



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

Members of the Parish Council are hereby summoned to attend the
Annual Meeting of the

FULL PARISH COUNCIL MEETING

to be held at The Old Fire Station, 58 Southend Road, Hockley on
Monday 15th May 2023 at 7.30pm for the purpose of transacting the following
business. Members of the press and public are welcome to attend excepting
where they will be excluded under the Public Bodies (Admissions to
Meetings) Act 1960, s.1(2).

KHawkes

Karen Hawkes BSc (Hons)

Parish Clerk

9th May 2023

1. Election of Chairman for 2023 / 2024

In accordance with Standing Order 5e to consider nominations for Chairman 2023 / 2024

2. Declaration of Acceptance of Chairman

In accordance with Standing Order 5ji the elected Chairman to complete and sign the acceptance of office.

3. Recording of Meetings

To receive notification from any persons present of intent to record the meeting

4. Apologies for absence

To receive and accept apologies for absence

5. Appointment of Vice – Chairman 2023 / 2024

In accordance with Standing Order 5e to consider nominations for appointment of Vice – Chairman.

6. Declaration Acceptance of Vice Chairman

In accordance with Standing Order 5ji the appointed Vice - Chairman to complete and sign the acceptance of office.

7. Acceptance of the minutes (previously circulated).

To approve and sign the minutes of the meeting held on 17th April 2023 as a true record of the meeting

8. To receive member's declarations of interests in items on the agenda

9. 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.

10. Co-option application

To consider co-option application as attached to the agenda

11. Committee Terms of Reference for 2023 / 2024

To approve the Terms of Reference as attached to the agenda

12. Election of Members of Council Committees for 2023 / 204

For clarity those elected to the committee will vote for the Chairman and Vice-Chairman of the Committee

Environment and Open Spaces Committee

- a/ Elect members of Environment and Open Spaces Committee (Up to 7 members)
- b/ Election of Chairman of Environment and Open Spaces Committees
- c/ Appointment of Vice Chairman of Environment and Open Spaces Committee

Community Engagement and Events Committee

- d/ Elect members of Community Engagement and Events Committee (Up to 7 members)
- e/ Election of Chairman of Community Engagement and Events Committee
- f/ Appointment of Vice Chairman to Community Engagement and Events Committee

Planning Committee

- g/ Elect members of Planning Committee (Up to 7 members)
- h/ Election of Chairman of Planning Committee
- i/ Appointment of Vice Chairman to Planning Committee

Staffing Committee

- j/ To appoint two members to the staffing committee

13. Appoint representatives to outside bodies

Outside Bodies	2022 – 2023	2023 – 2024
Hockley Chamber of Trade	Cllr Thorogood	
Hawkwell and Hockley Residents Assoc	Cllr Eves	
Hockley Community Centre	Cllr M Carter Cllr Hazelwood	
Hockley Public Hall	Cllr Vingoe	
Rochford Hundred Association of Local Councils (2)	Cllr Hazelwood Cllr Martin	
Citizen Advice Bureau (1)	Cllr Eves	
Rochford Transport Meeting	No representative	
Poores Fund	Councillor Vingoe	

14. Reports from Committee

Councillor Thorogood to provide a verbal report from the Kings Coronation Event.

15. To receive verbal report from the Parish Clerk

Members to note this is for information exchange and no decisions to be made

16. To receive verbal reports from District and County Councillors

Members to note this is for information exchange and no decisions or debate to be held

17. To receive reports from external bodies

RHALC – to note minutes have been circulated from the RHALC

18. Items for the next agenda

Due to the nature of the business being transacted under the Public Bodies (Admissions to Meetings) Act 1960, s 1(2) members of the press and public excluded

19. Marylands Nature Reserve

Parish Clerk to report

20. Future meeting date

12TH June 2023 Members to note that this is the second Monday of the month due to audit deadlines.



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APPLICATION FORM FOR CO-OPTION TO THE PARISH COUNCIL

Personal Details:

Full Name and Title: Mr Christopher Taylor

Address:

Tel. No:

email

**Please tell us what experience you might bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.
(Additional blank pages can be used)**

As a member of UNISON, I have taken part in different conferences and seminars for the union, specifically around within the LGBTQ+ Self organising group.

I have attended National Delegate Conference to network with various delegates and officers from around the region and have built a solid working relationship with them.

I assisted and supported the organisation of UNISON involvement with Southend Pride, by communicating and liaising with members from Southend Borough Branches, we were able to pool the resources of both branches and make UNISONS presence have more impact.

In my spare time I have for the past 10 years now completed several charity events, normally through the Live Streaming service Twitch. These charities have included Guide Dogs, Young Lives Vs Cancer, Cats Protection, Macmillan Cancer Support as well as other smaller local charities. This has often seen me making a promotional video or even a trailer type video using my video editing skills to help give the event more exposure.

I would often post these to either YouTube, Twitter and Facebook while also posting to my own social media platform based on Discord. Leading up the events I would post updates, schedules and donation targets. Following the event I would post the total raised and winners of event competitions run during the stream. To date I have raised just under £6000 to various charities which I feel is a tremendous achievement which I am very proud of.

**Please tell us what skills you might bring to the Council, for example, professional qualifications, financial or project management expertise.
(Additional blank pages can be used)**

Working at Southend College, I was responsible for 6 apprentice catering students working towards their qualification. This involved teaching and being a responsible leader for them in a kitchen environment, supervising them while they ran the college restaurant and supporting them in their continuing professional development. I was instrumental in the design and set up of a new local garden centre cafe which, allowed me to build upon and improve the overall business by using my previous experiences.

The owners allowed me to lead independently on key impacting decisions relating to the business development, giving me the support to successfully accomplish this. I would often share my experiences with both front and back of house operations and as a collective lead on the best course of action. I came into a small team, and due to the achievement I made the success of the business demanded a larger team. Together with management I interviewed and recruited new effective passionate members of staff, that bestowed the same core values I maintained to allow the business to flourish.

At the peak of its success the business had almost 30 people working either full or part time positions. My role as a key member of the team, was to balance workloads effectively.

On occasions, when short staffed, during periods of leave or sickness, I was able to utilise my knowledge of the teams skillsets to place staff in positions in which they worked most effectively, ensuring an effective consistent output, delivering a quality service to all patrons. This required in depth knowledge of staffs strengths and weakness and their personalities to ensure I could provide adequate support to them in their role(s) and build upon their weaknesses.

**Please give us an indication of why you might be interested in being a Parish Councillor.
(Additional blank pages can be used)**

I have lived in Hockley my whole life, attended both primary and secondary school in Hockley and worked at in Hockley at various organisations. Given my experiences in past five years, working in the care sector during the pandemic and my work with UNISON, I believe I can bring new experiences and insights to the parish council and help highlight issues and problems effecting the local community

Extract from Local Government Act 1972 sections 79 and 80 regarding eligibility and qualifications for office as a Parish Councillor.

1. Be over 18 years of age.
2. Registered as an elector
3. Resident or have principal place of work (including volunteering) within three miles of the Parish Boundary during the past twelve months.
4. Not hold paid office in any organisation connected with the Parish Council
5. Not be subject to a bankruptcy restrictions order or an interim order
6. Not be convicted of any offence within the past five years and been sentenced to not less than three months' imprisonment (whether suspended or not) without the option of a fine.

Additional requirements of Hockley Parish Council:

1. Ability to commit to attending Council/Committee meetings regularly, including additional training sessions.
2. Will be required to carry out additional duties i.e., assisting at events etc. (including evenings and weekends)
3. Understand that the position is voluntary, and no allowances are paid.

I confirm that I meet all the criteria above and wish to be considered for co-option to Hockley Parish Council

Signed..... C J Taylor

Date 12/04/2023



Terms of Reference

Community Engagement and Events Committee

Date

Minute reference

Adopted:

Reviewed:

Next Review:

COMMITTEE NAME:	Community Engagement and Events Committee
PURPOSE:	To make recommendations and take decisions on the functions of the Council in respect of all community engagement and events.
SCOPE:	The Committee has limited delegated powers to spend on community engagement and events as agreed within the annual budget. Recommend projects and events to the Finance and Governance Committee from the project fund.
AUTHORITY:	<p>The Committee will be responsible for:</p> <ul style="list-style-type: none"> • Public Conveniences • Heritage Trail and plaques • Encouraging tourism in the parish through events and projects • Promoting the Parish Council via social media, written material and other methods as appropriate • Developing partnership working with stakeholders • Engaging with the community via different methods • Considering matters referred to by Council • Delivering events in line with risk assessments and legislation • Recommending an annual budget to the Finance and Governance Committee to fund its activities • Monitor expenditure throughout the year • Decorations and enhancements of the village environment such as Christmas Lights <p>The Committee shall recommend an annual budget to the Finance and Governance Committee to fund its activities and shall monitor its expenditure throughout the year.</p>
MEMBERSHIP:	<p>Up to 7 members will be elected to the Community Engagement and Open Space Committee at each Annual Meeting with a meeting quorum of three members.</p> <p><i>Should the Chairman and Vice Chairman of the Council wish to attend the Committee meeting, they would attend as ex officio with voting rights.</i></p>
MEETING ARRANGEMENTS:	<p>Chair of the committee will be elected at the Annual Council Meeting in May by Committee Members,</p> <p>The Committee shall meet inline with the agreed meeting calendar.</p> <p>The Standing Orders and Financial Regulations of the Council apply to all meetings.</p>
REPORTING:	The Chair of the Committee shall report to Full Council. Project recommendations which have not been budgeted for will be forwarded to Finance and Governance Committee for consideration.



Terms of Reference

Environment and Open Spaces Committee

Date

Minute reference

Adopted:

15th

Reviewed:

Next Review:

COMMITTEE NAME:	Environment and Open Spaces Committee
PURPOSE:	To make recommendations and take decisions on the functions of the Council in respect of all environmental matters.
SCOPE:	The Committee has limited delegated powers to spend on environmental matters as per the agreed annual budget and to recommend projects to the Finance and Governance Committee on environmental matters arising.
AUTHORITY:	<p>The Committee will be responsible for:</p> <ul style="list-style-type: none"> • the amenities and environment of the community and ensure that facilities are in good order and that the appearance of the parish is maintained to the highest standard. • monitoring the condition of the Council's physical assets and protecting their integrity, including toilets, footpaths, street lighting and street furniture. • management and maintenance of open spaces owned by Hockley Parish Council. • reviewing external contract specifications and making amendments when required. • The Committee shall recommend an annual budget to the Finance and Governance Committee to fund its activities and shall monitor its expenditure throughout the year. • Floral displays throughout the village • Maintenance of the war memorial • Recommendations to the Finance and Governance committee for expenditure from the project fund for environmental projects
MEMBERSHIP:	<p>Up to 7 members will be elected to the Environment Committee at each Annual Meeting with a quorum of three members.</p> <p><i>Should the Chairman and Vice Chairman of the Council wish to attend the Committee meeting, they would attend as ex officio with voting rights.</i></p>
MEETING ARRANGEMENTS:	<p>Chair of the committee will be elected at the Annual Council Meeting in May by Committee Members,</p> <p>The Committee shall meet inline with the agreed meeting calendar.</p> <p>The Standing Orders and Financial Regulations of the Council apply to all meetings.</p>
REPORTING:	The Chair of the Committee shall report to Full Council. Project recommendations which have not been budgeted for will be forwarded to Finance and Governance Committee for consideration.



Terms of Reference
Finance and Governance Committee

Date

Minute reference

Adopted:

Reviewed:

Next Review:

COMMITTEE NAME:	Finance and Governance Committee
PURPOSE:	To manage the Parish Councils finances and procedures and ensure that expenditure is made in line with financial regulations and governance policies.
SCOPE:	The Finance and Governance Committee are delegated authority to make decisions on behalf of Council for financial items excluding the setting of precept / budget and approving the annual return.
AUTHORITY:	<p>The Committee will be responsible for</p> <ul style="list-style-type: none"> • Setting an annual budget and precept for recommendation to Council • Reviewing income and expenditure reports for all committee expenditure • Ensuring expenditure is carried out in line with financial regulations and governance policies • Considering grant applications • Recommending AGAR to Council • Consideration of Committee requests from the £20,000 project fund • Disposal of Council Assets • Reviewing the auditor's report and ensuring any recommendations are implemented
MEMBERSHIP:	<p>Up to 8 members will be elected to the Finance and Governance Committee, these must include the Chairman and Vice-Chairman of Council, Chairman of Community Engagement and Events, Environment and Open Spaces and Planning Committee.</p> <p>The remaining membership to be appointed by Council.</p> <p>If a situation arises where a Chair of Committee is already appointed as they are Chair of Council, the Vice-Chair of Committee will automatically be appointed.</p>
MEETING ARRANGEMENTS:	<p>Chair of the committee will be elected at the Annual Council Meeting in May by Committee Members,</p> <p>The Committee shall meet inline with the agreed meeting calendar.</p> <p>The Standing Orders and Financial Regulations of the Council apply to all meetings.</p>
REPORTING:	The Chair of the Committee shall report to Full Council



**Terms of Reference
Planning Committee**

Date

Minute reference

Adopted:

Reviewed:

Next Review:

COMMITTEE NAME:	Planning Committee
PURPOSE:	Consultee on planning applications in the Hockley area
SCOPE:	To make decisions regarding planning applications, policies and consultations in Hockley and the Rochford District where appropriate and submit recommendations to the appropriate authority.
AUTHORITY:	<p>The Committee will be responsible for:</p> <ul style="list-style-type: none"> • Considering planning applications and submitting comments based upon material planning considerations to Rochford District Council. (Members of the public to note that the Parish Council is a consultee, enabling comments to be submitted but the decision is made by the District Council) • Consider and comment on consultations relating to planning and highways within the area • Committee members are encouraged to visit the planning application site but are advised not to enter the premises of the application or neighbouring properties.
MEMBERSHIP:	<p>Up to 7 members will be elected to the Community Engagement and Open Space Committee at each Annual Meeting with a meeting quorum of three members.</p> <p><i>Should the Chairman and Vice Chairman of the Council wish to attend the Committee meeting, they would attend as ex officio with voting rights.</i></p>
MEETING ARRANGEMENTS:	<p>Chair of the committee will be elected at the Annual Council Meeting in May by Committee Members,</p> <p>The Committee shall meet inline with the agreed meeting calendar, additional meetings will be held if required.</p> <p>The Standing Orders and Financial Regulations of the Council apply to all meetings.</p>
REPORTING:	The Chair of the Committee shall report to Full Council.

ROCHFORD HUNDRED ASSOCIATION OF LOCAL COUNCILS

MINUTES OF MEETING HELD ON THURSDAY 20TH APRIL 2023 THE OLD FIRE STATION 58 SOUTHEND ROAD HOCKLEY SS5 4QH

Present:

Hullbridge PC	Cllr Angelina Marriott (Chairman); Cllr Connor Agius; Clerk Nicola Harding
Hockley PC	Cllr Sue Martin; Clerk Karen Hawkes
Ashingdon PC	Cllr Debra Constable
Hawkwell PC	Cllr M Vallance; Cllr A McPherson
Rayleigh TC	Cllr Deborah Mercer
Great Wakering PC	Cllr Rosalind Efde; Cllr Anthony Porter
RDC	Cllr Daniel Efde;
The Design Cabin CIC	Cllr James Edmunds
Brentwood Borough Council & RDC	Greg Campbell Joint Director for Policy & Delivery for Rochford & Brentwood and Website Team Officers

- 1. Chairman's Report.** Cllr Marriott opened the meeting by welcoming members, visiting councillors and speakers. In response to members requests speakers had been invited along to give presentations on subjects of common interest.

RDC Website

- Greg Campbell, Director of Policy & Delivery at Brentwood BC introduced the team responsible for delivery of the new Rochford District website who gave a very informative presentation and insight into how the site was developed and the steps which must be applied to comply with accessibility regulations. Drupal a content management system, used by companies for many of their every-day websites and applications, were consulted. Development of the site is ongoing.
- A small red circle with a white figure can be found at the top of the page which when clicked will enable the text to be highlighted and played aloud which is already being accessed by users. This aid will gradually be available on all websites. Contact for queries: webmaster@rochford.gov.uk
- The Planning Portal layout was explained with a demonstration on how parishes and residents can make best use of the portal and retrieve information. It is recommended the FUL Planning Number is used rather than addresses to narrow down searches. Weekly Planning Lists are published on the site but members noted these are not being sent to town and parish councils now. Members suggested that if Plans are grouped under each town or parish, it would make searches easier. The Planning Portal appears to be more accessible now after some initial problems.

The Design Cabin Community C.I.C.

- James Edmunds, Founder, Executive Director & Essex Lead gave a very interesting presentation on the work of The Design Cabin CIC a community interest company which he conceived during Covid lockdown giving free support and advice to under 30's on business creations and performing talents.
- They have projects in Brentwood, the London Borough of Newham where they offer a community garden and a women's wellness garden; and with Rochford helping revive the historic town and bringing new business into towns and parishes by way of markets.
- Teenage Markets have been held in Rochford and Rayleigh with Hockley to follow in May and they have already had a successful outcome where a singer has been signed up by Sony.
- Their initiatives will shortly be extended into other areas with a new platform styled "Make Your Market, Rochford" to promote markets in town and parishes.

2. **Apologies for absence:** Received from Canewdon PC: Cllr Craven and Clerk; Hawkwell PC: Cllr May; Barling Magna PC: Cllr Cohen; Rawreth PC: Cllr Matthews.

3. **Minutes:** Minutes of the AGM held on 19th January 2023 have been circulated and will be approved in July.

4. Finance

- a) **Bank accounts** – Cllr Marriott reported the new Lloyds Bank Account was now operational and a letter had been sent to Barclays Bank requesting the transfer of the balance on the account they had designated as dormant during the Covid shutdown.
- b) **Subscriptions:** Fees for 2022 and 2023 being received which will enable the Association to cover expenditure pending the return of its monies from Barclays.

5. Updates from Outside Organisations

a) *Essex Association of Local Councils:*

- Cllrs Marriott and Martin had attended Executive Meetings at Dunmow.
- A letter from ECC relating to devolution had been circulated with the agenda.
- Concerns raised by some Rochford councils regarding communications and cost of services offered especially on Zoom will be passed on at the July meeting.

Request to invite ECC/EALC to a future RHALC meeting.

b) *Rochford District Council:* Cllr Daniel Efde

- Members were reminded of the new voting ID's to be used for the upcoming elections.
- A review is being undertaken on the cost of living funding and all levels of councils were encouraged to work towards becoming carbon neutral by 2030.
- The UK Shared Prosperity Fund (UKSPF) has been launched to deliver the Government's levelling up agenda.

c) *Community Safety Partnership* – No report

d) *Local Highways Panel* – Meeting deferred

e) *Standards Committee* – Cllrs Marriott & Constable

- Concerns were raised on lack of meaningful sanctions in the Code of Conduct when serious incidents involving unacceptable councillor behaviour were reported. More robust measures are considered necessary. NALC/EALC are in discussion with government and EALC are meeting with the Brentwood & Rochford Councils Partnership in this regard.

6. Open Forum & Networking

- Councils were no longer informed of local training available from RDC.
Cllr Efde to take this up with RDC.
- Cllr Mercer was congratulated on raising over £2000 for her charity during her term of office as Chair of Rayleigh TC.
- Members to forward ideas for future speakers to Cllr Marriott
- Representatives informed members of some of the planned events for the coming year to be shared on social media.

Rayleigh TC Cllr Mercer	St Georges Day Flag Raising; King's Coronation Outdoor Screening & Picnic; Art Trail; Trinity Fair; Firework Display; Christmas Event
Hockley PC Cllr Martin	Coronation Fayre; Art Event; Remembrance; Service; Christmas Event
Hullbridge PC Cllr Agius	King's Big Picnic; Colour Run; Firework Display; Remembrance Service; Christmas Fayre

7. Date of next meeting 20th July 2023 AGM. Venue TBC.