



## HOCKLEY PARISH COUNCIL

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### Minutes from the online Full Council meeting held on Monday 28<sup>th</sup> September 2020 at 7.30pm.

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

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

#### **FC20/21 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.

#### **FC20/22 Minutes**

**RESOLVED** that the minutes from the Full Council meeting held on 27<sup>th</sup> July 2020 be approved as a correct record and signed by the Chairman after the meeting.

#### **FC20/23 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.

##### **Lease for public toilets in Southend Road**

Completion expected mid October 2020.

- FC19/36(a)                    **Lease for allotments in Folly Chase**  
The Parish Council's solicitor had been liaising with Persimmon's solicitor, who advised that they had still not heard from their client.  
The Clerk had contacted the District Councillor for assistance.
- FC20/12                        **Parish Council play areas**  
Signage placed at both Council play areas.  
Reopening publicised on Facebook and the website.  
The office have not had any contact from residents regarding the re-opening and no reports of people not following the rules.  
The Rangers have not come across any issues.
- FC20/13 (c)                    **Parish Council office**  
Signage placed in the office and building. Staff advised.  
Following the announcement from the Prime Minister on 22nd September 2020, the office had been closed and all office staff had resumed home working.
- FC20/13 (a) and (b)        **Undercounter water heater**  
Heater installed.
- FC20/14 (b)                    **Forward Plan member survey**  
The survey was in the process of being constructed and would be circulated to members by 30th September 2020.
- FC20/17                        **Local Council Awards scheme**  
Application submitted to the panel for verification.
- FC20/8 (d)                    **Amendments to Standing orders**  
Amendments made to the Standing Orders.

**FC20/24                    Declarations of Interests**

None declared.

**FC20/25                    Public Participation session**

A member of the public spoke regarding the allotment site in Folly Chase and had been advised that some of the houses on site had not been completed.

*Cllr. R. Martin left the meeting, 7.46pm*

*Cllr. R. Martin returned to the meeting, 7.49pm*

**FC20/26                    District and County Councillor reports**

None present.

**FC20/27                    Local updates**

Members were advised that there had been a resident query regarding the piece of land on the corner of The Spinneys and Woodlands Road following the

erection of a fence on the land by the adjacent property. The District Councillor, Adrian Eves, had been investigating.

**FC20/28**     **Essex Libraries Consultation**

No further updates had been received.

**FC20/29**     **Structure, Terms of Reference and Policies**

Consideration was given to specifying the delivery time of apologies for absence for all Council meetings following an increase of retrospective apologies. Members considered the Standing Orders and the Terms of Reference for all Committees, Sub Committees and Working Groups. As the constitution of the Forward Plan working group was to be discussed later in the meeting, the Terms of Reference for the group was deferred to that part of the meeting.

In accordance with the Terms of Reference, the Chairman of the Council and the Chairman of the Personnel Committee were automatically appointed onto the Personnel Sub Committee, three other members plus three substitute members required appointment.

Cllr. S. Chelmsford had stepped down from the Festive Lights Sub Committee and the Forward Plan working group resulting in vacancies on those groups.

**RESOLVED** that

(a) the following Standing Order be adopted:

Apologies for absence should ideally be submitted as soon as possible but if not, by the commencement of the meeting for which the absence relates to.

(b) the Standing Orders be approved and adopted;  
*Cllr. T. Carter abstained*

(c) the Terms of Reference for the Communities Committee be approved;

(d) the Terms of Reference for the Festive Lights Sub Committee be approved

(e) the Terms of Reference for the Environment and Open Spaces Committee be approved

(f) the Terms of Reference for the Personnel Committee be approved

*Cllr. B. Hazlewood left the meeting, 8.31pm*

*Cllr. B. Hazlewood returned to the meeting, 8.33pm*

(g) the Terms of Reference for the Personnel Sub Committee be approved  
*Cllr. B. Hazlewood abstained from the decision*

- (h) the Terms of Reference for the Planning and Development Committee be approved
- (i) the Terms of Reference for the Resources and Procedures Committee be approved  
*Cllr. B. Hazlewood was against the decision*
- (j) the Terms of Reference for the Appeals Panel be approved
- (k) Cllrs. M. Carter, T. Carter and P. Meacham be appointed onto the Personnel Sub Committee;
- (l) Cllrs. S. James, S. Martin and V. Randall be appointed as substitute members on the Personnel Sub Committee.

**FC20/30      Leases**

The work to the public toilets in Southend Road had been delayed, the project was expected to complete by mid October 2020. Anomalies with the plan for the site were being investigated by the Assistant Director for Environment at Rochford District Council.

The Council's solicitor had been liaising with Persimmon Homes' solicitor regarding the lease for the allotments but Persimmon's solicitor had not received any further instruction. District Councillor Adrian Eves had agreed to contact Persimmon Homes direct to try to ascertain why there had been such a long delay.

