



Hullbridge Parish Council

Full Council Minutes

Held on Monday 14th September 2026

7.30 pm

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

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

Staff present: Mrs Julie Mullett (Assistant Clerk)

6 members of the public were present including;

Essex County Councillor for Rochford North Division – Cllr Sophie Preston-Hall

Rochford District Council – Cllr Tina Hughes

53/09/26 Apologies for Absence

53.1/09/26 – Apologies from Councillors C. Agius, S. Cooper and K. Charters.

54/09/26 Declarations of Interest and Dispensations

54.1/09/26 – None.

55/09/26 Approval of Minutes

55.1/09/26 RESOLVED – Councillors *agreed* the minutes were a true record of the Meeting of the Council dated **Monday 13th July 2026**.

56/09/26 Minutes of Committees

56.1/09/26 RESOLVED – Councillors *received* and *noted* the minutes of the following Committees:

- Planning & Infrastructure – 15th July 7pm
- General Purpose Security & Resources – 5th August 7pm (rescheduled 29/7)
- Planning & Infrastructure – 5th August 7pm – Cancelled
- Planning & Infrastructure – 2nd September 7pm

56.2/09/26 RESOLVED – Councillors *noted* the dates of upcoming Committee meetings;

- Events & Leisure – 23rd September 6pm
- Planning & Infrastructure – 23rd September 7pm, Councillors **noted** this meeting may be changed pending a meeting at Rochford District Council meeting on 16th September. **ACTION** – To advise Councillors after 16.09.2026
- Personnel – 28th September 7pm
- Finance Policy & Appointments 28th September 7.30pm
- Environment & Open Spaces – 30th September 7pm

57/09/26 Allotment Competition Winners 2026

57.1/09/26 The Chair congratulated the winners of plot 81 and the plot holders gave an overview of how they transformed their plot from being in a poor state when they first took over the plot to an award winning plot in a very short space of time. The



plot holders explained in detail how they researched how to cultivate an allotment plot and to grow produce and reached out to fellow plot holders for tips.

58/09/26 Finance

58.1/09/26 RESOLVED - Councillors *received* the payments made in July and August and *noted* the bank statements, bank reconciliations for July and August. Councillors *agreed* the Clerk has approval to pay any accounts due before the next meeting.

58.2/09/26 RESOLVED - Councillors *noted* the period for the display of the notice of Public Rights for the Accounting and Governance Return (AGAR) 2025-26 lapsed on 21st July and notices were *displayed* in accordance with proper practice.

58.3/09/26 RESOLVED - Councillors *viewed* and *agreed* the External Auditor report and *noted* no actions are required. Councillors *noted* the conclusion of audit for 2025-26.

58.4/09/26 RESOLVED - Councillors noted that, following the decision to apply a £500 threshold for inclusion on the Asset Register, the Clerk is currently compiling a separate inventory list for other items of significance owned by the Council.

58.5/09/26 RESOLVED - Councillors *noted* the relining of Pooles Lane Car park was carried out on 11th August at a cost of £5440.00 and *agreed* this cost to be taken from the Councils Earmarked reserves for car park maintenance. The Council further *noted* that additional maintenance was also carried out at Pooles Lane Car Park including replacement of the no entry signs at the exit and replacing the water heater in Pooles Lane public toilets.

58.6/09/26 RESOLVED - Councillors *noted* the Parish maintenance staff along with A R Tree Services cleared the area required for revetment works on 27th July at a cost of £1700.00 For which Rochford District Council agreed to reimburse 50%. The revetment works were scheduled to commence on 24th August but have been delayed by the contractor until late September.

58.7/09/26 RESOLVED - Councillors *discussed* the grant application from East of Essex Ambulance Service and *agreed* to *defer* the application until the next financial year due to low funds and to also allow for further research to be carried out to ensure the criteria is met. **ACTION** - Clerk to Action.

58.8/09/26 RESOLVED - Councillors *noted* following discussions at July Full Council, min ref: **43.5/07/26** the Council entered into a contract for 36 months from 31st July 2026 with SSE for unmetered (UMS) street lighting.

58.9/09/26 RESOLVED - Councillors *noted* that the Clerk is awaiting updated information from Rochford District Council to enable Councillors to discuss allowances for Hullbridge Parish Councillors.

