



Hullbridge Parish Council

Full Council Minutes

Held on Monday 8th December 2025

7.30 pm

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

Members present: Cllr K. O'Brien (Chair) Cllr D. Flack; Cllr D. Elwell; Cllr A. Marriott; Cllr J. O'Brien; Cllr S. Walsh; Cllr J Hampstead; Cllr S. Cooper; Cllr S. Naish; Cllr P. White.

Staff present: Mrs Nicola Harding (Clerk), Mrs Julie Mullett (Asst Clerk)
5 members of the public were present.

100/12/25 Apologies for Absence

100.1/12/25 – Apologies from Cllr C. Agius and K. Charters were *noted*.

101/12/25 Declarations of Interest and Dispensations

101.1/12/25 – Cllr S. Cooper declared a non-pecuniary interest in Agenda Item 14.3 due to his employment with Southend City Council.

102/12/25. Approval of Minutes

102.1/12/25 RESOLVED – Councillors *agreed* that the minutes were a true record of the Meeting of the Council dated **Monday 10th November 2025**.

103/12/25 Kazen Kai Martial Arts

103.1/12/25 Danielle Joyce, an experienced coach at Kazen Kai Martial Arts, addressed the meeting regarding her role in the organisation. She explained her passion for supporting all members of society in both physical and mental health, and highlighted the important role Kazen Kai plays in helping individuals with autism realise their potential through the sport. Danielle advised that Kazen Kai Martial Arts had been successful in their bid to take over the pavilion at Pooles Lane Recreation Ground and spoke about the benefits they hope to bring to the Hullbridge community. The organisation intends to offer inclusive classes and refreshments to create a welcoming space for all. Danielle responded to questions from Councillors, noting that a date for the pavilion opening had not yet been set and that classes would be available to all, not only neurodiverse individuals. Cllr Marriott provided Danielle with her card in her capacity as Vice Chair of Rochford District Council Communities Committee.

104/12/25. Minutes of Committees

104.1/12/25 RESOLVED – Councillors *received* and *noted* the minutes of the following Committees:

- Environment & Open Spaces 12th November 7pm
- Planning & Infrastructure 26th November 7pm
- Finance, Policy & Appointments 26th November 8pm



HULLBRIDGE PARISH COUNCIL

104.2/12/2025 RESOLVED - Councillors *noted* the dates of upcoming Committee meetings;

- Planning & Infrastructure 10th December 7pm- CANCELLED
- LGR Steering Group 21st January 7pm
- Planning & Infrastructure 7th January 7pm

105/12/25 Finance

105.1/12/25 RESOLVED - Councillors *received* the payments made in November and *noted* the bank statements, bank reconciliations for November. Councillors *agreed* the Clerk has approval to pay any accounts due before the next meeting.

105.2/12/25 RESOLVED - Councillors *viewed, discussed and ratified* the draft budget 2026-27. Councillors to *note* the precept figure will be **£266,551** based on a DRAFT tax base figure of **2690.70** from RDC equating to a **4.5%** increase from 2025-26. Council will be advised at the January Full Council of any changes to the tax base figure for agreement prior to submission to Rochford District Council. Clerk to

ACTION.

105.3/12/25 RESOLVED – Councillors *agreed* the Earmarked Reserves (EMR) for 2026-7 as recommended by the Finance Committee. The Clerk *advised* that Council will review the EMR's again prior to financial year end. Clerk to **ACTION.**

105.4/12/25 RESOLVED – Councillors received and reviewed the Interim Audit Report 2025–26 and noted that no actions were required. Councillors expressed their thanks to the staff for their work.

106/12/25 Public Participation

106.1/12/25 A member of the public requested an update on Footpath 9 following the recent collapse of a section near the Recreation Ground. The Clerk advised that she had sought an update from Cllr Hoy, who had indicated a report would be provided for this meeting, but none has yet been received.

107/12/25 District and County Council

107.1/12/25 Apologies *received* from Cllr Hoy due to his attendance at a Planning Policy Committee meeting at Rochford District Council. No report received.

108/12/25 Chairmans / Clerks Reports

108.1/12/25 – The Chair gave a verbal report including his attendance at;

- RDC/Parish Meeting 20th November
- Hullbridge Christmas Event 29th November
- Carol Service 5th December.

The Chair confirmed that the staff Christmas meal would be supported through the Chair's allowance, as in previous years.

109/12/25 Village Security and Security Patrols

109.1/12/25 RESOLVED – Councillors *noted* the Monthly Reports from S-Type Security. The Chair advised that the new contract has now been signed.

110/12/25 Open Spaces

110.1/12/25 RESOLVED – Councillors *received* a verbal report.

110.2/12/25 RESOLVED – Councillors *agreed* to trial a natural environment photography/artwork competition to replace the Best Kept Frontage competition. It was *agreed* the details of this would be discussed at the next Environment Committee Meeting. Clerk to **ACTION.**



HULLBRIDGE PARISH COUNCIL

110.3/12/25 RESOLVED – Councillors *received* information on the Rochford District Council (RDC) Neighbourhood Teams who deliver services similar to those of the disbanded Highway Rangers. Cllr White requested that the cycle track along Hullbridge Road be reported due to its poor condition. Office to **ACTION**.

