



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 online Full Council meeting held on Monday 25th January 2021 at 7.30pm.

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. Martin Cllr. L. Vingoe	Cllr. N. Boxall Cllr. S. Chelmsford Cllr. P. Meacham	Cllr. M. Carter Cllr. B. Hazlewood Cllr. B. Thorogood
	<u>Officers:</u>	Kelly Holland, Parish Clerk Margaret Saunders, RFO		
	<u>Members of the public:</u>	One		

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

FC20/59 Apologies for Absence

Apologies for absence had been received from Cllrs. S. James and B. O'Shea.

RESOLVED that the apologies be accepted.
Cllr. T. Carter abstained from the decision

FC20/60 Minutes

RESOLVED that subject to amendment relating to the costings for the new website, the minutes from the Full Council meeting held on 23rd November 2020 be approved as a correct record and signed by the Chairman after the meeting.

FC20/61 Declarations of Interests

Members of the Council had a dispensation to consider the precept.

Further to standing order 1(a) the order of business was changed with precept requirements for 2021/22 and earmarked reserves considered next.

FC20/62 Precept 2021/22

Members considered the recommendation from the Resources and Procedures Committee to levy a 0% increase to the precept for 2021/22 which equated to a precept requirement of £293,492. The shortfall in the budget of £3,148 would be taken from general reserves to balance the budget.

RESOLVED that a precept of £293,492 be levied for 2021/22.

FC20/63 **Earmarked Reserves**

Consideration was given to the recommendation from the Resources and Procedures Committee to make amendments to the earmarked reserves.

RESOLVED that the following amendments be made to the earmarked reserves:

EMR 332 (Car parks and traffic management) be vired back to general reserves
EMR 331/338 be combined into one EMR entitled Hall Refurbishment

FC20/64 **Progress Report**

FC19/92

Personnel Training

Ellis Whittam instructed as the Council's HR provider. The package includes a 1 year e-learning package which the Clerk would set up shortly for all staff members.

Exit interviews

Policy in drafting stage and would be forwarded to Ellis Whittam for comment.

FC18/194(a)

Defibrillator at Sainsburys

Sainsburys had advised that the cost to connect the power was too expensive. The Community Heartbeat Trust had suggested a new option of a thermal bag as an alternative. The Clerk, in consultation with the Chairman, had ordered the thermal bag and would installed as soon as possible.

FC20/50

New accessible website

Some office staff had attended a Zoom meeting with the developer who would be forwarding ideas for the site map.

FC20/58

HR Support Option

Ellis Whittam instructed. The Clerk had been introduced to the Council's dedicated employment law solicitor who was in the process of reviewing all current documentation including the draft employee handbook.

FC20/65 **Public Participation**

No comments made.

FC20/66 **District and County Councillor reports**

No reports received.

FC20/67 **Policies**

New and revised policies had been considered and amended by the Resources and Procedures Committee. The Communities Committee were in the process or revising the Emergency Plan, consideration was given to roles within the plan. It was noted that volunteers were required either side of the railway bridge in Greensward Lane to ensure the whole parish is covered.

There was a vacancy on the Forward Plan Committee, Cllr. S. Martin was interested in joining the committee.

RESOLVED that

(a) the following policies be approved and adopted:

- (i) GDPR – General Privacy Notice
- (ii) GDPR – Privacy Notice for Staff and Councillors
- (iii) GDPR – Consent Form
- (iv) GDPR – Subject Access Request Policy
- (v) GDPR – Subject Access Request Checklist
- (vi) GDPR – Subject Access Request Form
- (vii) GDPR – Data Security Breach Reporting Form
- (viii) Information and Data Protection Policy
- (ix) Document Retention and Disposal Policy
- (x) Management of Transferable Data Policy
- (xi) Health and Safety Policy
- (xii) Lone Working Policy
- (xiii) Volunteer Litter Picker Risk Assessment
- (xiv) Investment Policy
- (xv) Statement of Internal Control
- (xvi) Budget Virement Policy

(b) Cllrs. T. Carter, S. Chelmsford, S. Martin, B. Thorogood and L. Vingoe volunteer for the roles within the Emergency Plan;

(c) Cllr. S. Martin be appointed onto the Forward Plan Committee.

