



Hullbridge Parish Council

Full Council Annual Meeting

To be held on Monday 11th May 2026 7.30 pm

Published 05 05 2026

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

Members: Cllr Kevin O'Brien (Chair); Cllr Ian Kenlin (Vice Chair); Cllr Conner Agius; Cllr Paul White; Cllr David Elwell; Cllr Steve Cooper; Cllr Angelina Marriott; Cllr Jane O'Brien; Cllr David Flack, Cllr K. Charters; Cllr S. Naish; Cllr S. Walsh; Cllr J. Hampstead.

Staff: Mrs Nicola Harding (Clerk)/Mrs Julie Mullet (Assistant Clerk)

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Hullbridge Parish Council, which will be held on Monday 11 05 2026 at 7.30pm at the Windermere Centre, Windermere Avenue, Hullbridge, to transact the business shown in the agenda.

The agenda and relevant papers have been distributed previously. Please note that under the Local Government Act 1972 Schedule 12 p10(2) a Council cannot lawfully decide any matter that is not specified on the agenda. Please advise if you require additional information on any agenda item.

Yours sincerely, *Nicola Harding*

Nicola Harding, Clerk to the Council

The Openness of Local Government Bodies Regulations 2014 allows the filming, recording, photographing or otherwise reporting of those participating in a meeting. Should any member of the public present and does not wish to participate but who objects to being filmed, recorded, photographed or otherwise reported about please make yourself known to the Parish Clerk. Data Protection, Names of those participating in the meeting may be recorded, minuted and made public.

Agenda

Residents and Press Welcome

1. **Election of Chair (Section 15 of the 1972 Act)**
 - 1.1 To agree to uphold the decision of succession voting of Vice-Chair to be the elected Chair (Minute 61.1/09/24). If the succession is declined by the Vice-Chair Councillors to *Propose* and *Second* nominations for the office of Chair.
 - 1.2 To *execute* the declaration of acceptance of office of Chair to the Council.
2. **Election of Vice Chair (Section 15(6) of the 1972 Act)**
 - 2.1 To *Propose* and *Second* nominations for the office of Vice Chair and, if there is more than one nominee, to vote thereon.
 - 2.2 To *execute* the declaration of acceptance of office of Vice Chair to the Council.



3. **Registration of Members Interests**

3.1 Councillors to *receive* Registration of Interest Forms. Councillors must register their interests within 28 days of election or co-option as per the **Localism Act 2011 s29** and the RDC/HPC Code of Conduct s9.1 requirement.

4. **Apologies for Absence**

4.1 To *receive* apologies for absence.

5. **Declarations of interest / Dispensations**

5.1 To *receive* declarations of interest or dispensations for items on the agenda.

6. **Approval of Minutes**

6.1 To *approve*, as a true record, the meeting of the Council held on **13th April 2026**.

7. **Minutes of Committees**

7.1 Councillors to *note* the minutes of the following committees.

- Planning & Infrastructure 22nd April 7.30pm
- Finance Policy & Appointments 29th April 7pm
- LGR Sub-Committee 29th April

7.2 Councillors to *note* upcoming Committee Meetings

- Planning and Infrastructure – 13th May 7pm
- Events & Leisure – 20th May To be Rescheduled
- General Purpose Security and Resources – 27th May 7pm
- Planning and Infrastructure – 3rd June 7pm

8. **General Power of Competence**

8.1 Councillors to *resolve* that:

- Hullbridge Parish Council meets the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) order 2012.
- We further *resolve* in accordance with section 1 to adopt a General Power of Competence.

9. **Election of Committees / Working Groups**

9.1 Councillors to review the Committee/s and Number to each Committee, Councillors to *note* the Personnel Committee and LGR Steering Committee will be formed at the next Finance Committee Meeting as a Sub-Committees. Councillors to *note* the Events and Leisure Committee will be formed at the next General Purpose Committee Meeting as a Sub-Committee. Terms of Reference will be reviewed at each Committee.

9.2 To *determine* the membership of the Councils Standing Working Committees as Follows: (a) Finance / Policies / Appointments Committee (7)

(b) Planning & Infrastructure Committee (6)

(c) General Purposes, Security & Resources Committee (6)

(d) Environment and Open Spaces Committee (6)

(e) Village Resilience Working Group (4)

The Chair will remain ex-officio on all Committees with full voting rights as per Standing Order 4d.



10. **Election of Representatives:**

10.1 Councillors to *review and agree* the outside bodies to which the council make representation.

10.2 Councillors to *determine* the Councils Representatives on outside bodies.

Currently:

- a) Hullbridge Community Association
- b) Windermere Centre
- c) Rochford Hundred Assoc. of Local Councils
- d) Hullbridge Library
- e) Riverside Primary School.
- f) Police/ Neighbourhood Watch
- g) Riverside Medical Centre
- h) Transport

11. **Public Participation - contributions from Residents, 15 minutes maximum on items on the Agenda and other contributions from Residents.**

12. **District & County Council**

12.1 To *discuss* any matters arising from District and County Council. ***The maximum time allowed is 15 minutes.***

13. **Chair's/ Clerks Report**

13.1 Verbal report from the Chair and or Clerk on items of interest but no formal decisions can be made.

14. **Finance**

14.1 Councillors to *view & agree* the payments made in April and *agree* the bank reconciliations for April (*To follow*) and *agree* the Clerk has approval to pay any accounts due before the next meeting.

14.2 Councillors to *receive* and *note* the Unaudited Financial Statements for year ending 31-March-2026.

14.3 Councillors to *view* the Internal Auditor report for year end 2025/26 and to *note* no actions are required.

14.4 Councillors to *view* and *agree* the explanation of any significant year on year variances in the Accounting Statements.

14.5 Councillors to *review* the effectiveness of its system of Internal Control which is in accordance with proper practices.

14.6 Councillors to *agree* by Resolution the Annual Governance Statement 2025/2026.

14.7 Councillors to *agree* the Accounting Statements for 2025/2026.

14.8 Councillors to *note* that the Notice of Public Rights and Publication of Unaudited Annual Return will commence on 10th June 2026.

14.9 Councillors to *note* the decision made at the Finance Committee after review of 25/26 to continue with current investments .

14.10 Councillors to *approve* the use of a variable direct debits for utility bills as per Financial Regulation 7.9.

14.11 Councillors to *approve* the use of BACS for council payments as per Financial Regulation 7.10.

14.12 Councillors to approve the use of Standing Orders to pay staff wages as per Standing Orders 7.11.

14.13 Councillors to *agree* the Finance Committee can review and amend the banking mandates for the Unity and CCLA PSDF accounts.



- 14.14 Councillors to *review* and *agree* the 2026/2027 EALC/NALC affiliation fees.
- EALC Affiliation Fee £696.92/ NALC Affiliation Fee £509.55.

15. **Record of Attendance 2025-26**

- 15.1 Councillors to *note* the Record of Attendance for Full Council 2025-26.

16. **Policies and Procedures**

- 16.1 Councillors to *review* and *agree* the following;

- Standing Orders – Reviewed by Council during 2025-26.
- Financial Regulations – Reviewed by Finance
- LGA Code of conduct - No change
- Risk Assessment and Management of risks – reviewed by Finance
- Annual Investment Strategy – reviewed by Finance
- Fire Risk Assessment
- Fire Plan for Visitors to 98 Ferry Road
- Strategic Plan 2024-2029 – reviewed by Finance
- Action Plan 2024-2029 – reviewed by Finance
- Key Holder Policy - NEW
- Leases/Asset Register/Inventory – To be reviewed and checked by the Chair & Vice Chair.

17. **Citizen of the Year**

- 17.1 Councillors to *receive* nominations and *agree* the 2026 winner.

18. **Local Council Awards Scheme**

- 18.1 Councillors to *note* Hullbridge Parish Council has been awarded the Silver Award in the scheme, and the website has been updated accordingly.

19. **Annual Parish Meeting**

- 19.1 Councillors to *review* the annual parish meeting and refresh the format and awareness for future years.

20. **Representatives on Outside Bodies**

- 20.1 Councillors to *receive* any reports from the following to whom the Parish Council has made Representation:

- a) Hullbridge Community Association
- b) Windermere Centre
- c) Rochford Hundred Assoc. of Local Councils
- d) Hullbridge Library
- e) Riverside Primary School.
- f) Police/ Neighbourhood Watch
- g) Riverside Medical Centre
- h) Transport
- i) Parish Councillors

21. **Date of the next Parish Council Meeting**

- 21.1 Councillors to *forward* any items for the next agenda at least 10 working days before the next Full Council Meeting.
- 21.2 The next Parish Council Meeting will take place on Monday 8th June 2026, 7.30pm at the Windermere Centre.