



HOCKLEY PARISH COUNCIL

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

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Minutes from the online Full Council meeting held on Monday 23rd November 2020 at 7.30pm.

Present:	<u>Chairman:</u>	Cllr. R. Martin		
	<u>Councillors:</u>	Cllr. M. Anderson	Cllr. N. Boxall	Cllr. M. Carter
		Cllr. T. Carter	Cllr. S. Chelmsford	Cllr. B. Hazlewood
		Cllr. S. James	Cllr. S. Martin	Cllr. P. Meacham
		Cllr. B. Thorogood	Cllr. L. Vingoe	
	<u>Officers:</u>		Kelly Holland, Parish Clerk	
			Margaret Saunders, RFO	
	<u>Members of the public:</u>		Four	

The Chairman opened the meeting and reminded members of the requirement to follow the Parish Council's virtual meeting procedures.

FC20/39 Apologies for Absence

Apologies for absence had been received from Cllrs. B. O'Shea and V. Randall

RESOLVED that the apologies be accepted.

FC20/40 Minutes

RESOLVED that the minutes from the Full Council meeting held on 28th September 2020 be approved as a correct record and signed by the Chairman after the meeting.

FC20/41 Progress Report

FC19/92

Personnel Training

On hold whilst HR companies are contacted.
To be considered at the October Committee meeting.

Exit interviews

Policy in drafting stage.

FC18/194(a)

Defibrillator at Sainsburys

Sainsburys are now arranging for the power to be connected.

FC20/42 **Declarations of Interests**

None declared.

FC20/43 **Public Participation**

No comments made.

FC20/44 **District and County Councillor reports**

District Councillor Adrian Eves advised that he had been in contact with officers at Rochford District Council regarding the discharge of planning conditions relating to land contamination and the allotment provision at Folly Chase. He was waiting for further information from the officers.

An update was provided on the public toilets in Southend Road, the interior works were completed. The exterior works were delayed as asbestos had been found in the soffits, the contractors were waiting for access to the sub station to the rear of the building that was owned by UK Power Networks. It was hoped that the facility would be available by Christmas.

Cllr. Eves expressed his disappointment following the vandalism to a bench in Marylands Nature Reserve.

FC20/45 **Terms of Reference**

Members considered the draft Terms of Reference for the Forward Plan Committee and considered the amendments to the Terms of Reference for the Resources and Procedures Committee to include the Chairman of the Forward Plan Committee.

RESOLVED that

- (a) the Terms of Reference for the Forward Plan Committee be approved and adopted;
- (b) the Terms of Reference for the Resources and Procedures Committee be amended to include the Chairman of the Forward Plan Committee.

FC20/46 **Website Accessibility Statement**

Consideration was given to the draft Website Accessibility Statement which is required as part of the Website Accessibility Statement as per the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018. This document had been reviewed by the Resources and Procedures Committee and was recommended to Full Council for approval.

RESOLVED that the Website Accessibility Statement be approved and adopted.

FC20/47 **Parish Council Mission Statement**

The Clerk had received a notice to rescind the decision in relation to the mission statement (minute reference: FC20/14(a)) and the request that the wording be altered.

The original motion was to approve the following Mission Statement:

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

Cllr. L. Vingoe proposed an amendment to the motion that the word 'be' is replaced with 'being', this was seconded by Cllr. M. Anderson.

RESOLVED that the amendment be approved.

The amended motion was then considered.

RESOLVED that the following be approved as the Parish Council Mission statement:

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

FC20/48 **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 did not believe that there could be any charge for the transfer, it would only require changing the set up from a leasehold arrangement to a freehold arrangement.

Members considered the documentation in relation to the allotment land from Persimmon and the reasoning for the change and land contamination. A right of way to the site would be created over the open space as part of the transfer.

RESOLVED that the Parish Council agree to the transfer of the land.

FC20/49 **Southend Road Public Toilets**

An update had been received earlier in the meeting..

FC20/50 **Website**

Following on from the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018, the Resources and Procedures Committee had recommended the creation of a new fully accessible website and associated services as the current website did not meet the regulations. The quotation included creating a new accessible Parish Council website, providing quarterly accessibility compliance audits and the annual SSL-protected hosting and support.

