



Hullbridge Parish Council Full Council

To be held on Monday 8th September 2025 7.30 pm

Published 02 09 2025

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

Members: Cllr Kevin O'Brien (Chair); Cllr Ian Kenlin (Vice Chair); Cllr Conner Agius; Cllr Angelina Marriott; Cllr Paul White; Cllr David Elwell; Cllr Steve Cooper; Cllr Jane O'Brien; Cllr David Flack; Cllr K. Charters; Cllr S. Walsh; Cllr S. Naish; Cllr J. Hampstead.

Staff: Mrs Nicola Harding (Clerk)/Mrs Julie Mullett (Assistant Clerk)

Dear Councillor,

You are hereby summoned to attend the Parish Council Meeting, which will be held on Monday 08 09 2025 at 7.30pm at the Windermere Centre, Windermere Avenue, Hullbridge, to transact the business shown in the agenda.

The agenda and relevant papers have been distributed previously. Please note that under the Local Government Act 1972 Schedule 12 p10(2) a Council cannot lawfully decide any matter that is not specified on the agenda. Please advise if you require additional information on any agenda item.

Yours sincerely,

Nicola Harding

Nicola Harding, Clerk to the Council

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Parish Clerk. Data Protection, Names of those participating in the meeting may be recorded, minuted and made public.

Agenda

Residents and Press Welcome

1. **Apologies for Absence**

1.1 To receive apologies for absence.

2. **Declarations of interest and dispensations**

2.1 To receive declarations of interest and dispensations on items on the agenda (Dispensations requests at least on day prior to the meeting)
(Members are reminded they must, within 28 days of becoming aware of any new, or change in their Register of Members' Interests, provide written notification thereof to the Clerk of Hullbridge Parish Council.)



3. **Approval of Minutes**

3.1 To *approve*, as a true record, the Meeting of the Council held on **14th July 2025**.

4. **Wyvern Transport**

4.1 To *receive* a presentation form Wyvern Transport regarding services provided in Hullbridge and the local area.

5. **Committees**

5.1 Councillors to *note* the minutes of the following Committees:

- Planning & Infrastructure 16th July 7pm
- General Purpose, Security & Resources 16th July 8pm
- Planning & Infrastructure 6th August 7pm - CANCELLED
- Planning & Infrastructure 3rd September 7pm - *To Follow*

5.2 Upcoming Committee Meetings

- LGR Steering Committee 18th September 7pm
- Planning & Infrastructure 24th September 7pm
- Personnel 24th September 8pm
- Finance Policy & Appointments 24th September 8.30pm
- Events & Leisure 1st October 7pm

6. **Finance**

6.1 Councillors to *receive* and *resolve* to agree the payments made in July and August and *note* the bank statements, bank reconciliations for July and August and *agree* the Clerk has approval to pay any accounts due before the next meeting.

6.2 Councillors to *note* the period for the display of the notice of Public Rights for the Accounting and Governance Return (AGAR) 2024-25 lapsed on 22nd July and notices were *displayed*.

6.3 Councillors to *view* and *agree* the External Auditor report and *note* no actions are required. Councillors to *note* the conclusion of audit for 2024-25.

6.4 Councillors to *note* the Local Government pay deal has been agreed at 3.2% per pay point, and that payroll has been updated accordingly.

6.5 Councillors are asked to *note* the decision made at the General Purpose Committee to proceed with the creation of two parking spaces at the Allotment Site should parking continue to be an issue. Approval is now sought for equipment hire costs as follows:

- 1 x dumper @ £70 per day 1 x digger @ £100 per day, duration two days
Total cost: **£340** (excluding insurance) Once approved, the works will be scheduled after accordingly.

6.6 Councillors to *discuss* and *agree* the quote of £1350.00 for the replacement of 4 CCTV cameras at 98 Ferry Road to align with upgraded CCTV in Pooles Lane Car Park.

7. **Public Participation - contributions from Residents, 15 minutes maximum on items on the Agenda and other contributions from Residents.**

8. **District & County Council**

8.1 To *discuss* any matters arising. **maximum time allowed for this item is 15 minutes.**

9. **Chairmans/ Clerks Report**

9.1 Verbal report from the Chairman and or Clerk on items of interest but no formal decision can be made.



10. **Village Security and Security Patrols**

10.1 Councillors to *discuss* and *note*

- Monthly Reports from S-Type Security.

11. **Open Spaces**

11.1 Councillors to *discuss* and *agree* the concrete block at Pooles Lane Car Park, be clad and planted to improve aesthetics.

11.2 Councillors to *discuss* and *agree* a decision regarding the approach for a refreshments stall in Kendal Park.

11.3 Councillors to *receive* an update on the winning entries for the Allotment and Bee'st Kept Frontage competition.

12. **Policies and Procedure/ Leases**

12.1 Councillors to *review* and *agree* the following;

- Vexatious Requests and Complaints Policy
- Zero Tolerance Policy - *Chair to sign the document.*
- CCTV Policy - updated
- Data Protection Impact Assessment (CCTV) - new
- General Privacy Notice – updated
- Data Protection Policy – updated
- Data Audit Policy – New
- Subject Access Request - updated

13. **Devolution / Local Government Reforms**

13.1 Councillors to *receive* an update and information on the survey from Rochford District Council conducted during August.

14. **Representatives on Outside Bodies**

14.1 Councillors to *receive* any reports from the following to whom the Parish Council has made Representation, Councillors to *note* a maximum time of two minutes is allowed for each external body:

- a) Hullbridge Community Association
- b) Windermere Centre
- c) Rochford Hundred Assoc. of Local Councils
- d) Hullbridge Library
- e) Crouch Valley Coastal Community
- f) Riverside Primary School.
- g) Police/ Security/ Neighborhood Watch
- h) Riverside Medical Centre
- i) Transport
- j) Parish Councillors

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

15.1 Councillors to *forward* any items for the next agenda at least 10 working days before the next Full Council.

15.2 The next Parish Council Meeting will Monday 13th October 2025, 7.30pm at the Windermere Centre, Windermere Road, Hullbridge.



Meeting Closed to Press and Public

It is proposed the meeting move into private session for the remainder of the items to be discussed. Public Bodies (Admissions to Meetings) Act 1960, s.1(2) and Standing Orders 3d and 11 apply.

16. Security Contractor Tender

16.1 Members to *discuss* and *agree* the General-Purpose Security Service Tender Assessment Panel's *recommendation* following the tender process on the appointment of the preferred security contractor for the next three years, with an option to extend to 5 years.

Meeting Closed - Nicola Harding Clerk to the Council