

# Hullbridge Parish Council

Meeting of the Council on Monday 15<sup>th</sup> June 2020 commencing at 7.30pm  
Via Microsoft Teams

**Attended:** Cllrs Miss A Marriott, D. Elwell, D Jeffery, D. Heales, J Chaffin,  
D. East, Ms S Thomas, I. Kenlin, Cllr P White.

Clerk: Mrs A Bates

1. **Apologies for Absence**

1.1 Cllrs Mrs L Campbell-Daley and D. East – apologies accepted.

2. **Approval of the Minutes**

2.1 RESOLVED - Members agreed that the Minutes were a true record of the Meeting of the Council dated 9<sup>th</sup> March 2020, the proposed April Full Council meeting and the May Annual Meeting of the Council were cancelled due to Covid-19 pandemic. Proposed Cllr D. Jeffery and Seconded Cllr I. Kenlin

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

3. **Declarations of Interest and Dispensations**

3.1 No Declarations of Interest or Dispensations.

4. **Virtual Meeting Guidelines Policy / Etiquette Code Chairman**

4.1 RESOLVED - Members agreed and adopted the Virtual Meeting Guidelines Policy and Etiquette Code.

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

5.1 No Members of the Public attended

6. **Resignation**

6.1 RESOLVED Members formally accepted the resignation of Cllr fK Ager who resigned on 6<sup>th</sup> May 2020.

6.2 RESOLVED - Members formally accepted the resignation of Cllr E smith who resigned on 11<sup>th</sup> May 2020

7. **Annual Meeting of the Council / Annual Report**

7.1 RESOLVED -Members agreed to defer the Annual Meeting of the Council until May 2021.

7.2 RESOLVED - Members agreed that all Members will remain in their current posts and committees until May 2021

7.3 RESOLVED - Members agreed the Annual Report which will now be distributed to the public.

8. **Finance**

8.1 RESOLVED - Members viewed and agreed the payments made in April / May / June and agreed the bank reconciliations for March and April 2020.

Financial Breakdown		April 2020 Meeting		
Date	Payee	Cheque No.	Amount	VAT
	<b>Regular Payments</b>			
13.04.2020	<b>Gas - Direct Debit (5% VAT)</b>	DIRECT DEBIT	27.00	4.50
13.04.2020	<b>Electric - Direct Debit (5% VAT)</b>	DIRECT DEBIT	42.00	7.00
13.04.2020	<b>British Gas (Elec) - Direct Debit (5% VAT) - Toilets Pools Lane</b>	DIRECT DEBIT	19.71	0.93
13.04.2020	<b>Talk Talk Direct Debit</b>	DIRECT DEBIT	47.84	7.97
13.04.2020	<b>Lloyds Company credit card: Monthly fee £3 Postage fee charge £1.50 (NO VAT) Project Skills Solutions £405.60 (VAT £67.60) Writtle University College £700 (No VAT) Amazon £34.99 (VAT £5.83) Amazon £10.48 (VAT £1.75) Dulux Decorator Centre £118.81 (VAT £19.80) Wilko £13.00 (VAT £2.16) Tudor Environmental £45.90 (VAT £7.65) Furniture@work £137.98 (VAT £23) Amazon £33.97 (VAT £11.32)</b>	DIRECT DEBIT	1,539.20	139.11
13.04.2020	<b>Screwfix</b>	DIRECT DEBIT	207.65	22.44
13.04.2020	<b>KCS (printer)</b>	DIRECT DEBIT	140.52	23.42
13.04.2020	<b>TLM Management</b>	DIRECT DEBIT	76.52	12.75
13.04.2020	<b>RDC Chairmans Charity</b>	302324	25.00	0.00
13.04.2020	<b>void cheque</b>	302325	0.00	0.00
13.04.2020	<b>void cheque</b>	302326	0.00	0.00
13.04.2020	<b>void cheque</b>	302327	0.00	0.00
13.04.2020	PGR Timber	302328	227.10	37.85
13.04.2020	A to Z supplies	302329	19.78	3.30
13.04.2020	Anglian Water (Office)	302330	113.33	0.00
13.04.2020	Rochford District Council - Council Tax - office	BACS	2,020.95	0.00
13.04.2020	Rochford District Council - Council Tax - Pooles Lane Car Park	BACS	4,840.30	0.00
13.04.2020	TBS Hygiene Ltd	BACS	151.20	25.20
13.04.2020	Lamps & Tubes Illuminations Ltd	BACS	68.38	11.40
13.04.2020	A&J Lighting Solutions	BACS	613.14	102.19
13.04.2020	Rochford District Council (ID Badge)	BACS	6.46	1.08
13.04.2020	EALC Subs	BACS	977.51	0
13.04.2020	Peppercorn Rent HGA 2020/2021	302337	0.20	0.00
13.04.2020	E-On Street lighting April 2020	302336	659.22	109.87
13.04.2020	Personnel	Bacs / 302331/2	7836.19	0
13.04.2020	Jack Stock	302333	53.17	8.86
13.04.2020	Rialtas Business Solutions Ltd	302335	432.00	72.00
13.04.2020	Coventry Hill Service Station	302334	300.87	50.15
	<b>TOTAL</b>		<b>20,445.24</b>	<b>640.02</b>
	Receipts			
	Gt Wakering Parish Council	Cheque	52.00	0.00
	Rochford Parish Council	Cheque	41.40	0.00
	Hawkwell Parish Council	Cheque	41.40	0.00
			<b>134.80</b>	<b>0.00</b>

Financial Breakdown		May-20		
Date	Payee	Cheque No.	Amount	VAT
	<b>Regular Payments</b>			
11-May-20	<b>Gas - Direct Debit (5% VAT calculated annually)</b>	DIRECT DEBIT	30.00	1.50
11-May-20	<b>Electric - Direct Debit (5% VAT calculated annually)</b>	DIRECT DEBIT	35.00	1.75
11-May-20	<b>Talk Talk Direct Debit</b>	DIRECT DEBIT	46.14	7.69
11-May-20	<b>Electric - Direct Debit (5% VAT calculated annually)</b> <b>Pooles Lane Toilets</b>	DIRECT DEBIT	14.80	0.70
11-May-20	<b>Lloyds Company credit card:</b> <b>Monthly fee £3</b> <b>Amazon - 2 x external hard drive £89.62</b> <b>Microsoft Monthly Charge £9.48</b>	DIRECT DEBIT	102.10	16.52
11-May-20	<b>Loan Payment</b>	DIRECT DEBIT	0.00	0.00
11-May-20	<b>TLM Management Ltd (Gen Waste)May Inv</b>	DIRECT DEBIT	86.88	14.48
11-May-20	TBS Hygiene	BACS	204.12	34.02
11-May-20	AtoZ - Sacks / Stationery	BACS	94.00	15.67
11-May-20	Came&Company (Insurance Renewal) 2nd yr	BACS	2,226.55	0.00
11-May-20	Healthmatic (toilet pull cords)	BACS	58.27	9.71
11-May-20	Jack Stock (posts)	302338	12.00	2.00
11-May-20	Coventry Hill Service Station	302339	143.19	23.86
11-May-20	E-On Street lighting May 2020	302340	636.96	106.16
11-May-20	Personnel	BACS	7836.19	0.00
11-May-20	Public Loans Board	DIRECT DEBIT	454.28	0.00
	<b>TOTAL</b>		<b>11,980.48</b>	<b>234.06</b>
<b>Credits received</b>				
30.04.2020	D Williams ( Kendal Park NR)		100.00	0
	<b>Total Receipts</b>		100.00	0

