



HOCKLEY PARISH COUNCIL

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

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Minutes from the Full Council meeting held on Monday 22nd July 2019 at 7.30pm 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. T. Carter Cllr. S. James Cllr. B. Thorogood	Cllr. N. Boxall Cllr. S. Chelmsford Cllr. S. Martin	Cllr. M. Carter Cllr. B. Hazlewood Cllr. B. O'Shea
	<u>Officers:</u>	Kelly Holland, Parish Clerk Margaret Saunders, RFO		
	<u>District Councillors:</u>	Cllr. Arthur Williams, Portfolio Holder for Environment Cllr. Phil Shaw Cllr. Adrian Eaves		
	<u>District Council Officers:</u>	Marcus Hotten, Assistant Director for Environment		
	<u>Members of the public:</u>	None		

FC19/22 Apologies for Absence

Apologies had been received from Cllrs. T. Gleadall and L. Vingoe.

RESOLVED that the apologies be accepted.

FC19/23 Minutes

RESOLVED that the minutes from the Annual Full Council meeting held on 20th May 2019 be approved as a correct record and signed by the Chairman.

Cllr. S. Chelmsford arrived at the meeting, 7.37pm

FC19/24 Progress Report

FC18/191(c)(i) **Facebook**
Facebook page was now live.

FC18/194 (a) **Defibrillator**
Sainsburys required a license for the defibrillator; a standard license provided by the Community Heartbeat Trust had been forwarded. Following approval of the license, the power connection would be approved. The unit was checked weekly by the Rangers and was active with the Ambulance Service.

FC19/25 Declarations of Interests

Cllr. T. Carter declared a non pecuniary interest in item 14(a) as she was a member of Rochford District Council.

Cllr. B. Hazlewood declared a non pecuniary interest in item 14(a) as he was a member of Rochford District Council.

FC19/26 Public Participation session

Marcus Hotten the Assistant Director for Environment at Rochford District Council passed on his apologies to the Parish Council for the confusion and subsequent delay to the lease for the toilets in Southend Road. He believed that the original intent, particularly in relation to the break clause had been lost during the process. It was confirmed that the budget was still in place to refurbish the toilets. Mr Hotten confirmed that once the pre agreement to lease had been approved, the District Council could move forward with the refurbishment. Following a query from the member, Mr Hotten confirmed that the disabled toilet was currently closed as a part was awaited for the alarm system.

Further to Standing Order 1a, the order of business was changed with the item relating to the lease of the toilets in Southend Road considered next.

FC19/27 Lease for Southend Road public toilets

Consideration was given to the recommendation from the Communities Committee to approve the lease for the toilets in Southend Road.

RESOLVED that the recommendation from the Communities Committee to approve the 10 year lease for the public toilets in Southend Road with no break clause which included a full refurbishment of the toilets carried out by the District Council be approved by the Parish Council.

Cllrs. T Carter and B. Hazlewood abstained from the decision

FC19/28 District and County Councillor reports

It was noted that Rochford District Council had released a consultation on its Statement of Community Involvement relating to neighbourhood planning and data protection.

FC19/29 Structure, Terms of Reference and Policies

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.

FC19/30 Appointment of Auditors and Solicitors

It was noted that the appointment of internal audit should be reviewed and a

tender process should be carried out during the coming year.

Cllr. M. Carter arrived at the meeting, 7.51pm

RESOLVED that

- (a) Auditing Solutions be appointed as the Parish Council's internal auditor;
Cllr. M. Carter abstained from the decision
- (b) the Parish Council's external auditor was PKF Littlejohn LLP;
- (c) BTMK Todman's of Rayleigh be appointed as the Parish Council's solicitor.

FC19/31 Committees

There were vacancies on the Communities and Environment Committees, plus one vacancy on the Festive Lights Sub Committee; members were advised 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.

RESOLVED that

- (a) Cllr. S. James be appointed onto the Environment Committee;
- (b) the changes to the scheduled meeting dates for the Personnel Committee be noted.

FC19/32 Appointment of delegates and representatives to outside bodies

The Clerk had been advised that the constitution of the Hockley and Hawkwell Old People's Welfare Committee stated that there could only be one Parish Council representative on the Committee. Cllr. S. Martin withdrew her nomination as Parish Council representative on this Committee.

At this point, Cllrs. M. Anderson, S. James, B. O'Shea and S. Martin declared non pecuniary interests in this item as they were members of the Welfare Committee.

It was noted that Cllrs. M. Anderson and V. Randall had stepped down as Parish Council representatives on the Massive Project.

RESOLVED that Cllr. T. Carter be appointed as the Parish Council representative on the Hockley and Hawkwell Old People's Welfare Committee.
Cllrs. M. Anderson, S. James, B. O'Shea and S. Martin abstained from the decision.

FC19/33 Finance

Members received the Internal Audit report and noted that there were no actions

required though there were some suggested advisory items. It was noted that the asset register was now up to date and agreed by the Internal Auditor. The Parish Council thanked the RFO for a successful audit outcome.

RESOLVED that the Internal Audit Report be noted.

FC19/34 **Minutes from Committee meetings**

RESOLVED that

- (a) the minutes from the Communities Committee meeting held on 8th July 2019 be noted;
- (b) the minutes from the Environment Committee meeting held on 1st July 2019 be noted;
- (c) the minutes from the Festive Lights Sub Committee meeting held on 3rd June 2019 be noted;
- (d) the minutes from the Personnel Committee meeting held on 8th July 2019 be noted;
- (e) the minutes from the Planning Committee meeting held on 3rd June 2019 be noted;
- (f) the minutes from the Planning Committee meeting held on 1st July 2019 be noted;
- (g) the minutes from the Resources and Procedures Committee meeting held on 17th June 2019 be noted;
- (h) it was noted that the minutes from the Resources and Procedures Committee meeting held on 15th July 2019 had not yet been published.

FC19/35 **Essex Libraries Consultation**

Members noted that the Chairman had attended a meeting at Essex County Council regarding the library closures with the Chairman of Hullbridge Parish Council and members of the save the library group. It was noted that the County Council had since confirmed that no libraries would close within the next 5 year period. However, it was not yet clear how the amendments to the proposals would affect Hockley library.

FC19/36 **Leases**

Consideration was given to the recommendation from the Environment Committee to approve the lease for the allotment site in Folly Lane, including the alterations made by the Committee.

Members discussed who would be authorised to sign the leases on behalf of the Parish Council; the Clerk would witness the signatures. It was suggested that the Chairman of the relevant Committee and either the Chairman of the Parish Council or the Vice Chairman of the Parish Council sign the allotment lease and the toilet lease.

RESOLVED that

- (a) the recommendation from the Environment Committee to approve the allotments lease including the alterations made by the Environment Committee be approved by the Parish Council either with a freehold disposal or a 999 year lease;
- (b) Cllr. S. Martin and Cllr. V. Randall be authorised to sign the lease for the toilets at Southend Road on behalf of the Parish Council;
- (c) Cllr. L. Vingoe and Cllr. R Martin be authorised to sign the lease for the allotments in Folly Lane on behalf of the Parish Council.
Cllr. T. Carter abstained from the decision

FC19/37 Reports from outside organisations

- (a) Hockley and Hawkwell Old People's Welfare Committee
A report from the Annual General Meeting was received.
- (b) Rochford Hundred Association of Local Councils – Cllr. R. Martin and Cllr. B. Hazlewood
A verbal report was received.

FC19/38 Outside Events

It was noted that the Essex Association of Local Councils AGM and conference would take place on Thursday 19th September 2019 in Great Dunmow and the next Rochford District Senior Safety Day would take place on Monday 2nd September 2019 from 10am – 1pm at Hockley Community Centre.

Cllr. S. Chelmsford left the meeting, 8.33pm

FC19/39 Items for the next agenda

To consider the revised Parish Council structure report.
To consider forming a working party to consider forward planning.

Cllr. S. Chelmsford returned to the meeting, 8.34pm

FC19/40 Date of next meeting

The next Parish Council meeting will be held on Monday 23rd September 2019 at 7.30pm.

FC19/41 Exclusion of press and public

RESOLVED that the Parish Council 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).

FC19/42 Parish Hall Review

Consideration was given to the report from the Communities Committee regarding the Parish Hall review carried out by a working group. A lengthy discussion ensued with many questions and suggestions raised.

Cllr. B. O'Shea left the meeting, 9.00pm

RESOLVED that the Parish Council agree in principle to move the Council office to the upstairs room of the Parish Hall.

Cllrs. T. Carter, S. Chelmsford and B. Hazlewood were against the decision.

FC19/43 Operation London Bridge

Members received information in relation to Operation London Bridge and the approved spend confirmed by the Resources and Procedures Committee.

The meeting was closed at 9.09pm

Signed: _____
Chairman

Date: _____