



Hullbridge Parish Council

Full Council Minutes

Held on Monday 9th March 2026

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 J. O'Brien; Cllr S. Walsh; Cllr S. Naish; Cllr K. Charters; Cllr J Hampstead; Cllr S. Cooper; Cllr A. Marriott.

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

148/03/26 Apologies for Absence

148.1/03/26 – Apologies from Cllr I. Kenlin and Cllr C. Agius were noted.

149/03/26 Declarations of Interest and Dispensations

149.1/03/26 – None.

150/03/26. Approval of Minutes

150.1/03/26 RESOLVED – Councillors *agreed* that the minutes were a true record of the Meeting of the Council dated **Monday 9th February 2026**.

151/03/26. Minutes of Committees

151.1/03/26 RESOLVED – Councillors *received* and *noted* the minutes of the following Committees:

- Environment & Open Spaces 11th February 7pm
- Planning & Infrastructure 18th February 7pm
- Personnel 25th February 7pm
- Finance, Policy & Appointments 25th February 7.30pm

151.2/03/26 RESOLVED - Councillors *noted* the dates of upcoming Committee meetings;

- Planning & Infrastructure 11th March 7pm
- Planning & Infrastructure 1st April 7pm
- Environment & Open Spaces 8th April 7pm
- General Purposes, Security & Resources 8th April 8pm

151.3/03/26 RESOLVED – Councillors *received* the 2026-27 Meeting Schedule.

152/03/26 Finance

152.1/03/26 RESOLVED - Councillors *received* the payments made in February and *noted* the bank statements, bank reconciliations for February. Councillors *agreed* the Clerk has approval to pay any accounts due before the next meeting.

152.2/03/26 RESOLVED Councillors *noted* the year end accounts will be closed down by DCK Accounting Solutions on 20th April.

152.3/03/26 RESOLVED - Councillors *received* the latest Income and Expenditure report and *noted* the Council budget has been *reviewed* by the Finance Committee prior to year end.



152.4/03/26 RESOLVED – Councillors *agreed* the recommendation of the Finance Committee to appoint Heelis and Lodge as the Internal Auditor for 2026-27 for a period of 24 months. Clerk to **ACTION**.

152.5/03/26 RESOLVED - Councillors *noted* the transfer of £5,000 from the CCLA to the Unity account.

152.6/03/26 RESOLVED - Councillors *agreed* the decision of the Finance Committee to purchase a Renault Trafic LL30 diesel plus on a 48 month hire-purchase agreement at a total cost of £33,580.40 Councillors to *note* this cost was included on the 2026-7 budget. Clerk to **ACTION**.

152.7/03/26 RESOLVED - Councillors *agreed* the recommended Ear Marked Reserves for 2026-2027.

152.8/03/26 RESOLVED – Councillors *noted* cost increases from April 2026 for;

- Broadband £1.05 per month.
- Public Toilets Pooles Lane Car Park £3.64 per week.
- Public Toilets Recreation Ground £3.63 per week.

153/03/26 Public Participation

153.1/03/26 A resident raised concerns regarding the directional flow plate installed at the exit of Pooles Lane Car Park. Councillors noted the concerns and advised that the matter is currently being reviewed by the Council's insurance provider, and the Council is awaiting further advice. The issue will be considered by the Council at the earliest appropriate meeting, or sooner if an additional meeting is required.

A resident asked if there was an update on the collapse of a section of footpath 9. The Clerk advised that she had not received an update and will chase the matter. Clerk to **ACTION**.

Cllr Cooper arrived at 19.40hrs.

154/03/26 District and County Council

154.1/03/26 Cllr Marriott gave a verbal update on District Council matters including information on the pavilion at Pooles Lane Recreation Ground. It was *noted* by those present that no report had been received from the District or County Council representatives.

155/03/26 Chairmans / Clerks Reports

155.1/03/26 – The Chair gave a verbal report on his recent engagements, including attendance at the launch of a charity event at the Sports and Social Club for the Carli Lansley Foundation, which works to raise awareness of cardiac risk in young people. The Chair spoke about the relationship between the club and the charity and highlighted the important work being undertaken. Cllr Cooper noted that he had also supported efforts to raise awareness for the charity. The Chair further reported that he attended the Sports and Social Club on 6th March, where discussions took place regarding a reciprocal relationship between the Parish Council and the club, with further discussions regarding how the Sports Club could support the Men's Shed. It was noted that representatives of the club will be invited to attend a future Council meeting.

The Chair also informed those present that he had attended the Commonwealth Day Flag raising ceremony on behalf of the Parish Council.

156/03/26 Village Security and Security Patrols

156.1/03/26 RESOLVED – Councillors *noted*



- the Monthly Reports from S-Type Security.

