

Hullbridge Parish Council

Meeting of the Council on Monday 9th March 2020 commencing at 7.30pm
Hullbridge Centre, Windermere Avenue, Hullbridge.

Attended: Cllrs Miss A Marriott, D.Elwell, D Jeffery, D. Heales, E.Smith, J Chaffin,
fK Ager, Mrs L Campbell-Daley, D. East, Ms S Thomas, I. Kenlin, Cllr P White .

Clerk: Mrs A Bates

184. **Apologies for Absence**

184.1 Cllrs S. Thomas, J. Chaffin and E. Smith – apologies accepted.

185. **Approval of the Minutes**

185.1 Members agreed that the Minutes were a true record of the Meeting of the Council dated 10th February 2020

Proposed Cllr D. Jeffery and seconded Cllr I. Kenlin

186. **Declarations of Interest and Dispensations**

186.1 Cllrs Miss A Marriott / P White – HCA as Members of the Committee.

187. **Chairman's Report**

187.1 Cllr Miss A Marriott will be attending the Doctors Surgery Forum on 17th March 2020.

188. **Adjournment of the meeting for contributions from members of the public on items on the agenda**

188.1 (2 Members of the public attended)
No matters arising.

189. **Finance**

189.1 RESOLVED – Members viewed and agreed the payments for March 2020 and the bank reconciliations for February 2020.

189.2 RESOLVED- Members agreed to appoint Earlsmere Ltd to carry out the HAV's and tool box training to comply with HSE.

Date	Payee	Cheque No.	Amount	VAT
	Regular Payments			
09.03.2020	Gas - Direct Debit (5% VAT calculated annually)	DIRECT DEBIT	27.00	4.50
09.03.2020	Electric - Direct Debit (5% VAT calculated annually)	DIRECT DEBIT	42.00	7.00
09.03.2020	Talk Talk Direct Debit	DIRECT DEBIT	42.00	7.00
09.03.2020	Monthly fee £3 MSFT Microsoft- monthly software £9.48 (VAT £1.58) Gov.uk - Vehicle Tax £262.50 (NO VAT) Events/SLCC March 2020 £144 (VAT £24) SLCC Membership fee £227 (NO VAT)	DIRECT DEBIT	645.98	25.58
09.03.2020	TLM Management	DIRECT DEBIT	69.50	11.58
09.03.2020	Screwfix	DIRECT DEBIT	169.52	16.09
09.03.2020	British Gas (Pooles Lane Toilet) (Elec)	DIRECT DEBIT	16.60	0.79
09.03.2020	Staples	DIRECT DEBIT	0.00	0.00
19.02.2020	RDC - Civic Dinner - Chairman	302308	44.00	0.00
09.03.2020	Hullbridge Centre	302309	35.00	0.00
09.03.2020	Hunter & Sons Tree Services	302310	1,800.00	300.00
09.03.2020	Satswana DPO service	302311	180.00	30.00
09.03.2020	TBS Hygiene Ltd	302312	136.80	22.80
09.03.2020	Coventry Hill Service Station	302313	44.00	7.33
09.03.2020	Minster Cleaning	302314	215.15	35.86
09.03.2020	Eon Seasonal Illuminations	302315	136.28	6.49
09.03.2020	Eon Street Lighting	302316	616.69	102.78
09.03.2020	Personnel	302317-22	7159.8	0
09.03.2020	Mrs A M Bates - Imprest Account	302323	192.06	5.59
	TOTAL		11,572.38	583.39
	Receipts		0.00	0.00
		TOTAL	11,572.38	583.39

190. Clerks Report

190.1 The Clerk advised that the Event Management Training she and Cllr D Elwell attended was very good and a report was circulated to Members. Some matters will have to be addressed for the Christmas Fayre.

190.2 The Clerk advised that the Practitioners Conference was very worthwhile and a report was circulated to Members.

190.3 Members were provided with an update regarding the GMO vacancy which Mr. B Wilson has filled and who started last week.

190.4 The Clerk advised the Spring Parish Newsletter (circulated) is in Ripples.

190.5 The Clerk advised that Election Nomination packs will be available for collection from the Parish Office and important dates were provided.

191. **Footpaths and Highways**

191.1 Members noted the Footpaths / Highway appendix.

191.2 Cllr P White advised that he had forwarded photos to Shirley Anglin ECC of the footpath between Brandy Hole/ the Dome to see if they can be cut. The lost trailer appears to be on a trailer which is currently in a field near the Wild Fowlers
ACTION – Clerk to contact Shirley Anglin

192. **Planning Applications**

192.1 RESOLVED – Members discussed and agreed observations for the following planning applications:

20/00170/ADV - Land Between Windermere Avenue And Lower Road Malyons Lane Hullbridge Essex. Retrospective application to retain advertising consisting of; 2 x Totem Sign, 17 x Flags, 1 x Directional Visitor Parking Sign, 4 x Secondary Signs, 2 x Visitor Parking Post Signs.

20/00140/FUL – 50 Thorpedene Avenue, Hullbridge, SS5 6JA. Single Storey front extension.

