



Hullbridge Parish Council

Full Council Annual Meeting

Held on Monday 12th May 2025

7.30 pm

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

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

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

2 Members of the public were also present.

Minutes

1/05/26 Election of Chair (Section 15 of the 1972 Act)

1.1/05/26 The Chair informed those present that Ian Kenlin, the current Vice-Chair, had declined the position of Chair and therefore the usual succession process could not be implemented. Councillors then *received* nominations for both Kevin O'Brien and David Elwell. The nomination of Cllr O'Brien was *seconded* by David Flack. There was no seconder for Cllr Elwell and no further nominations were received. Steve Cooper requested that it be minuted that, whilst in principle he supported Cllr O'Brien continuing as Chair on this occasion, he felt it was important that the Council continued a future rotation of the Chairmanship. RESOLVED – Cllr Kevin O'Brien was declared Chair.

1.2/05/26 Cllr Kevin O'Brien / Clerk signed the Declaration of acceptance of office of Chair to the Council. Office to **ACTION**.

2/05/26 Election of Vice Chair (Section 15(6) of the 1972 Act)

2.1/05/26 Cllr D. Elwell was *proposed* by Cllr P. White, this was *seconded* by Cllr S. Walsh. No other nominations were received. RESOLVED – Cllr D. Elwell was declared Vice-Chair.

2.2/05/26 Cllr D. Elwell / Clerk signed the Declaration of acceptance of office of Vice Chair to the Council. Office to **ACTION**.

3/05/26 Registration of Members Interests

3.1/05/26 – RESOLVED The Chair advised Members that the Registration of Members Interests form must be returned to the Parish Office so that it can be forwarded onto Rochford District Council within 28 days, some were returned to the Clerk at the meeting.

4/05/26 Apologies for Absence

4.1/05/26 – The Council *noted* apologies from Cllr I. Kenlin, Cllr C. Agius and Cllr S. Naish.



5/05/26 **Declarations of Interest and Dispensations**

5.1/05/26 – Cllr Walsh declared she is a trustee for the Windermere Centre.

6/05/26. **Approval of Minutes**

6.1/05/26 RESOLVED – Councillors *agreed* that the Minutes were a true record of the Meeting of the Council dated **Monday 13th April 2026**.

7/05/26. **Minutes of Committees**

7.1/05/26 RESOLVED – Councillors *received* and *noted* the minutes of the following Committees:

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

7.2/05/26 RESOLVED – Councillors *noted* the upcoming Committee Meetings:

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

8/05/26 **General Power of Competence**

8.1/05/26 RESOLVED – Councillors *agreed* that;

- Hullbridge Parish Council meets the eligibility criteria for adoption of a General Power of Competence.
- A MOTION was made and a VOTE was taken in favour that Hullbridge Parish Council will continue to adopt the General Power of Competence.

RESOLVED - Hullbridge Parish Council can continue to use the General Power of Competence.

9/05/26 **Election of Committees/Working Groups**

9.1/05/26 – RESOLVED Councillors *reviewed* the Committees and Number to each Committee, Councillors *noted* the Personnel Committee and LGR Steering Committee will be formed at the next Finance Committee Meeting as a Sub-Committees. Councillors *noted* 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.

9.2/05/26 – RESOLVED Councillors *determined* the membership of the Councils Standing Working Committees as Follows:

- a. Finance Policy and Appointments (7) - Cllrs : Jane O'Brien, Conner Agius, Ian Kenlin, Sue Walsh, Angelina Marriott, Steve Cooper, David Elwell.
- b. Planning and Infrastructure (6) – Cllrs : David Flack, Ian Kenlin, David Elwell, Jane O'Brien, Paul White, Jacky Hampstead.
- c. General Purpose Security and Resources (6) – Cllrs : David Elwell, Angelina Marriott, Sue Walsh, Jane O'Brien, Paul White, J. Hampstead.
- d. Environment and Open Spaces (6) – Cllrs : David Flack, Angelina Marriott, Ian Kenlin, Paul White, Jane O'Brien, Sue Walsh.
- e. Village Resilience Working Group (4) – Cllrs : David Elwell, P. White, J. O'Brien, S. Walsh. Clerk to **ACTION**.

