



Hullbridge Parish Council

Full Council Minutes

Held on Monday 8th September 2025

7.30 pm

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

Members present: Cllr Ian Kenlin (Chair); Cllr C. Agius; Cllr D. Flack; Cllr D. Elwell; Cllr A. Marriott; Cllr S. Walsh; Cllr J Hampstead; Cllr S. Naish; Cllr S. Cooper; Cllr P. White.

Staff present: Mrs Nicola Harding (Clerk), Mrs Julie Mullett (Assistant Clerk)
6 Members of the public were present including;
Marie Davies - Wyvern Transport

54/09/25 Apologies for Absence

54.1/09/25 – Apologies from Cllr K. O'Brien, Cllr J. O'Brien and Cllr K. Charters were *noted*.

55/09/25 Declarations of Interest and Dispensations

55.1/09/25 – None.

56/09/25. Approval of Minutes

56.1/09/25 RESOLVED – Councillors *agreed* that the minutes were a true record of the Meeting of the Council dated **Monday 14th July 2025**.

57/09/25 Wyvern Transport

57.1/09/25 – The Council and residents present received a presentation from Marie of Wyvern Community Transport. Members were informed of:

- The areas covered and times when transport was available.
- The accessibility of vehicles within the fleet.
- Membership arrangements and fare structures.
- The ways in which the service enabled residents to attend medical appointments, clubs, and other activities.
- The need for volunteers and ongoing funding to support Wyvern Community Transport, which operates as a non-profit organisation.

Councillors asked questions regarding booking times, the number of customers served each month, details of the vehicle fleet, and the possibility of subsidised fares. The Council thanked Marie for her time and expressed appreciation for the valuable work Wyvern Community Transport carried out within the local community.



58/09/25. Minutes of Committees

58.1/09/25 RESOLVED – Councillors *received* and *noted* 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

58.2/09/25 RESOLVED – Councillors *noted* the dates of 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

59/09/25 Finance

59.1/09/25 RESOLVED - Councillors *received* the payments made in July and August and *noted* the bank statements, bank reconciliations for July and August. Councillors *agreed* the Clerk has approval to pay any accounts due before the next meeting.

59.2/09/25 RESOLVED - Councillors *noted* 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*.

59.3/09/25 RESOLVED - Councillors *viewed* and *agreed* the External Auditor report and *noted* no actions were required. Councillors *noted* the conclusion of audit for 2024-25. The Council thanked the office staff for their work on the Council's audits, which have consistently been completed without issue.

59.4/09/25 RESOLVED – Councillors *noted* the Local Government pay deal has been agreed at 3.2 % per pay point and that payroll has been updated.

59.5/09/25 RESOLVED - Councillors *noted* the decision made at the General Purpose Committee to proceed with the creation of two parking spaces at the Allotment Site. Approval was *agreed* 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) The works will be scheduled accordingly.

59.6/09/25 RESOLVED – Councillors *discussed* and *agreed* the quote of £1350.00 for CCTV cameras at 98 Ferry Road. Clerk to **ACTION**.

60/09/25 Public Participation

60.1/09/25 A member of the public expressed continuing concern regarding traffic along Lower Road. The resident voiced disappointment with correspondence received from Councillor Tom Cunningham, Cabinet Member at Essex County Council, and read the response aloud to those present. The resident stated their intention to continue raising this issue.

61/09/25 District and County Council

61.1/09/25 - No Councillors present , no report received.



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62/09/25 Chairmans / Clerks Reports

62.1/09/25 – The Clerk gave a verbal report on;

- Speed Sign on Lower Road limit reduced to 30 mph.
- Autumn Fayres at Windermere Centre and HCA requiring volunteers.
- Donation from Barratt David Wilson Homes towards Christmas event.

63/09/25 Village Security and Security Patrols

63.1/09/25 RESOLVED –

- Councillors *noted* the Monthly Reports from S-Type Security.

64/09/25 Open Spaces

64.1/09/25 RESOLVED - Councillors *agreed* the maintenance staff could clad and plant the concrete block in Pooles Lane Car Park. Clerk to **ACTION**.

64.2/09/25 RESOLVED – Councillors *noted* the request from a resident regarding a refreshment stall in Kendal Park . Councillors unanimously *agreed* that as Kendal Parks is a protected Site of Special Scientific Interest (SSSI), this would not be appropriate, and that there could be a negative impact on nearby businesses. Clerk to **ACTION**.

