



HOCKLEY PARISH COUNCIL

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

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Minutes from the Annual Full Council meeting held on Monday 20th May 2019 at 8.00pm at the Old Fire Station, 58 Southend Road, Hockley.

Present:	<u>Chairman:</u>	Cllr. R. Martin		
	<u>Vice Chairman:</u>	Cllr. V. Randall		
	<u>Councillors:</u>	Cllr. M. Anderson	Cllr. N. Boxall	Cllr. M. Carter
		Cllr. T. Carter	Cllr. S. Chelmsford	Cllr. T. Gleadall
		Cllr. B. Hazlewood	Cllr. S. James	Cllr. S. Martin
		Cllr. P. Meacham	Cllr. B. O'Shea	Cllr. B. Thorogood
	<u>Officers:</u>	Kelly Holland, Parish Clerk Margaret Saunders, RFO Clare Austin, Admin Assistant		
	<u>County Councillor:</u>	Carole Weston		
	<u>District Councillors:</u>	Adrian Eaves		
	<u>Members of the public:</u>	None		

FC19/1 Election of Chairman

Cllrs. M. Carter and R. Martin were nominated as Chairman of the Parish Council. Following a secret ballot the vote was tied; the outgoing Chairman exercised his casting vote.

RESOLVED that Cllr. R. Martin be elected as Chairman of the Parish Council for the ensuing municipal year.

FC19/2 Chairman's Declaration of Acceptance of Office

Cllr. R. Martin made the Declaration of Acceptance of Office as Chairman.

FC19/3 Election of Vice Chairman

Cllr. V. Randall was nominated as Vice Chairman of the Parish Council.

RESOLVED that Cllr. V. Randall be elected as Vice Chairman of the Parish Council for the ensuing municipal year.

FC19/ 4 Apologies for Absence

Apologies had been received from Cllr. L. Vingoe.

RESOLVED that the apologies be accepted.

FC19/5 **Minutes**

RESOLVED that the minutes from the Full Council meeting held on 18th March 2019 be approved as a correct record and signed by the Chairman.

FC19/6 **Progress Report**

FC18/191(c)(i) **Facebook**

Facebook page in construction and is hoped to be published within the next few weeks.

FC18/194 (a) **Defibrillator**

Clerk chased Sainsburys and was liaising with a new contact with a view to connecting the power.

FC18/194(b) Investigations were underway with the Co-op but may not be required if things continue to progress with Sainsburys.

FC19/7 **Declarations of Interests**

None declared.

FC19/8 **Council Structure, Terms of Reference and calendar of meetings**

The Clerk had submitted a report to members regarding the frequency of meetings and the terms of reference for each committee and sub committee. The Clerk was having difficulty managing the workload due to the frequency of the meetings and suggested that a new calendar be agreed to allow sufficient time to move projects forward. Various options were considered all of which included a recess period in August. A scheme of delegation was considered and revised terms of reference were discussed.

RESOLVED that

- (a) Option 1 for the calendar of meetings be approved and meetings for the 2019/20 municipal year be held as follows:

Full Council	22 nd July 2019	23 rd September 2019
	25 th November 2019	27 th January 2020
	23 rd March 2020	18 th May 2020
Communities Committee	8 th July 2019	9 th September 2019
	11 th November 2019	13 th January 2020
	9 th March 2020	
Environment Committee	1 st July 2019	2 nd September
	4 th November 2019	6 th January 2020
	2 nd March 2020	

Personnel Committee (as required)	24 th June 2019 24 th February 2020	28 th October 2019
Planning Committee	3 rd June 2019 29 th July 2019 7 th October 2019 2 nd December 2019 3 rd February 2020 6 th April 2020	1 st July 2019 2 nd September 2019 4 th November 2019 6 th January 2020 2 nd March 2020
Resources and Procedures Committee	17 th June 2019 16 th September 2019 18 th November 2019 17 th February 2020 20 th April 2020	15 th July 2019 21 st October 2019 20 th January 2020 16 th March 2020 26 th May 2020
Festive Lights Sub Committee	3 rd June 2019 7 th October 2019 2 nd December 2019 6 th April 2020	17 th September 2019 19 th November 2019 3 rd February 2020

- (b) subject to an amendment, the Scheme of Delegation be approved;
- (c) subject to an amendment, the Committee and Sub Committee Terms of Reference be approved.

FC19/9 Appointment of Committees

Members considered the appointment to committees. It was noted that the membership of the Personnel Sub Committee would be approved at the first meeting of the Personnel Committee.

RESOLVED that the following members be appointed onto the following committees and sub committee:

- (a) **Communities Committee**
- | | | |
|-------------------|-------------------|--------------------|
| Cllr. M. Anderson | Cllr. T. Gleadall | Cllr. S. James |
| Cllr. S. Martin | Cllr. P. Meacham | Cllr. B. Thorogood |
- There was one vacancy on the committee
- (b) **Environment Committee**
- | | | |
|-----------------|--------------------|--------------------|
| Cllr. N. Boxall | Cllr. T. Gleadall | Cllr. B. Hazlewood |
| Cllr. B. O'Shea | Cllr. B. Thorogood | Cllr. L. Vingoe |
- There was one vacancy on the committee

(c) **Personnel Committee**

Cllr. N. Boxall	Cllr. M. Carter	Cllr. T. Carter
Cllr. S. James	Cllr. R. Martin	Cllr. P. Meacham
Cllr. V. Randall		

(d) **Planning Committee**

Cllr. N. Boxall	Cllr. S. Chelmsford	Cllr. M. Carter
Cllr. T. Gleadall	Cllr. T. Carter	Cllr. S. James
Cllr. B. Thorogood		

(e) **Resources and Procedures Committee**

The following members attend the meeting on 28th May 2019, thereafter the new Committee Chairmen shall be appointed along with Cllrs. M. Anderson and S. James:

Cllr. M. Anderson	Cllr. N. Boxall	Cllr. S. James
Cllr. S. Martin	Cllr. R. Martin	Cllr. V. Randall
Cllr. L. Vingoe		

(f) **Festive Lights Sub Committee**

Cllr. M. Anderson	Cllr. S. Chelmsford	Cllr. T. Gleadall
Cllr. S. James	Cllr. S. Martin	Cllr. B. Thorogood

There was one vacancy on the committee

FC19/10 Appointment of delegates and representatives to outside bodies

Members considered the appointment to outside bodies.

RESOLVED that the following members be appointed onto the following outside bodies:

(a) **Hockley Chamber of Trade**

Cllr. S. James	Cllr. R. Martin
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(b) **Hockley Residents Association**

Cllr. B. O'Shea

(c) **Hockley Community Centre**

Cllr. T. Carter	Cllr. R. Martin
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(d) **Hockley Public Hall**

Cllr. L. Vingoe

Cllr. B. O'Shea left the meeting, 9.02pm

Cllr. S. Chelmsford left the meeting, 9.02pm

(e) **Hockley and Hawkwell 55+ Old People's Welfare**

Cllr. T. Carter	Cllr. S. James	Cllr. S. Martin
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Cllr. S. Chelmsford returned to the meeting, 9.03pm

- (f) **Massive Youth Centre**
Cllr. M. Anderson Cllr. V. Randall
- (g) **Rochford Hundred Association of Local Councils**
Cllr. B. Hazlewood Cllr. R. Martin
- (h) **Rochford District Council Discover 2020**
Cllr. S. James Cllr. B. Thorogood
- (i) **Transport User Group**
Cllr. S. James
- (j) **Citizens Advice Bureau**
Cllr. S. Chelmsford
- (k) **Community Safety Partnership**
It was noted that parish representation was no longer required on this body.

FC19/11 Dispensations for members

Members considered whether to authorise the Clerk to administer dispensations for members when required.

RESOLVED that the Clerk as Proper Officer be authorised to administer dispensations for members with disclosable pecuniary interests that would otherwise leave the Council inquorate.

