



Hullbridge Parish Council

Full Council Minutes

Held on Monday 13th October 2025

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 A. Marriott; Cllr J. O'Brien; Cllr S. Walsh; Cllr J Hampstead; Cllr S. Naish; Cllr S. Cooper; Cllr P. White.

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

70/10/25 Apologies for Absence

70.1/10/25 – Apologies from Cllr C. Agius were *noted*.

71/10/25 Declarations of Interest and Dispensations

71.1/10/25 – None.

72/10/25. Approval of Minutes

72.1/10/25 RESOLVED – Councillors *agreed* that the minutes were a true record of the Meeting of the Council dated **Monday 8th September 2025**.

73/10/25. Minutes of Committees

73.1/10/25 RESOLVED – Councillors *received* and *noted* the minutes of the following Committees:

- LGR Steering Committee 18th September 7pm
- Planning & Infrastructure 24th September 7pm
- Personnel 24th September 8pm
- Finance Policy & Appointments 24th September 8.30pm
- Planning & Infrastructure 8th October 7pm

73.2/10/25 RESOLVED – Councillors *noted* the dates of upcoming Committee meetings;

- Events & Leisure 15th October 7pm
- Planning & Infrastructure 15th October 7pm
- General Purpose & Security Resources 15th October 8pm
- Planning & Infrastructure 5th November 7pm

73.3/10/25 RESOLVED – Councillors *received* information from Cllr K. O'Brien regarding the Extraordinary Planning & Infrastructure Committee Meeting held on 8th October, which had been convened to discuss Rochford District Council's (RDC) Call for Sites phase of the Local Plan. Councillors *noted* that the site diagram misrepresented existing infrastructure in the area and was out of date. Following a discussion on the recommendations, Councillors *agreed* that a submission be made to RDC highlighting sites CFS100 and CFS015 as potential areas for commercial use to support local employment opportunities.



HULLBRIDGE PARISH COUNCIL

It was further *agreed* that no comments would be submitted on the remaining sites referenced in the report and that a case be made for the protection of Green Belt sites within the parish.

74/10/25 Finance

74.1/10/25 RESOLVED - Councillors *received* the payments made in September and *noted* the bank statements, bank reconciliations for September. Councillors *agreed* the Clerk has approval to pay any accounts due before the next meeting.

74.2/10/25 RESOLVED - Councillors *viewed, discussed* and *considered* the draft budget 2026-27. Councillors *noted* the 26-27 budget is being reviewed by the finance committee with a view to Full Council ratification in December.

74.3/10/25 RESOLVED - Councillors *discussed* and *agreed* the recommendation from the Finance Committee that it would be beneficial for the office to open on a Friday morning from April 2026. Council further *noted* that this has been included in budget discussions. Clerk to **ACTION**.

74.4/10/25 RESOLVED - Councillors *noted* the amendments to staff contracts agreed at the Personnel and Finance Committees.

74.5/10/25 RESOLVED - Councillors *noted* the successful funding bid from RDC for £1000 to assist with the purchase of a defibrillator and cabinet to be placed on the wall outside the library. Finance Committee (**57.9/04/25**). The Chair extended his thanks to the office for securing the funding. Clerk to **ACTION**.

74.6/10/25 RESOLVED - Councillors *received* the quarterly financial report and *noted* the budget is on track.

75/10/25 Public Participation

75.1/10/25 A member of the public raised concerns about the number of fish in the pond at Kendal Park.

76/10/25 District and County Council

76.1/10/25 - No Councillor present, no report. Cllr Marriott offered to answer any questions Council may have in the absence of any elected representatives for Hullbridge.

77/10/25 Chairmans / Clerks Reports

77.1/10/25 - The Chair gave thanks to Cllr I. Kenlin for chairing the September meeting.

78/10/25 Village Security and Security Patrols

78.1/10/25 RESOLVED -

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

79/10/25 Open Spaces

79.1/10/25 RESOLVED - Councillors *discussed* and *agreed* the recommendation from the Environment and Personnel Committee regarding the approach from Writtle College for a student to undertake a work experience placement with the Parish Council's Open Spaces team. Cllr Flack suggested the student could assist with resolving the overcrowding of the pond in Kendal Park. Clerk to **ACTION**.

79.2/10/25 RESOLVED - Councillors *noted* Rochford District Council (RDC) are currently arranging to carry out revetments to the sea wall in Kendal Park. The Clerk is liaising with assets at RDC and will keep council updated as the project progresses.



