



# MINUTES OF PARISH COUNCIL MEETING

held on Wednesday 5<sup>th</sup> September 2018  
in the Parish Council Rooms, West Street  
Rochford, commencing at 7.30pm

**Present:** Cllrs. J. Cottis, T. Fransen, Mrs. J. McPherson (Vice Chairman), Mrs. K. Parker, PJ Stanton, Mrs. M. Weir,  
**In attendance:** Two members of the public  
**Clerk:** Mrs. J. V. Rigby

47/18 **Apologies for Absence/Co-optio to the Parish Council**

47/18.1 Apologies were received and accepted from Cllrs. R. Bacon, J. Chappell, M. Softly, R. Tout (personal reasons) and A Williams (RDC Meeting).  
In the absence of the Chairman, the Vice Chairman presided at the meeting.

48/18 **Declarations of Interests: -**

Cllr. T. Fransen declared an interest in any items pertaining to the allotments due to being an allotment tenant.

49/18 **Minutes of the Meetings held on 4<sup>th</sup> July and 8<sup>th</sup> August May 2018**

The non-confidential minutes were approved as true records of the meetings and signed by the Vice Chairman.

50/18 **Chairman's Announcements – No report**

51/18 **Data Protection**

The documentation relating to the General Data Protection Regulations was received and approved.

52/18. **Finance**

52/18.1 The minutes of the Finance meeting held on 25<sup>th</sup> July 2018.

52/18.2 It was noted that there will be Accounting Package Briefing Session at 1830 on Monday 10<sup>th</sup> September.

53/18 **Clerk's Report**

The Clerk presented her report, which included:-

- a) A list of events she had attended in July/August and were planned for September.
- b) The report on the AED Project Workshop was received this will be referred to Community Projects Committee
- c) It was **Agreed** that a letter should be sent to the Chairman of RALGA thanking the Committee for organising the excellent Annual Show.

54/18 **Questions from the Public:** No members of the public were present.

55/18 **Report from District/County Councillors –**

All District Ward Councillors had sent their apologies.

**56/18 Councillor Training**

It was noted that the Strategic Planning Day was scheduled for 29<sup>th</sup> September. Members were asked to confirm attendance for catering purposes

**57/18 Questions (pursuant to SO 7:1) and Reports of Committees/Working party notes**

The following unapproved minutes were received:-

57/18.1 Community Projects Committee -12<sup>th</sup> July 2018

57/18.2 General Purposes Committee – 18<sup>th</sup> July 2018

The exchanges of correspondence relating to the Modification to the Definitive Map was received and discussed. It was **Agreed** that there were no objections to this proposal provided some form of vehicle inhibitor was installed.

**58/18. Reports from Representatives to Outside Bodies –**

- a) Rochford Hundred Assn. Of Local Councils - Cllrs. R. Tout, Clerk. – The draft minutes of the AGM held on 19<sup>th</sup> July were received.
- b) Old Peoples Welfare Committee – R. Tout - minutes were available.
- c) Rochford & District Chamber of Trade – Cllr. J. Cottis no meeting.
- d) Transport Representatives Meeting - Cllr Mrs. M. Weir –. No meeting
- e) Local Community Meeting – Cllrs. M. Softly, Mrs. J. McPherson – at meeting is scheduled for 6<sup>th</sup> November at the Parish Council Rooms.
- f) Wallasea Island Liaison Group – R. Tout No report
- g) Larger Local Councils Forum – Clerk, R. Tout, No meeting
- h) Rochford Town Team. –

**5918 Correspondence**

The following correspondence was received and noted :-

- a) Articles taken from the Clerk Magazine
- b) Highways Highlights
- c) Invitation to an event for “Discover 2020” on 11<sup>th</sup> October. Cllrs. T. Fransen, Mrs. K. Parker and Mrs. J. McPherson would like to attend this event.
- d) Essex & Herts Air Ambulance newsletter
- e) CAB – General Letter – referred to Finance with a view to giving a grant. (Proposed Cllr. Mrs. J. McPherson, seconded Cllr. P. J. Stanton)
- f) Email regarding closure of Bank Lane on 15<sup>th</sup> October for 5 days.
- g) EALC Bulletin re. consultation on the green Paper for Adult Social Care and wellbeing.
- h) Letter regarding Development Committee meeting on 11<sup>th</sup> September.

**60/18 Any motions received in the order of proper notification – None**

**61/18 Consultative Documents –**

**62/18 Planning Applications**

62/18.1 The following Planning Applications were considered: -  
**18/00721/FUL 19 Aviation Way**

Proposed extension above existing roof and to the front of existing office building to provide new entrance and additional floor of office space – **There were no objections to this application.**

**18/00712/FUL 5 Bobbing Close**

Proposed single storey side extension – **There were no objections to this application.**

**18/00584/REM Land East of Rugby Club Aviation Way**

Re-consultation due to amended description

Reserved matters application (following outline permission reference 15/00781/out) to consider details in connection with a proposed employment unit for B1/B2 (Business/General industrial) use including details of access, layout, appearance, scale and landscaping. **Consideration of this application was deferred until 12<sup>th</sup> September Community Projects meeting due to the unavailability of the plans as the RDC IT system was inoperable.**

**62/18.2 Results of Planning Applications**

The list of Planning Decisions for May was received.

**62/18.3 Development in Rocheway**

An email was tabled from Cllr. R. Tout regarding monies from the developer to carry out a highways survey in the Town Centre.

It was explained that RDC and ECC Highways were still looking into this matter to ascertain how it could be achieved.

It was unclear whether the suggested change of wording to accommodate the donation would be lawful, and further investigations to this matter will be made.

**Clerk to investigate.**

It was **RESOLVED** under SO 23:1 “That in view of the special nature of the business about to be transacted, it is the opinion of this Council advisable in the public interest that the public (and press) be temporarily excluded and they are instructed to withdraw”

63/18 **Land in Stambridge Road**

57/18.1 The minutes of the Extraordinary Parish Council Meeting on 25<sup>th</sup> July were approved as a true record of that meeting and signed by the Vice Chairman

57/18.2 The report on the sale of the land was received and noted. It was **Agreed** that no further action will be taken as this would not be financially advantageous.

64/18 **Staffing Committee**

The minutes of the Staffing Committee meeting held on 8<sup>th</sup> August 2018 were received. Thanks were recorded to the volunteer who helped out during the Maintenance Operatives annual leave.

There being no further business the meeting closed at 2048

Janice V. Rigby  
Clerk to the Council