutes

7.1/5/23 RESOLVED – Councillors *agreed* that the Minutes were a true record of the Meeting of the Council dated **Monday 17th April 2023.**

8/5/23 Minutes of Committees

8.1/5/23 RESOLVED – Councillors *noted* the minutes of the following committees.

- Planning 19th April 2023
- Events & Leisure – DRAFT 19th April 2023
- Finance – DRAFT 26th April 2023
- General Purpose – DRAFT 26th April 2023
- Planning- DRAFT 10th May 2023

9/5/23. Registration of Members Interests

9.1/5/23 RESOLVED - Councillors have already completed the new Register of Interest Forms as part of adopting the LGA Code of Conduct these have been submitted to Rochford District Council.

10/5/23 Public Participation

10.1/5/23 A resident raised a concern about the bark chippings in the planter of the new Coronation Tree, the Clerk will raise this with the maintenance team. **Clerk to ACTION.** A resident raised ongoing concerns over traffic and speeding along Lower Road. Cllr Agius advised that the Parish had raised this with the County Councillor and had discussion about the provision of speed calming signs, but that no further communication had been received. **Clerk to ACTION.** Cllrs O'Brien advised of their recent attendance at a meeting held by the District Commander in Rayleigh and that a similar meeting was planned for Hullbridge, the Parish Council will advise residents once the date is known. A general discussion was held about policing the roads and traffic in the area.

11/5/23 District & County Council

11.1/5/23 – No report from District or County Councillors. Cllr Marriott sent her congratulations to Mrs Tracey Knight on her recent election. Cllr Marriott advised those present that she will attend District meetings where possible to forge relationships within the new structure.

12/5/23 Chairman's/Clerk's Report

12.1/5/23. The Chair advised she had attended the recent Coronation Events at Riverside Primary School and the Free Church.

The Clerk thanked the Councillors who had supported and helped to run the Coronation Event along with Riverside PTA.

13/5/23 Finance

13.1/5/23 RESOLVED – Councillors *viewed* and *agreed* the payments to be made in May and *agreed* the bank statement, bank reconciliations and Trial Balance for April.

13.2/5/23 RESOLVED – Councillors *discussed* and *agreed* the purchase of a 60 year commemorative bench. **Clerk to ACTION.**

13.3/5/23 RESOLVED – Councillors *approved* Financial Regulation 6.7

13.4/5/23 RESOLVED – Councillors *approved* Financial Regulation 6.9

- 13.5/5/23 RESOLVED – Councillors *agreed* to delegate the Allotment Insurance decision to the General Purpose Committee to be ratified at June Full Council.
- 13.6/5/23 RESOLVED – Councillors *discussed* and *noted* the cost for the CCTV hub. Clerk to contact the CCTV provider to look at alternative options to be discussed at a future meeting. **Clerk to ACTION.**

14/5/23 Policies and Procedures

- 14.1/5/23 RESOLVED – Councillors *approved* the amendments and *adopted* the latest version of the Financial Regulations. **Clerk to ACTION**
- 3.1, 3.3, 4.1, 4.5, 5.1, 5.5(c), 6.11, 11.1(b)(c)
- 14.2/5/23 RESOLVED – Councillors *approved* the amendments and *adopted* the latest version of the Standing Orders. **Clerk to ACTION**
- 18f, 19g
- 14.3/5/23 RESOLVED – Councillors *approved* and *adopted* the following policies and procedures. **Clerk to ACTION**
- Annual Investment Plan
 - Grant Awarding Policy
 - Fire Risk Management Plan
 - Fire Plan for visitors. Thanks was given to Cllr D. Elwell for his work on the Fire Risk Assessment and Plan.

15/5/23 Security Patrols

- 15.1/5/23 RESOLVED Councillors *received* the report, no comments were made.
- 15.2/5/23 RESOLVED Councillors *discussed* and *agreed* extra 2 hour patrols for July and August. **Clerk to ACTION**

16/5/23. Kendal NR / Rose Garden / River Footpath / Pooles Lane car park

- 16.1/5/23 RESOLVED – An update was given.

17/5/23 Community Engagement

- 17.1/5/23 RESOLVED – Councillors *received* information on Teen Markets and *agreed* further discussions to take place at the Events and Leisure Committee.
- 17.2/5/23 RESOLVED - Councillors *received* a verbal report from the Scout Group visit and *voted* for the winners of the shield design. **Cllr Agius to ACTION.**
- 17.3/5/23 RESOLVED – Councillors *noted* the upcoming visit from the ‘Mens Sheds’ representative at the Environment Committee Meeting.

18/5/23 Christmas 2023

- 18.1/5/23 RESOLVED – Councillors *agreed* to hold the Christmas Fayre on the 2nd December. Eight councillors volunteered to assist at the event. Details will be discussed at the Events and Leisure Committee.

19/5/23. Representatives on Outside Bodies

- 19.1/5/23
- a) Citizen Advice Bureau – No report
 - b) Hullbridge Community Association – Access Road issue ongoing
 - c) Windermere Centre – No Report
 - d) Rochford Hundred Assoc. of Local Councils next meeting 20th July
 - e) Transport – No update
 - f) Hullbridge Library – Next event 28th May
 - g) Essex Coastal Forum – Cllr Agius advised that a Spanish Galleon would be visiting the Pier at Southend from 24th-29th May.
 - h) Police. – Next Community Meeting 18th May at the Parish Office.
 - i) Riverside Primary School- A verbal report was given.

