



# Hullbridge Parish Council

## Full Council Minutes

Held on Monday 9<sup>th</sup> June 2025

7.30 pm

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

Members present: Cllr K. O'Brien (Chair); Cllr Ian Kenlin (Vice-Chair); Cllr C. Agius; Cllr D. Flack; Cllr J. O'Brien; Cllr D. Elwell; Cllr A. Marriott; Cllr S. Cooper; Cllr J Hampstead; Cllr S. Naish

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

### **22/06/25 Apologies for Absence**

**22.1/06/25** – Apologies from Cllr P. White, Cllr S. Walsh and Cllr K. Charters were *noted*.

### **23/06/25 Declarations of Interest and Dispensations**

**23.1/06/25** – None

### **24/06/25. Approval of Minutes**

**24.1/06/25 RESOLVED** – Councillors *agreed* that the minutes were a true record of the Annual Meeting of the Council dated **Monday 12<sup>th</sup> May 2025**.

**24.2/06/25 RESOLVED** – Councillors *agreed* that the minutes were a true record of the Annual Parish Meeting held on **Monday 12<sup>th</sup> May 2025**.

### **25/06/25. Minutes of Committees**

**25.1/06/25 RESOLVED** – Councillors *received* and *noted* the minutes of the following Committees:

- Planning & Infrastructure 14<sup>th</sup> May 7pm
- Events & Leisure 21<sup>st</sup> May 7pm
- General Purpose Security & Resources 28<sup>th</sup> May 7pm
- Events & Leisure 4<sup>th</sup> June 7pm
- Planning & Infrastructure 4<sup>th</sup> June 7pm

**25.2/06/25 RESOLVED** – Councillors *noted* upcoming Committee Meetings

- Environment & open Spaces 11<sup>th</sup> June 7pm
- Planning & Infrastructure 25<sup>th</sup> June 7pm
- Finance Policy & Appointments 25<sup>th</sup> June 8pm

**25.3/06/25 RESOLVED** – Councillors appointed Cllr J. Hampstead to the Planning Committee.



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## 26/06/25 **Finance**

**26.1/06/25** RESOLVED - Councillors *received* the payments made in May and *noted* the bank statements, bank reconciliations for May. Councillors *agreed* the Clerk has approval to pay any accounts due before the next meeting.

**26.2/06/25** RESOLVED - Councillors *viewed* and *agreed* the explanation of any significant year on year variances in the Accounting Statements. The Clerk *advised* that there were no variances for 2024-25.

**26.3/06/25** RESOLVED - Councillors *reviewed* the effectiveness of its system of Internal Control which is in accordance with proper practices.

**26.4/06/25** RESOLVED - Councillors *agreed* by Resolution the Annual Governance Statement 2024/2025. The Chair and Clerk signed the documents.

**26.5/06/25** RESOLVED - Councillors *agreed* the Accounting Statements for 2024/2025. The Chair and Clerk signed the documents.

**26.6/06/25** RESOLVED - Councillors *noted* that the Notice of Public Rights and Publication of Unaudited Annual Return will commence on 11<sup>th</sup> June 2025. Clerk to **ACTION**.

**26.7/06/25** RESOLVED - Councillors *discussed* and *agreed* the installation of a concrete block to replace the damaged parking post in Pooles Lan Car Park at a cost of £300 delivered. Clerk to **ACTION**.

**26.8/06/25** RESOLVED – Cllr Marriott provided an overview of the proposal from the Rochford Hundred Association of Local Councils (RHALC). She explained that the creation of a central register of all parish-owned assets within the district would be beneficial in advance of the forthcoming Local Government Reforms. The register would be compiled by the RHALC. Councillors agreed to support the proposal for the formation of a district-wide asset register.

## 27/06/25 **Public Participation**

**27.1/06/25** – None present.

## 28/06/25 **District and County Council**

**28.1/06/25** - No District or County Councillors for Hullbridge were present at the meeting. In the continued absence of a report from the elected representatives, Cllr Marriott provided an update in her capacity as a Rochford District Councillor. She informed the meeting of the recent change in administration at Rochford District Council. Cllr Marriott, who now serves as Vice-Chair of the Communities, Wellbeing & Housing Committee, confirmed that she will continue to report back any information relevant to Hullbridge.

