



# Hullbridge Parish Council

## General Purpose Security & Resource Committee

Held on Wednesday 05.08.2026

7 pm

Hullbridge Parish Council Office, 98 Ferry Road, Hullbridge, SS5 6EX

Councillors present: Cllr Mrs. J. O'Brien, Cllr K. O'Brien, Cllr D. Elwell, Cllr S. Walsh.

Staff present: Mrs Julie Mullett; Nicola Harding

## Minutes

### 15/08/26 **Apologies for Absence**

15.1/08/26 Cllr J Hampstead, Cllr A Marriott

### 16/08/26 **Approval of Minutes**

16.1/08/26 Cllr RESOLVED - Councillors agreed the minutes as a true record of the of the meeting on **27<sup>th</sup> May 2026**.

### 17/08/26 **Declarations of Interest / Dispensations**

17.1/08/26 Councillors J. O'Brien declared she is an allotment plot holder.

### 18/08/26 **Public Participation**

18.1/08/26 No public present.

### 19/08/26 **Allotment Report**

19.1/08/26 RESOLVED - Councillors **noted** that the 2026/27 allotment fees were ratified by Full Council on 13<sup>th</sup> July and will be displayed on the allotment noticeboard ahead of renewal notifications being issued in September 2026.

19.2/08/26 RESOLVED - Councillors **noted** the Allotment report and updates from the Assistant Clerk in particular the hornets nest that was actioned by a pest control company on 4<sup>th</sup> August 2026 in a shed by plot 12. Councillors also noted the tampering issues with the combination lock on the entrance gate.

**Asst Clerk to Action**

### 20/08/26 **Allotment rent renewals**

20.1/08/2026 Councillors **noted** that, from 2027/28, allotment fees will be itemised to show separate rent and water charges. Twelve months' notice will be provided outside the growing season via letter and noticeboard. Water charges will be invoiced in arrears and water meter readings published periodically on the allotment noticeboard. **Asst Clerk to Action.**

### 21/08/26 **Allotment Tenancy Agreement**

21.1/08/2026 Following recent allotment management training, Councillors **discussed** and **agreed** the revised 2026/27 Allotment Tenancy Agreement for issue with the September 2026 rent renewals.

**Asst Clerk to Action**



### **22/08/26 Allotment Inspections**

**22.1/08/2026** Councillors **noted** that the annual inspection programme and inspection criteria had been published on the allotment noticeboard. Notice of the July inspection had exceeded the required seven days.

Inspection periods are as follows:

- March/April • July • October • January/February (site safety inspection only)

### **23/08/26 Allotment Water Trough lids**

**23.1/08/2026** Councillors **noted** that the office are still investigating the feasibility and cost of installing lids on allotment water troughs. A further update will be provided in due course.

### **24/08/26 Risk Assessments**

**24.1/08/2026** Councillors **noted** that additional allotment risk assessments will be undertaken following recent allotment management training.

### **25/08/26 Allotment competition**

**25.1/08/2026** RESOLVED – Councillors **noted** the successful completion of the 2026 Allotment Competition and noted the award was presented to the winner.

1<sup>st</sup> place – plot 81

2<sup>nd</sup> place – plot 88

3<sup>rd</sup> place – plot 35

**Assistant Clerk to action.**

### **26/08/26 Pooles Lane Car Park**

**26.1/08/2026** RESOLVED - Councillors **noted** the update from the Assistant Clerk regarding the relining of Pooles Lane Car Park this month.

**26.2** Councillors **noted** the update from the Assistant Clerk regarding the Christmas lighting electrical connection in Pooles Lane Car Park and the actions taken by the Maintenance Officer to avoid unnecessary expenditure.

**26.3** Councillors **noted** the update that following advice from Essex County Council the two No Entry signs just outside the exit of Pooles Lane Car Park are not a highways asset but the Parish Council's and that remedial actions are underway.

### **27/08/26 Allotment entrance - footpath**

**27.1/08/2026** RESOLVED - Councillors **noted** the update from the Assistant Clerk regarding the completion of works to repair the potholes. Councillors **noted** and appreciated the swift action by Essex County Councillor Sophie Preston-Hall in helping to deliver this much needed repair.

### **28/08/26 Action Plan & Budget**

**28.1/08/26** Councillors **agreed** to defer the Action Plan whilst the Assistant Clerk goes through the Action Plan to highlight any obvious changes ahead of the next meeting. Councillors **noted** the budget.

**Assistant Clerk to action**

### **29/08/26 Events and Leisure meeting date**

**29.1/08/26** Councillors **agreed** the proposed meeting date of Wednesday 23<sup>rd</sup> September 2026 at the Parish Office at 6pm.

**Assistant Clerk to action**



## HULLBRIDGE PARISH COUNCIL

### **30/08/26 Date of the Next Meeting**

**30.1/08/26** Councillors to **forward** any agenda items for the next meeting.

**30.2/08/26** Councillors **noted** the date of the next meeting will be **28<sup>th</sup> October 2026 at 7pm at the Parish Office.**

Meeting Closed at 19:35

Julie Mullett  
Assistant Clerk

Chairman Signed: \_\_\_\_\_ Date \_\_\_\_\_