58.10 RESOLVED - Councillors *noted* the Local Government pay deal has been agreed at 3.3% per pay point, and that the payroll provider has been notified.

59/09/26 Public Participation

59.1/09/26 A resident enquired whether the Parish Council were notified of the footpath on Malyons Lane by the Co-op that was dug up by the Water company prior to works being carried out. The Assistant Clerk advised the resident that utility companies do not communicate with the Council prior to works being carried out.

60/09/26 District and County Council

60.1/09/26 - Rochford District Councillor Tina Hughes reported that the Planning Policy meeting regarding the Local Plan would take place on 16th September 2026. The agenda was available online, and Councillor Hughes



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encouraged Councillors and residents to submit their views. Councillor Hughes raised concerns regarding the proposed Pooles Lane site allocation. Councillors Paul White and David Elwell also raised concerns about residents being liable for repairs to roads damaged by developers' heavy vehicles.

Councillor Hughes provided updates on the caravan dumped near Abbey Road; fencing and uneven paving around the tree at the Pavilion in the Recreation Ground; the delayed signing of the Pavilion lease; and progress on the proposed doctors' surgery extension on the new estate, which was currently with solicitors. She advised that the next Councillor Surgery with Essex County Councillor Sophie Preston-Hall would be held at Hullbridge Library on 26th September, from 10.00am to noon.

Essex County Councillor Sophie Preston-Hall provided an overview of work undertaken for residents and how she has assisted the Parish Council with their enquiries and encouraged continued reporting of highways and other local issues.

Councillor Preston-Hall advised that Footpath 1 would close for one day on 29th November for repairs. Regarding Footpath 9, she reported that the owner of the mobile home park had not responded to correspondence regarding repairs. Councillor Kevin O'Brien requested a site meeting with Councillor Preston-Hall to demonstrate the wider impact of erosion in the area. A meeting would be arranged.

Councillor Angelina Marriott asked whether Essex County Council remained committed to keeping all libraries open. Councillor Preston-Hall advised that, to her knowledge, no libraries were due to close but would confirm.

Councillor David Elwell raised concerns regarding the condition of unadopted roads and advised that he would send Councillor Preston-Hall his report, together with details of speeding issues. He also raised concerns regarding antisocial behaviour, which Councillor Preston-Hall advised she was looking into.

Councillor Paul White provided Councillor Preston-Hall with background information on the maintenance history of Footpath 9.

61/09/26 Chairmans / Clerks Reports

61.1/09/26 No Clerk Report. The Chair advised the Council that he was attending an online EALC AGM meeting the following day and also advised that he and Councillor Jane O'Brien attended a course run by RCCE on community engagement and suggested that something similar could be run by Councillors in Hullbridge at a future date. Councillor Jane O'Brien advised that things are progressing with the Doctors surgery extension by High Elms Estate and that RDC solicitors are in touch with Barrett David Wilson solicitors to start construction on the building with a timescale of 4-8 weeks, after which time the process of the ICB starts regarding putting works out to tender, so they are hoping that building works could maybe start in the New Year.

62/09/26 Village Security and Security Patrols

62.1/09/26 RESOLVED - Councillors *discussed* road safety issues raised regarding Pooles Lane and *agreed* the Council should write to the District Commander at Essex Police and copy in the Crime Commissioner. Councillors discussed the poster about e-scooters found on other social media sites and requested this be put up on the Councils social media website as a priority.



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Clerk and Assistant Clerk to Action

62.2/09/26 RESOLVED – Councillors *noted* the monthly report from S-Type Security.

63/09/26 Open Spaces

63.1/09/26 RESOLVED – Councillors *received* the latest Essex County Council Highways report and a verbal report was provided on Parish activities, with special thanks and recognition given to the Maintenance Team for their hard work and dedication, particularly during the challenging hot weather. Their efforts and high standard of work were commended.

63.2/09/26 RESOLVED - Councillors *received* the Tree Survey Report for Kendal Park from Place Services carried out on 21st July 2026 which required significant tree work to be carried out within a 90 day period. Councillors *noted* that all tree works within the scope of the maintenance staff has been undertaken. Councillors *agreed* the quote of £4028 ex VAT, from the Councils approved tree contractor for the remaining works, Councillors to *note* this quote includes the hire of a cherry picker. Councillors *agreed* costs will be taken from Earmarked Reserves.

63.3/09/26 RESOLVED – Councillors *discussed* and *agreed* following advice from the Fire Service that members of the public should not tackle fires but to call 999 should a fire break out in Kendal Park. Councillors discussed ideas to reduce the risk of potential fires at Kendal Park Nature Reserve.

63.4/09/26 RESOLVED – Councillors discussed footpath 9 and agreed for Councillors to meet with Councillor Sophie Preston-Hall at the footpath to discuss what actions can be taken. Councillor Paul White advised that he had sent an email to Emma Hardy MP for help, action and advice regarding the erosion on footpath 9. The Chair requested that Councillor White report back to the Council if he gets a response from Emma Hardy. The Council noted that there was currently no barriers closing off the footpath to prevent members of the public accessing the footpath and this needed addressing.

ACTION – Councillor Kevin O'Brien to arrange a suitable meeting date and time with Sophie. Office to contact Councillor Sophie Preston-Hall regarding cordoning off the footpath section.

63.5/09/26 RESOLVED - Councillors *noted* the recent visit to Kendal Park by an Essex Wildlife Trust Community Ranger and the positive feedback received following the visit. Councillors are also asked to note the proposed community event will be planned for Winter 2026, which will be overseen by the Environment & Open Spaces Committee. Cllr Jane O'Brien gave an update regarding the Essex Wildlife Trust's ideas for a Wildlife survey this autumn.

64/09/26 Wild About Hullbridge

64.1/09/26 RESOLVED – Councillors agreed that the following Councillors would be judges to select the winner; Councillors Sara Naish, Cllr David Flack and Cllr Kevin O'Brien. A date will be circulated for a mutual time to carry out the judging. Cllr Sue Walsh advised us that she would ask the Windermere centre if the artwork could be displayed there.

65/09/26 Men's Shed

65.1/09/26 RESOLVED – Councillors *received* an update.

66/09/26 Policies/Procedures/ Risk Assessments

66.1/09/26 RESOLVED – Councillors *reviewed* and *agreed* the following;

- Vexatious Requests and Complaints Policy
- Zero Tolerance Policy - *Chair to sign the document.*



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- CCTV Policy
- General Privacy Notice
- Data Protection Policy
- Data Audit Policy – New
- Subject Access Request
- Freedom of Information
- Document Retention Policy
- Wheelchair Hire Policy
- Bully and Harassment Risk Assessment

66.2/09/26 RESOLVED - Councillors *noted* the office carried out a data audit as per the annual requirement in the policy during August.

67/09/26 Representatives on Outside Bodies

67.1/09/26

- Hullbridge Community Association** (Cllrs S. Walsh, J. Hampstead) Councillor Jackie Hampstead gave an update regarding Men's Sheds and the Preschool which is now at full capacity. Country and Western event on 19th September and a brief update was given on the trees within the HCA grounds.
- Windermere Centre** - (Cllr S. Walsh, J. Hampstead) Cllr Sue Wash gave an update regarding the lease, new fans recently installed, redecoration of the hall and foyer and a new monthly Market starting on 4th October and their Christmas lunch on 10th December.
- Rochford Hundred Assoc. of Local Councils** (Cllrs Miss A Marriott/ P. White /K. O'Brien/ Clerk) No report.
- Hullbridge Library** (Cllr S. Naish) Councillor Sara Naish gave an update regarding the summer reading challenge and gave thanks and appreciation to Kelly for all her hard work over the years.
- Riverside Primary School** (Cllrs D. Flack, J. O'Brien) Councillor Jane O'Brien gave an update regarding the school council and asked Councillors for suggestions to open a dialogue with younger people.
- Police/Security/Neighbourhood Watch** (Cllr D. Elwell, P. White) An verbal update was given by Councillor David Elwell.
- Riverside Medical Centre** (Cllrs S. Walsh, K. Charters) Cllr Sue Walsh advised that she waiting for Martyn to return to work for a catch up.
- Transport** (Cllr P. White, S. Walsh) Cllr Paul White gave an update from a meeting he had with Cllr Stuart Belton regarding the cycling track along Hullbridge Road.
- Parish Councillors** - No report.

68/09/26 Date of the next Parish Council Meeting and future agenda items

68.1/09/26 RESOLVED – Councillors *noted* that the next Council meeting will be on **Monday 12th October 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 20.56

Julie Mullett Assistant Clerk to the Council

CHAIRMAN _____ DATE _____

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