157/03/26 Open Spaces

157.1/03/26 RESOLVED – Councillors *received* information on the new competition that is replacing Best Kept Front Garden. Councillors *discussed* and *agreed* the format and title and *noted* this will be launched via the newsletter, noticeboards and social media. Cllr Charters suggested informing the schools for their participation. Clerk to **ACTION.**

157.2/03/26 RESOLVED – Cllr Flack spoke about the importance of appropriate feeding for the swans during the winter months and highlighted the significance of the swans to the Hullbridge community. The Clerk advised that Bird Aware Essex had been invited to attend a future meeting to speak with the Council and residents. It was agreed that this matter would be placed on a future agenda for consideration, including whether the Council could purchase suitable feed and arrange feeding during the winter months. Clerk to **ACTION.**

158/03/26 Policies/Procedures/ Risk Assessments

158.1/03/26 RESOLVED – Councillors *reviewed* and *agreed* the following;

- Councillor/Employee Relations
- Health & Safety Policy – to be signed by Chair at Full Council.
- Pensions Policy
- Training and Development Policy
- Equality & Diversity Policy
- Asset Register 2025-26 – Councillors to *note* disposals following an inventory review of office equipment.
- Pay Policy
- IT Policy – Amended.
- Persistent and Unreasonable Behaviour Policy. Clerk to **ACTION.**

158.2/03/26 RESOLVED - Councillors *reviewed* and *agreed* the updated Risk Assessments (LCRS) 2026-7. Clerk to **ACTION.**

158.3/03/26 RESOLVED - Councillors *noted* the amendment to the Grant Policy to allow grants of up to £500 per to be considered for 2026-27 as allocated in the agreed budget. Clerk to **ACTION.**

159/03/26 DRAFT Rochford Local Plan Reg 18

159.1/03/26 RESOLVED – The Chair thanked the Planning and Infrastructure Committee for their work in preparing the draft consultation response. Councillors were encouraged to submit individual responses to the consultation if they wished. Councillors noted that the draft report would be circulated to all members for comment and agreed that any comments or proposed amendments should be submitted by Monday 16th March. Subject to any agreed amendments, Councillors approved that the response be submitted on behalf of Hullbridge Parish Council. Cllr Cooper thanked the Chair for his work on the document and sought clarification regarding the submission of individual responses where these may differ from the Council's agreed position.

160/03/26 Newsletter

160.1/03/26 RESOLVED – Councillors *received* an update from the Clerk on the latest edition, which should be distributed around mid-April. Cllr Charters suggested that local young people could distribute the newsletter, the Clerk agreed to look at this option for the future. Clerk to **ACTION.**



161/03/26 Councillor Surgeries

161.1/03/26 RESOLVED – Councillors received an update from Cllr Jane O’Brien regarding potential options for Councillor Surgeries. A general discussion took place concerning suitable times and venues. It was agreed that Cllr O’Brien would work with the Clerk to develop initial proposals for circulation to all Councillors. Clerk and Cllr J. O’Brien to **ACTION**.

162/03/26 Representatives on Outside Bodies

162.1/03/26

- a) **Hullbridge Community Association** (Cllrs D Flack, J. Hampstead) A verbal report was given including information on the recent Annual General Meeting (AGM) , refurbishment to the hall and website requirements. The pre-school have a book fair on the 10th March and an Easter raffle on April 5th.
- b) **Windermere Centre** - (Cllr S. Walsh) A verbal report was given including recent events and the upcoming table top sale. The Centre is organising a sponsored walk to commemorate its 50th anniversary, and may attend a future Full Council meeting to seek a grant to help celebrate this milestone.
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C. Agius /K. O’Brien/ Clerk). Next meeting is scheduled for April.
- d) **Hullbridge Library** (Cllr S. Naish) No Report
- e) **Riverside Primary School** (Cllrs C. Agius, J. O’Brien, K. Charters) No Report.
- f) **Police/Security/Neighbourhood Watch** (Cllr D. Elwell) Cllr Elwell suggested that representing security provision be considered in any upcoming Councillor surgeries.
- g) **Riverside Medical Centre** (Cllrs S. Walsh, D. Flack, K. Charters) Cllr Walsh read an email from the Practice Manager relating to the planning application for the new surgery. It was requested this be circulated to all Councillors . Clerk to **ACTION**.
- h) **Transport** (Cllr A. Marriott, Cllr J. O’Brien) No Report.
- i) **Parish Councillors** No Report.

163/03/26 Date of the next Parish Council Meeting and future agenda items

163.1/03/26 RESOLVED – Councillors *noted* that the next Council meeting will be on **Monday 13th April 2026 19.30** at the Windermere Centre. Councillors were *advised* any items for the next agenda should be forwarded to the Clerk at least 10 working days before the next Full Council.

Meeting Closed - Nicola Harding Clerk to the Council

Meeting closed 20.37
Nicola Harding Clerk to the Council

CHAIRMAN _____ DATE _____

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