Cllr. B. Hazlewood was against the decision

FC19/12 Public Participation session

None present.

FC19/13 District and County Councillor reports

Cllr. Carole Weston gave the following updates in relation to Rochford District Council and Essex County Council:

- There was a new Chairman and Vice Chairman of Rochford District Council
- Cllr. Weston was in regular contact with the Cllr. Barker at Essex County Council regarding the library
- Hockley is the only area in the county that has not expressed an interest in creating a community library
- Mark Francois MP was meeting at Essex County Council in June to discuss the library

- The Cabinet Member for Highways had set up a footway repair programme, suggestions should be sent to Cllr. Weston
- The lighting at the zebra crossings in Hockley would be upgraded.

Cllr. T. Carter left the meeting, 9.17pm

Cllr. Adrian Eaves gave the following updates in relation to Rochford District Council:

- The planning application for Southend Road had been called in and would be considered by the Development Committee
- In response to the earlier information relating to the library, Cllr. Eaves advised that the community had not registered an interest with Essex County Council as they hoped that the service will continue.

Cllr. T. Carter returned to the meeting, 9.20pm

FC19/14 Finance

Members considered the Annual Governance and Accountability Return for 2018/19. The internal audit report had not been received so would be considered by the Resources and Procedures Committee when available. Consideration was given to the Rochford District Council Remuneration Panel report regarding increases in the level of member allowances.

RESOLVED that

- section 1, the Annual Governance Statement, of the Annual Governance and Accountability Return for 2018/19 be approved;
- section 2, the Accounting Statements, of the Annual Governance and Accountability Return for 2018/19 be approved;
- the member allowances for this municipal year remain the same as 2018/19.

FC19/15 Policies and Procedures

The Financial Regulations were reviewed; consideration was given to the amendments to the Grant Funding policy whereby applications be considered in two rounds throughout the year.

RESOLVED that

- the Financial Regulations be approved;
- the Grant Funding policy be approved.
Cllr. B. Hazlewood was against the decision

FC19/16 **Minutes from Committee meetings**

RESOLVED that

- (a) the minutes from the Communities Committee meeting held on 7th May 2019 be noted;
- (b) the minutes from the Environment Committee meeting held on 1st April 2019 be noted;
- (c) the minutes from the Festive Lights Sub Committee meeting held on 20th March 2019 be noted;
- (d) the minutes from the Festive Lights Sub Committee meeting held on 23rd April 2019 be noted;
- (e) the minutes from the Planning Committee meeting held on 1st April 2019 be noted;
- (f) the minutes from the Planning Committee meeting held on 15th April 2019 be noted;
- (g) the minutes from the Planning Committee meeting held on 7th May 2019 be noted;
- (h) the minutes from the Resources and Planning Committee meeting held on 25th March 2019 be noted;
- (i) the minutes from the Resources and Planning Committee meeting held on 29th April 2019 be noted.

FC19/17 **Essex Libraries Consultation**

This had been discussed earlier in the meeting.

FC19/18 **Plumberow Primary Academy**

The Clerk had joined the Plumberow Primary Academy Parent and Community Advisory Board (PCAB) and was attempting to make contact with Hockley Primary Academy and Westerings Primary Academy.

FC19/19 **Reports from outside organisations**

- (a) Rochford Hundred Association of Local Councils – Cllr. R. Martin and Cllr. B. Hazlewood
The minutes from the meeting had been circulated.
- (b) Discover 2020 – Cllr. S. James and Cllr. B. Thorogood
The minutes from the meeting had been circulated.

FC19/20 **Items for the next agenda**

To consider requesting a Parish Council representative attend meetings at Essex County Council regarding the library.
To appoint a solicitor for use as required.

FC19/21 **Date of next meeting**

The next Parish Council meeting will be held on Monday 22nd July 2019 at 7.30pm.

The meeting was closed at 9.45pm

Signed: _____
Chairman

Date: _____