



Hullbridge Parish Council Full Council

To be held on Monday 14th September 2026 7.30 pm

Published 07 09 2026

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

Members: Cllr Kevin O' Brien (Chair); Cllr David Elwell (Vice Chair); Cllr Conner Agius; Cllr Angelina Marriott; Cllr Paul White; Cllr Ian Kenlin; 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

Dear Councillor,

You are hereby summoned to attend the Parish Council Meeting, which will be held on Monday 14 09 2026 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 minutes of the Meeting of the Council held on **13th July 2026**.

4. **Committees**

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

- Planning & Infrastructure - 15th July 7pm
- General Purpose Security & Resources 5th August 7pm (rescheduled 29/7)
- Planning & Infrastructure - 5th August 7pm – Cancelled
- Planning & Infrastructure – 2nd September 7pm

4.2 Upcoming Committee Meetings

- Events & Leisure – 23rd September 6pm
- Planning & Infrastructure – 23rd September 7pm
- Personnel - 28th September 7pm
- Finance Policy & Appointments - 28th September 7.30pm
- Environment & Open Spaces - 30th September 7pm

5. **Allotment Competition Winners 2026**

5.1 Councillors to *congratulate* the winners of this year's competition and *receive* information on how they turned plot 81 into an award winning plot.

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) 2025-26 lapsed on 21st July and notices were *displayed* in accordance with proper practice.

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 2025-26.

6.4 Councillors are asked to note that, following the decision to apply a £500 threshold for inclusion on the Asset Register, the Clerk is currently compiling a separate inventory list for other items of significance owned by the Council.

6.5 Councillors to *note* the relining of Pooles Lane Car park was carried out on 11th August at a cost of £5440.00 and *agree* this cost to be taken from the Council's Earmarked reserves for car park maintenance. The Council are to further *note* that additional maintenance was also carried out at Pooles Lane Car Park including refreshing the no entry signs at the exit and replacing the water heater in Pooles Lane public toilets.

6.6 Councillors to *note* the Parish maintenance staff along with A R Tree Services cleared an area of Kendal Park required ahead of revetment works on 27th July at a cost of £1700.00 for which Rochford District Council agreed to reimburse 50%. The revetment works were scheduled to commence on 24th August, but they have been delayed by the contractor until later in September.

6.7 Councillors to *consider* the grant application received from the East of Essex Ambulance Service and *agree* how to proceed. Councillors are asked to note that the maximum grant available is currently £500 and that £500 remains available in the 2026/27 grant budget.

6.8 Councillors to *note* following discussions at July Full Council, min ref:

43.5/07/26 the Council entered into a contract for 36 months from 31st July 2026 with SSE for unmetered (UMS) street lighting.

6.9 Councillors to *note* that the Clerk is awaiting updated information from Rochford District Council to enable Councillors to discuss allowances for Hullbridge Parish Councillors.



6.10 Councillors to *note* the Local Government pay deal has been agreed at 3.3% per pay point, and that the payroll provider has been notified.

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. **Chair's/ Clerk's Report**

9.1 Verbal report from the Chair 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* road safety issues raised regarding Pooles Lane and *agree* any actions.

10.2 Councillors to *discuss* and *note*

- Monthly Reports from S-Type Security.

11. **Open Spaces**

11.1 Councillors to *receive* the latest Essex County Council Highways report and a general verbal report on Parish activities.

11.2 Councilors to *receive* the Tree Survey Report for Kendal Park from Place Services carried out on 21st July 2026 which has required significant tree work to be carried out within a 90 day period. Councillors to *note* that all tree works within the scope of the maintenance staff has been undertaken. Councillors to *agree* the quote of £4028 ex VAT, from the Council's approved tree contractor for the remaining works, Councillors to *note* this quote includes the hire of a cherry picker. Councilors to *approve* costs will be taken from Earmarked Reserves.

11.3 Councillors to *discuss* and *consider* appropriate preventative measures to reduce the risk of potential fires at Kendal Park Nature Reserve.

11.4 Councillors to *receive* an update on footpath 9.

11.5 Councillors to note the recent visit to Kendal Park by an Essex Wildlife Trust Community Ranger and the positive feedback received following the visit. Councillors are also asked to note a proposed community event will be planned for Winter 2026-2027, which will be overseen by the Environment & Open Spaces Committee.

12. **Wild About Hullbridge**

12.1 Councillors to *agree* volunteers and a date to judge the competition.

13. **Men's Shed**

13.1 Councillors to *note* the report from the Men's Shed Group.

14. **Policies and Procedure/ Leases**

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

- Vexatious Requests and Complaints Policy
- Zero Tolerance Policy - *Chair to sign the document.*
- CCTV Policy
- General Privacy Notice
- Data Protection Policy
- Data Audit Policy



- Subject Access Request
 - Freedom of Information
 - Document Retention Policy - updated
 - Wheelchair Hire Policy – updated for data protection agreement
 - Bullying and Harassment Risk Assessment – Legal Requirement
- 14.2 Councillors to *note* the office carried out a data audit as per the annual requirement in the policy during August.

15. Representatives on Outside Bodies

15.1 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) Riverside Primary School.
- f) Police/ Security/ Neighbourhood Watch.
- g) Riverside Medical Centre
- h) Transport
- i) Parish Councillors

16. Date of the next Parish Council Meeting and future Agenda items.

16.1 The next Parish Council Meeting will Monday 12th October 2026, 7.30pm at the Windermere Centre, Windermere Road, Hullbridge. Councillors to *forward* any items for the next agenda at least 10 working days before the next Full Council

Meeting Closed - Nicola Harding Clerk to the Council