



## HOCKLEY PARISH COUNCIL

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Dear Councillor

**YOU ARE SUMMONED TO ATTEND A MEETING OF  
HOCKLEY PARISH COUNCIL TO BE HELD AT 7.30PM ON MONDAY 16<sup>TH</sup> JULY  
2018 AT THE OLD FIRE STATION FOR THE PURPOSE OF TRANSACTING THE  
BUSINESS SHOWN IN THE AGENDA**

11th June 2018

*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. Should you require additional information on any Agenda Item please advise the Clerk prior to the meeting.*

### AGENDA

The public and press are welcome to attend

| ITEM    | SUBJECT   |
|---------|---|
| FC18/90 | <b>Members Attending and to receive Apologies for Absence.</b><br><i>Please notify apologies to the Clerk or Chairman of the Committee in advance of the meeting.</i>   |
| FC18/91 | <b>Declarations of Interest.</b><br><i>To receive any personal or personal and prejudicial interests relating to items on the agenda.</i>   |
| FC18/92 | <b>To Approve Minutes of Extraordinary Full Council Meeting held Monday 4<sup>th</sup> June 2018</b><br><br><b>Motion:</b> The minutes and resolutions of the Extraordinary Full Council Meeting held on Monday 4th June 2018 be noted as correct and approved.   |
| FC18/93 | <b>To Approve Revised Committee Structure 2018/19</b> <b>Appendix 1</b><br><br><b>Motion:</b> The council to approve amendments to the Committee Structure 2018/19<br><br>Environment & Open Spaces Committee Add: Cllr B Thorogood<br>Planning & Local Development Committee Add: Cllr B Thorogood<br>Communities Committee Add: Cllr B Thorogood<br>Festive Lights Sub Committee Add: Cllr R Martin; Cllr B Thorogood |
| FC18/94 | <b>Public Participation.</b> <i>Members of the public present, if any, will be allowed up to 15 minutes to speak on matters relating to this agenda. Your comments will be noted by the Clerk. A maximum of 3 minutes per speaker will be permitted. Please address your comments through the Chairman</i>  |

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| FC18/95  | <b>Ward and County Councillors to address members</b>   |
| FC18/96  | <p><b>To Note Correspondence Received</b></p> <ul style="list-style-type: none"> <li>• Letter from Zurich Insurance advising closure of insurance claim</li> <li>• To note an accident at the pathway between Orchard Road and Russet Road. Reported to ECC who are the principle authority responsible for the pathway.</li> <li>• To note receipt of new allotment enquiries.</li> </ul>  |
| FC18/97  | <p><b>To Note Office Report</b></p> <ul style="list-style-type: none"> <li>• The Rangers are working through a rolling schedule of work which is being updated each month and all work is logged in the office.</li> <li>• The new border plants in the flower beds at Broad Parade have died off as they were incompatible with other planting and will need to be replaced.</li> <li>• The Hall is due to be redecorated during August.</li> <li>• Cadent are working in Plumberow Avenue starting 21<sup>st</sup> July for 7 days to allow new domestic services.</li> <li>• Essex &amp; Suffolk Water Authority are working in Spa Road from 23rd July for 36 days and a diversion route will be in operation.</li> </ul> |
| FC18/98  | <p><b>To Note Training Undertaken and Receive Feedback.</b></p> <ul style="list-style-type: none"> <li>• Admin Assistant - EALC Budget &amp; Precepts 14<sup>th</sup> June; EALC Council Finances 5<sup>th</sup> July</li> <li>• Cllr B Thorogood - RDC Code of Conduct 21<sup>st</sup> July</li> </ul>   |
| FC18/99  | <p><b>To note the minutes and resolutions of the Committees &amp; Sub Committees</b></p> <ul style="list-style-type: none"> <li>• Resources &amp; Procedures Committee</li> <li>• Personnel Committee</li> <li>• Planning &amp; Local Development Committee</li> <li>• Environment &amp; Open Spaces Committee</li> <li>• Communities Committee</li> </ul> <p><b>Motion:</b> The minutes and resolutions made at the above meetings have been received and are noted</p>  |
| FC18/100 | <b>To Formally Record Approval of the Annual Internal Audit Report (Final) for 2017/18 Appendix 2</b>   |
| FC18/101 | <p><b>To formally Approve the Appointment of a Responsible Finance Officer.</b></p> <ul style="list-style-type: none"> <li>• <i>RP18/28 Recommendation to approve the appointment of a new Responsible Finance Officer for an average 6 hours per week at SCP38 wef 12<sup>th</sup> August 2018.</i></li> </ul>   |
| FC18/102 | <p><b>To approve the temporary employment of the RFO.</b></p> <ul style="list-style-type: none"> <li>• <i>It is recommended that the proposed RFO is employed as a temporary locum for a period of 6 weeks from 4<sup>th</sup> July 2018 for an average 6 hours per week at a rate equivalent rate for the post of RFO at SCP38, until she is contracted on to the permanent staff of Hockley PC in August 2018.</i></li> </ul>   |

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| FC18/103 | <p><b>To approve the appointment of a Parish Ranger</b></p> <ul style="list-style-type: none"> <li><i>It is recommended that the temporary Parish Ranger is employed on a permanent contract for 25 hours a week at SCP18 with effect from 12<sup>th</sup> August 2018.</i></li> </ul> |
| FC18/104 | <p><b>To approve revision to the Staff Establishment Chart for 2018/19    Appendix 3</b></p>   |
| FC18/105 | <p><b>To note reports from Delegates to outside Organisations</b></p> <p>Larger Local Council's Forum 28<sup>th</sup> June 2018<br/> AGM Hockley &amp; Hawkwell 55+ Old Peoples Welfare Centre 4<sup>th</sup> July 2018</p>  |
| FC18/106 | <p><b>To consider closing the Council for the month of August.</b></p>   |
| FC18/107 | <p><b>Date of next Meeting</b></p> <ul style="list-style-type: none"> <li><b>Items for next Agenda</b></li> </ul>  |