111/12/25 Christmas 2025

111.1/12/25 RESOLVED – Councillors *received* a report from the recent event. The Clerk thanked the parish staff, councillors and volunteers for all their support in delivering a successful event. The Clerk will liaise with community groups including the Community Centre to discuss next years event at an Events and Leisure committee meeting. Clerk to **ACTION**. The Chair thanked the staff and councillors for all their hard work.

111.2/12/25 RESOLVED – Councillors *received* an update on the Christmas Parcels delivery, which is on track. The Co-op have supported the office with ordering the food and have made a donation towards the costs. The Chair thanked Stork UK for the donation of confectionary for the parcels and advised those present that Stork UK will be assisting other Parish Councils with similar initiatives going forward.

112/12/25 Policies/Procedures/ Risk Assessments

112.1/12/25 RESOLVED – Councillors *reviewed* and *agreed* the following;

- Standing Orders 11-20

112.2/12/25 RESOLVED - Councillors *reviewed* and *agreed* the following policies and procedures reviewed by the relevant committees;

- Complaints Procedure/ Code of practice
- Disciplinary / Grievance Policy – Cllr J. O'Brien suggested this policy should contain a supportive capability process. Clerk to **ACTION**.
- Employees Responsibilities
- Equal Opportunities Policy
- Accident & Emergencies Procedure
- Community Engagement Strategy – Clerk to amend once the office is open on Fridays – Clerk to **ACTION**.
- IT and Email Policy – Clerk to **ACTION**.

113/12/25 Local Government Reforms / Devolution

113.1/12/25 RESOLVED – Councillors *received* a verbal update from the Chair regarding the recent Parish meeting with RDC. The meeting covered

- Unitary proposals submitted to central government as part of the Local Government Reforms.
- Community Governance Review consultation with the Chair *noting* that RDC wish to strengthen the role of Town and Parish Councils within the community.
- Asset transfers would be considered on a best business case basis.

Cllr White then raised a question on the process for Mayoral elections, it was *noted* that these have now been deferred until 2028.

113.2/12/25 RESOLVED - Councillors *received* information on the Community Governance Review (CGR) being conducted by RDC. Councillors were *urged* to complete the survey and advised that hard copies were available at the Parish Office if required. The Clerk *advised* that RDC would not be undertaking a boundary review as part of this review.

113.3/12/25 RESOLVED - Councillors noted the public consultation from Essex County Council on the proposals for a new unitary council in Greater Essex, running until 11th January 2026. Councillors were *advised* to complete the consultation individually. The Clerk reported that the Parish Councils' LGR Steering Committee had



HULLBRIDGE PARISH COUNCIL

submitted support for the "Best4Essex" four-unitary proposal endorsed by RDC. A proposal for Full Council to support this model was raised and seconded. The Council voted in favour of supporting the "Best4Essex" model, with two abstentions. Clerk to **ACTION.**

114/12/25 Representatives on Outside Bodies

114.1/12/25

- a) **Hullbridge Community Association** (Cllrs D Flack, J. Hampstead) A verbal report was given. The Community Centre were pleased with the Christmas Fair. Cllr Hampstead advised the pre-school were doing well and thanked Cllrs for their support of the raffle which will be drawn on 15th December.
- b) **Windermere Centre** - (Cllr S. Walsh) A verbal report was given. The centre had a successful Craft Fayre. Information was given on proposed maintenance for 2026.
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C. Agius /K. O'Brien/ Clerk). Next Meeting January 2026.
- d) **Hullbridge Library** (Cllr S. Naish) Salvation Army Christmas Concert on 17th December, craft afternoon 20th December.
- e) **Crouch Valley Coastal Community** (Cllrs D Flack) No Report.
- f) **Riverside Primary School** (Cllrs C. Agius, J. O'Brien, K. Charters) No Report . The Clerk advised that a leaving gift for the crossing guard has been arranged.
- g) **Police/Security/Neighbourhood Watch** (Cllr D. Elwell) Cllr Elwell advised that he will meet with the Clerk in the New Year to address pending issues.
- h) **Riverside Medical Centre** (Cllrs S. Walsh, D. Flack, K. Charters)No Report.
- i) **Transport** (Cllr A. Marriott, Cllr J. O'Brien) Cllr J. O'Brien will liaise with the Clerk to discuss a committee taking responsibility for transport issues in particular local bus routes. Clerk to **ACTION.**
- j) **Parish Councillors** – No Report.

115/12/25 Items to be added onto the next Agenda and Date of the next Parish Council Meeting

115.1/12/25 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.

115.2/12/25 RESOLVED – Councillors *noted* that the next Council meeting will be on **Monday 12th January 2026 19.30** at the Windermere Centre.

Meeting Closed - Nicola Harding Clerk to the Council

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

CHAIRMAN _____ DATE _____

IF YOU WOULD LIKE LARGE PRINT VERSION OF THESE MINUTES PLEASE CONTACT THE
PARISH CLERK