20/00125/FUL – Hullbridge Yacht Club, Pooles Lane, Hullbridge. Application to vary condition no. 2 to Permission Granted on 27th June 2019 Under Reference 18/01021/FUL; For the Development to Provide Mast Store, Bosun Store and Workshop and to Allow Use of Render in Place of Cladding.

20/00160/FUL – 77 The Drive, Hullbridge, SS5 6LZ. Outbuilding for use as gym and games room.

20/00112/FUL – **Long View, The Esplanade**, Hullbridge, SS5 6LX. Construction of new replacement boat shed, replacement of existing pavings and decking and repairs to existing steps.

Applications considered by Delegation

20/00078/FUL – Land at Southern End, Stables, Burlington Gardens, Hullbridge, SS5 6BE. Construction of additional stables (expires 5th March 2020). **(DEL No objection) PENDING**

Applications considered by Planning Committee on 19th February 2020

20/00084/FUL – 17 Keswick Avenue, Hullbridge SS5 6JL. Remove existing garage and construct single storey rear/side extension with roof lantern. **(PLC No objection) PENDING**

20/00070/FUL – Budleigh Willow Pond Farm, Lower Road, Hockley. Change of use of one room to aesthetic clinic business. **(PLC No objection) PENDING**

20/00091/FUL - 23A High Elms Road Hullbridge SS5 6HB – Single storey rear extension with 2 No. rooflights over and part garage conversion to create Utility room **(PLC No objection) PENDING**

UPDATE

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.**

20/00071/FUL – 111 Burnham Road, Hullbridge SS5 6HQ. Demolish existing rear extension, erect new single storey flat roof rear extension and form rooms in roof with front and rear flat roof dormers. **Hullbridge Parish Council – No Objection. PENDING**

20/00054/FUL – 12 Malyons Lane, Hullbridge, SS5 6EN. Convert garage to habitable accommodation. **Hullbridge Parish Council – No Objection. PENDING**

20/00032/FUL – 59 Grasmere Avenue, Hullbridge, SS5 6LB. Proposed first floor rear extension, proposed pitched roof to entrance, remove chimney and internal alterations. **Hullbridge Parish Council – No Objection. PENDING**

To Note: Breach of planning - 9 High Elms Road, Hullbridge – Complaint: Use of outbuilding as an annex and installation of primary facilities. Enforcement case now closed. **Hullbridge Parish Council – Noted**

20/00004/FUL – 38 Ferry Road – Two storey / side extension – **(Delegation – Hullbridge Parish Council Object as the proposal does not allow 1m separation requirement to the boundary. Balcony overlooking neighbouring rear gardens and roof space is overdevelopment and not in keeping with other properties in the road). PENDING**

19/01185/FUL – 66 Lower Road Hullbridge SS5 6DF . Demolish existing building and construct two storey building comprising 3 no two bedroomed and 4 no one bedroomed (7 flats) with new access onto Lower Road and off Kingsway **(PLC object – Design and location inappropriate, over development of site. Additional number of vehicles onto the roundabout/zebra crossing would become a hazard, access is a private road , insufficient parking spaces, detrimental to the street scene, lack of amenity space. January 2020) PENDING**

19/01168/FUL – The Crouch, Kingsmans Farm Road, Hullbridge, SS5 6QB. Proposed single storey rear infill extension, proposed second floor over within new pitched roof and amended facade. **(PLC – No objection January 2020) PENDING**

19/01183/FUL – 284 Ferry Road, Hullbridge, SS5 6ND. Demolish part of main building and demolish outbuilding, construct single storey pitched roofed side extensions, deck area, external lighting and re-model car park. **(PLC – No objection January 2020) PENDING**

19/01050/FUL – 77 The Drive, Hullbridge, SS5 6LZ. Proposed replacement outbuilding.)**(PLC object – Over development of site, back garden development. January 2020) PERMITTED**

19/01132/FUL – 66 Abbey Road, Hullbridge, SS5 6DJ. Proposed Flat Roof Front Dormer. (Delegation expires 7th January 2020). Hullbridge Parish Council objects for a flat roof dormer as it is not in keeping with the existing street scene. **(HPC/DEL object – not in keeping with existing street scene. January 2020). REFUSED**

19/01014/FUL – Site of 289 Ferry Road, Hullbridge. Demolish Existing Dwelling house and Construct Part Two Storey Part Three Storey Building to Comprise of 10 No. 2-bed and 2 No. 3-bed Flats with Parking subject to Proposal to Vary Condition 2 of 17/00228/FUL to allow for re-siting of bin store and cycle store. (PLC November 2019)

NO OBJECTION, however whilst we have no objection to the re-siting of the bin store and bike store, we note that an area designated as amenity space in the approved planning application 17/0228/FUL is currently still occupied by an old outbuilding. This must be removed in order to comply with that planning approval. PENDING.

19/00641/ADV - Co-Operative Group Food Ltd, 1-9 Ferry Road, Hullbridge.

Install one internally illuminated fascia and one internally illuminated projecting box sign. Install two internally illuminated Co-Op logos.

Install one set of non-illuminated 'WELCOME TO' text. Install 19 non-illuminated grey aluminium panels.

Install eight non illuminated flat wall mounted aluminium panels.

Install one non illuminated flat post mounted aluminium panel. single post. s/s.

Install two non-illuminated flat post mounted aluminium panels. twin posts. back to back (Expires 04.09.2019). Hullbridge Parish Council has no objection. **PENDING. HPC No objection.**

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.

18/01051/DOC – 115-117 First Floor, Ferry Road, Hullbridge. Discharge of conditions 2 and 3 of approved application 18/00785/FUL: Change use first floor to dance studio (D2).

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 PENDING

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**

193.1. Committees and Working Groups

- 193.1 a) Emergency Committee – No report.
- b) General Purposes Committee – (Cllr P White)
 - RESOLVED – Members ratified the minutes of the meeting
 - Allotment Sub Committee – Next meeting 15.04.2020.
- c) Finance/Policy/Appointments Committee (FPA) (Cllr D Jeffery)
 - Next meeting to be held on 25.03.2020 at 19.30hrs
 - Personnel – Next meeting dated 06.04.2020.
- d) Parks/ Open Spaces / Conservation / Footpath Committee, (POCF) (Cllr Miss A Marriott)
 - Next meeting will be held on 25.03.2020 at 20.30hrs
- e) Village Resilience
 - RESOLVED – Members ratified the minutes of the meeting held on 19.02.2020.

194. Representatives on Outside Bodies

- 194.1 a) Parish Councillors – Cllr P White/ fK Ager and Miss A Marriott attended the Darwin event which was good and well attended.
- b) Rochford District Councillors – No report
- c) Essex County Councillor - No report
- d) Citizen Advice Bureau – (Cllr I Kenlin) Nothing to report
- e) Hullbridge Community Association – Cllr P White said that the ownership of the vehicle access to HCA / Yacht Club is being investigated.
- f) Hullbridge Centre – Cllr fK Ager advised that the next meeting 15.04.2020.
- g) Rochford Hundred Assoc. of Local Councils – Next meeting will take place in April.
- h) Transport – Cllr fK Ager advised he attended the meeting and advised that there is no change regarding the bus situation to the Dome. There was a presentation and a report on grants and transport in rural areas.
- i) Library - Cllr E Smith – No report – list of events circulated.

Cont: 03.2020

- j) Essex Coastal Forum / Crouch Coastal Community – Cllr fK Ager provided a report of the meeting he and Cllr P White attended which included a presentation of the Great Thames fish road map and quality of Water.
- k) Heart Watch / Parish Safety Volunteers (Cllrs J Chaffin / P White)
Cllr P White advised that he made 2 visits.
- l) Police The Clerk that she has made enquiries of the current situation with our Special Constable.
- M) Hullbridge Sports & Social – Cllr D Elwell is going to visit them to discuss our Emergency plan with Cllr I Kenlin.

195. **Kendal Park NR / Rose Garden / Pooles Lane car park**

195.1 Members agreed that the gate into Kendal Park NR will be repaired.

195.2 The pond project has been delayed due to the weather.

196. **Hullbridge Recreation Ground**

196.1 No update with regards to the pavilion – the green gym and play area are all in good order and RDC will be installing the new piece of equipment which HPC part funded is delayed due to the weather.

197. **Risk Assessments, Policies, Procedures, Financial Regulations and Standing Orders Review.**

197.1 RESOLVED – Members reviewed and agreed the following documents:

Standing Orders

Roles & Responsibilities

Financial Regulations

Members' Code of Conduct

Declaration of Interest flow chart

Cancelling a scheduled meeting Procedure

Complaints Procedure

Code of practice in handling complaints

Disciplinary/Grievance Policy

Health & Safety Policy

Employees Responsibilities

Action Plan

Resolution

Strategic Plan

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
Fire Plan for Visitors to 98 Ferry Road
Vexatious Complaints Procedures
Lone Working Policy
HAV's Health Screening Policy
The Good Member Officer Protocol.

198. **Coronavirus**

198.1 Members discussed the recent coronavirus epidemic which could soon be classed as a pandemic and the effects on staff and Council business. Members agreed any implications will be actioned by the Emergency Committee / Clerk and advise taken from Government. Day to day matters can be dealt with under Clerk delegation. It was noted that the Clerk had circulated to the public coronavirus literature and order a hand sanitiser for the Office.

199. **Public Forum (2)**

199.1 Residents discussed issues with the un-adopted road – The Drive and the state of the road. Clerk will investigate further.

200. **Items to be added onto the next agenda and date of the next meeting**

200.1 No items to be added

200.2 The next meeting due to Easter Bank holiday will be the held-on **Monday 6th March 2020** at **19.30hrs** at the **Hullbridge Centre**, Windermere Avenue, Hullbridge.

The May Annual Parish Assembly and Annual Meeting of the Council will be held on Monday 18th May 2020 due to Parish Elections.

Meeting closed

Anne-Marie Bates
Clerk to the Council

CHAIRMAN

DATE

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MINUTES PLEASE CONTACT THE PARISH CLERK**