



Hullbridge Parish Council

Full Council Minutes

Held on Monday 13th January 2025

7.30 pm

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

Members present: Cllr C. Agius (Chair); Cllr K. O'Brien (Vice-Chair); Cllr D. Flack; Cllr A. Marriott, Cllr J. O'Brien; Cllr D. Elwell; Cllr I. Kenlin; Cllr S. Cooper; Cllr S. Walsh; Cllr S. Naish; Cllr K. Charters; P. White.

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

2 Members of the public were also present.

113/01/25 Apologies for Absence

113.1/01/25 – None.

114/01/25 Declarations of Interest and Dispensations

114.1/01/25 – None

115/01/25. Approval of Minutes

115.1/01/25 RESOLVED – Councillors *agreed* that the minutes were a true record of the Meeting of the Council dated **Monday 9th December 2025.**

116/01/25 Co-Option to fill on Parish Councillor Vacancy

116.1/01/25 RESOLVED – Councillors *considered* the application and Ms Hampstead addressed the Council, outlining her reasons for wishing to become a Parish Councillor and the contributions she believed she could make in the role. A *vote* was conducted, and the Council unanimously *approved* the motion to accept Ms. Hampstead as a member of the Parish Council.

116.2/01/25 RESOLVED - Cllr Jacky Hampstead signed the declaration of acceptance of office and took her seat with the Council. Clerk to **ACTION.**

117/01/25. Minutes of Committees

117.1/01/25 RESOLVED – Councillors *received* and *noted* the minutes of the following Committees:

- Planning & Infrastructure 11th December 7pm
- Planning & Infrastructure 8th January 2025 7pm – *To follow*

117.2/01/25 – Councillors *noted* upcoming Committee Meetings

- Councillors *noted* the Finance Policy & Appointments Meeting on 15th January 7pm is cancelled.
- Planning & Infrastructure 29th January 7pm
- General Purpose Security & Resources 29th January 8pm

117.3/01/25 – RESOLVED Councillors *approved* the proposal from Cllr. Elwell to reinstate a Village Resilience Working Group. The membership was agreed to include Cllr. D. Elwell, Cllr. J. O'Brien, Cllr. S. Walsh, and Cllr. P. White. Clerk to **ACTION.**



118/01/25 Public Participation

118.1/01/25 – A member of public requested an update on the Vehicle Activated Speed sign for Lower Road. The Clerk advised that there was an upcoming meeting with Cllr Michael Hoy regarding this and other County and District Council issues and details of this meeting would be relayed. A discussion was had regarding moving the project forward and how best to minimise any delays. The member of public also requested that if funds allowed that an additional VAS be considered.

119/01/25 District and County Council

119.1/01/25 – Cllr. Flack initiated a discussion on the UK Government's plans for devolution, which will impact the structure of local government and could have potential consequences for the Parish Council. Cllr. Flack expressed concerns over the current lack of consultation with Parish and Town Councils, as well as residents. Cllr. Marriott provided information on a recent meeting at Essex County Council, where members voted to be considered a priority for planning devolution. A decision from Central Government on this matter is still pending. Following the discussion, Cllr. Cooper requested that an agenda item be included in the February Full Council Meeting and for this issue to be regularly featured in future Full Council meetings to keep both members and residents updated throughout the process. Clerk to **ACTION.**

120/01/25 Chairmans / Clerks Reports

120.1/01/25 – The Chair welcomed Cllr. Hampstead to the Council and extended a special mention to a local resident who had reached the final round of the ITV program *The Chase*.

121/01/25 Finance

121.1/01/25 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.

121.2/01/25 RESOLVED – Councillors *noted* the 2025-26 budget was *ratified* at the December Full Council. Councillors *agreed* the precept figure of £252,417 based on the tax base figure of £2664.40 from RDC equating to a 3.62 % increase from 2024-25 for submission to Rochford District Council. The Clerk and Chair signed the precept demand. The Clerk was *instructed* to advise Rochford District Council of the approved precept. Clerk to **ACTION.**

121.3/01/25 RESOLVED – Councillors *received* the latest Income & Expenditure Report. The Clerk reported that the Council was currently on budget and informed members that the Finance Committee would review the budget, including any overspends on budget lines, at the next meeting. The Chair thanked the Clerk and office staff for their management of the budget. Clerk to **ACTION.**

121.4/01/25 RESOLVED – Councillors *discussed, considered and agreed* the grant application of £350.00 from the Windermere Centre. Clerk to **ACTION.**

121.5/01/25 RESOLVED – Councillors *noted and discussed* the report regarding Parish/Town Council Remuneration. The Clerk informed members of the recommended allowance amount for Hullbridge Parish Councillors as outlined in the report. Following a discussion, it was agreed that an agenda item be included in the February Full Council Meeting to make a decision regarding the allowances. Clerk to **ACTION.**



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122/01/25 Village Security and Security Patrols

122.1/01/25 RESOLVED –

- Councillors *noted* the Monthly Reports from S-Type Security.
- Councillors *noted* the article in the Evening Echo regarding S-Type Security work in rural areas.

