



HOCKLEY PARISH COUNCIL

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

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Members of the Parish Council are hereby summoned to attend the online Parish Council meeting on Monday 22nd March 2021 at 7.30pm for the purpose of transacting the following business. **Members of the press and public are welcome to attend and should contact the Clerk before 3pm on the day of the meeting to request access.**

K Holland

Mrs Kelly Holland
Clerk to Hockley Parish Council

17th March 2021

PARISH COUNCIL MEETING ON MONDAY 22nd MARCH 2021

AGENDA

1. **Apologies for absence**
Standing apologies are received from Cllr. B. O'Shea whilst Zoom meetings are taking place.
2. **Minutes**
Acceptance of the minutes from the meeting dated 25th January 2021 (previously circulated).
3. **To receive the progress report (appendix 1).**
4. **To receive member's declarations of interests in items on the agenda**
5. **Public Participation session**
There will be 15 minutes available for this session where members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker will be permitted.
6. **To receive reports from the District and County Councillors.**

COUNCIL STRUCTURE, TERMS OF REFERENCE AND POLICIES

7. **Policies**
 - (a) To approve the following policies as recommended by the Resources and Procedures Committee (previously circulated):
 - (i) Financial Regulations
 - (ii) Financial Risk Assessment
 - (iii) Wheelchair loan terms and conditions
 - (b) To approve the Role of the Chairman of the Resources and Procedures Committee document (appendix 2).
8. **Elections**
 - (a) To note that elections for Parish, District and County Council will take place on 6th May 2021;

Hockley Parish Council is committed to being a council with a brave forward vision to create and maintain a vibrant and inclusive community in Hockley

- (b) To note that all members must observe purdah until after the election results are announced.

9. Parish Council Chairman

To note that forms are available on request from the Clerk after 6th May 2021 if members wish to submit nominations for Chairman for the new civic year. Elections will take place at the Annual Council Meeting on 17th May 2021.

FINANCE

10. Earmark Reserves

To consider the recommendation from the Resources and Finance Committee to make the following transfers to the earmarked reserves:

From General Reserves to earmarked reserves - £1,360 for litter bins

From 219:4107 (St Peter's Road) to EMR 327 - £1,000

From 401:4072 (Festive Event) to earmarked reserves - £3,000 for the 2021 festive event

DECISION ITEMS

11. Folly Grove Allotment Site

To consider the transfer of land document for the allotment site (previously circulated).

12. Southend Road Public Toilets

To consider the update regarding the public toilets in Southend Road.

13. Community Awards

(a) To consider the recommendation from the Communities Committee for the winners and runners up in three of the categories for the awards (previously circulated);

(b) To agree a winner and runner up for the business award.

14. Festive Lighting

(a) To consider the recommendation from the Festive Lights Sub Committee to approve a three-year festive lighting hire contract with Blachere Illumination UK at a cost of £17,098.71 for year 1 and then £17,806.21 for years 2 and 3;

(b) To consider the recommendation from the Festive Lights Sub Committee to approve the proposal that the current lighting scheme be advertised via the Essex Association of Local Councils.

FOR NOTING

15. Committee minutes (previously circulated)

To note the minutes from the following Committee meetings:

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| (a) Communities Committee | 8 th March 2021 (draft) |
| (b) Festive Lights Sub Committee | 1 st February 2021 |
| (c) Festive Lights Sub Committee | 9 th March 2021 (draft) |
| (d) Forward Plan Committee | 14 th February 2021 (draft) |
| (e) Environment Committee | 1 st March 2021 (draft) |
| (f) Personnel Committee | 8 th February 2021 |
| (g) Personnel Committee | 22 nd February 2021 |
| (h) Personnel Committee | 18 th March 2021 (draft) |
| (i) Planning Committee | 27 th January 2021 |

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| (j) Planning Committee | 17 th February 2021 |
| (k) Planning Committee | 3 rd March 2021 (draft) |
| (l) Resources and Procedures Committee | 15 th February 2021 |
| (m) Resources and Procedures Committee | 15 th March 2021 (draft) |

16. Reports from representatives on outside bodies

To receive a report from representatives on the following bodies:
Hockley Public Hall – Cllr. L. Vingoe (appendix 3)

17. Parish Clerk

To note that the Clerk had achieved a First-Class Honours Degree in Community Governance from De Montfort University and that one additional spine point has been awarded in accordance with her contract.

18. Items for next agenda

19. Date of future meetings

The Annual Parish meeting will be held virtually on Monday 26th April 2021 at 7.30pm.
The Annual Parish Council meeting will be held on Monday 17th May 2021 at 7.30pm.

EXCLUSION OF PRESS AND PUBLIC

20. The Parish Council will resolve to 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).

21. Staff matters

- (a) To note that condolences had been sent to the Ranger's family on behalf of the Council and consider a means of commemorating his work with the Council and Hockley when the time is right;
- (b) To receive an update on staffing matters.