



HOCKLEY PARISH COUNCIL

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

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Members of the Parish Council are hereby summoned to attend the Parish Council meeting in the Parish Hall, 58 Southend Road, Hockley on Monday 22nd July 2019 at 7.30pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

17th July 2019

Please note that under the Local Government Act 1972 Schedule 12 paragraph 10 (2) (b), the 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 by 1pm on the working day preceding the meeting.

AGENDA

1. **Apologies for absence**
2. **Minutes**
Acceptance of the minutes from the meeting dated 20th May 2019 (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.**
7. **Structure, Terms of Reference and Policies**
To note that the Clerk would review the Council Structure, Committee Terms of Reference and relevant policies during recess to address any anomalies to be considered by the Parish Council on 23rd September 2019.
8. **Appointment of Auditors and Solicitors**
 - (a) To appoint Auditing Solutions as the Parish Council's internal auditor;
 - (b) To note that the Parish Council's external auditor was PKF Littlejohn LLP;
 - (c) To appoint Todman's of Rayleigh as the Parish Council's solicitor.

9. Committees

- (a) To appoint one member onto the Communities Committee to fill the vacancy;
- (b) To appoint one member onto the Environment Committee to fill the vacancy;
- (c) To appoint one member onto the Festive Lights Sub Committee to fill the vacancy;
- (d) To note that the Personnel Committee meetings scheduled for 28th October 2019 and 24th February 2020 would now take place on 14th October 2019 and 10th February 2020 due to member work commitments.

10. Appointment of delegates and representatives to outside bodies

- (a) There was only one vacancy for a Parish Council representative on the Hockley and Hawkwell 55+ Old People's Welfare Committee. As three representatives were agreed at the annual meeting, the Council will need to approve one representative;
- (b) To note that Cllrs. M. Anderson and V. Randall had stepped down as Parish Council representatives on the Massive Project.

11. Finance

To consider the internal audit report and note that no actions were required (previously circulated).

12. Committee Minutes (previously circulated)

- (a) To note the minutes from the Communities Committee meeting held on 8th July 2019;
- (b) To note the minutes from the Environment Committee meeting held on 1st July 2019;
- (c) To note the minutes from the Festive Lights Sub Committee meeting held on 3rd June 2019;
- (d) To note the minutes from the Personnel Committee meeting held on 8th July 2019;
- (e) To note the minutes from the Planning Committee meeting held on 3rd June 2019;
- (f) To note the minutes from the Planning Committee meeting held on 1st July 2019;
- (g) To note the minutes from the Resources and Planning Committee meeting held on 17th June 2019;
- (h) To note the minutes from the Resources and Planning Committee meeting held on 15th July 2019.

13. Essex Libraries Consultation

- (a) To note that the Chairman had attended a meeting at Essex County Council;
- (b) To note that the County Council had advised that no libraries would be closing.

14. Leases

- (a) To consider the recommendation from the Communities Committee to approve the 10 year lease for the toilets in Southend Road with no break clause which included a full refurbishment of the toilets carried out by the District Council (previously circulated).
- (b) To consider the recommendation from the Environment Committee to approve the allotments lease including the alterations made by the Environment Committee. The Parish Council solicitor is requesting a freehold disposal or a 999 year lease (previously circulated).
- (c) To authorise two members to sign the lease documentation on behalf of the Parish Council; the Clerk would be witness to this.

15. Report from representatives on outside bodies

To receive a report from representatives on the following bodies:

- (a) Hockley and Hawkwell 55+ Old People's Welfare (appendix 2)
- (b) Rochford Hundred Association of Local Councils - Cllrs. B. Hazlewood and R. Martin

16. Outside events

- (a) To note that the EALC AGM and conference would take place on Thursday 19th September 2019 in Great Dunmow;
- (b) The next Rochford District Senior Safety Day would take place on Monday 2nd September 2019 from 10am – 1pm at Hockley Community Centre.

17. Items to be added to the next agenda

18. Date of future meetings

The next Parish Council meeting will be held on Monday 15th July 2019 at 7.30pm.

19. Exclusion of press and public

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. Parish Hall Review

To consider the recommendation from the Communities Committee included in the report (previously circulated).

21. Operation London Bridge

To receive information in relation to operation London Bridge.