



# Hullbridge Parish Council

## Full Council Minutes

Held on Monday 12<sup>th</sup> January 2026

7.30 pm

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

Members present: Cllr K. O'Brien (Chair); Cllr I. Kenlin (Vice Chair); Cllr D. Flack; Cllr D. Elwell; Cllr K. Charters; 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)  
3 members of the public were present.

### **116/01/26 Apologies for Absence**

**116.1/01/26** – Apologies from Cllr A. Marriott and Cllr C. Agius were *noted*.

### **117/01/26 Declarations of Interest and Dispensations**

**117.1/01/26** – Cllr S. Cooper declared a non-pecuniary interest in Agenda Item 16.1 due to his employment with Southend City Council.

### **118/01/26. Approval of Minutes**

**118.1/01/26 RESOLVED** – Councillors *agreed* that the minutes were a true record of the Meeting of the Council dated **Monday 8<sup>th</sup> December 2025**.

### **119/01/26. Minutes of Committees**

**119.1/01/26 RESOLVED** – Councillors *received* and *noted* the minutes of the following Committees:

- Planning & Infrastructure 7<sup>th</sup> January 7pm

**119.2/01/26 RESOLVED** - Councillors *noted* the dates of upcoming Committee meetings;

- Planning & Infrastructure 28<sup>th</sup> January 7pm

**119.3/01/06 RESOLVED** – Councillors *received* an updated meeting schedule for 2025/6

### **120/01/26 Men's Shed**

**120.1/01/26 RESOLVED** – Councillors received an update from Keith Mayhew a representative of the Men's Shed Group including information on;

- Keith provided an update to the Council on the establishment of the local Men's Shed Group. He outlined the social value of such initiatives, noting their role in supporting men's mental health and providing a constructive and creative outlet within the community.
- Keith advised that the group is progressing with its registration as a charity, which will strengthen governance arrangements and increase eligibility for external funding opportunities. He further reported that a dedicated bank account has now been successfully opened for the group.
- Membership currently stands at 21, with a further 30 individuals following the group's activities. Priority for formal membership will be given to Hullbridge



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residents. The group is actively seeking suitable premises and is in discussions with both the Hullbridge Community Association and the Hullbridge Sports and Social Club. Planning permission would be required in either case, together with ongoing funding for any refurbishment works.

Keith then invited questions from those present. Topics included;

- The potential availability of a free mobile home recently advertised at The Dome.
- The need for tool and equipment procurement (Keith confirmed purchases would be required but donations are also anticipated).
- Whether the charity registration process was supported by the national Men's Shed organisation. Keith clarified that the group is establishing itself as an independent charity, with support available from both national and Essex Men's Shed Groups.
- Cllr D. Elwell offered assistance in his capacity as a qualified PAT testing engineer. Information was also shared regarding refrigerated container options.

The Chair thanked Keith for attending and requested further updates as the group progresses. Keith confirmed he will liaise regularly with the Clerk.

**120.2/01/26 RESOLVED** – Councillors unanimously *agreed* the grant application of £350 for the Men's Shed Group. Clerk to **ACTION**.

### **121/01/26 Finance**

**121.1/01/26 RESOLVED** - Councillors *received* the payments made in December and *noted* the bank statements, bank reconciliations for December. Councillors *agreed* the Clerk has approval to pay any accounts due before the next meeting.

**121.2/01/26 RESOLVED** - Councillors *noted* the budget 2026-27 was *ratified* at the December Full Council on a draft tax base figure of **2690.70** . Councillors *agreed* the precept figure will be **£266,551.00** based on an ACTUAL tax base figure of **2696.30** from Rochford District Council (RDC) equating to a **4.35%** increase on council tax band D from 2025-26. Clerk and Chair signed the precept request. Clerk was instructed to advise RDC of the approved precept. Clerk to **ACTION**.

**121.3/01/26 RESOLVED** – Councillors *received* the latest Income & Expenditure Report and *noted* the budget is on track.

**121.4/01/26 RESOLVED** – Councillors *noted* the transfer of £40,000 from the CCLA to the Unity account.

### **122/01/26 Public Participation**

**122.1/01/26** A member of the public raised concerns regarding the ineffectiveness of the barriers placed on Footpath 9 following the recent collapse of a section of the route. They reported that the barriers had been moved and that members of the public continued to access the footpath despite the safety risk. The Clerk confirmed that the Parish Office had notified both Essex County Council and Rochford District Council. Essex County Council, as the authority responsible for closing the footpath, had been advised of the ongoing safety issue and a response from both authorities was awaited. The Parish Council would continue to follow up on the matter on behalf of residents. The Clerk also advised that residents may wish to raise the issue directly with the Essex County Councillor for Hullbridge.

