



## 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 28<sup>th</sup> September 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

23<sup>rd</sup> September 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 27<sup>th</sup> July 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. **Local updates**  
To note that there had been a resident query regarding the piece of land on the corner of The Spinneys and Woodlands Road following the erection of a fence on the land by the adjacent property. The District Councillor, Adrian Eves, had been investigating.
8. **Essex Libraries Consultation**  
To consider any updates on the plans for Hockley Library.
9. **Structure, Terms of Reference and Policies**
  - a) To consider implementing a Standing Order to specify the delivery time of apologies for absence for all meetings;
  - b) To review and adopt the Standing Orders (appendix 2);
  - c) To review and adopt the Terms of Reference (appendix 3);

- d) To appoint 3 members onto the Personnel Sub Committee;
- e) To appoint 3 substitute members onto the Personnel Sub Committee;
- f) Cllr. S. Chelmsford had stepped down from the Festive Lights Sub Committee and the Forward Plan working group. The Council to appoint 2 members onto the Festive Lights Sub Committee and 1 member onto the Forward Plan working group.

#### **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 14<sup>th</sup> September 2020 (draft);
- (b) Festive Lights Sub Committee meeting held on 8<sup>th</sup> September 2020 (draft);
- (c) Environment Committee meeting held on 7<sup>th</sup> September 2020 (draft);
- (d) Personnel Committee meeting held on 8<sup>th</sup> June 2020 (draft);
- (e) Planning Committee meeting held on 12<sup>th</sup> August 2020;
- (f) Planning Committee meeting held on 2<sup>nd</sup> September 2020;
- (g) Planning Committee meeting held on 16<sup>th</sup> September 2020 (draft);
- (h) Resources and Procedures Committee meeting held on 21<sup>st</sup> September 2020 (draft).

#### **12. Christmas Colouring Competition**

The Festive Lights Sub Committee had been investigating an alternative way of running the children's Christmas colouring competition. Members of the Sub Committee will be considering whether the competition should take place following the increase in COVID-19 cases and the potential risks involved at the meeting on 5<sup>th</sup> October 2020.

#### **13. Forward Planning**

To receive the notes from the working group meeting held on 10<sup>th</sup> September 2020 and consider the recommendations included (previously circulated).

#### **14. Consultations**

- (a) To formulate comments to the Ministry of Housing, Communities and Local Government regarding the 'Planning for the Future' consultation (previously circulated);
- (b) To formulate comments to the Department for Transport regarding the 'Pavement Parking: Options for Change' consultation (previously circulated);
- (c) To formulate comments to Rochford District Council regarding the Community Safety Partnership consultation (previously circulated).

#### **15. Report from representatives on outside bodies**

To receive a report from representatives on the following bodies:  
EALC AGM – Cllr. R. Martin

#### **16. Items to be added to the next agenda**

#### **17. Date of future meetings**

The next Parish Council meeting will be held on Monday 23<sup>rd</sup> November 2020 at 7.30pm.

**18. 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).

**19. Staffing matters**

To consider the implication on staffing following the recommendations made by the Forward Plan working group.