



## HOCKLEY PARISH COUNCIL

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

Telephone: 01702 207707 e-mail: [enquiries@hockley-essex.gov.uk](mailto:enquiries@hockley-essex.gov.uk)

Website: [hockley-essex.gov.uk](http://hockley-essex.gov.uk)

---

### Minutes from the Full Council meeting held on Monday 25<sup>th</sup> November 2019 at 7.30pm at the Old Fire Station, 58 Southend Road, Hockley.

<b>Present:</b>	<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. L. Vingoe	Cllr. M. Carter Cllr. B. Hazlewood Cllr. B. O'Shea
	<u>Officers:</u>	Kelly Holland, Parish Clerk Margaret Saunders, RFO		
	<u>Members of the public:</u>	Eight		

#### **FC19/59**     **Cllr. T. Gleadall**

Members observed a two minute silence following the passing of Cllr. T. Gleadall.

#### **FC19/60**     **Apologies for Absence**

Apologies had been received from Cllr. P. Meacham.

**RESOLVED** that the apologies be accepted.

#### **FC19/61**     **Minutes**

**RESOLVED** that the minutes from the Full Council meeting held on 23<sup>rd</sup> September 2019 be approved as a correct record and signed by the Chairman.

#### **FC19/62**     **Progress Report**

- FC18/194 (a)     **Defibrillator at Sainsburys**  
The unit was checked weekly by the Rangers and is active with the Ambulance Service. Sainsburys currently sourcing costs to connect the electric, licence is in hand.
- FC19/51(b)     **Financial Regulation 6.21**  
Regulation 6.21 had been included within the new Financial Regulations with the removal of the second sentence from the model regulation.
- FC19/51(d)     **Gov.uk email addresses**  
The individual gov.uk email addresses for each member had been created.

- FC19/54(b)      **Upper Hall Conversion**  
The conversion of the upper hall to offices was completed on 24th October 2019.
- FC19/56      **Forward Planning Working Group**  
A date for the meeting of the forward planning working group was to be arranged.

**FC19/63      Declarations of Interests**

Cllr. M. Anderson declared a non pecuniary interest in item 6(b) as he was the treasurer of the Hockley and Hawkwell Social Centre for the Older Person.  
Cllr. S. James declared a non pecuniary interest in item 6(b) as she was on the Hockley and Hawkwell Social Centre for the Older Person committee.  
Cllr. S. Martin declared a non pecuniary interest in item 6(b) as she was the secretary of the Hockley and Hawkwell Social Centre for the Older Person.  
Cllr. B. O'Shea declared a non pecuniary interest in item 6(b) as he was on the Hockley and Hawkwell Social Centre for the Older Person committee.

**FC19/64      Grants**

Kay Abbey from the Hockley Public Hall was presented with a grant cheque of £1847.04 for new flooring; she advised that the hall was thriving and was very grateful for the grant from the Parish Council.

Ian Foster, the Chairman of the Hockley and Hawkwell Social Centre for the Older Person provided an update on the refurbishment of the Centre following a grant of £5,000 from the Parish Council and the National Lottery among others. The grant from the Parish Council was specifically used for:

- Refurbishment of all three toilets;
- Purchase of an industrial dishwasher/steriliser
- Defibrillator (to be installed)

With the remaining grant funding received from the National Lottery and other funders the centre had undertaken a full rewire of the building and planned to refurbish the kitchen and kitchen store and replace all the windows.

It was noted that between 20 – 55 people used the centre each day; Tuesday and Thursdays were more popular as entertainment was provided.

**FC19/65      Public Participation session**

A member of the public spoke regarding the following:

- The need for a full tree survey of Plumberow Mount and Marylands Nature Reserve. The resident was advised that this had recently taken place and urgent works had been ordered.
- Bush cutting at Plumberow Mount resulted in thorns being left on site meaning that the thorns are getting stuck in dogs' paws.
- It was noted that the dog bins needed emptying on a more regular basis.

- Trees were being cut down at the meadow behind Plumberow Mount. The resident was advised that it was a meadow and was for other wildlife such as butterflies and grasshoppers which meant that new trees were removed.
- The stile at Plumberow Mount was overgrown with brambles; the resident was advised that the public were not permitted to cross the stile as it was private property.

**FC19/66 District and County Councillor reports**

The District and County Councillors were not present.

**FC19/67 Essex Libraries Consultation**

No further updates had been provided by Essex County Council.

**FC19/68 Structure, Terms of Reference and Policies**

It was noted that there was a vacancy on the Parish Council and that the vacancy would not need to be filled as the ordinary Council elections would take place within six months in May 2020.