RESOLVED that the quotation of £1,174 plus VAT for year 1 and then £498 plus VAT for years 2 and 3 from Aubergine to create a new accessible Parish Council website, provide quarterly accessibility compliance audits and annual SSL-protected hosting and support be approved.

FC20/51 **Bramerton Church Advent Calendar**

Bramerton Church were arranging an advent calendar window event whereby various locations in the village display a numbered poster in the window depicting

the spirit of Christmas, the Old Fire Station has been suggested as a location. It was noted that the local primary schools were taking part. Members considered the suggestion.

RESOLVED that the Parish Council take part in the advent calendar window event with a picture displayed in the window of the Old Fire Station.

FC20/52 Minutes from Committee meetings

It was also noted that the draft minutes on the website for the Forward Plan Committee meeting dated 20th October 2020 had the incorrect date on them.

A query had arisen at the Planning Committee meeting on 4th November 2020 regarding recording votes, the Clerk confirmed this process with members.

RESOLVED that

- (a) the minutes from the Communities Committee (extraordinary meeting) held on 13th October 2020 be noted;
- (b) the minutes from the Communities Committee held on 9th November 2020 (draft) be noted;
- (c) the minutes from the Festive Lights Sub Committee meeting held on 5th October 2020 (draft) be noted;
- (d) the minutes from the Forward Plan Committee meeting held on 8th October 2020 be noted;
- (e) the minutes from the Forward Plan Committee meeting held on 20th October 2020 be noted;
- (f) the minutes from the Forward Plan Committee meeting held on 12th November 2020 (draft) be noted;
- (g) the minutes from the Environment Committee meeting held on 2nd November 2020 (draft be noted);
- (h) the minutes from the Personnel Committee meeting held on 17th November 2020 (draft) be noted;
- (i) the minutes from the Personnel Sub Committee meeting held on 12th October 2020 (draft) be noted;
- (j) the minutes from the Planning Committee meeting held on 7th October 2020 be noted;
- (k) the minutes from the Planning Committee meeting held on 21st October 2020 be noted;
- (l) the minutes from the Planning Committee meeting held on 4th November 2020 be noted;

- (m) the minutes from the Planning Committee meeting held on 18th November 2020 (draft) be noted;
- (n) the minutes from the Resources and Procedures Committee meeting held on 21st September 2020 be noted;
- (o) the minutes from the Resources and Procedures Committee meeting held on 19th October 2020 be noted;
- (p) the minutes from the Resources and Procedures Committee meeting held on 16th November 2020 (draft) be noted.

FC20/53 Local Council Awards Scheme

It was noted that the Parish Council had been reaccredited with the Foundation level of the Local Council Awards Scheme. Members extended their thanks to the Clerk and staff.

FC20/54 Reports from representatives on outside bodies

Members received a report from Cllr. R. Martin from the Rochford Hundred Association of Local Councils meeting. Members also received a report from Cllr. T. Carter regarding the Hockley and Hawkwell Day Centre and from Cllr. L. Vingoe regarding the Public Hall.

FC20/55 Items for next agenda

No items were requested.

Cllr. M. Anderson thanked members and staff for the Remembrance Day arrangements and for abiding by the social distancing rules by withdrawing from the wreath laying.

FC20/56 Date of future meeting

The next meeting of the Parish Council is Monday 24th January 2021 at 7.30pm. The budget meeting is on Monday 30th November 2020 at 7.30pm.

FC20/57 Exclusion of press and public

RESOLVED that the Committee 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).

FC20/58 HR Support

Consideration was given to the recommendation from the Personnel Committee to approve HR support to protect the vulnerabilities and ensure compliance with employment law and staffing matters. The Committee had considered three quotations and had recommended a company to provide the service to the Parish Council.

RESOLVED that the 5 year support option from Ellis Witham be approved at a total cost of £9,285 ex VAT for the term equating to £1,857 ex VAT per year.

The meeting closed at 8.23pm

Signed:
Chairman

Date:
