



HOCKLEY PARISH COUNCIL

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

Telephone: 01702 207707 e-mail: enquiries@hockley-essex.gov.uk

Website: hockley-essex.gov.uk

Minutes from the online Full Council meeting held on Monday 22nd March 2021 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. James Cllr. B. Thorogood	Cllr. N. Boxall Cllr. S. Chelmsford Cllr. S. Martin Cllr. L. Vingoe	Cllr. M. Carter Cllr. B. Hazlewood Cllr. P. Meacham
	<u>District Councillors:</u>	Adrian Eves		
	<u>Officers:</u>	Kelly Holland, Parish Clerk Margaret Saunders, RFO		
	<u>Members of the public:</u>	One		

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

A one minute silence was held in memory of Dave Neave, Parish Ranger, whose invaluable support would be sadly missed.

FC20/82 Apologies for Absence

Apologies for absence had been received from Cllr. B. O'Shea.

RESOLVED that the apologies be accepted.

FC20/83 Minutes

RESOLVED that the minutes from the Full Council meeting held on 25th January 2021 be approved as a correct record and signed by the Chairman after the meeting.

FC20/84 Progress Report

Exit interviews

Policy in drafting stage and would be forwarded to Ellis Whittam for comment.

FC18/194(a)

Defibrillator at Sainsburys

Defibrillator now situated in the insulation bag.

FC20/50

New accessible website

Completion expected 31st March 2021.

FC20/58

HR Support Option

The Council's current documentation and the draft employee handbook had been reviewed by Ellis Whittam. The Clerk to review the comments and bring to a future meeting of the Personnel Committee.

FC20/85 **Declarations of Interests**

None declared.

FC20/86 **Public Participation session**

No comments made.

FC20/87 **District and County Councillor reports**

Nothing to report.

FC20/88 **Policies**

The Resources and Procedures Committee had reviewed and revised the policies. Consideration was given to the Role of the Chairman of the Resources and Procedures Committee document, there was a discussion regarding the content of the document which detailed procedures for both the Chairman and committee members.

RESOLVED that

(a) the following policies be approved and adopted:

- (i) Financial Regulations
- (ii) Financial Risk Assessment
- (iii) Wheelchair loan terms and conditions

(b) the Resources and Procedures Committee document be approved in principle as a working document, the Committee to implement any required amendments.

FC20/89 **Elections**

Elections for the Parish Council, District and County Council would take place on 6th May 2021, all members were reminded to observe purdah until after the election results were announced.

FC20/90 **Parish Council Chairman**

Nomination forms for Parish Council Chairman would be available on request from the Clerk after 6th May 2021, elections would take place at the Annual Council Meeting on 17th May 2021.

FC20/91 **Earmark Reserves**

Consideration was given to the recommendation from the Resources and Procedures Committee to make virements to the earmarked reserves.

RESOLVED that the following virements be made to the earmarked reserves:

Virement from general reserves to earmarked reserves - £1,360 for litter bins

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

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

FC20/92 **Folly Grove Allotment Site**

Persimmon Homes' solicitor had produced a transfer of land document. This had been reviewed and amended by the Parish Council's solicitor to ensure that it agreed with main points agreed within the previous lease proposal. It was noted that the solicitor was still in discussions regarding the parking area surface, signage and marking the allotment area with stakes.

RESOLVED that the transfer of land document be approved.

FC20/93 **Southend Road Public Toilets**

A site visit had taken place and some snagging issues had been identified, these were being addressed by the District Council. It was noted that asbestos was still present in the cloaking to the roof tiles, this was being discussed with the District Council.

FC20/94 **Community Awards**

An extraordinary meeting of the Communities Committee had been held as a business category nomination had been mistakenly omitted. The Council considered the recommendation for both winners and runner up for each of the four categories. The results would be announced at the Annual Parish Meeting on 26th April 2021.

RESOLVED that the recommendation for the winner and runner up in each of the four categories for the community awards be approved.

FC20/95 **Festive Lighting**

Members considered the recommendations from the Festive Lights Sub Committee regarding a lighting hire scheme and disposal of the current lighting scheme.

RESOLVED that

- (a) the Parish Council approve the 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) the Parish Council approve the current lighting scheme be advertised for sale in its current condition via the Essex Association of Local Councils.

FC20/96 **Minutes from Committee meetings**

RESOLVED that

- (a) the minutes from the Communities Committee meeting held on 8th March 2021 (draft) be noted;

- (b) the minutes from the Festive Lights Sub Committee meeting held on 1st February 2021 be noted;
- (c) the minutes from the Festive Lights Sub Committee meeting held on 9th March 2021 (draft) be noted;
- (d) the minutes from the Forward Plan Committee meeting held on 14th February 2021 (draft) be noted;
- (e) the minutes from the Environment Committee meeting held on 1st March 2021 (draft) be noted;
- (f) the minutes from the Personnel Committee meeting held on 8th February 2021 be noted;
- (g) the minutes from the Personnel Committee meeting held on 22nd February 2021 be noted;
- (h) the minutes from the Personnel Committee meeting held on 18th March 2021 (draft) be noted;
- (i) the minutes from the Planning Committee meeting held on 27th January 2021 be noted;
- (j) the minutes from the Planning Committee meeting held on 17th February 2021 be noted;
- (k) the minutes from the Planning Committee meeting held on 3rd March 2021 (draft) be noted;
- (l) the minutes from the Resources and Procedures Committee meeting held on 15th February 2021 be noted;
- (m) the minutes from the Resources and Procedures Committee meeting held on 15th March 2021 (draft) be noted.

FC20/97 Reports from representatives on outside bodies

A report was received from Cllr. Vingoe regarding the Hockley Public Hall, it was noted that the report was dated 30th January 2021.

FC20/98 Parish Clerk

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

FC20/99 Items for the next agenda

No items raised.

FC20/100 **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.

FC20/101 **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).

FC20/102 **Staff matters**

The Chairman had collated all messages of condolence and passed them over to Dave Neave's family. Consideration was given to a means of commemorating his work with the Council and Hockley and making a donation to Help the Heroes in his name. There was a discussion regarding arrangements for the funeral whilst ensuring social distancing.

The Clerk gave an update on staff matters.

RESOLVED that

- (a) the Council agree in principle to a means of commemorating Dave Neave's work with the Council and in Hockley when the time is right;
- (b) a donation of £50.00 be made to Help the Heroes.

The meeting closed at 8.43pm

Signed:
Chairman

Date:
