



Hullbridge Parish Council Full Council

To be held on Monday 13th October 2025 7.30 pm

Published 06 10 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 13 10 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 **8th September 2025**.



4. Committees

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

- LGR Steering Committee 18th September 7pm
- Planning & Infrastructure 24th September 7pm
- Personnel 24th September 8pm
- Finance Policy & Appointments 24th September 8.30pm
- Planning & Infrastructure 8th October 7pm *To Follow*

4.2 Upcoming Committee Meetings

- Events & Leisure 15th October 6pm
- Planning & Infrastructure 15th October 7pm
- General Purpose & Security Resources 15th October 8pm
- Planning & Infrastructure 5th November 7pm

4.3 Councillors to *receive* information from the Extra Ordinary Planning and Infrastructure Committee Meeting on the 8th October and *discuss* and *agree* the recommended response for submission to Rochford District Council (RDC).

5. Finance

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

5.2 Councillors to *view*, *discuss* and *consider* the draft budget 2026-27. Councillors to *note* the 26-27 budget is being reviewed by the finance committee with a view to Full Council ratification in December.

5.3 Councillors to *discuss* the recommendation from the Finance Committee that it would be beneficial for the office to open on a Friday morning from April 2026.

5.4 Councillors to note updates to staffing arrangements as agreed by the Personnel and Finance Committees.

5.5 Councillors to note that arrangements are underway following the successful funding bid to RDC for **£1,000** to assist with the purchase of a defibrillator and cabinet, which will be installed on the exterior wall of the library. (*Finance Committee Minute Ref: 57.9/04/25*)

5.6 Councillors to *receive* the Quarterly Financial Report.

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

7. District & County Council

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

8. Chairmans/ Clerks Report

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

9. Village Security and Security Patrols

9.1 Councillors to *discuss* and *note*

- Monthly Reports from S-Type Security.



10. Open Spaces

10.1 Councillors to *discuss* and *agree* the recommendation from the Environment and Personnel Committee regarding the approach from Writtle College for a student to undertake a work experience placement with the Parish Council's Open Spaces team. The student is studying a course focused on biodiversity and environmental protection and would gain practical experience supporting relevant projects and initiatives within the parish.

10.2 Councillors to *note* Rochford District Council (RDC) are currently arranging to carry out revetments to the sea wall in Kendal Park. The Clerk is liaising with assets at RDC and will keep council updated as the project progresses.

10.3 Councillors to *discuss* and *agree* the recommendation from Finance Committee to close the Recreation Ground toilets from 1st October to align with the maintenance staff winter hours.

11. Remembrance Service

11.1 Councillors to *agree* who will be attending and laying the wreaths at the Rayleigh, Hockley and Hullbridge services.

12. Policies and Procedure/ Leases

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

- Cancelling a scheduled meeting
- Public Participation at meetings
- Councillor Surgeries
- Control of Vibration Policy
- CCTV Policy – amended
- Data Protection Policy – amended
- Volunteer Risk Assessment - New

12.2 Councillors to *review* and *agree* the following policies/procedures reviewed by the relevant committees

- Records Retention Policy
- Freedom of Information
- Lone Working Policy
- Reserves Policy
- Members Allowance Policy

12.3 Councillors to *consider* the Men's Shed group's request to place containers at Hullbridge Community Centre, and to note the Finance Committee has *reviewed* the lease and confirms that authority for granting consent with the HCA.

12.4 That Councillors agree to allow the Hullbridge Men's Shed Group to use 98 Ferry Road as a *postal address* solely for the purpose of facilitating the opening and operation of a bank account.

- The Men's Shed Group will remain an entirely separate and independent entity.
- No liabilities, financial responsibilities, or obligations shall be created for the Parish Council as a result of this arrangement.
- The use of the Council's address will be for correspondence only and does not imply endorsement or partnership.



13. Devolution / Local Government Reforms

13.1 Councillors to *note* representatives from the Local Government Steering Committee will attend the RDC Devolution & LGR Meeting with Parish/Town Councils on the 29th November.

13.2 Councillors are asked to note that Rochford District Council will be undertaking a Community Governance Review. Parish Councils will be consulted as part of this process. The Local Government Reorganisation (LGR) Steering Committee will oversee any information received and provide recommendations to Full Council as appropriate.

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 10th November 2025, 7.30pm at the Windermere Centre, Windermere Road, Hullbridge.

Meeting Closed - Nicola Harding Clerk to the Council