



# MINUTES OF ANNUAL PARISH COUNCIL MEETING

held on Wednesday 6<sup>th</sup> May 2015  
in the Parish Council Rooms, West Street  
Rochford, commencing at 7.30pm

**Present:** Cllrs. D. Avery, J. Ashton, R. Bacon; J. Bond, Mrs. C. Brewster, D. Brown, L. Brunker, J. Cottis, Mrs. G. Gibson, J. Gibson, Mrs. J. Stanton, Rev. P. J. Stanton, Mrs. A. Simpkin, Mrs. M. Weir, A. Williams  
One member of the public

**Clerk:** Mrs. J. V. Rigby

Prior to commencement of the meeting the outgoing Chairman thanked members for their support over his time in office, and in particular Cllr. Mrs. Gibson for organising the May Fayre, members showed their appreciation in the usual way.

## 1/15 **Election of Chairman for the year 2015/16**

Cllr. A Williams was proposed by Cllr. D. Brown, seconded by Cllr. D. Avery. There being no other nominations Cllr. Williams was unanimously elected Chairman and signed the Declaration of Office. Cllr. Williams thanked members for bestowing this honour on him.

## 2/15 **Appointment of Vice Chairman –**

Cllr. J. Ashton was proposed by Cllr. J. Bond, seconded by Cllr. D. Avery.  
Cllr. D. Brown was proposed by Cllr. Mrs. M. Weir, seconded by Cllr. Mrs. A. Simpkin.  
Cllr. J. Cottis requested a secret ballot, but this was not seconded.  
On a show of hands, the vote was 8 for Cllr. J. Ashton, 4 for Cllr. D. Brown.  
Cllr. J. Ashton was appointed Vice Chairman for the year 2015/16.

## 3/15 **Apologies for Absence and update on Vacancies**

3/15.1 All members were present.

3/15.2 The Clerk reported that there had been one expression of interest in the vacancies she had sent the relevant information, but no further communication received.

## 4/15 **Declarations of Interests**

Cllrs. R. Bacon and L. Brunker declared interests in any items pertaining to Allotments by virtue of being allotment tenants.

**5/15 Appointment of Standing Committees/Working Parties for the year, and members of those Committees.**

5/15.1 The Committee Structure was reviewed and formulated as follows:-

Finance Committee

Cllrs. J. Ashton, J. Bond, D. Brown, Mrs. A. Simpkin, A. Williams

General Purposes Committee

Cllrs. J. Ashton, D. Avery, R. Bacon, J. Bond, Mrs. J. Stanton, Rev. PJ Stanton, Mrs. M. Weir, A. Williams,

Planning Committee

Cllrs. J. Ashton, R. Bacon L. Brunker, J. Cottis, J. Gibson, Mrs. J. Stanton, Rev. P. J. Stanton, M. Weir A. Williams.

Community Projects Committee.

Cllrs. J. Ashton, R. Bacon, D. Brown, L. Brunker, Mrs. G. Gibson, J. Gibson, Rev. P.J Stanton, Mrs. M. Weir, A. Williams,

Staffing Committee –

Cllrs. D. Avery, J. Bond, L. Brunker, Mrs. G. Gibson, J. Gibson, Mrs. M. Weir

Management Committee – Chairs of Council and Committees

It was noted that the Chairman and Vice Chairman of Council are ex-officio members of the Committees where they were not full members, and that any member of the Council can attend Committee meetings, in a non-voting capacity, and if they wish can be co-opted to full members during the year.

5/15.2 The schedule of meetings for the year was received and approved. It was noted that where there is a "Five Wednesday" month, it may be necessary to table planning applications received in order to meet consultation deadlines. Similarly during the Christmas and Summer recesses, the Clerk is delegated (LGA 1972 S. 101) to formulate a response in consultation with the Chairman of Council/Committee.

**6/15 Appointment of Representatives to Outside Bodies**

The following were appointed.

- a) Rochford Hundred Assn. Of Local Councils - Cllrs. D. Avery, Rev. P. J. Stanton, Clerk
- b) Old Peoples Welfare Committee – No representative was appointed at present, but the Clerk will ask for copies of minutes etc. Cllr. Mrs. C. Brewster
- c) Rochford & District Chamber of Trade – It was noted that Cllrs. Ashton and Williams, J. Cottis, together with the Clerk will be liaising with the Chamber to organise the Christmas Event.
- d) Passenger Transport Forum – Cllr. D. Avery
- e) Police Neighbourhood Meetings – Cllr. J. Gibson, L. Brunker, Clerk.
- f) Wallasea Island Liaison Project– .Rev. P. J. Stanton
- g) P3 project – Cllrs. Mrs. M. Weir, A. Williams
- h) Rochford Town Team – Cllrs. Mrs. G. Gibson, J Gibson and the Clerk

**7/15 Appointment of Cheque Signatories**

7/15.1 The cheque signatories were confirmed as:-

R. Bacon, D. Brown, L. Brunker, Mrs. M. Weir and the Clerk

**8/15 Arrangements for Inspection of Deeds.**

Anyone who wishes to inspect the Deeds can apply to the Clerk.

**9/15 Minutes of the Meeting Held on 1<sup>st</sup> April 2015**

The non-confidential minutes of the meeting were approved as a true record of the meeting, and signed by the Chairman.

**10/15. Finance**

10/15.1 The payments for the period 1<sup>st</sup> March to 31<sup>st</sup> March 2015 were ratified.

10/15.2 A donation to St Andrews Church following the Civic Service of £200 was **Agreed** LGA 1972 S. 137) Proposed Cllr. Mrs. Weir, seconded Cllr. J. Bond .

10/15.3 The Councils Revised Standing Orders were formally adopted.

10/15.4 It was noted that the Financial Regulations will be reviewed at the Finance Committee meeting on 13<sup>th</sup> May 2015.

10/15.5 The Members Allowance Scheme was **Agreed** as follows:-

An Allowance of £25 per month is paid to Chairman/Vice Chairman of Committees and Vice Chairman of Council (only one payment made if more than one position is held).

An Allowance of £10 per month is paid to other Councillors.

These allowances will assist in defraying the cost of stationery etc., used by members to carry out their duties.

These allowances will become effective from 1<sup>st</sup> April 2015.

The Chairman of Council will still receive the basic allowance plus Chairman's Allowance as set out in the Remuneration Report

It was confirmed that Co-opted members are not entitled to receive allowances.

**The Clerk will prepare a form for members to complete stating if they wish to opt in or out of the scheme, and also to give Bank Details.**

11/15 **Questions raised under SO7:2** none

**12/15. Clerk's Report**

The Clerk presented her report on her activities over the past month, and events schedule for May.

The Clerk circulated permission to receive Emailed paperwork to members for completion.

13/15 **Questions from the Public – None**

**14/15 Report from District Councillors –**

A brief verbal report was given, including the fact that the request for a 20mph speed limit around Rochford Town Centre was still being discussed.

**15/15 Training**

15/15.1 Notifications of the following training courses were received:-

- RDC Training – Standards/Code of Conduct 22<sup>nd</sup> July. 10am Cllrs. Mrs. G. Gibson, A. Williams, and the Clerk will be attending.
- EALC Risk Assessment 2nd July 2015 – Dunmow – Clerk and Handyman to attend.

**16/15. Reports of Committees, Working Parties and any Questions**

- 16/15.1 Planning Committee – The unapproved minutes of the meeting held on 15<sup>th</sup> April 2015 were received. It was noted that the Airport Solar Farm application was being discussed by RDC on 21<sup>st</sup> May.
- 16/15.2 Community Projects Committee. The unapproved minutes of the meeting held on 15<sup>th</sup> April 2015 were received. The Clerk will contact the Vegetable seller to ascertain if they are definitely attending the June market and also the WI to request whether the meat seller can cook samples of her meat on the stall.
- 16/15.3 General Purposes Committee - The unapproved minutes of the meeting held on 22<sup>nd</sup> April 2015 were received
- 16/15.4 Parish Pump. The schedule for publication will be discussed at the Events meeting on 20<sup>th</sup> May at 6.30pm. .

**17/15. Reports from Representatives to Outside Bodies**

- a) RHALC - Cllr. D. Avery, Rev. PJ Stanton, Clerk – The draft minutes of the meeting held on 23<sup>rd</sup> April 2015 were received.
- b) Old Peoples Welfare Committee – Mrs. C. Brewster – minutes were available.
- c) Rochford and District Chamber of Trade – Cllrs. J. Ashton, J. Cottis, A. Williams and the Clerk. A meeting is being arranged shortly.
- d) Passenger Transport Form – Cllr. D. Avery – No meetings had been held. .
- e) Police Neighbourhood Meeting – Cllr. L. Bruncker, J. Gibson, Clerk -.No meeting.
- f) Wallasea Island Project – Rev. PJ Stanton – no meeting.
- g) P3 – Cllrs. Mrs. M. Weir, A. Williams– no meeting
- h) Town Team – Cllrs. Mrs. G. Gibson, J. Gibson, Clerk. Minutes will be sent with the Agenda for the Full Council meetings. .

**18/15 Correspondence**

The following was received and noted:-

1. Email from Rayne Parish Council re. ~School Transport Costs
2. Letter of EABC regarding Rochford Respect Project – It was noted that as this Scheme does not appear to include Rochford Schools the Parish Council cannot lawfully give financial assistance.

The following publications were received.

- EALC Mailing
- OPW Minutes
- Essex Links
- Clerk and Councils Direct
- Local Council Review

**19/15. Any motions received in the order of proper notification – none**

20/15 **Light Outages** – none.

21/15 **Planning Applications**

No applications had been received.

22/15 **Consultative Documents** – None

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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"

**23/15 Confidential Minutes**

The following minutes were received and approved as true records of those meetings:-  
Full Council 1<sup>st</sup> April 2015  
Extraordinary Full Council 9<sup>th</sup> April 2015

There being no further business, the meeting closed at 8.25 pm

Janice V. Rigby  
Clerk to the Council

Handwritten signature and date in blue ink. The signature is a cursive scribble, and the date is written as 8/6/2015.