



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

Telephone: 01702 207707 e-mail: enquiries@hockley-essex.gov.uk

Website: hockley-essex.gov.uk

Members of the Parish Council are hereby summoned to attend the online Parish Council meeting on Monday 23rd November 2020 at 7.30pm for the purpose of transacting the following business. **Members of the press and public are welcome to attend and should contact the Clerk before 3pm on the day of the meeting to request access.**

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

18th November 2020

PARISH COUNCIL MEETING ON MONDAY 23rd NOVEMBER 2020

AGENDA

1. **Apologies for absence**

2. **Minutes**

Acceptance of the minutes from the meeting dated 28th September 2020 (previously circulated).

3. **To receive the progress report ([appendix 1](#)).**

4. **To receive member's declarations of interests in items on the agenda**

5. **Public Participation session**

There will be 15 minutes available for this session where members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker will be permitted.

6. **To receive reports from the District and County Councillors.**

COUNCIL STRUCTURE, TERMS OF REFERENCE AND POLICIES

7. **Terms of Reference**

(a) To consider the draft Terms of Reference for the Forward Plan Committee ([appendix 2](#));

(b) To agree the amendments to the Terms of Reference for the Resources and Procedures Committee to include the Chairman of the newly formed Forward Plan Committee ([appendix 3](#)).

8. **To approve the draft Website Accessibility Statement (previously circulated).**

9. **The Clerk had received a notice to rescind the decision in relation to the mission statement (minute reference: FC20/14(a)). It is requested that the decision is amended so that the mission statement reads:**

Hockley Parish Council is committed to be a council with a brave forward vision to create and maintain a vibrant and inclusive community in Hockley

DECISION ITEMS

10. Folly Grove Allotment Site

Persimmon Homes were proposing to offer a transfer of the allotment land rather than a lease. The Parish Council's solicitor does not believe that there could be any charge for the transfer of the land, it would require changing the set up from a leasehold arrangement to a freehold one.

Members of the Council to consider the proposals and decide whether to recommend the proposal to transfer the land to the Parish Council instead of a lease.

11. Southend Road Public Toilets

To consider the update regarding the public toilets in Southend Road.

12. Website

To consider the recommendation from the Resources and Procedures Committee to create a new accessible website with associated services. The quotation from Aubergine was for £1,174 plus VAT for year 1 and then £498 plus VAT for years 2 and 3. The quotation included creating a new accessible Parish Council website, provide quarterly accessibility compliance audits and annual SSL-protected hosting and support.

13. Bramerton Church Advent Calendar

To consider whether display a picture in the Parish Hall window as part of the Advent Calendar Window Event arranged by Bramerton Church ([appendix 4](#)).

FOR NOTING

14. Committee minutes (previously circulated)

To note the minutes from the following Committee meetings:

- (a) Communities Committee (extraordinary meeting) held on 13th October 2020;
- (b) Communities Committee held on 9th November 2020 (draft);
- (c) Festive Lights Sub Committee meeting held on 5th October 2020 (draft);
- (d) Forward Plan Committee meeting held on 8th October 2020;
- (e) Forward Plan Committee meeting held on 20th October 2020;
- (f) Forward Plan Committee meeting held on 12th November 2020 (draft);
- (g) Environment Committee meeting held on 2nd November 2020 (draft);
- (h) Personnel Committee meeting held on 17th November 2020 (draft);
- (i) Personnel Sub Committee meeting held on 12th October 2020 (draft);
- (j) Planning Committee meeting held on 7th October 2020;
- (k) Planning Committee meeting held on 21st October 2020;
- (l) Planning Committee meeting held on 4th November 2020;
- (m) Planning Committee meeting held on 18th November 2020 (draft);
- (n) Resources and Procedures Committee meeting held on 21st September 2020;
- (o) Resources and Procedures Committee meeting held on 19th October 2020;

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(p) Resources and Procedures Committee meeting held on 16th November 2020 (draft)

15. Local Council Awards Scheme

To note that the Parish Council had been accredited with the Foundation level of the Local Council Awards Scheme.

16. Reports from representatives on outside bodies

To receive a report from representatives on the following bodies:
Rochford Hundred Association of Local Councils – Cllr. R. Martin (previously circulated)

17. Items for next agenda

18. Date of future meetings

The next Parish Council meeting will be held on Monday 25th January 2021 at 7.30pm.

EXCLUSION OF PRESS AND PUBLIC

19. The Parish Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2).

20. To consider the recommendation from Personnel Committee regarding HR support to protect the vulnerabilities and ensure compliance with employment law and staffing matters.