HULLBRIDGE PARISH COUNCIL

79.3/10/25 RESOLVED – Councillors *discussed* and *agreed* the recommendation from the Finance Committee to close the Recreation Ground Toilets from 1st October. Clerk to **ACTION**.

80/10/25 Policies/Procedures/ Risk Assessments

80.1/10/25 RESOLVED – Councillors *reviewed* and *agreed* the following;

- Cancelling a scheduled meeting
- Public Participation at meetings
- Councillor Surgeries
- Control of Vibration Policy
- CCTV Policy – amended
- Data Protection Policy – amended
- Volunteer Risk Assessment – Clerk to **ACTION**.

80.2/10/25 RESOLVED - Councillors *reviewed* and *agreed* the following policies/procedures reviewed by the relevant committees

- Records Retention Policy
- Freedom of Information
- Expense Claims Policy
- Lone Working Policy
- Reserves Policy
- Members Allowance Policy Clerk to **ACTION**.

80.3/10/25 RESOLVED - Councillors *considered* the Men's Shed group's request to place containers at Hullbridge Community Centre, and *noted* the Finance Committee has *reviewed* the lease and confirms that authority for granting consent lies with the HCA.

80.4/10/25 RESOLVED – Councillors *agreed* to allow the Men's Shed to use 98 Ferry Road as a postal address for the purpose of facilitating the opening and operation of a bank account. Clerk to **ACTION**.

81/10/25 Local Government Reforms / Devolution

81.1/10/25 Councillors *noted* representatives from the LGR Steering Committee will be attending the RDC Devolution & LGR Meeting on the 20th November.

81.2/10/25 Councillors *noted* that Rochford District Council will be undertaking a Community Governance Review and that Parish Councils will be consulted as part of this process. The Local Government Reorganisation (LGR) Steering Committee will oversee any information received and provide recommendations to Full Council as appropriate. Cllr Marriott gave an overview of this process for those present.

82/10/25 Representatives on Outside Bodies

82.1/10/25

- a) **Hullbridge Community Association** (Cllrs D Flack, J. Hampstead)
Cllr Hampstead gave a verbal report including; Christmas cards entries for the pre-school, Autumn Fair, Quiz Night, Halloween party.
- b) **Windermere Centre** - (Cllr S. Walsh) Cllr Walsh gave a verbal report including; information on the poppy display and the Centre's Christmas dinner on 3rd December.
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ C. Agius /K. O'Brien/ Clerk) Next meeting 16th October , which includes information on a plans for a public meeting to provide balanced information for councils and residents on the subject of Neighbourhood Plans.



HULLBRIDGE PARISH COUNCIL

- d) **Hullbridge Library** (Cllr S. Naish) Cllr Naish gave a verbal report and advised those present of an upcoming meeting to re-establish the "Friends of Hullbridge Library" Group. Cllr Naish also advised that there will be no change for Library opening hours until after the Devolution process.
- e) **Crouch Valley Coastal Community** (Cllrs D Flack) – No meeting.
- f) **Riverside Primary School** (Cllrs C. Agius, J. O'Brien, K. Charters) The Chair advised he is still seeking a meeting with the Headteacher.
- g) **Police/Security/Neighbourhood Watch** (Cllr D. Elwell) Cllr Elwell informed those present that Essex Fire and Rescue will be carrying out an exercise in the Rose Gardens in conjunction with Essex and Suffolk Water. Cllr Elwell also noted the lack of notification regarding Police Meetings in the area. Cllr Elwell enquired if a meeting between S-Type and the Council would be arranged following the contract renewal. The Clerk advised that this is due to be discussed at the upcoming General Purpose Committee Meeting.
- h) **Riverside Medical Centre** (Cllrs S. Walsh, D. Flack, K. Charters) – Cllr Hampstead gave a verbal report on the recent Patient Participation Group Meeting which was well attended. An update was also given on the proposed new surgery at the High Elms sales office.
- i) **Transport** (Cllr A. Marriott, Cllr J. O'Brien) – No Meeting. Cllr J. O'Brien discussed the need to assess transport requirements in poorly served areas and how this could be addressed.
- j) **Parish Councillors** – No report.

83/10/25 Items to be added onto the next Agenda and Date of the next Parish Council Meeting

83.1/10/25 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.

83.2/10/25 RESOLVED – Councillors *agreed* that the next Council meeting will be on **Monday 10th November 2025 19.30** at the Windermere Centre.

Meeting Closed - Nicola Harding Clerk to the Council

Meeting closed 20:35 hrs
Nicola Harding Clerk to the Council

CHAIRMAN _____ DATE _____

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PARISH CLERK