20/5/23. Date of the next meeting / Agenda Items

20.1/5/23 Councillors to *forward* any items next agenda to the Clerk before 1st June.

20.2/5/23 The next Parish Council meeting will take place on Monday **12th June 2023**
commencing at 7.30pm in the Windermere Centre, Windermere Avenue, Hullbridge.

Meeting closed 20.36hrs
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 Financial Breakdown				May 2023 Meeting		
				Payment Type	Amount	VAT
Date	Int Ref	Invoice no.	Payee			
			Regular Payments			
15.05.2023	D23/5/1	T65854019015	Gas - Direct Debit (5% VAT calculated annually)	DIRECT DEBIT	39.00	1.95
15.05.2023	D23/5/2	T65854002014	Electric - Direct Debit (5% VAT calculated annually)	DIRECT DEBIT	70.00	3.50
15.05.2023	D23/5/3	TT0666469593	Talk Talk Direct Debit	DIRECT DEBIT	54.69	9.11
15.05.2023	D23/5/4	846410389	Electric - Direct Debit (5% VAT calculated annually) Pooles Lane Toilets	DIRECT DEBIT	28.57	1.36
15.05.2023	D23/5/5	N/A	Lloyds Company credit card: Monthly fee £3 Microsoft £11.28 (VAT £1.88) Amazon £18.67 (VAT £3.11) Dell Technologies £1509.60 (VAT £251.60) Amazon £15.74 (VAT £2.62) Street Solutions £124.97 (VAT £20.83) Hockley Market £26.30 (No VAT) Hockley Market £107.50 (No VAT) Meadowcroft £183.84 (VAT £30.64)	DIRECT DEBIT	2,000.90	310.68
15.05.2023	D23/5/6	P345295	TLM Management Ltd (Gen Waste)May Inv	DIRECT DEBIT	93.32	15.55
15.05.2023	D23/5/7	5039642	BE Fuel	DIRECT DEBIT	153.53	25.59
15.05.2023	D23/5/8	B4-600259793	Vodafone	DIRECT DEBIT	26.25	4.39
15.05.2023	D23/5/9	1364476835	Screwfix	DIRECT DEBIT	39.09	6.51
15.05.2023	D23/5/10	1364476827	Screwfix	DIRECT DEBIT	12.99	2.16
15.05.2023	D23/5/11	1368711162	Screwfix	DIRECT DEBIT	59.91	9.97
15.05.2023	B23/5/12	n/a	HPC Grant Riverside Primary school already paid 19 April 2023	BACS	300.00	0.00
15.05.2023	B23/5/13	n/a	HPC Grant Hullbridge Senior Citizens Welfare Council - already paid 19 April 2023	BACS	400.00	0.00
15.05.2023	B23/5/14	RMTG/23/26/63	Rural services partnership Ltd	BACS	115.00	23.00
15.05.2023	B23/5/15	188	Print and web studio	BACS	324.00	54.00
15.05.2023	B23/5/16	1020006959	Essex county council season decoration license	BACS	100.00	0.00
15.05.2023	B23/5/17	21248	MPE Alarms	BACS	102.00	17.00
15.05.2023	B23/5/18	21249	MPE Alarms	BACS	102.00	17.00
15.05.2023	B23/5/19	3767	TBS Hygiene	BACS	66.30	11.05
15.05.2023	B23/5/20	30477	Rialtas - Year end	BACS	594.00	99.00
15.05.2023	B23/5/21	SM27899	Rialtas - Alpha data backup	BACS	198.22	33.04
15.05.2023	B23/5/22	SM27898	Rialtas - Allotments	BACS	134.40	22.40
15.05.2023	B23/5/23	SM27897	Rialtas - Alpha Software	BACS	136.87	22.81
15.05.2023	B23/5/24	SS0612	S-Type Security	BACS	714.00	119.00
15.05.2023	B23/5/25	May	Imprest	BACS	19.52	2.59
15.05.2023	D23/5/26	KPS293751	KCS Procurement Services	DIRECT DEBIT	85.27	14.21
15.05.2023	B23/5/27	N/A	Personnel	BACS	10,718.33	0.00
15.05.2023	B23/5/28	3339	Kinetic Internet Limited	BACS	135.00	22.50
15.05.2023	D23/5/29	5073525	BE Fuelcards	DIRECT DEBIT	4.80	0.80
15.05.2023	B23/5/30	Plots 20/39b	SWCAA Allotment insurance	BACS	10.50	0.00
15.05.2023	B23/5/31	IN07047908	Npower	BACS	932.53	155.42
15.05.2023	B23/5/32	IN0252093	Tudor Environmental	BACS	116.95	0.00
15.05.2023	B23/5/33	107968	Minster Cleaning	BACS	268.98	44.83
15.05.2023	B23/5/34	108082	Minster Cleaning	BACS	271.88	45.31
15.05.2023	B23/5/35	7th June	SLCC AGM & Training Day	BACS	25.00	0.00
			TOTAL		18,453.80	1,094.73
Signed			Chairman			
			Clerk / RFO			
Credits received			Credits received			
13.05.2023	1		BACS Allotment rent plot 20	BACS	21.50	0.00
13.05.2023	2		BACS Allotment rent and insurance plot 39b	BACS	13.25	0.00
13.05.2023	3		311 Ferry Road	BACS	33.33	0.00
13.05.2023	4		Swan & Duck Feeder	BACS	15.00	0.00
13.05.2023	5		BACS Allotment insurance plot 10	BACS	3.50	0.00
			Total Receipts		86.58	0.00