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



10/05/26 Election of Representatives

10.1/05/26 – RESOLVED Councillors *reviewed and agreed* the outside bodies to which the council make representation.

10.2/05/26 – RESOLVED Councillors *determined* the Councils Representatives on outside bodies.

- a. Hullbridge Community Association – Cllr S. Walsh, Cllr J. Hampstead.
- b. Windermere Centre – Cllr S. Walsh, Cllr J. Hampstead.
- c. Rochford Hundred Assoc. of Local Councils – Cllr A. Marriott, Cllr P. White, Cllr K. O'Brien, Clerk.
- d. Hullbridge Library – Cllr S. Naish.
- e. Riverside Primary School – Cllr D. Flack, Cllr J. O'Brien.
- f. Police / Security– Cllr D. Elwell, Cllr P. White.
- g. Riverside Medical Centre – Cllr S. Walsh, Cllr K. Charters.
- h. Transport -Cllr P. White, Cllr S. Walsh. Office to **ACTION.**

11/05/26 Public Participation

11.1/05/26 None.

12/05/26 District and County Council

12.1/05/26 – None present , no report. Cllr Marriott gave a verbal report on the recent local elections, including the new composition of Rochford District Council Councillors. Cllr Marriott advised that the RDC Annual General Meeting would take place on 19th May and that Daniel Efde was currently serving as interim Leader of RDC in his capacity as Deputy Leader. Further clarification regarding the leadership arrangements was expected on Friday. A general discussion then ensued. The Clerk advised those present that Tina Hughes, the new District Councillor for Hullbridge, had contacted the office to introduce herself and had expressed her intention to attend a future Parish Council meeting. The Chair advised that meeting invitations would be extended to both the new District and County Councillors. Clerk to **ACTION.**

13/05/26 Chairmans / Clerks Reports

13.1/05/26 – The Chair gave a verbal report from the recent meeting held by RDC with Parish and Town Councils regarding Local Government Reforms, he also advised that the Essex Association of Local Councils (EALC) gave a presentation at this meeting. The Chair continued with a verbal report on the recent Rochford Hundred(RHALC) Meeting, to which both Leigh Town Council and Canvey Town Council were invited.

14/05/25 Finance

14.1/05/26 RESOLVED - Councillors *noted* the payments made in April and the bank statements, bank reconciliations for April and *agreed* the Clerk has approval to pay any accounts due before the next meeting.

14.2/05/26 RESOLVED – Councillors *received* and *noted* the Unaudited Financial Statements for year ending 31-March-2026.

14.3/05/26 RESOLVED - Councillors *viewed* the Internal Auditor report for year end 2025/26 and *noted* no actions are required. The Council expressed their gratitude to office for their hard work on the audit requirements.

14.4/05/26 RESOLVED - Councillors *viewed and agreed* the explanation of any significant year on year variances in the Accounting Statements.



HULLBRIDGE PARISH COUNCIL

14.5/05/26 RESOLVED – Councillors *reviewed* the effectiveness of its system of Internal Control which is in accordance with proper practices.

14.6/05/26 RESOLVED – Councillors *agreed* by Resolution the Annual Governance Statement 2025/2026. The Clerk and Chair signed the document.

14.7/05/26 RESOLVED – Councillors *agreed* the Accounting Statements for 2025/2026. The Clerk and Chair signed the document. Clerk to **ACTION**.

14.8/05/26 RESOLVED - Councillors *noted* that the Notice of Public Rights and Publication of Unaudited Annual Return will commence on 10th June 2026. Clerk to **ACTION**.

14.9/05/26 RESOLVED – Councillors *noted* and *agreed* the decision made at the Finance Committee after review of 25/26 to continue with current investments.

14.10/05/26 RESOLVED - Councillors *approved* the use of a variable direct debits for utility bills as per Financial Regulation 7.9.

14.11/05/26 RESOLVED - Councillors *approved* the use of BACS for council payments as per Financial Regulation 7.10.