Following anomalies found in the Council Structure and Committee Terms of Reference approved in May 2019, members considered amendments to the documents.

*Cllr. T. Carter left the meeting, 8.29pm*

The revised meeting schedule had been in place for 6 months, members discussed whether any amendments were required.

*Cllr. T. Carter returned to the meeting, 8.30pm*

**RESOLVED** that

- (a) the terms of reference for the forward planning working group be approved;  
*Cllr. B. Hazlewood was against the decision*
- (b) the terms of reference for the appeals panel be approved;
- (c) Cllrs. S. Chelmsford, B. Thorogood and L. Vingoe be appointed onto the appeals panel;
- (d) the remaining terms of reference remain as previously approved until the Annual meeting of the Council in May 2020;  
*Cllr. S. Martin was against the decision*
- (e) the meetings schedule remain in place as previously approved and would be reviewed at the Annual Council meeting in May 2020.

**FC19/69      Budget and Precept 2020/21**

The Resources and Procedures Committee were in the process of compiling a draft budget for 2020/21. The budget and precept requirement would be considered at the Full Council meeting on 27<sup>th</sup> January 2020.

**FC19/70      Leases**

The lease for the public toilets in Southend Road, Hockley had been finalised, the paperwork was being prepared for signature.

The lease for the allotment site in Folly Lane, Hockley as almost complete, the solicitors for Persimmon Homes were expected to forward finalised documents to the Parish Council's solicitor within the next two weeks. It was suggested that the allotments be named after Cllr. T. Gleadall.

**FC19/71      Minutes from Committee meetings**

**RESOLVED** that

- (a) the minutes from the Communities Committee meeting held on 12<sup>th</sup> November 2019 be noted;
- (b) the minutes from the Environment Committee meeting held on 2<sup>nd</sup> September 2019 be noted;
- (c) the minutes from the Environment Committee meeting held on 4<sup>th</sup> November 2019 be noted;
- (d) the minutes from the Festive Lights Sub Committee meeting held on 7<sup>th</sup> October 2019 be noted;
- (e) the minutes from the Festive Lights Sub Committee meeting held on 19<sup>th</sup> November 2019 be noted;
- (f) the minutes from the Personnel Committee meeting held on 7<sup>th</sup> November 2019 be noted
- (g) the minutes from the Planning Committee meeting held on 7<sup>th</sup> October 2019 be noted;
- (h) the minutes from the Planning Committee meeting held on 4<sup>th</sup> November 2019 be noted;
- (i) the minutes from the Resources and Procedures Committee meeting held on 21<sup>st</sup> October 2019 be noted.

**FC19/72**     **Forward Planning**

The working group were in the process of arranging a mutually convenient time for a meeting.

**FC19/73**     **Consultations**

It was noted that members could respond individually to the Essex Fire and Rescue Service consultation for the Integrated Risk Management Plan. The consultation would close on 13<sup>th</sup> December 2019.

**FC19/74**     **Reports from outside organisations**

- (a) Hockley Public Hall – Cllr. L. Vingoe  
A report was received; the hall was in a good position financially. It was noted that one of the main members of the Committee planned to step down.
- (b) Hockley and Hawkwell Social Centre for the Older Person – Cllr. T. Carter  
The minutes had been previously circulated. It was noted that the tail lift to the minibus had been fitted.
- (c) Hockley Community Centre – Cllrs. T. Carter and R. Martin  
A report had been previously circulated.
- (d) Rochford Hundred Association of Local Councils - Cllrs. B. Hazlewood and R. Martin  
A report had been previously circulated.
- (e) It was noted that the Police and Fire Conference scheduled for 19<sup>th</sup> November 2019 had been cancelled due to the upcoming general election.

**FC19/75**     **Items for the next agenda**

To consider recommendation from the Resources and Procedures Committee for the budget and precept for 2020/21.

**FC19/76**     **Date of next meeting**

The next Parish Council meeting will be held on Monday 27<sup>th</sup> January 2020 at 7.30pm.

**FC19/77**     **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).

**FC19/78      Staffing**

Members considered the recommendation from the Personnel Committee and Resources and Procedures Committee regarding the changes to the RFO's working hours and additional staffing proposed in the office. It was noted that the Resources and Procedures Committee would make budget provision for the changes if approved by Full Council.

**RESOLVED** that

- (a) the contractual hours for the Responsible Financial Officer be increased to 10 hours per week on a permanent basis with immediate effect;
- (b) the budget provision for the RFO role be increased to 15 hours per week for use during busy periods;
- (c) a part time Assistant Clerk post be created for 15 hours per week.

The meeting was closed at 9.09pm

**Signed:** \_\_\_\_\_  
**Chairman**

**Date:** \_\_\_\_\_