## 29/06/25 **Chairmans / Clerks Reports**

**29.1/06/25** – The Clerk gave a verbal report on items including;

- Damage to the Coronation Tree
- Repair of vandalised Perspex on the lectern at the pond.
- Memorial wall
- Be'est Kept Front Gardens competition.
- Next events & leisure working group 2<sup>nd</sup> July 7pm

## 30/06/25 **Village Security and Security Patrols**

**30.1/06/25** RESOLVED –

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



**30.2/06/25 RESOLVED** – Councillors *noted* that S-Type security carried the required licences to monitor CCTV and *agreed* that permission be given for them to monitor the CCTV in Pooles Lane Car Park when appropriate. Clerk to **ACTION**.

**30.3/06/25 RESOLVED** – The Chair provided an explanation regarding the tender for a security firm, outlining the reasons why it was required and the proposed timeline. Councillors *discussed* and *agreed* the tender process, which will commence with immediate effect. The Clerk informed those present that she would shortly be contacting a number of security firms to invite expressions of interest. Clerk to **ACTION**.

## **31/06/25 Open Spaces**

**31.1/06/25 RESOLVED** – The Clerk gave a verbal report including the application made on behalf of the Hullbridge Community Shed Group for the lease of the Pavillion at Pooles Lane Recreation Ground.

**31.2/06/25 RESOLVED** – Councillors *noted* the updated appendix.

**31.3/06/25 RESOLVED** – Councillors *received* information on dangerous parking on unadopted roads from Cllr Elwell. The Chair has requested a meeting to introduce himself to the Headteacher of Riverside Primary School and to discuss how the parish council can support with parent parking issues. The Clerk will advise once a date has been received. Clerk to **ACTION**.

**31.4/06/25 RESOLVED** – Councillors *noted* the Village Plan is currently under review.

## **32/06/25 Policies/Procedures/ Risk Assessments**

**32.1/06/25 RESOLVED** – Councillors *reviewed* and *agreed* the following;

- Tree Management Policy
- Co-option Policy Clerk to **ACTION**.

## **33/06/25 Vehicle Activated Speed Sign Lower road**

**33.1/06/25 RESOLVED** – Councillors *received* an update and were *advised* the project delivery date is now being finalised. The Chair expressed his thanks to the office and in particular the Assistant Clerk for her lead on this project.

## **34/06/25 Local Council Award Scheme**

**34.1/06/25 RESOLVED** – The Clerk *advised* she had completed work on the application and was satisfied all elements have been met. Councillors *confirmed* that the required criteria is in place to submit an application for the Local Council Award Scheme Silver. Clerk to **ACTION**.

## **35/06/25 Community Engagement**

**35.1/06/25 RESOLVED** – Councillors discussed the benefits of holding multi-agency surgeries and considered the possibility of introducing themed events, such as those focusing on Health and Wellbeing. Cllr Agius will assist the Clerk, and the matter will be referred to the next Events and Leisure Committee meeting for further action. Clerk to **ACTION**.

## **36/06/25 Representatives on Outside Bodies**

### **36.1/06/25**

- a) **Hullbridge Community Association** (Cllrs D Flack, J. Hampstead)  
Cllr J. Hampstead gave a verbal report about the groups fundraising plans and advised she has requested a calendar of events.



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- b) **Windermere Centre** - (Cllr S. Walsh) No Report
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C. Agius /K. O'Brien Clerk) - Next meeting 17<sup>th</sup> July.
- d) **Hullbridge Library** (Cllr S. Naish) - Cllr Naish gave a verbal report on the recent reading event and poppy collections.
- e) **Crouch Valley Coastal Community** (Cllrs D Flack) - No Report.
- f) **Riverside Primary School** (Cllrs C. Agius, J. O'Brien, K. Charters) - Cllr Agius gave a verbal report including fundraising events.
- g) **Police/Security/Neighbourhood watch** (Cllr D. Elwell) - Cllr Elwell will submit a written report.
- 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 gave a verbal report from the meeting she attended on 4th June, which included updates on the Love your Bus campaign and community transport initiatives. Cllr O'Brien will liaise with the Clerk regarding Wyvern Transport, with a view to inviting a representative to attend a future Full Council meeting.
- i) **Parish Councillors** - No Report.

## **37/06/25 Items to be added onto the next Agenda and Date of the next Parish Council Meeting**

**37.1/06/25** 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.

**37.2/06/25** RESOLVED - Councillors *agreed* that the next Council meeting will be the AGM on **Monday 14<sup>th</sup> July 2025 19.30** at the Windermere Centre.

Meeting closed 20.13hrs

Nicola Harding Clerk to the Council

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

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