### **123/01/26 District and County Council**

**123.1/01/26** No Councillors present, no report received.



## **124/01/26 Chairmans / Clerks Reports**

**124.1/01/26** – The Chair confirmed that he would be attending the Holocaust Memorial Day on 26<sup>th</sup> January 2026 on behalf of the Parish Council.

## **125/01/26 Village Security and Security Patrols**

**125.1/01/26** RESOLVED – Councillors *noted* the Monthly Reports from S-Type Security. The Clerk advised that the report of incidents had been low over the recent months.

## **126/01/26 Open Spaces**

**126.1/01/26** RESOLVED – The Clerk updated those present that the re- shelling of Kendal Park was due to commence on 13<sup>th</sup> January.

**126.2/01/26** RESOLVED – Councillors *agreed* the overtime payment in line with the councils' pay policy for maintenance staff during this project.

**126.3/01/26** RESOLVED – Councillors *noted* and *agreed* the request from Cllr Charters to correspond with Barrat David Wilson (BDW) Homes regarding the playground at High Elms. Cllr Charters will liaise with the Clerk regarding previous communications. Cllr White suggested that the original plans for the playgrounds be referred to in communications with BDW Homes.

## **127/01/26 Policies/Procedures/ Risk Assessments**

**127.1/01/26** RESOLVED – Councillors *reviewed* and *agreed* the following;

- Standing Orders 21-29

**127.2/01/26** RESOLVED - Councillors *reviewed and agreed* the following policies and procedures reviewed by the relevant committees;

- Pay Policy
- Housing Policy & Vision Statement
- Biodiversity Policy – Clerk to **ACTION**
- Disciplinary & Capability Policy – *DEFERRED* Clerk to **ACTION**.

## **128/01/26 Local Council Award Scheme**

**128.1/01/26** Councillors *noted* the additional information required. Clerk to **ACTION**.

## **129/01/26 Citizen of the Year**

**129.1/01/26** Councillors *noted* the 2026 competition would be launched shortly and will advise any nominations.

## **130/01/26 Christmas 2026**

**130.1/01/26** RESOLVED – Councillors *agreed* a date of Saturday 28<sup>th</sup> November 2026 3-6pm for the annual event. Councillors *agreed* the Events & Leisure Committee will arrange the event and format.

**130.2/01/26** RESOLVED – The Clerk reported that the office had recently experienced communications regarding the delivery of Christmas Parcels that did not meet expected standards of civility and respect, and therefore requested discretion in administering the list in such circumstances. Cllr Cooper expressed concern for staff wellbeing. The Council confirmed its support for the office to manage the parcel list accordingly.

## **131/01/26 Local Government Reforms / Devolution**

**131.1/01/26** RESOLVED – Councillors *noted* the response agreed at the December Full Council for the Local Government Reforms consultation was submitted.



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## **132/01/26 Representatives on Outside Bodies**

**132.1/01/26**

- a) **Hullbridge Community Association** (Cllrs D Flack, J. Hampstead) A verbal report was given regarding refurbishment and an increase in the opening hours of the pre-school.
- b) **Windermere Centre** - (Cllr S. Walsh) A verbal report was given including information on the recent Fire Risk Assessment.
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C. Agius /K. O'Brien/ Clerk). The Chair informed those present that the meeting date had been bought forward to 13<sup>th</sup> January.
- d) **Hullbridge Library** (Cllr S. Naish) A verbal report was given including information on the reading challenge.
- e) **Crouch Valley Coastal Community** (Cllrs D Flack) No report. The Clerk will email to ascertain the continuation of this group. Clerk to **ACTION**.
- f) **Riverside Primary School** (Cllrs C. Agius, J. O'Brien, K. Charters) No Report.
- g) **Police/Security/Neighbourhood Watch** (Cllr D. Elwell) Cllr Elwell advised that he would be attending the police community meeting to raise issues of nuisance parking within Hullbridge. The Chair requested the office advise Riverside Primary School of this. Clerk to **ACTION**.
- h) **Riverside Medical Centre** (Cllrs S. Walsh, D. Flack, K. Charters) No new information, awaiting a meeting in March.
- i) **Transport** (Cllr A. Marriott, Cllr J. O'Brien) A verbal report was given regarding bus services at The Dome.
- j) **Parish Councillors** – No report.

## **133/01/26 Date of the next Parish Council Meeting and future agenda items**

**133.1/01/26** RESOLVED – Councillors *noted* that the next Council meeting will be on **Monday 9<sup>th</sup> February 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 20:15 hrs  
Nicola Harding Clerk to the Council

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

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