123/01/25 Open Spaces

123.1/01/25 RESOLVED – Councillors *received* a verbal update from the Clerk.

123.2/01/25 RESOLVED – Councillors received information from Cllr. Flack regarding water sample collection. The Clerk advised that, in order to collect samples on behalf of the Parish Council, the insurers required certain information for risk assessment purposes. Cllr. Flack agreed to continue collecting water samples for testing in a private capacity and to report the findings back to the Council. Additionally, Cllr. Flack will inform the Council if funding for equipment for this activity becomes available.

124/01/25 Policies/Procedures/ Risk Assessments

124.1/01/25 RESOLVED – Councillors *reviewed* and *agreed* the following;

- Standing Orders 21-29
- Pay Policy – DRAFT – Clerk to **ACTION**.

124.2/01/25 RESOLVED – Councillors *reviewed* and *agreed* the following policies/procedures reviewed by the relevant Committees;

- Housing Policy & Vision Statement
- Biodiversity Policy Clerk to **ACTION**.

125/01/25 Local Council Award Scheme

125.1/01/25 RESOLVED – Councillors *discussed* and *agreed* Hullbridge Parish Council register interest and then apply for the Silver Award at a cost of £50.00 for registration and £100 for accreditation. Clerk to **ACTION**.

126/01/25 Outstanding Citizen Award

126.1/01/25 RESOLVED – Councillors *discussed* and *agreed* to establish an annual award. It was decided that the award would be advertised in the newsletter for the upcoming year (2025-2026), with nominations to be managed by the Events and Leisure Committee. For the current year (2024-2025), councillors will make recommendations prior to the award being presented at the Annual Meeting in May. Clerk to **ACTION**.

127/01/25 Community Events 2025

127.1/01/25 RESOLVED – Councillors *agreed* the date of 29th November for the Christmas Event and *agreed* the Events & Leisure Committee arrange the details. Clerk to **ACTION**.

127.2/01/25 RESOLVED – Councillors *received* information from Cllr. Naish regarding a project to decorate the local area with poppies crafted by local groups for the 2025 Remembrance event. The Clerk advised that permissions from Essex County Council may be required to place poppies in certain areas. Following a discussion, councillors *agreed* that an article be prepared for the newsletter to promote the project, and local groups be invited to participate. It was also *agreed* that the Events and Leisure Committee would manage the template and actions for the project. Clerk to **ACTION**.



HULLBRIDGE PARISH COUNCIL

128/01/25 Representatives on Outside Bodies

128.1/01/25

- a) **Hullbridge Community Association** (Cllrs D Flack, P. White) No Report. Clerk to contact HCA regarding meeting invitations. Clerk to **ACTION.**
- b) **Windermere Centre** - (Cllr S. Walsh) A verbal report was given in including the Christmas Event and interest in the poppy project.
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C. Agius /K. O'Brien Clerk) - Meeting 16th January which includes information on Community Supermarket and local government devolution.
- d) **Hullbridge Library** (Cllr S. Naish) - A verbal report was given, which included updates on the recent Salvation Army event and the Winter Reading Challenge. Cllr. Naish informed the Council that support was being offered to the petition for extended opening hours by the County Councillor, and that the Parish Council had sent a letter to the MP requesting his support.
- e) **Crouch Valley Coastal Community** (Cllrs D Flack). No Report.
- f) **Riverside Primary School** (Cllrs C. Agius, J. O'Brien) - No Report, Cllr Agius to arrange a meeting. Cllr Agius to **ACTION.**
- g) **Police/Neighbourhood Watch**(Cllr D. Elwell) - A verbal report was given including information on the recent ad hoc Police Community Meeting and Neighbourhood Watch Councillors *agreed* the newsletter could assist with informing residents of how to set up a Neighbourhood Watch Group. Clerk to **ACTION.**
- h) **Riverside Medical Centre** (Cllrs S. Walsh, D. Flack, K. Charters) - No Report
- i) **Transport** (Cllr A. Marriott) - Councillors *discussed* transport issues and funding available. Cllr Agius will forward contact details to the office for First Bus and Councillors will *consider* ideas for projects. Cllr Agius and Councillors to **ACTION.**
- j) **Parish Councillors** - Cllr Charters informed Council that all three local Churches now have one vicar and that she will report back to Council any relevant information and events under this agenda point at future meetings.

129/01/25 Items to be added onto the next Agenda and Date of the next Parish Council Meeting

129.1/01/25 RESOLVED –Councillors were advised that any Agenda items be sent to the Clerk at least 14 working days prior to the next Full Council meeting.

129.2/01/25 RESOLVED – Councillors *agreed* that the next Council meeting will be on **Monday 10th February 2025 19.30** at the Windermere Centre.

Meeting closed 20.40hrs
Nicola Harding Clerk to the Council

CHAIRMAN _____ DATE _____

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