



Hockley Parish Council

Minutes of the Hockley Parish Council Meeting Held at The Old Fire Station. 7.45 p.m. on Monday 18th January 2016

	SUBJECT
16/1	Welcome
16/2	<p>Members Attending</p> <p>Chairman: Cllr R Martin.</p> <p>Present: Cllrs Anderson, James, Randall, Meacham, S Martin, Vingoe, O'Shea, Hazlewood, Chelmsford, M Carter, T Carter, Gleadall, Boxall.</p> <p>Also present: The Clerk, two members of the public.</p> <p>Apologies: None</p> <p>Not present: Cllr Amner.</p>
16/3	<p>To Confirm the Minutes of Council meeting held 14th December 2015 and note Resolutions.</p> <p>Resolved. The minutes of the meeting of 14th December 2015 were accepted as a true record. Proposed Cllr R Martin seconded Cllr Gleadall.</p> <p>Cllr Hazlewood noted a correction to Minute 15/276: The replacement bin was in Plumberow Open Space not Marylands Nature Reserve and work was needed on the path at Marylands Nature Reserve, not the Drainage.</p> <p>The chairman reminded the council that Resolution 15/263 in the November 2015 Full Council minutes had been amended to satisfy the Local Council Award Scheme requirements. The point of the resolution remained unchanged.</p>
16/4	<p>Declaration of Interests.</p> <p>There were no declarations of interest.</p>
16/5	<p>Public participation.</p> <p>Two members of the public were present but did not wish to address the council.</p>
16/6	<p>Ward and County Councillors may address the members.</p> <p>Cllrs M Carter and Hazlewood were present; Cllr Carter advised that the District Council Budget Awayday will be held this month and Cllr Hazlewood reminded councillors to expect correspondence on the forthcoming elections.</p>
16/7	<p>To consider correspondence received</p> <p>Response from Christine Lyons AD Planning Services, RDC to address the Council on Community Infrastructure Levy. Response awaited.</p> <p>Letter from a Steel Drum Group asking for support.</p> <p>Letter confirming the Chamber of Trade's donation</p> <p>The correspondence was noted.</p>

16/8	<p>Consultations None this month</p>
16/9	<p>Clerk's report.</p> <p>Local Council Award Scheme. The Clerk confirmed that a submission had been made and payments to the EALC and NALC had been accepted. The council is now awaiting the decision of the award panel.</p> <p>Street furniture. The bench at Parish Pavement has been repaired and the bench in High Street will be repaired this month. Wood has been purchased for additional planters in Spa Road, but a revised design will be needed as it has been noticed that the planter in Southend Road has been damaged.</p> <p>Office purchasing procedure. A purchase order system has been introduced to the office to track all council expenditure. Councillors who wish to request any purchases should let the office staff know what is required, giving as much notice and detail as may be necessary so that the purchase order may be raised.</p>
16/10	<p>To note District and Parish Ward changes prior to May Elections Following the Boundary Commission Review new Wards were noted as follows: District Wards: "Hockley" and "Hockley & Ashingdon." Parish Wards: "Hockley West" and Hockley East" Parish Councillors should consider which of the two newly created parish wards they wished to represent.</p>
16/11	<p>To note training undertaken in the previous month and receive reports.</p> <p>No training has been undertaken in the previous month.</p> <p>Two applications have been received to attend the Planning Training at Rochford D.C on the 9th March, both of which are approved.</p> <p>Action: Clerk to confirm attendance and arrange payment for the additional councillor.</p>
16/12	<p>To clarify council minuting procedures</p> <p>Agendas are prepared by the Clerk in consultation with the chair of the meeting and distributed three clear days in advance of the meeting. If additional information is required to assist the council in their decision-making, this can follow later.</p> <p>The Council were reminded that the minutes of a committee will be formally adopted by the next meeting of that committee. The draft minutes will be published within ten working days and made available on the websites. Actions will be summarised at the foot of the minutes and committee chairmen are encouraged to follow-up with action sheets. Minutes of committees will be reported to Full Council, and minutes of sub committees will be reported to their parent committee. This means that the minutes presented to Full Council are usually in draft and for information only; if a Councillor considers that there are matters of concern, they should be reported to the responsible committee and not discussed at full council. Standing orders specify that minutes of all meetings are approved for accuracy only.</p>
16/13	<p>To consider approving a Virement of £8,000 from reserves to extend the footway at Marylands Nature Reserve. Recommendation from Environmental Committee.</p> <p>The Clerk advised that the Council's reserves were healthy and there was no reason why the money should not be used to fund the extension to the path, and there would be no requirement to replace it in the next year's budget.</p>

	<p>Resolved. The Council gives approval to transfer £8,000 from reserves to the Environmental budget to extend the footway in Marylands Nature Reserve. The transfer will be permanent and not be replaced. Proposed Cllr Vingoe and seconded Cllr R Martin carried unanimously. Action: Clerk/RFO to update the financial reports to confirm the transfer.</p>
16/14	<p>To note the minutes and resolutions from Resources and Procedures Committee. There was no meeting in December The Financial information for December was noted.</p> <p>To note minutes and resolutions of Personnel Subcommittee. Meeting held 11th January 2016 when staffing issues were discussed. Cllr Randall advised the council that another meeting would be held on Monday 8th February to consider further actions.</p>
16/15	<p>To note the minutes and resolutions from Environmental Committee. The minutes of the 7th December 2015 were noted.</p>
16/16	<p>To note the minutes and resolutions from Planning and Local Development Committee. The District Council's intention to stop supplying paper copies of plans as of January 2016 was noted. Action: Clerk to ensure the screen and digital projector is available for Planning Meetings.</p>
16/17	<p>To note the minutes and resolutions from Communities Committee.</p> <ul style="list-style-type: none"> a) The Council noted the intention to prepare a standard method of council community consultation. b) The Council noted the Citizen of the Year nomination for Paul Taylor. c) The Council noted the plans for a proposed installation of a lift at the hall. <p>To note the minutes and resolutions from the Festive Lights Subcommittee There was no meeting in December.</p>
16/18	<p>To note reports from delegates to other organisations. There were no reports received.</p>
16/19	<p>Items for next agenda. To consider the reintroduction of coloured paper for agendas and minutes.</p>
16/20	<p>Date of next meeting – 15th February 2016</p> <p>Meeting closed at 8.35</p>