



HOCKLEY PARISH COUNCIL

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

Telephone: 01702 207707 e-mail: enquiries@hockley-essex.gov.uk

Website: hockley-essex.gov.uk

Minutes from the Full Council meeting held on Monday 23rd September 2019 at 7.30pm at the Old Fire Station, 58 Southend Road, Hockley.

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|-----------------|-------------------------------|---|---|--|
| Present: | <u>Chairman:</u> | Cllr. R. Martin | <u>Vice Chairman:</u> | Cllr. V. Randall |
| | <u>Councillors:</u> | Cllr. M. Anderson Cllr. S. James Cllr. B. Thorogood | Cllr. S. Chelmsford Cllr. S. Martin Cllr. L. Vingoe | Cllr. B. Hazlewood Cllr. P. Meacham |
| | <u>Officers:</u> | Kelly Holland, Parish Clerk Margaret Saunders, RFO Clare Austin, Administrative Assistant | | |
| | <u>Members of the public:</u> | One | | |

FC19/44 Apologies for Absence

Apologies had been received from Cllrs. N. Boxall, M. Carter, T. Carter, T. Gleadall and B. O'Shea.

It was noted the Cllr. T. Gleadall was absent due to long term ill health; members of the Parish Council hoped to see him return soon.

RESOLVED that the apologies be accepted.

FC19/45 Minutes

RESOLVED that, subject to the inclusion of Cllr. P. Meacham in the list of those present, the minutes from the Full Council meeting held on 22nd July 2019 be approved as a correct record and signed by the Chairman.

FC19/46 Progress Report

FC18/194 (a) Defibrillator

Awaiting license from Sainsburys, then the power connection would be approved. The unit is checked weekly by the Rangers and is active with the Ambulance Service

FC19/27

Lease for the toilets in Southend Road

The lease had been referred back to the Parish Council's solicitors to negotiate with Rochford District Council.

FC19/30

Internal Auditor

The same company carry out the internal audit however a different auditor at the company did the work on a rota basis.

FC19/36(a) **Lease for the allotments at Folly Lane**

The lease had been referred back to the Parish Council's solicitor

FC19/47 Declarations of Interests

None.

FC19/48 Public Participation session

No issues raised.

FC19/49 District and County Councillor reports

The District and County Councillors were not present.

FC19/50 Essex Libraries Consultation

A member of the Essex Libraries team had advised that the County Council had abandoned the tier system.

FC19/51 Structure, Terms of Reference and Policies

Members considered the recommendation from the Internal Auditor to maintain a £250 cash float; the corresponding Financial Regulation could then be inserted into the policy document. It was noted that both the Clerk and RFO have access to debit and credit cards to purchase items; should the Council decide to adopt Regulation 6.21, the second sentence relating to reimbursement to the RFO of any expenses would be removed. The Resources and Procedures Committee recommended that the Parish Council approve the new Financial Regulations following this inclusion.

Consideration was also given to creating gov.uk email addresses for individual Councillors following a general increase worldwide of reports of phishing and receipt of compromising email. Individual addresses would also help to satisfy the General Data Protection Regulations. The Parish Council's IT provider would create the addresses free of charge.

RESOLVED that

- (a) the Parish Council do not require a £250.00 cash float for the office as both the Clerk and RFO have access to debit and credit cards;
- (b) Financial Regulation 6.21 be included within the new Financial Regulations with the removal of the second sentence from the model regulation;
- (c) the new Financial Regulations be approved and adopted;

- (d) the Parish Council create individual gov.uk email addresses for each member.

FC19/52 Leases

Members were advised that the leases for both the public toilets in Southend Road and the allotments in Folly Lane were currently with the Parish Council's solicitor for final negotiations.

FC19/53 Minutes from Committee meetings

RESOLVED that

- (a) the minutes from the Communities Committee meeting held on 9th September 2019 be noted;
- (b) it was noted that the minutes from the Environment Committee meeting held on 2nd September 2019 had not yet been published;
- (c) the minutes from the Festive Lights Sub Committee meeting held on 9th September 2019 be noted;
- (d) the minutes from the Planning Committee meeting held on 29th July 2019 be noted;
- (e) the minutes from the Planning Committee meeting held on 2nd September 2019 be noted;
- (f) the minutes from the Resources and Procedures Committee meeting held on 28th May 2019 be noted;
- (g) it was noted that the minutes from the Resources and Procedures Committee meeting held on 16th September 2019 had not yet been published.

FC19/54 Finance

The external audit for the year 2018/19 had been completed with no recommendations from the external auditor resulting in an unqualified audit, members thanked the RFO for her hard work.

The expenditure for the conversion of the upper hall to offices had been recommended by the Communities Committee on 9th September 2019 and Resources and Procedures Committee on 16th September 2019. The Resources and Procedures Committee recommended that the sum of £22,000 be taken from general reserves; this covered the conversion of the upper hall to offices plus heat pumps for the building (both heating and cooling to replace the old central heating system) together with a small contingency.

RESOLVED that

- (a) the successful completion of the external audit for the year 2018/19 be noted;
- (b) the expenditure for the conversion of the upper hall to offices plus heat pumps for the whole building at a cost of £22,000 be approved.
Cllr. B. Hazlewood was against the decision
Cllr. S. Chelmsford abstained from the decision

FC19/55 Training

The training budget for 2019/20 had been insufficient to cover staff training requirements. Members noted that the training budget would need to be increased for 2020/21 due to continual staff training and the requirement for member training following the elections in May 2020. The Resources and Procedures Committee would recommend a budget figure for 2020/21.

FC19/56 Forward Planning

Members considered forming a working party to investigate forward planning for the Parish Council.

RESOLVED that

- (a) a working party to investigate forward planning be formed
- (b) Cllrs. S. Chelmsford and P. Meacham and the Clerk be appointed onto the working party.

FC19/57 Reports from outside organisations

- (a) Citizens Advice Bureau – Cllr. S. Chelmsford
A report had been previously circulated. It was noted that the Rayleigh branch had joined with the South Essex branch.
- (b) Essex Association of Local Councils AGM on 19th September 2019 – Cllr. R. Martin
The following information was provided:
 - The EALC enables local people to work on local issues and provides funding.
 - It was the 75th AGM and the 125th anniversary of the sector
 - The Chief Executive, Joy Darby would retire in March 2020 after 21 years, Joy had led the EALC to become a prime example against which county associations are now measured.
 - County Councillor Sue Barker gave apologies so questions regarding local libraries were not raised.

- Speakers focused on partner agencies who were available to help councils support isolation, health and mental wellbeing in the community and social media which, if properly managed, could be a useful communication tool.
- The minutes will be circulated to members when received.

(c) Hockley Chamber of Trade – Cllrs. S. James and R. Martin
The minutes had been previously circulated

(d) Rochford District Senior Safety Day on 2nd September 2019 – Cllr. R. Martin
A verbal report was received. There had been a low attendance to the event.

(e) Rochford Hundred Association of Local Councils - Cllrs. B. Hazlewood and R. Martin
No meetings had taken place

FC19/58 Date of next meeting

The next Parish Council meeting will be held on Monday 25th November 2019 at 7.30pm.

The meeting was closed at 8.23pm

Signed: _____
Chairman

Date: _____