**FC20/31      Minutes from Committee meetings**

**RESOLVED** that

- (a) the draft minutes from the Communities Committee held on 14<sup>th</sup> September 2020 and amendments required be noted;
- (b) the draft minutes from the Festive Lights Sub Committee meeting held on 8<sup>th</sup> September 2020 be noted;
- (c) the draft minutes from the Environment Committee meeting held on 7<sup>th</sup> September 2020 and amendments required be noted;
- (d) the draft minutes from the Personnel Committee meeting held on 8<sup>th</sup> June 2020 be noted;
- (e) the minutes from the Planning Committee meeting held on 12<sup>th</sup> August 2020 be noted;
- (f) the minutes from the Planning Committee meeting held on 2<sup>nd</sup> September

2020 be noted;

- (g) the draft minutes from the Planning Committee meeting held on 16<sup>th</sup> September 2020 be noted;
- (h) the draft minutes from the Resources and Procedures Committee meeting held on 21<sup>st</sup> September 2020 be noted;

#### **FC20/32 Christmas Colouring Competition**

The Festive Lights Sub Committee had been investigating an alternative way of running the children's Christmas colouring competition. Members of the Sub Committee would consider whether the competition should take place following the increase in COVID-19 cases and the potential risks involved at the meeting on 5<sup>th</sup> October 2020.

There was a brief discussion regarding the need to quarantine entries and the subsequent risk should the competition go ahead. Other suggestions were made such as moving the competition online.

#### **FC20/33 Forward Planning**

The notes from the working group meeting on 10<sup>th</sup> September 2020 were received. The group recommended that the Council's Mission Statement should be included on all Council documentation.

At this point and further to Standing Order 10(a)(xvi), the Chairman proposed that Standing Order 3(y) limiting the meeting to 2 hours be suspended to allow the meeting to continue.

**RESOLVED** that Standing Order 3(y) be suspended to allow the meeting to continue.

The Council also considered the request to reform the group as a committee of the Council. The delegated authority and membership of a Committee were considered. It was noted that a budget would need to be considered as the forward plan would involve considerable public consultation.

**RESOLVED** that

- (a) the Mission Statement be included on all Parish Council documentation going forward;
- (b) the group be reformed as a Committee of the Council with decision making powers that have no budget implication  
*Cllrs. B. Hazlewood, S. Martin and R. Martin were against the decision  
Cllr. V. Randall abstained from the decision*
- (c) the Committee membership would be 5 members with a quorum of 3 members;

- (d) the Clerk be authorised to update the Terms of Reference to reflect the changes to be approved at the next Full Council meeting;
- (e) Cllr. L. Vingoe be appointed onto the Committee joining Cllrs. N. Boxall, P. Meacham and B. Thorogood.

#### **FC20/34      Consultations**

Members considered the consultation from the Ministry of Housing, Communities and Local Government regarding the 'Planning for the Future'. The following comments were made:

- Even though members understood that development was required, they were against overdevelopment. Any development should be sympathetic to the area.
- Development has an effect on infrastructure (roads, schools, doctors etc.) and as such, new developments should consider the impacts on the current infrastructure and suggest additional infrastructure to support the development.
- The proposals in the white paper take away the Parish Council's ability to take part in the planning process.
- Development should be managed under the control of the District Council.

The Department for Transport consultation 'Pavement Parking: Options for Change' was considered which set out the following options:

- Option 1: Simplification of the current Traffic Regulation Orders (TROs) allowing Councils to restrict pavement parking.
- Option 2: In addition to option 1, this option would allow Councils to enforce against 'unnecessary obstruction of the pavement' which empowers Councils to issue Penalty Charge Notices.
- Option 3: In addition to option 1, this option would introduce a nationwide pavement parking prohibition which would extend the existing London-wide parking prohibition.

Rochford District Council's Community Safety Partnership were consulting on community safety in the district. It was noted that this consultation was directed at individuals rather than organisations, members were encouraged to respond to the survey in an individual capacity.

#### **RESOLVED** that

- (a) the Council's comments relating to the 'Planning for the Future' consultation be passed to the Planning Committee in order for the Committee to respond to the consultation on behalf of the Parish Council. The response should be passed on to the local MP for information once it had been submitted to the Ministry of Housing, Communities and Local Government.
- (b) the Parish Council were in favour of all 3 options of the consultation on 'Pavement Parking: Options for Change'; this response to be submitted to

the Department for Transport.

**FC20/35**     **Reports from outside organisations**

Members received a report from Cllr. R. Martin on the EALC AGM.

**FC20/36**     **Date of future meetings**

The next Parish Council meeting will be held on Monday 23<sup>rd</sup> November 2020 at 7.30pm. The budget meeting will be held on Monday 30<sup>th</sup> November 2020 at 7.30pm.

**FC20/37**     **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).

**FC20/38**     **Staffing matters**

The creation of the Forward Plan and the requirements of the project would create an additional workload for the Clerk. The Forward Plan working group recommended additional hours for the Administrative Assistant allowing the Clerk to delegate further duties to both the Assistant Clerk and the Administrative Assistant. The recommendation would result in increased staffing overheads, it was noted that further cost saving initiatives could be looked at going forward. The RFO reminded members that she had renegotiated some Council contracts in the last 2 years resulting in cost savings and would continue to investigate other ways to save money.

**RESOLVED** that

- (a) funds up to £2,500 be allocated from the general reserves for an additional 4 hours per week for the Administrative Assistant for 2020/21;  
*Cllrs. B. Hazlewood, S. Martin and R. Martin were against the decision*
  
- (b) funding of £2,500 be included in the 2021/22 budget for an additional 4 hours per week for the Administrative Assistant.  
*Cllrs. B. Hazlewood, S. Martin and R. Martin were against the decision*

The meeting was closed at 10.22pm

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

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