



**Minutes of the meeting of an Extraordinary Parish Council Meeting
of Rochford Parish Council held on
Wednesday, 16th July 2025 at 6.30 pm
at St Mark's Hall, Rochford**

In Attendance:

Councillors: James Edmunds (Chair)
Denise Crosbie
Daniel Efde
Shelly Taylor
Linda Thomas
Graham Whitehead
Arthur Williams (Vice Chair)

Clerk: Emma Terris

No members of the public were present.

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- 47/25 To receive apologies for absence**
47.25.1 There were no apologies for absence.
- 48/25 To receive any Declarations of Interests**
48/25.1 There were no declarations of interests
- 49/25 To defer agreement of the minutes of the meeting held on Wednesday, 9th July 2025 to the meeting to be held on Wednesday, 10th September 2025.**
It was **agreed** to defer the approval of the minutes of the meeting held on Wednesday, 9th July 2025 to the meeting to be held on Wednesday, 10th September 2025.

To consider any matters of a confidential nature.

(SO: 23:1 the public and press shall be admitted to all meetings of the council or of a committee which may, however, temporarily exclude the public or press or both by means of the following resolution, viz: "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 were instructed to withdraw")

- 50/25 Staffing Committee**
50/25.1 To discuss matters not completed during the Full Council meeting held on Wednesday, 9th July 2025
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Cllr Efde proposed that following a successful handover, Sally Faulkner, the outgoing Clerk, is placed on Garden Leave with effect from Thursday, 17th July 2025. The report from the Internal Auditor was received. A detailed discussion took place regarding the audit findings and actions to be taken. This was seconded by Cllr Whitehead and carried by a majority. Three councillors abstained from the vote.

It was unanimously **agreed** that Emma Terris formally takes over as substantive Clerk with effect from Friday, 18th July 2025.

Cllr Williams expressed his appreciation for the work undertaken by Sally Faulkner and asked that a letter recognising the work that has been carried out is sent. This was **agreed** by a majority. Two councillors voted against the motion.

With there being no further business to discuss, the Chair thanked everyone for attending. The meeting closed at 6.55 pm

Signed:
Chair

Date:



Rochford Parish Council

29 July 2025

Parabar Developments Limited
c/o ProRite Limited
Radford Business Centre
Radford Way
Billericay
Essex CM12 0BZ

Dear Emma

**Re: Urgent Maintenance and Safety Concerns at The Kings Head, 11 West Street,
Rochford SS4 1BE**

I am writing to formally raise our concerns regarding several unresolved maintenance and safety issues at the above property.

Firstly, the windows do not shut properly and we have difficulty opening the windows. This presents both a security risk and a serious concern in terms of ventilation and fire safety.

In addition, the redecoration work that was due to be completed following the flood from the upstairs properties has still not been carried out. The internal and external condition of the property remains poor and is having a significant impact on the quality of our working environment.

Given that the windows are not functional and there is no alternative exit other than the main door, I would also like to request a copy of the fire safety or fire risk assessment report for the property. This is essential for my peace of mind and to ensure that all necessary safety measures are in place to ensure that we are fully compliant in terms of our H&S responsibilities to myself and other members of staff who work at the premises.

I would be grateful if you could treat these matters as a priority and confirm when they will be resolved.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Emma Terris', written over a light blue horizontal line.

**Emma Terris
Parish Clerk**

Parish Council Rooms
West Street
Rochford SS4 1AS

email: enquiries@rochfordparishcouncil.gov.uk

Phone: 01702 540722
Mobile: 07848 438408

RE: Rochford Parish Council - The Kings Head Concerns

From Lettings <lettings@parabar.co.uk>

Date Thu 21/08/2025 12:25 PM

To Emma Terris <clerk@rochfordparishcouncil.gov.uk>

Hi Emma,

Thank you for your letter.

After reviewing the lease, we can confirm that it is a fully repairing and insuring lease, therefore any repairs etc which arise are the responsibility of Rochford Parish Council.

With regards to the leak, this is with Rochford District Council, as they are the leasee of the property upstairs and it is their responsibility to repair the damage caused by the leak from their property. We believe this matter was discussed between Sally and the point of contact at Rochford District Council previously, but should you need us to send over the contact details we can do so.

A fire risk assessment of the building was carried as part of planning previously. However, the current fire risk assessment is the responsibility of the leasee, the shops would be the responsibility of Rochford Parish Council and the upper part of the building is with Rochford District Council.

Should you have any queries please do not hesitate to contact us.

Many thanks,

Emma Coysten

ParaBar Developments Ltd • Billericay • Essex • CM12 0BZ
T> 01277 630050

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From: Emma Terris <clerk@rochfordparishcouncil.gov.uk>

Sent: 29 July 2025 14:17

To: Emma Coysten <ecoysten@prorite.co.uk>

Subject: Rochford Parish Council - The Kings Head Concerns

Good afternoon,

Please see the attached letter for your information.

Kind regards,

Emma Terris
Clerk, Rochford Parish Council

Working Hours: Monday - Thursday 8.30 am to 2.30 pm

Visit us at:

The Parish Office, The Kings Head, 11 West Street, Rochford SS4 1BE

Tel. 01702 540722 Mob. 07848438408

The Parish Council Office opening hours are Monday, Tuesday, Thursday and Friday 09:30 to 15:00.

Postal Address: Parish Council Rooms, Rear of 82 West Street, Rochford, Essex SS4 1AS

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Rochford Parish Council Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
AED Phone Box	2024-09-17	1,500.00	1,500.00	Market Square			
AED	2019-04-01	1,500.00	995.00	r/o 82 West St SS4 1AS			
AED	2019-06-14	1,500.00	995.00	St Marks Field SS4 1PT			
Allotment Cabins	2020-02-27	48,224.00	48,224.00	Rocheway SS4 1DO			
Allotment Land	1962-01-01	5.00	5.00	Rocheway SS4 1DO			
Allotment Storage Facility	1990-01-01	1.00	2,289.00	Rocheway SS4 1DO			
Brick Shelter Storage Sheds	1971-01-01	1.00	25,375.00	Hall Road Rochford			
Bus Shelters (8)	2018-04-01	1.00	25,000.00	Various			
Canopy St Marks	2018-08-01	3,500.00	3,500.00	St Marks Field SS4 1PT			
CCTV	2017-01-01	500.00	500.00	r/o 82 West St SS4 1AS			
Cemetery Fencing	1971-01-01	1.00	5,096.00	Hall Road Rochford			
Cemetery Land	1971-01-01	5.00	5.00	Hall Road Rochford			
Cemetery Lychgate	1971-01-01	1.00	21,315.00	Hall Road Rochford			
Christmas lights	2013-01-01	30,834.00	30,834.00	Storge			
Contents - St Marks Hall	2001-01-01	1.00	8,600.00	St Marks Field SS4 1PT			
Doggetts Wildlife Area	1998-01-01	5.00	5.00	The Boulevard			
Feeder Pillar	2018-04-01	1,080.00	1,080.00	Market Square			
Horse Trough	2002-01-01	5,000.00	5,000.00	Market Square			
Interpretation Boards	2006-01-01	3,000.00	3,000.00	The Boulevard			
IT Equipment	2021-02-10	350.00	350.00	r/o 82 West St SS4 1AS			
Noticeboards (7)	2018-04-01	14,745.00	20,643.00	Various			
Parish Boundary Sign	2018-04-01	1.00	1.00	South St Rochford			
Parish Council Rooms	1977-01-01	1.00	184,000.00	r/o 82 West St SS4 1AS			
Parish Rooms Contents	2018-04-01	1.00	20,000.00	r/o 82 West St SS4 1AS			
Parish Signs	2004-01-01	3,136.00	3,136.00	South St Rochford			
Road Closure and Diversion Signs	2018-01-01	300.00	300.00	Storge			

Rochford Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Seats (12)	2018-04-01	1.00	10,000.00	Various			
Seats at Cemetery (2)	2018-01-01	646.00	817.00	Hall Road Rochford			
St Marks Hall	2015-01-01	1.00	150,000.00	St Marks Field SS4 1PT			
Storage Container	2018-12-05	2,275.00	2,275.00	Rocheway SS4 1DO			
Storage Facility	2010-01-01	1.00	15,225.00	r/o 82 West St SS4 1AS			
Street Lights (29)	2018-01-01	1.00	27,914.00	Various			
Town Clock	2018-04-01	1.00	6,000.00	West St Rochford			
Vehicle	2013-11-25	11,600.00	5,000.00	r/o 82 West St SS4 1AS			
War Memorial	2007-01-01	20,503.00	20,503.00	East St Rochford			
Water Butts at Allotments	2019-01-01	10,972.00	19,489.00	Rocheway SS4 1DO			
		161,194.00	668,971.00				
Grand Total:		161,194.00	668,971.00				