



HOCKLEY PARISH COUNCIL

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Minutes from the online Full Council meeting held on Monday 27th July 2020 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. B. Hazlewood Cllr. P. Meacham	Cllr. M. Carter Cllr. S. James Cllr. B. Thorogood
	<u>District Councillor:</u>	Adrian Eves		
	<u>Officers:</u>	Kelly Holland, Parish Clerk Margaret Saunders, RFO		
	<u>Members of the public:</u>	Four		

The Chairman opened the meeting by welcoming visitors and introducing the new Administrative Assistant.

Members were reminded of the requirement to follow the Parish Council's virtual meeting procedures.

FC20/1 Apologies for Absence

Apologies for absence had been received from Cllr. B. O'Shea. No apologies had been received from Cllr. S. Chelmsford.

RESOLVED that the apologies be accepted.

FC20/2 Minutes

RESOLVED that subject to the removal of Cllrs. S. Chelmsford and B. O'Shea from the attendees list, the minutes from the Full Council meeting held on 27th January 2020 be approved as a correct record and signed by the Chairman after the meeting.

FC20/3 Progress Report

FC19/92

Personnel Training

On hold whilst HR companies were contacted

Exit interview policy

Policy in drafting stage

FC18/194(a) **Defibrillator at Sainsburys**
The licence had been approved by Sainsburys property managers. The agreement would renew automatically on an annual basis. Sainsburys must give at least 90 days written notice of termination of the agreement. Sainsburys were now arranging for the power to be connected

Southend Road public toilets Programme of works received from RDC. Suggested completion date was 14th September 2020

FC19/36(a) **Allotments at Folly Lane**
Parish Council's solicitor confirmed that they are waiting on Persimmons' solicitor to exchange the Agreement to Lease. There had been a delay due to funding restrictions.

FC20/4 Declarations of Interests

None declared.

FC20/5 Public Participation session

No comments made.

FC20/6 District and County Councillor reports

The following information was provided by District Councillor Adrian Eves:

- The refurbishment of the toilets at Southend Road was ahead of schedule.
- Members were asked to consider additional allotment sites. If agreeable, Cllr. Eves could request this was included in future S106 agreements in the parish.
- Cllr. Eves continues to liaise with the Highways Authority and County Councillor Carole Weston regarding the flipped drain in Folly Lane.

Cllr. Hazlewood was disappointed that some residents were not wearing face coverings whilst in shops and on public transport.

FC20/7 Essex Libraries Consultation

Most libraries in Essex had reopened following the COVID-19 lockdown, including Hockley library.

FC20/8 Structure, Terms of Reference and Policies

Consideration was given as to whether to fill the vacancy on the Parish Council in Hockley West ward by co-option as the ordinary elections had been deferred to May 2021 due to COVID-19.

Members considered the draft Council structure recommended by the Personnel Committee following the creation of the Assistant Clerk's role.

A motion had been received to amend Standing Orders 6(d) and 7(a) from 5 councillors to 3 required to call an extraordinary meeting or challenge a decision made by resolution. As the membership of the committees and sub committees had been reduced, the current standing order would require all but one committee member to call an extraordinary meeting or to rescind a decision.

Members considered a new Risk Management policy.

The Resources and Procedures Committee had considered new policies and amendments to existing policies and recommended them to the Full Council for approval.

RESOLVED that

- (a) the vacancy on the Parish Council remain until the elections in May 2021;
- (b) the draft Council structure be approved and adopted;
- (c) Standing order 6(d) be amended to read:

If the chairman of a committee or a sub committee does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee or sub committee, those 3 members of the committee or sub committee may convene an extraordinary meeting of a committee and a sub committee

- (d) Standing order 7(a) be amended to read:

A resolution made by Full Council shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 Councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub committee. A resolution made by a committee or sub committee shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 members of that committee or sub committee to be given to the Proper Officer in accordance with standing order 9 below.