APPENDIX 1 – PROGRESS REPORT

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Meeting	Task Name	Task Content	Action taken
Meeting 27.1.2020	Personnel Training	FC19/92 The Clerk investigate more in depth personnel training	On hold whilst HR companies are contacted Considered by Personnel Committee on 17th November 2020. Item to be considered by the Parish Council on 23rd November 2020.
Meeting 27.1.2020	Exit interviews	Formulate policy on exit interviews and include in staff handbook	Policy drafted, awaiting decision relating to HR support.
Previous meetings	Defibrillator at Sainsburys	FC18/194(a) Liaise with Sainsburys to have the power supply connected to the unit. The unit is checked weekly and is active with the Ambulance Service.	The licence has been approved by Sainsburys property managers. The agreement will renew automatically on an annual basis. Sainsburys must give at least 90 days written notice of termination of the agreement. Sainsburys are now arranging for the power to be connected. Power was to be connected in October 2020, waiting confirmation from Sainsburys

APPENDIX 2 – FORWARD PLAN TERMS OF REFERENCE

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Forward Planning Committee

The Committee is appointed to investigate, consult and produce a 5 year forward plan which can be recommended to Full Council for approval. Once adopted, the Committee will monitor and update the forward plan in line with the aims and objectives identified within the plan.

Committee Membership

Members: Five

Meeting Frequency: Monthly or more often if/when necessary.

Quorum: Three

Reports to: Full Council

Delegated Powers: Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's delegated powers listed below. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes

1. To recommend any changes to the Council's Mission Statement.
2. To create a forward plan for the Council containing key aims, priorities and objectives to be implemented over the plan period.
3. To consult with the Council and with residents of Hockley in a variety of ways relating to the facilities and services (both current and proposed) provided by the Council.
4. To analyse and review any consultation responses and use those responses to create the aims and objectives for the forward plan.
5. To identify and recommend to the Council areas for improvement in the Council Structure.

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6. To create a financial forecast from the aims and objectives included within the forward plan.
7. To identify and recommend key priorities (including resources) for implementation along with key milestones to be reached and any intended outcomes arising from the actions identified in the plan.
8. To measure success against the key priorities, outcomes and milestones.
9. To monitor progress of the work/action plan created by the agreed forward plan and recommend any amendments or changes to the plan as it progresses to the Council.
10. To work with all committees to ensure that forward plan is deliverable
11. Assign objectives from the agreed forward plan following consultation with the residents to other committees for consideration as required.
12. To have strategic oversight of the Council's forward plan and actions included to ensure successful delivery of the forward plan.
13. To consider any matters referred to it by the Council and, where appropriate, recommend a suitable course of action.



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Resources and Procedures Committee **Terms of Reference**

The Resources and Procedures Committee shall be empowered to advise the Council on all matters relating to finance, and performance.

Committee Membership

Members: **Eight** appointed members of the Parish Council, which must include the Chairman and Vice Chairman of the Parish Council, the Chairman of the Communities Committee, the Chairman of the Environment Committee, **the Chairman of the Forward Plan Committee** and the Chairman of the Personnel Committee.

Membership of the Committee is established at the annual meeting of the Council.

The Committee shall elect a Chairman for each year.

Meeting frequency: As required

Quorum: Three

Delegated Powers: Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's delegated powers listed below. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.

1. To exercise management of the Council's finances and reserves.
2. To advise the Responsible Financial Officer of financial requirements.
3. To ensure that adequate and comprehensive financial controls are in place and implemented in line with Financial Regulations.
4. To recommend the Annual Accounts to the Council.
5. To advise on the appointment of the Auditors and on matters arising from the audit;
6. To contribute to and review financial planning as part of the strategic and business planning process.

7. To consider and recommend annual estimates of income and expenditure to the Council;
8. To develop and recommend an annual Precept to the Council.
9. To monitor income and expenditure against the estimates referred to above.
10. To review financial information received from other bodies requesting grant support from the Council and to recommend the award be made within the council budget.
11. To request and receive reports from other Committees on any matter having a financial implication.
12. To have oversight of the assessment of risk and actions taken to minimise risk.
13. To ensure that the ICT and document management requirements of the organisation are safeguarded.
14. To monitor other aspects of activities including internal targets, health and safety.
15. To allocate funding to other Committees and Sub committees as required.
16. To review the current policies for relevance and compliance to law and best practice. To make recommendations to Full Council for the revision of current polices and the adoption of new policies.
17. To consider any matters referred to it by the Council and, where appropriate, will recommend suitable courses of action.
18. To be authorised to appoint sub-committees and or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.

APPENDIX 4 – BRAMERTON CHURCH ADVENT CALENDAR

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Rev Gillian Thomson from Bramerton Road Community Church has asked if the Parish Council would like to join in their Advent Calendar Window Event which they are arranging from the 1st December. We entered a Christmas tree at the church last year and this seems an ideal opportunity for the Council to work with the community again.

They are looking for 23 locations to display a numbered poster or drawing in their window depicting the spirit of Christmas – the brighter the better - and the Old Fire Station has been suggested as a location. A provisional number has been issued. Westerings Primary Academy are keen to be involved and it is hoped the children from the other schools will also take part.

Bramerton Church will be posting a picture on face book daily with a little clue as to where it can be found and children are encouraged to find all the locations around the village. Number 24 (Christmas Eve) will be the church.

It is suggested that we use the Christmas Stocking (suitably coloured in) for our window. This will be displayed in the downstairs window of the hall on an A1/A2 backing so it can be easily seen from the pavement.

If members would like to follow this through the Communities Committee will take this up as it ties in well with the council's Children's' Christmas Colouring Poster this year.

Cllr Sue Martin

Poster on the following page

WINDOW NO. 22

ADVENT CALENDAR

BRAMERTON ROAD

COMMUNITY CHURCH

