



## HOCKLEY PARISH COUNCIL

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

Telephone: 01702 207707 e-mail: [enquiries@hockley-essex.gov.uk](mailto:enquiries@hockley-essex.gov.uk)

Website: [hockley-essex.gov.uk](http://hockley-essex.gov.uk)

Members of the Parish Council are hereby summoned to attend the online Parish Council meeting on Monday 23<sup>rd</sup> 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

18<sup>th</sup> November 2020

### PARISH COUNCIL MEETING ON MONDAY 23<sup>rd</sup> NOVEMBER 2020

#### AGENDA

1. **Apologies for absence**
2. **Minutes**  
Acceptance of the minutes from the meeting dated 28<sup>th</sup> 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 13<sup>th</sup> October 2020;
- (b) Communities Committee held on 9<sup>th</sup> November 2020 (draft);
- (c) Festive Lights Sub Committee meeting held on 5<sup>th</sup> October 2020 (draft);
- (d) Forward Plan Committee meeting held on 8<sup>th</sup> October 2020;
- (e) Forward Plan Committee meeting held on 20<sup>th</sup> October 2020;
- (f) Forward Plan Committee meeting held on 12<sup>th</sup> November 2020 (draft);
- (g) Environment Committee meeting held on 2<sup>nd</sup> November 2020 (draft);
- (h) Personnel Committee meeting held on 17<sup>th</sup> November 2020 (draft);
- (i) Personnel Sub Committee meeting held on 12<sup>th</sup> October 2020 (draft);
- (j) Planning Committee meeting held on 7<sup>th</sup> October 2020;
- (k) Planning Committee meeting held on 21<sup>st</sup> October 2020;
- (l) Planning Committee meeting held on 4<sup>th</sup> November 2020;
- (m) Planning Committee meeting held on 18<sup>th</sup> November 2020 (draft);
- (n) Resources and Procedures Committee meeting held on 21<sup>st</sup> September 2020;
- (o) Resources and Procedures Committee meeting held on 19<sup>th</sup> October 2020;

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

(p) Resources and Procedures Committee meeting held on 16<sup>th</sup> 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 25<sup>th</sup> January 2021 at 7.30pm.

<b>EXCLUSION OF PRESS AND PUBLIC</b>
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**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.**