14.12/05/26 RESOLVED - Councillors *approved* the use of Standing Orders to pay staff wages as per Standing Orders 7.11.

14.13/05/26 RESOLVED – Councillors *agreed* the Finance Committee can review and update the banking mandate and signatories for the Unity and CCLA PSDF Accounts. Clerk to **ACTION**.

14.14/05/26 RESOLVED - Councillors *reviewed* and *agreed* the 2026/2027 EALC/NALC affiliation fees.

- EALC Affiliation Fee £696.92
- NALC Affiliation Fee £509.55 – Clerk to **ACTION**.

15/05/26 Record of Attendance

15.1/05/26 RESOLVED – Councillors noted the Record of Attendance for the 2025/26 civic year..

16/05/26 Policies/Procedures/ Risk Assessments

16/05/26 RESOLVED - Councillors *reviewed* and *agreed* the following

- Standing Orders
- 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. It was *agreed* a date for this would be set at the next Finance Committee Meeting. Clerk to **ACTION**.

17/05/26 Citizen of the Year

17.1/05/26 RESOLVED – Councillors *received* a number of nominations from Councillors and residents and *agreed* the 2026 winner was Michelle Collier for her work with the swan population in Hullbridge. Office to **ACTION**

18/05/26 Local Council Award Scheme

18.1/05/26 RESOLVED – Councillors *noted* Hullbridge Parish Council has been awarded the Silver Award in the scheme, and the website has been updated accordingly. Council congratulated the Clerk and her team on the work carried out



to achieve the award for the Council. The Clerk advised that arrangements would be made to present this at a future meeting. Clerk to **ACTION**.

19/05/26 Annual Parish Meeting

19.1/05/26 RESOLVED - Councillors *reviewed* poor attendance at the Annual Parish Meeting and agreed that the current format would be *discussed* and *addressed* at the Events and Leisure Meeting.

20/05/26 Representatives on Outside Bodies

20.1/05/26

- a) **Hullbridge Community Association** (Cllrs J. Hampstead, D. Flack) A verbal report was given including information on rescheduled meetings and a report from the pre-school. The Clerk asked if Cllr Hampstead would ask if the nursery children would like to submit entries for the "Wild about Hullbridge" competition.
- b) **Windermere Centre** - (Cllr S. Walsh). Cllr Walsh gave a verbal report including information on the successful cream tea event on 18th April and the upcoming AGM on 20th May and Craft Fair on 20th June.
- c) **Rochford Hundred Assoc. of Local Councils** (Cllrs A Marriott/ C. Agius / K. O'Brien/ Clerk) - Cllr Marriott gave a verbal report on the recent meeting.
- d) **Hullbridge Library** (Cllr S. Naish) - No report
- e) **Riverside Primary School** (Cllrs C. Agius, J. O'Brien) - No Report
- f) **Police/ Neighbourhood Watch** (Cllr D. Elwell)- Cllr Elwell suggested a future surgery with SType Security.
- g) **Riverside Medical Centre** (Cllr S. Walsh/ Cllr D. Flack) Cllr Walsh reported that the surgery are still awaiting official confirmation from RDC regarding the planning application for the surgery, which has now delayed the opening. The next Patient Participation Group is scheduled for 26th May.
- h) **Transport** (Cllr A. Marriott, Cllr J. O'Brien) The Clerk advised the office will circulate the communication from First Bus and arrange a meeting.
- i) **Parish Councillors** - Cllr J. O'Brien gave a verbal report from a meeting attended by herself and the Clerk concerning the development of Local Nature Recovery Plans which would be explored more fully at the next Environment meeting.

21/05/26 Items to be added onto the next Agenda and Date of the next Parish Council Meeting

21.1/05/26 RESOLVED - Councilors were *advised* to forward any items

21.2/05/26 RESOLVED - Councillors agreed that the next Council meeting will be on **Monday 8th June 2026 19.30** at the Windermere Centre.

Meeting Closed 20.30hrs
Nicola Harding Clerk to the Council

CHAIRMAN _____ DATE _____

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