



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 online Parish Council meeting on Monday 27th July 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

21st July 2020

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 27th January 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.**
7. **Essex Libraries Consultation**
To consider any updates on the plans for Hockley Library.
8. **Structure, Terms of Reference and Policies**
 - a) As elections have been deferred to May 2021, members to decide whether to fill the vacancy on the Parish Council by co-option;
 - b) To approve the draft Council structure as recommended by the Personnel Committee (previously circulated);
 - c) To consider a motion to amend Standing Orders 6(d) and 7(a) from 5 councillors to 3 required to call an extraordinary meeting or challenge a decision made by resolution;
 - d) To approve the Risk Management Policy (appendix 2)

- e) To approve the following policies as recommended by the Resources and Procedures Committee (previously circulated):
- (i) Financial Regulations;
 - (ii) Financial Risk Assessment;
 - (iii) Budget Virement Policy;
 - (iv) Investment Policy
 - (v) Statement of Internal Controls;
 - (vi) DBS Policy;
 - (vii) Safeguarding Policy;
 - (viii) Freedom of Information Publication Scheme;
 - (ix) Co-option Policy;
 - (x) Communication Policy;
 - (xi) Social Media Policy;
 - (xii) Risk assessments (Office, Cleaning, Rangers (General, Hedge cutting, Mowing/Strimming, Litter Picking, Snow/Ice, Petrol);
 - (xiii) COVID-19 risk assessment (general);
 - (xiv) COVID-19 risk assessment (play areas).

9. Finance

- (a) To approve the responses to the questions detailed in section 1 of the Annual Governance and Accountability Return and sign this part of the Return for 2019/20 (appendix 3);
- (b) To approve and sign section 2 of the Annual Governance and Accountability Return for 2019/20 (appendix 4);
- (c) To consider the internal audit report (previously circulated);
- (d) To note that a grant of £250.00 had been awarded to Wyvern Community Transport for volunteer's uniform. This decision was made via email during the COVID-19 lockdown (13 members for, 1 did not respond).

10. Leases

- (a) To consider the update regarding the lease for the public toilets in Southend Road;
- (b) To receive an update regarding the lease for the allotments in Folly Lane.

11. Committee Minutes (previously circulated)

To note the minutes from the following Committee meetings:

- (a) Communities Committee held on 10th March 2020;
- (b) Communities Committee meeting held on 13th July 2020 (draft);
- (c) Festive Lights Sub Committee meeting held on 1st June 2020
- (d) Festive Lights Sub Committee meeting held on 21st July 2020 (draft)
- (e) Environment Committee meeting held on 2nd March 2020;
- (f) Environment Committee meeting held on 6th July 2020 (draft);
- (g) Planning Committee meeting held on 20th May 2020;
- (h) Planning Committee meeting held on 3rd June 2020;
- (i) Planning Committee meeting held on 1st July 2020;
- (j) Planning Committee meeting held on 15th July 2020 (draft);
- (k) Resources and Procedures Committee meeting held on 18th May 2020;
- (l) Resources and Procedures Committee meeting held on 15th June 2020;
- (m) Resources and Procedures Committee meeting held on 20th July 2020 (draft).

12. Play areas

The Parish Council play areas had been closed since 23rd March 2020 due to the COVID-19 pandemic. The Government had announced that play areas could re-open from 4th July 2020. Members to consider the re-opening of the play areas and the signage to be displayed (appendix 5).

13. Office

- (a) To consider the quotations to install a small undercounter water heater in the office kitchen (to be circulated at the meeting);
- (b) To consider arrangements to reopen the office.

14. Forward Planning

To receive the notes from the working group meetings held on 13th February 2020, 18th June 2020 and 16th July 2020 and consider the recommendations included (previously circulated).

15. Training

To receive reports from the Clerk following Event Management training and attendance at the SLCC Practitioner's Conference (previously circulated).

16. Access to Cash Initiative (appendix 6)

To note that a pilot scheme would be trialled in Hockley and Rochford providing community banking facilities. Cllr. R. Martin had been asked to join the stakeholder group.

17. Local Councils Awards Scheme

- (a) To approve the action plan (appendix 7);
- (b) To confirm that the Council has achieved items 1 -15 of the Foundation level of the scheme and that all documentation will be available on the Parish Council website;
- (c) To confirm that the following criteria has been achieved:
 - A risk management scheme
 - A register of assets
 - Insurance policy
 - Contracts for all members of staff
 - Disciplinary and Grievance procedures
 - Training Policy
 - A record of all training undertaken by staff and members
 - The Clerk has achieved 12 CPD points in the last year

18. Report from representatives on outside bodies

To receive a report from representatives on the following bodies:
Hockley Charities – Cllr. L. Vingoe (appendix 8)
Hockley Public Hall – Cllr. L. Vingoe (appendix 9).

19. Items to be added to the next agenda

20. Date of future meetings

The next Parish Council meeting will be held on Monday 28th September 2020 at 7.30pm.