Date	Payee	Cheque No.	Amount	VAT
	<b>Regular Payments</b>			
15-Jun-20	<b>Gas - Direct Debit (5% VAT calculated</b>	DIRECT DEBIT	25.00	1.20
15-Jun-20	<b>Electric - Direct Debit (5% VAT calculated</b>	DIRECT DEBIT	31.00	1.48
15-Jun-20	<b>Talk Talk Direct Debit</b>	DIRECT DEBIT	44.00	7.34
15-Jun-20	<b>Electric - Direct Debit (5% VAT calculated annually)</b> <b>Pooles Lane Toilets</b>	DIRECT DEBIT	15.83	0.75
15-Jun-20	<b>Lloyds Company credit card:</b> <b>Monthly fee £3 Amazon £34.99</b> <b>Hockley Market £33.00</b> <b>Microsoft Monthly Charge £9.48</b> <b>Tudor Environment £66.00</b>	DIRECT DEBIT	146.47	12.58
15-Jun-20	<b>TLM Management Ltd (Gen Waste)</b>	DIRECT DEBIT	73.46	12.24
15-Jun-20	<b>TBS Hygiene</b>	BACS	158.76	26.46
15-Jun-20	<b>C Dennis (Plaque)</b>	BACS	90.00	15.00
15-Jun-20	<b>PKF Littlejohn (External Audit)</b>	BACS	720.00	120.00
15-Jun-20	Auditing Solutions (Internal Audit)	BACS	390.00	65.00
15-Jun-20	Jack Stock (posts)	302343	74.41	12.40
15-Jun-20	Coventry Hill Service Station	302344	100.45	16.74
15-Jun-20	E-On Street lighting June 2020	302345	658.19	109.70
15-Jun-20	Riverside Nursery	302346	136.38	0.00
15-Jun-20	Personnel	BACS 302347/8	7,873.28	0.00
	<b>TOTAL</b>		<b>10,537.23</b>	<b>400.89</b>
	Receipts			
		Total	<b>0.00</b>	<b>0.00</b>

- 8.2 RESOLVED - Members viewed and agreed the Internal Auditor report previously distributed and no action is required. Members thanked the Clerk for all her hard work.
- 8.3 RESOLVED -Members viewed and agreed the explanation of any significant year on year variances in the Accounting Statements.
- 8.4 RESOLVED - Members viewed the effectiveness of its system of Internal Control which is in accordance with proper practices.
- 8.5 RESOLVED - Members agreed by Resolution the Annual Governance Statement 2019/20.
- 8.6 RESOLVED – Members agreed the Accounting Statements for 2019/2020
- 8.7 RESOLVED - Members noted that the Notice of Public Rights and Publication of Unaudited Annual Return will commence on Monday 22<sup>nd</sup> June 2020 to 31<sup>st</sup> July 2020

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- 8.8 RESOLVED - Members approved that Rialtas carries out the close down and Auditing Solutions carry out the Internal Audit for 2020/21.
- 8.9 RESOLVED - Members noted the Section 137 expenditure limit for 2020-21 is £8.32 per electorate.
- 8.10 RESOLVED – Members agreed that the Chairman wet signs the AGAR Annual Return and associated financial supporting documents after this meeting.

9. **Clerks Report**

- 9.1 Member's noted the following:
  - a. Update with the pond
  - b. Tree in Kendal Park is damaged and needs felling and one adjacent to a property near The Walk requires pollarding.
  - c. Seafood Wagon is being investigated by Rochford District Council
  - d. Harbour Authority is having a new Sign giving information on the rules of the River. The sign could be erected the Rose Garden or on the corner adjacent to the toilets / car park entrance. Members preferred the latter option.

10 **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).**

- 10.1 No Public

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

- 11.1 Cllr P White asked for footpaths to be put on the next agenda.
- 11.2 RESOLVED – Members agreed that the next **Meeting of the Council** will take place on **Monday 14<sup>th</sup> September** at 19.30hrs via Microsoft Teams and if the current social distancing rules remain in place then Full Council meetings will take place on **Monday 11<sup>th</sup> January 2021 and 8<sup>th</sup> March 2021.**

Meeting closed

Anne-Marie Bates  
Clerk to the Council

CHAIRMAN

DATE

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