- (e) the Risk Management policy be approved and adopted;
- (f) the following policies be approved and adopted:
 - (i) Financial Regulations;
 - (ii) Financial Risk Assessment;
 - (iii) Budget Virement Policy;
Cllr. B. Hazlewood was against this decision

- (iv) Investment Policy
Cllr. B. Hazlewood was against this decision
- (v) Statement of Internal Controls;
- (vi) DBS Policy;
- (vii) Safeguarding Policy;
- (viii) Freedom of Information Publication Scheme;
- (ix) Co-option Policy;
- (x) Communication Policy;
Cllr. B. Hazlewood was against this decision
- (xi) Social Media Policy;
- (xii) Risk assessments (Office, Cleaning, Rangers (General, Hedge cutting, Mowing/Strimming, Litter Picking, Snow/Ice, Petrol);
- (xiii) COVID-19 risk assessment (general);
- (xv) COVID-19 risk assessment (play areas).
Cllr. T. Carter abstained from this decision

FC20/9 Finance

Members considered the responses to the questions detailed in section 1 of the Annual Governance and Accountability Return for 2019/20 before considering section 2 of the Return.

Consideration was given to the Internal Audit report, it was noted that there were no actions arising from the audit.

It was noted that a grant of £250.00 had been awarded to Wyvern Community Transport for volunteer's uniform. This decision was made via email during the COVID-19 lockdown (13 members for, 1 did not respond).

RESOLVED that

- (a) section 1, the Annual Governance Statement, of the Annual Governance and Accountability Return for 2019/20 be approved and signed by the Chairman and the Clerk;
Cllr. B. Hazlewood abstained from this decision
- (b) section 2, the Accounting Statements, of the Annual Governance and Accountability Return for 2019/20 be approved and signed by the Chairman and the Responsible Financial Officer;
- (c) the Internal Audit report be noted;
- (d) the grant of £250.00 awarded to Wyvern Community Transport for volunteer's uniform be noted.

FC20/10 **Leases**

An update had been received earlier in the meeting from District Councillor, Adrian Eves, works to the public toilets in Southend Road commenced on 13th July and were expected to complete on 14th September.

The lease for the allotment site at Folly Grove was ready for signature, the solicitor for Persimmon Homes was awaiting further instruction from their client before the Agreement for Lease could be exchanged.

FC20/11 **Minutes from Committee meetings**

RESOLVED that

- (a) the minutes from the Communities Committee held on 10th March 2020 be noted;
- (b) the draft minutes from the Communities Committee meeting held on 13th July 2020 be noted;
- (c) the minutes from the Festive Lights Sub Committee meeting held on 1st June 2020 be noted;
- (d) the draft minutes from the Festive Lights Sub Committee meeting held on 21st July 2020 be noted;
- (e) the minutes from the Environment Committee meeting held on 2nd March 2020 be noted;
- (f) the draft minutes from the Environment Committee meeting held on 6th July 2020 be noted;
- (g) the minutes from the Planning Committee meeting held on 20th May 2020 be noted;
- (h) the minutes from the Planning Committee meeting held on 3rd June 2020 be noted;
- (i) the minutes from the Planning Committee meeting held on 1st July 2020 be noted;
- (j) the draft minutes from the Planning Committee meeting held on 15th July 2020 be noted;
- (k) the minutes from the Resources and Procedures Committee meeting held on 18th May 2020 be noted;
- (l) the minutes from the Resources and Procedures Committee meeting held on 15th June 2020 be noted;

- (m) the draft minutes from the Resources and Procedures Committee meeting held on 20th July 2020 be noted.

It was noted that there had also been a Personnel Committee meeting however these minutes had been missed off of the agenda in error.

FC20/12 **Play areas**

The Parish Council play areas had been closed since 23rd March 2020 due to the COVID-19 pandemic. The Government had announced that play areas could re-open from 4th July 2020, the risk assessment for the safe opening of the facilities had been approved earlier in the meeting. Members received comments from the residents requesting the reopening of the areas along with observations of other local play areas. Consideration was given to reopening the play areas along with signage to be displayed which stated:

- the Council would not be cleaning the equipment
- hands to be sanitised before, during and after use of the equipment;
- users to wash their hands for 20 seconds when returning home from the play area
- users to maintain a 2 metre distance from other users
- users should not touch their faces or put their mouths on the equipment
- the equipment should not be used if any member of the household has coronavirus symptoms or are self isolating
- no food to be consumed in the play area
- litter should be taken home

It was noted that the Parish Council would not be providing hand sanitiser at the facility. The Clerk had spoken with the Council's insurer who advised that the poster and risk assessment were sufficient. A full inspection of the play areas had taken place in preparation for the reopening.

RESOLVED that

- (a) the signage be approved and placed in both play areas, the guidelines for the safe use of the equipment would be publicised on the Council's website and Facebook page;
- (b) the play areas at Plumberow Mount and Laburnham Grove be opened with effect from 28th July 2020.
Cllr. B. Hazlewood was against the decision

FC20/13 **Office**

The kitchen in the Parish Council office did not have access to hot water, members considered the quotations to install a small undercounter water heater in the office kitchen.

The office had been closed since 23rd March 2020 following the COVID-19 lockdown, members had approved the COVID-19 risk assessment which included working in the office earlier in the meeting. Consideration was given to reopening the office to the staff but restricting access to the building for anyone else other than staff members until all necessary precautions and risk assessments had been put in place for the safe reopening of the hall. All office staff members had been consulted and were agreeable to returning to the office.

RESOLVED that

- (a) a small undercounter water heater be fitted in the office kitchen;
Cllr. B. Hazlewood was against this decision

- (b) company C be instructed to install the water heater at a cost of £577.32 plus VAT
Budget head - New and replacement equipment (111:4040)
Cllr. M. Carter abstained from this decision
Cllr. B. Hazlewood abstained from this decision

- (c) the office be reopened to staff only from Monday 3rd August 2020.

FC20/14 Forward Planning

Members considered the notes from the forward planning working group meetings held on 13th February 2020, 18th June 2020 and 16th July 2020 which included recommendations for a vision statement and initial actions. It was noted that the creation of the plan would involve significant consultation with the residents of the parish.

RESOLVED that

- (a) the following vision statement be approved:

To become a council with a brave forward vision to create and maintain a vibrant and inclusive community in Hockley

- (b) members complete a survey to ascertain aspirations

- (c) the creation of the forward plan be approved in line with the Local Council Awards Scheme Quality Gold award;

- (d) the working group be tasked with progressing the plan.

FC20/15 Training

The Parish Council received reports from the Clerk following Event Management training and attendance at the SLCC Practitioner's Conference attended in February 2020.

FC20/16 **Access to Cash Initiative**

A pilot scheme would be trialled in Hockley and Rochford providing community banking facilities with Rochford being the prime area of concern. It was hoped that the scheme would run from October 2020 to summer 2021, the stakeholder group were investigating appropriate locations for the facility in Hockley. Cllr. R. Martin had been asked to join the stakeholder group.

FC20/17 **Local Council Awards Scheme**

Consideration was given to the updated action plan for the Council. As part of the foundation accreditation, specific information was to be made available on the Parish Council's website whilst others must be in place but may not be publicly available.

RESOLVED that

- (a) the action plan for 2020/21 be approved;
Cllr. B. Hazlewood was against this decision
- (b) the Parish Council had achieved items 1 – 15 of the foundation level of the scheme and that all documentation would be available on the Parish Council website;
- (c) the following criteria for the foundation level had been achieved:
 - a risk management policy
 - a register of assets
 - contracts for all members of staff
 - up to date insurance policies that mitigate risks to public money
 - disciplinary and grievance procedures
 - training policy
 - a record of training undertaken by staff and members
 - the Clerk had achieved 12 CPD points in the last year

FC20/18 **Reports from outside organisations**

- (a) Hockley Charities
A report was received regarding financial assistance provided by the charity. It was noted that the Rayleigh, Rochford and District Association for Voluntary Services had been supportive of the charity.
- (b) Hockley Public Hall
A report was received, the hall had been closed due to the COVID-19 pandemic and would reopen when all procedures were in place.

It was noted that Hockley Community Centre had reopened.

FC20/19 **Items for the next agenda**

To review and adopt the Standing Orders
To review and adopt the Terms of Reference

FC20/20 **Date of future meetings**

The next Parish Council meeting will be held on Monday 28th September 2020 at 7.30pm.

The meeting was closed at 9.19pm

Signed: _____
Chairman

Date: _____