



# Hullbridge Parish Council

## Annual Meeting

### Full Council

Held on Monday 12<sup>th</sup> May 2025

7.30 pm

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

Members present: Cllr Conner Agius (Chair); Cllr K. O'Brien (Vice - Chair).  
Cllr David Elwell; Cllr I. Kenlin; Cllr P. White; Cllr D. Flack; Cllr A. Marriott; Cllr J. O' Brien;  
Cllr S. Cooper; Cllr K. Charters.

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

3 Members of the public were also present.

## Minutes

*The outgoing Chair opened the meeting by thanking the Council, staff and members of the public present for their attendance.*

### **1/05/25 Election of Chair (Section 15 of the 1972 Act)**

**1.1/05/25** Councillors unanimously *agreed* to uphold the decision 61.1/09/24 for succession voting of Vice-Chair to be the elected Chair.

RESOLVED – Cllr Kevin O'Brien was declared Chair.

**1.2/05/25** Cllr Kevin O'Brien / Clerk signed the Declaration of acceptance of office of Chair to the Council. Cllr Ian Kenlin expressed his sincere thanks to Cllr C. Agius for his exemplary service as Chair. His sentiments were unanimously echoed by the Council.

### **2/05/25 Election of Vice Chair (Section 15(6) of the 1972 Act)**

**2.1/05/25** Cllr K. O'Brien *proposed* Cllr I. Kenlin , this was *seconded* by Cllr C. Agius. No other nominations were received.

RESOLVED – Cllr Ian Kenlin was declared Vice- Chair.

**2.2/05/25** Cllr Ian Kenlin / Clerk signed the Declaration of acceptance of office of Vice Chair to the Council.

### **3/05/25 Registration of Members Interests**

**3.1/05/25** – RESOLVED The Chair advised Members that the Registration of Members Interests form must be returned to the Parish Office so that it can be forwarded onto Rochford District Council within 28 days, some were returned to the Clerk at the meeting.



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## **4/05/25 Apologies for Absence**

**4.1/05/25** – The Council *noted* apologies from Cllr S. Walsh, Cllr S Naish and Cllr J. Hampstead.

## **5/05/25 Declarations of Interest and Dispensations**

**5.1/05/25** – None.

## **6/05/25. Approval of Minutes**

**6.1/05/25 RESOLVED** – Councillors *agreed* that the Minutes were a true record of the Meeting of the Council dated **Monday 14<sup>th</sup> April 2025**.

## **7/05/25. Minutes of Committees**

**7.1/05/25 RESOLVED** – Councillors *received* and *noted* the minutes of the following Committees:

- Planning & Infrastructure 23<sup>rd</sup> April - DRAFT
- Finance Policy & Appointments 23<sup>rd</sup> April- DRAFT

**7.2/05/25 RESOLVED** – Councillors *noted* the upcoming Committee Meetings:

- Planning and Infrastructure – 14<sup>th</sup> May 2025 7pm
- Events and Leisure – 21<sup>st</sup> May 2025 7pm – CANCELLED *rescheduled date tbc*.
- General Purpose Security and Resources – 28<sup>th</sup> May 2025 7pm
- Planning and Infrastructure – 5<sup>th</sup> June 2025 7pm

## **8/05/25 General Power of Competence**

**8.1/05/25 RESOLVED** – Councillors *agreed* that;

- Hullbridge Parish Council meets the eligibility criteria for adoption of a General Power of Competence.
- A MOTION was made and a VOTE was taken in favour that Hullbridge Parish Council will adopt the General Power of Competence.  
RESOLVED - Hullbridge Parish Council can now use the General Power of Competence.

## **9/05/25 Election of Committees/Working Groups**

**9.1/05/25** – RESOLVED Councillors *reviewed* the Committees and Number to each Committee, Councillors *noted* the Personnel Committee will be formed at the next Finance Committee Meeting as a Sub-Committee. Terms of Reference will be reviewed at each Committee.

**9.2/05/25** – RESOLVED Councillors *determined* the membership of the Councils Standing Working Committees as Follows:

- a. Finance Policy and Appointments (7) - Cllrs : Jane O'Brien, Conner Agius, Ian Kenlin, Sue Walsh, Angelina Marriott, Steve Cooper, David Flack.
- b. Planning and Infrastructure (6) – Cllrs : David Flack, Ian Kenlin, David Elwell, Jane O'Brien, Paul White + 1 vacancy.
- c. General Purpose Security and Resources (6) – Cllrs : David Elwell, Conner Agius, Sue Walsh, Jane O'Brien, Paul White, J. Hampstead.
- d. Environment and Open Spaces (6) – Cllrs : David Flack, Angelina Marriott, Ian Kenlin, Kirsten Charters, Jane O'Brien, Sue Walsh.
- e. Events and Leisure (6) – Cllrs : Kirsten Charters, Sue Walsh, Steve Cooper, Sara Naish , David. Elwell , Conner Agius..
- f. Village Resilience Working Group (4) – Cllrs : David Elwell, P. White, J. O'Brien, S. Walsh. Clerk to **ACTION**.

The Chair will remain ex-officio on all Committees with full voting rights as per Standing Order 4d.



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**9.3/05/25** – RESOLVED Councillors considered and agreed the establishment of a Sub-Committee of the Finance Committee, comprising four members, to steer the Parish Council's response to and oversight of changes arising from local government reforms. Clerk to **ACTION**.

### **10/05/25 Election of Representatives**

**10.1/05/25** – RESOLVED Councillors *reviewed and agreed* the outside bodies to which the council make representation.

**10.2/05/25** – RESOLVED Councillors *determined* the Councils Representatives on outside bodies.

- a. Hullbridge Community Association – Cllr D. Flack, Cllr J. Hampstead.
- b. Windermere Centre – Cllr Sue Walsh.
- c. Rochford Hundred Assoc. of Local Councils – Cllr A. Marriott, Cllr C. Agius, Cllr K. O'Brien, Clerk.
- d. Hullbridge Library – Cllr S. Naish.
- e. Crouch Valley Coastal Community – Cllr D. Flack.
- f. Riverside Primary School – Cllr C. Agius, Cllr J. O'Brien, K. Charters.
- g. Police / Security– Cllr D. Elwell.
- h. Riverside Medical Centre – Cllr S. Walsh, Cllr D. Flack, Cllr K. Charters.
- i. Transport -Cllr A. Marriott, Cllr J. O'Brien.

### **11/05/25 Public Participation**

**11.1/05/25** A member of the public asked if a Christmas Tree could be more centrally placed in the village. The Clerk will investigate possibilities. Clerk to **ACTION**.

### **12/05/25 District and County Council**

**12.1/05/25** – No District or County Councillor present , no report. In the absence of the elected representatives for Hullbridge Cllr Marriott gave an a verbal report including the upcoming Annual Meeting at Rochford District Council on the 20<sup>th</sup> May. Cllr Agius expressed disappointment that no District or County Councillor attended the Annual Parish Assembly, where residents spoke about their work in the local community. Cllr Flack advised that he had directly invited Cllr Hoy to the Annual Meetings. A general discussion then ensued regarding the upcoming Local Government Reforms.

### **13/05/25 Chairmans / Clerks Reports**

**13.1/05/25** –

- Cllr Agius again thanked all Council members and staff for their support during his tenure as Chair.
- The Clerk gave a report on successful projects delivered in 2024-25.
- The Chair welcomed Cllr Kenlin as his Vice-Chair, and thanked all council members and staff.

### **14/05/25 Finance**

**14.1/05/25** RESOLVED - Councillors *noted* the payments made in April and the bank statements, bank reconciliations for April and *agreed* the Clerk has approval to pay any accounts due before the next meeting.

**14.2/05/25** RESOLVED – Councillors *approved* the use of variable direct debits for utility bills as per Financial Regulation 7.9.

**14.3/05/25** RESOLVED - Councillors *approved* the use of BACS for council payments as per Financial Regulation 7.10.

**14.4/05/25** RESOLVED - Councillors *approved* the use of Standing Orders to pay staff wages as per Standing Orders 7.11.



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**14.5/05/25 RESOLVED** - Councillors *agreed* bank signatories would be decided by the Finance Committee. Clerk to **ACTION**.

**14.6/05/25 RESOLVED** – Councillors *received* and *noted* the Unaudited Financial Statements for year ending 31-March-2025

**14.7/05/25 RESOLVED** – Councillors *noted* the decision made by the Finance Committee after review of 24-25 to continue with current investments.

**14.8/05/25 RESOLVED** – Councillors *received* the Final 24-25 Internal Audit Report and *noted* no actions are required. The Chair thanked the office for their work.

**14.9/05/25 RESOLVED** - Councillors *agreed* the recommendation of the Finance Committee after review of quotes that the Parish Council reinstate a 3 year LTA with Zurich. Clerk to **ACTION**.

**14.10/05/25 RESOLVED** – Councillors *noted* the explanation for and *agreed* the restated asset figure for the 2023-24 AGAR. The Chair signed the document. Clerk to **ACTION**.

## **15/05/25 Record of Attendance**

**15.1/05/25 RESOLVED** – Councillors noted the Record of Attendance for the 2024/25 civic year. It was acknowledged that all Parish Councillors had demonstrated strong attendance at Parish meetings. In contrast, continued lack of attendance by District and County Councillors was highlighted. Members subsequently discussed how best to address the issue and work towards improving relationships going forward.

## **16/05/25 Policies/Procedures/ Risk Assessments**

**16/05/25 RESOLVED** - Councillors *reviewed* and *agreed* the following

- Standing Orders (Reviewed by Full Council 2024-25)
- Financial Regulations – UPDATED
- LGA Code of Conduct - No change
- Risk Assessment and Management of risks – reviewed by Finance
- Annual Investment Strategy – reviewed by Finance
- Grant awarding Policy – reviewed by Finance
- Fire Risk Assessment & Mgmt. Plan
- Fire Plan for Visitors to 98 Ferry Road
- Strategic Plan 2024-2029
- Action Plan 2024-2029 – Clerk to **ACTION**.
- Leases/Asset Register/ Inventory – To be reviewed and checked by the chair and Vice-Chair. Clerk to **ACTION**.

## **17/05/25 Security Patrols**

**17.1/05/25 RESOLVED** – Councillors *received* the reports. Cllr Elwell raised concern regarding over reliance on AI for producing the reports, the Clerk will raise this matter with S-Type Security. Clerk to **ACTION**.

## **18/05/25 Open Spaces**

**18.1/05/25 RESOLVED** – Councillors *received* a verbal report. Cllr Kenlin enquired about Rochford District Council replacing the bins as the ones without lids were problematic, the Clerk advised that there was a planned roll out for new bins, and will chase Rochford for an installation date.

*The Chair moved Agenda item 20 forward*

## **19/05/25 Representatives on Outside Bodies**

**19.1/05/25**

a) **Hullbridge Community Association** (Cllrs D Flack / P. White) No Report



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- b) **Windermere Centre** - (Cllr S. Walsh) No Report.
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs A Marriott/ C. Agius / K. O'Brien/ Clerk) Cllr Marriott discussed the community asset register proposed by the RHALC. The Clerk advised that this will be included on the June Full Council.
- d) **Hullbridge Library** (Cllr S. Naish) - No Report.
- e) **Crouch Valley Coastal Community** (D Flack). - no Report.
- f) **Riverside Primary School** (Cllrs C. Agius, J. O'Brien) - A verbal report was given.
- g) **Police / Neighbourhood Watch** (Cllr D. Elwell)- A verbal report was given.
- h) **Riverside Medical Centre** ( Cllr S. Walsh/ Cllr D. Flack) - A verbal report was given
- i) **Transport** ( Cllr A. Marriott) Cllr Marriott will check availability to attend the upcoming meeting.
- i) **Parish Councillors** - Cllr K. Charters advised that she will be assisting the First Hullbridge Scout Group in achieving their puppetry badge.

## **20/05/25 Local Government Reforms/ Devolution.**

**20.1/05/25** In addition to the briefing note included in the councillors' meeting information pack, councillors received a verbal update from Cllr Agius following a recent meeting on the implications of Devolution and Local Government Reforms for Parish Councils. This meeting was hosted by Paul Birkenshaw, James Newport and Michael Hoy from the Leadership Team at Rochford District Council and attended by Cllr Agius, Cllr K O'Brien, and the Clerk. Cllr Agius provided a comprehensive overview of both the Devolution proposals and the Local Government Reforms, including the respective timelines for each process. It was noted that many details are still to be determined, and councillors were advised that any new information will be shared and discussed as it becomes available. Cllr Cooper raised concerns regarding misinformation circulating in the press and commented on the inefficiency of repeatedly covering the same topics at meetings. A general discussion followed, during which councillors expressed wider concerns, particularly in relation to election processes and planning matters.

## **21/05/25 Items to be added onto the next Agenda and Date of the next Parish Council Meeting**

**21.1/05/25** RESOLVED – Councilors were *advised* to forward any items

**21.2/05/25** RESOLVED – Councillors agreed that the next Council meeting will be on **Monday 9<sup>th</sup> June 2025 19.30** at the Windermere Centre.

Meeting closed 20.51hrs  
Nicola Harding Clerk to the Council

CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

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PARISH CLERK