64.3/09/25 RESOLVED – Councillors *noted* the winners of the Allotment and Be'est Kept Garden Competition.

65/09/25 Policies/Procedures/ Risk Assessments

65.1/09/25 RESOLVED – Councillors *reviewed* and *agreed* the following;

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

It was requested that amendments to policies regarding protection of council staff from CCTV monitoring and cyber security be applied to the above once researched and agreed by Council. Clerk to **ACTION**.

66/09/25 Local Government Reforms / Devolution

66.1/09/25 Councillors received a verbal update from Cllr Marriott on the recent survey on Local Government Reform (LGR) carried out by Rochford District Council (RDC). Cllr Marriott advised of the forthcoming RDC meeting on 16th September to discuss and agree the preferred unitary model for submission to government.

Cllr Flack expressed concerns regarding the potential impact on local road infrastructure and local identity once the LGR process commenced.

Cllr Agius reported back from the formal meeting of parishes with RDC and Cllr Danielle Belton in Rayleigh in July, as well as from the informal meeting of local Clerks



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and Chairs, at which the implications of LGR and Devolution for Parish Councils were discussed together with opportunities for collaborative working.

67/09/25 Representatives on Outside Bodies

67.1/09/25

- a) **Hullbridge Community Association** (Cllrs D Flack, J. Hampstead) A verbal report was given including the success of summer events and dates for upcoming events ; 11th Oct Race Day, 14th Nov Quiz Night. Information was also given on the pre-school and men's shed.
- b) **Windermere Centre** - (Cllr S. Walsh) A verbal report was given including upcoming events; 14th Sept Art Show, 20th Sept Autumn Craft Fayre.
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C. Agius /K. O'Brien Clerk) - Cllr Marriott advised that the RHLAC are looking to host an event to provide accurate, professional and unbiased information for parishes on Neighbourhood Plans for Parish Councils.
- d) **Hullbridge Library** (Cllr S. Naish) A verbal report was given including an upcoming meeting to discuss reinstating the "Friends of Hullbridge Library Group."
- e) **Crouch Valley Coastal Community** (Cllrs D Flack) – No meeting.
- f) **Riverside Primary School** (Cllrs C. Agius, J. O'Brien, K. Charters) – A verbal report was given. The Clerk advised she is still seeking to arrange a meeting for Chair with the Headteacher. Clerk to **ACTION**.
- g) **Police/Security/Neighbourhood Watch** (Cllr D. Elwell) A verbal report was given including lack of communication from the police team regarding local community police meets.
- h) **Riverside Medical Centre** (Cllrs S. Walsh, D. Flack, K. Charters) – Cllr Walsh advised that a date for the next Patient Participation Group (PPG) meeting was to be scheduled for late October/ early November. Councillors were also advised that the planning application for the new surgery at High Elms has been submitted to RDC.
- i) **Transport** (Cllr A. Marriott, Cllr J. O'Brien) - No Report.
- j) **Parish Councillors** – No Report.

68/09/25 Items to be added onto the next Agenda and Date of the next Parish Council Meeting

68.1/09/25 RESOLVED –Councillors were advised that any Agenda items be sent to the Clerk at least 10 working days prior to the next Full Council meeting.

68.2/09/25 RESOLVED – Councillors *agreed* that the next Council meeting will be on **Monday 13th October 2025 19.30** at the Windermere Centre.

Meeting Closed to Press and Public

RESOLVED – Councillors *agreed* the meeting move into a private session for the remainder of the items to be discussed. Public Bodies (Admissions to Meetings) ACT 1960 s.1(2)



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69/09/25 **Security Contract**

69.1/09/25 RESOLVED - The Clerk gave a detailed overview of the tender process and informed Members of the security firms considered. Cllr Kenlin advised that the tender submissions had been of excellent quality and outlined the Assessment Panel's preferred contractor together with the reasons for this recommendation. Councillors discussed the evaluation criteria, and in response to a question from Cllr Cooper, Cllr Kenlin confirmed that the Panel's decision had been unanimous. Following full discussion and consideration of the Assessment Panel's recommendation, it was proposed and seconded that the security contract be awarded to S-Type Security for a period of three years, with an option to extend to five years.

A vote was taken and the motion was **unanimously** agreed. Clerk to **ACTION**.

Meeting Closed - Nicola Harding Clerk to the Council

Meeting closed 20:44 hrs
Nicola Harding Clerk to the Council

CHAIRMAN _____ DATE _____

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PARISH CLERK