FC20/68 **Annual Governance and Accountability Return**

The Annual Governance and Accountability Return had been received from PKF Littlejohn with a note in the External Auditors Comments advising that the Responsible Financial Officer signature must sign the relevant section before submission to Full Council.

FC20/69 **Folly Grove Allotment Site**

The Parish Council's solicitor had been chasing Persimmon solicitor for an update however, Persimmon were not responding to their solicitors. The Clerk would continue to liaise with the solicitor.

FC20/70 **Southend Road Public Toilets**

The contractors were still awaiting access to the rear of the building from UK Power Networks to carry out the required works. This had been rescheduled to the first week of February. A new completion date had not yet been provided.

FC20/71 **Annual Parish Meeting**

Due to COVID-19, the Annual Parish Meeting had not been held in 2020. It was thought that this meeting could be held in 2021 albeit virtually. Consideration was given to when the meeting should be held.

RESOLVED that the Annual Parish Meeting be held on Monday 26th April 2021.

FC20/72 **Community Awards**

The Communities Committee had agreed to launch an annual community awards commencing this year. It was proposed that nominations be collated by the working group (Cllrs. S. Martin, V. Randall and the Clerk) for review by the Communities Committee prior to a short list of winners being finalised by Full Council in March 2021. The winners would receive a glass award and certificate which would be presented at the Annual Parish Meeting. It was suggested that the awards be publicised via the website, Facebook page, notice boards (if possible), Chamber of Trade and via local groups.

RESOLVED that the Parish Council commence an annual community awards in 2021.

FC20/73 **Minutes from Committee meetings**

RESOLVED that

- (a) the minutes from the Communities Committee held on 12th January 2021 (draft) be noted;
- (b) the minutes from the Forward Plan Committee meeting held on 14th January 2021 (draft) be noted;
- (c) the minutes from the Environment Committee meeting held on 4th January 2021 (draft be noted);
- (d) the minutes from the Personnel Sub Committee meeting held on 19th January 2021 (draft) be noted;
- (e) the minutes from the Planning Committee meeting held on 2nd December 2020 be noted;
- (f) the minutes from the Planning Committee meeting held on 16th December 2020 be noted;
- (g) the minutes from the Planning Committee meeting held on 13th January 2021 (draft) be noted;
- (h) the minutes from the Resources and Procedures Committee meeting held on 30th November 2020 be noted;
- (i) the minutes from the Resources and Procedures Committee meeting held on 18th January 2021 (draft) be noted.

FC20/74 **Rochford District Council Local Plan**

Members received the notes from the meeting with Daniel Goodman (Team Leader, Strategic Planning and Economic Regeneration) regarding the Rochford District Council Local Plan. It was noted that a further meeting would be arranged with members.

FC20/75 **Rochford District Council Asset Delivery Programme**

Members received the notes from the Asset Delivery Programme from the district council. It was noted that the Clerk was part of a stakeholder group and would forward information to members for comment.

FC20/76 **Consultations**

It was noted that two consultations were still open for completion:

Free Market Radicals Community Survey
Volunteer Essex Impact Survey

FC20/77 **Reports from representatives on outside bodies**

Members had received the minutes from the Annual General Meeting of the Hockley and Hawkwell Day Centre, Cllr. T. Carter had not attended the meeting due to an error within the Parish Council office which had now been rectified. There was a discussion regarding the Council's representation on the Committee.

FC20/78 **Items for next agenda**

To approve the Financial Regulations
To approve the Financial Risk Assessment

FC20/79 **Date of future meeting**

The next meeting of the Parish Council would be held on Monday 22nd March 2021 at 7.30pm.

FC20/80 **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).

FC20/81 **Wellbeing Support**

Members discussed ways of ensuring the wellbeing of senior members of staff and the wellbeing of members of the Council. Any new methods approved by the Council would be included within the staff handbook and Councillor handbook. It was noted that current arrangements were sufficient until new methods of support were investigated.

RESOLVED that the Personnel Sub Committee investigate and produce a more formalised version of health and wellbeing support for senior members of staff and Councillors.

The meeting closed at 8.32pm

Signed:
Chairman

Date:
