



**Minutes of the Parish Council Meeting of
Rochford Parish Council held on
Wednesday, 11th February 2026 at 6.30 pm,
at the Parish Rooms, Rochford**

In Attendance:

Councillors: James Edmunds (Chair)
Leona Bryceland
Denise Crosbie
Gunilla Edwards
Daniel Efde
Erroll Houston-Bailey
Rodd Hubbard
Paul Nash
Linda Thomas
Graham Whitehead
Arthur Williams (Vice Chair)

Clerk: Emma Terris

There were no members of the public present.

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- 128/25 To receive apologies for absence**
Apologies for absence were received and accepted from Cllrs Brown, Hanser, Vallance and Wier and District and County Councillor Steptoe. Cllr Cottis was absent.
- 129/25 To receive any Declarations of Interests**
Cllr Edmunds declared an interest in agenda item 137/25.
Cllrs Williams and Efde declared an interest in any matters relating to Rochford District Council.
- 130/25 To approve the minutes of the following meetings**
130/25.1 The minutes of the Extra-ordinary meeting held on Wednesday, 14th January 2026 were agreed as a true record of the meeting.
- 131/25.2** The minutes of the Full Council meeting held on Wednesday, 28th January 2026 were agreed as a true record of the meeting.
- 131/25 Questions from members of the public who are registered on the Electoral Roll as residents of Rochford Parish (maximum of 10 minutes, Chairman only to reply)**
There were no members of the public in attendance.

- 132/25 To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)**
Cllr Williams advised that there will shortly be an announcement regarding a considerable investment in Rochford District totaling nearly £1m which will include work to be carried out on the Freight House.
- 133/25 Clerks Report**
The Clerk's report was received.
- 134/25 To receive reports from Councillors on Council activities undertaken since the last meeting.**
The Chair advised that he has represented the Council at the Holocaust Memorial event at The Mill Hall in Rayleigh.
- Cllr Crosbie advised that she has attended a meeting at the Freight House as a representative of the steering group in regard to the expression of interest process for The Freight House.
- Cllr Whitehead reported that he has attended the Airport Noise Committee meeting where the new Chairman was introduced.
- 135/25 Meeting Structure and Annual Parish Meeting**
- 135/25.1 To review the meeting structure and to determine if any changes are required**
A discussion took place regarding the structure and frequency of meetings. Cllr Williams proposed that the Full Council meeting is held monthly with General Purposes and Community Projects Committee meetings being held bi-monthly and Staffing and Finance Committee meetings held when required. This was seconded by Cllr Efde and carried unanimously.
- 135/25.2 To agree the proposed date for the Annual Parish Meeting to be held on Thursday, 28th May 2026 and the venue**
It was agreed to hold the Annual Parish Meeting at the WI Hall in Rochford on Thursday, 28th May 2026.
- 136/25 Finance**
- 136/25.1 To receive the draft minutes of the Finance Committee meeting held on Wednesday, 28th January 2026**
The draft minutes of the Finance Committee meeting held on Wednesday, 28th January 2026 were received.
- 136/25.2 To receive details of all payments and receipts during January 2026**
A report detailing the payments and receipts made during January 2026 was received.

136/25.3 To receive the summary of Receipts and Payments compared to budget for year to date
The summary of Receipts and Payments compared to budget for the year to date was received.

136/25.4 To receive payments for authorisation
The following payments were **approved** for payment:

Payee	Description	Amount (£)
P.F. Ahern Ltd	Waste Collection	£ 192.00
Neatwork Ltd	Cleaning	£1292.40
Microsoft	Subscription	£ 109.20
Emma Terris	Staff Expenses	£ 30.24
A&J Lighting Solutions	Streetlight Maintenance	£ 217.50
Starboard Systems Ltd	Accounting Package	£ 288.00
Sky Broadband	Internet and Telephone	£ 81.48
EDF Energy Ltd	Electricity	£ 121.53
SSE Energy Solutions	Electricity	£ 142.28
Three SG	Intruder Alarm Maintenance	£ 162.04

136/25.5 To agree to start the process to switch the main current account from Metro Bank to Unity Bank with a view to the switch being completed by 1st March 2026
It was **agreed** for the Clerk to start the process to switch the main current account from Metro Bank to Unity Bank.

136/25.6 To agree to the Clerk to apply for a Corporate Purchasing Card to be used alongside the Unity Bank Account
It was **agreed** for the Clerk to apply for a Corporate Purchasing Card to be used alongside Unity Bank Account.

136/25.6 To receive a recommendation from General Purposes Committee to increase the cemetery and allotment fees.

- It was **agreed** to increase cemetery fees by 20% from 1st April 2026 and the allotment fees from the date of next renewal.
- Cllr Efde proposed to increase the cost of the key deposit from £10.00 to £20.00. This was seconded by Cllr Houston-Bailey and carried by a majority. Cllr Williams voted against and there were two abstentions.

136/25.7 To receive a recommendation from General Purposes Committee to purchase Council branded hi-vis clothing
It was **agreed** to purchase Council branded hi-vis clothing.

137/25 Grant Requests
To receive and consider the following grant requests:

137/25.1 Revive Community Supermarket
Cllr Edmunds declared an interest in this item and left the meeting at 7.40 pm. Cllr Williams chaired the meeting.

Further information regarding the grant request received from Revive Community Supermarket in regard to their request to obtain funding to cover the rent for the use of St Mark's Hall for the Community Supermarket. The information showed that Revive Community Supermarket is showing a bank account balance of £35,000. Councillors agreed that there is no need for additional funding to be provided. Cllr Williams proposed to refuse the application. This was seconded by Cllr Houston-Bailey and carried by a majority with one member voting against and one abstention.

Cllr Edmunds returned to the meeting at 7.55 pm and chaired the meeting from this point.

- 138/25 Reports from Committees**
To receive the draft minutes of the following Committee meetings that have been held since the last meeting.
- 138/25.1 Community Projects Meeting – Wednesday, 21st January 2026**
The minutes of the Community Projects meeting held on Wednesday, 21st January 2026 were received.
- 138/25.2 General Purposes Committee – Wednesday, 4th February 2026**
The minutes of the General Purposes Committee meeting held on Wednesday, 4th February 2026 were received.
- 138/25.3 Staffing Community – Wednesday, 22nd January 2026**
The minutes of the Staffing Committee meeting held on Wednesday, 22nd January 2026 were received.
- 139/25 To receive reports from representatives to outside bodies**
- 139/25.1 Rochford Residents Steering Group**
Cllr Crosbie advised that she attended a meeting in regard to the Expression of Interest discussions at The Freight House on behalf of the Steering Group.
- 139/25.2 Rochford Hundred Association of Local Councils**
The minutes of the meeting held on Tuesday, 13th January 2026 were received.
- 139/25.3 Old Peoples Welfare for Rochford and District Day Centre**
There was no update.
- 140/25 Councillor/Clerk/Employee Training**
- 140/25.1 To receive details of any training undertaken since the last meeting**
The Clerk informed members that she has started working towards the CiLCA qualification.

Members have not carried out any training since the last meeting.

140/25.2 To note any training to be arranged
It was agreed that in-house training which would be delivered by CouncilWise is be arranged following the elections in May 2026.

140/25.3 To receive the EALC training calendar and details of CouncilWise forthcoming training session
The EALC training calendar and details of forthcoming training sessions delivered by CouncilWise were shared with members.

141/25 Planning Matters

Planning Applications Received

The following planning applications were received and considered:

26/00049/FUL Mr Brad Gordon, 16 Mornington Avenue, Rochford, Essex, SS4 1DN

Description: Proposed two storey rear extension.
Comment: Members raised no objection to this application

25/00929/ADV Greggs PLC, 9 Purdeys Way, Rochford, Essex, SS4 1ND
Description: Install three internally illuminated fascia signs, one internally illuminated totem sign and new vinyl signs.

Comment: Members had no objection to this application however, they wished to note the impact this would have on light pollution and traffic flow in this area.

26/00017/FUL Mr and Mrs Singh, 14 Rochford Hall Close, Rochford, Essex SS4 1HF

Description: Single storey rear extension with two roof lanterns
Comment: Members raised no objection to this application

25/00901/OUT 25/00901/OUT BDW Trading Limited, Land between Glebe Cottage and Greenways Hall Road, Rochford, Essex

Description: Application for outline planning permission with all matters reserved except for access to the site, for residential development (Use Class C3) of up to two hundred residential units with associated open green space and new vehicular access of Hall Road
Comment: Members raised concerns regarding loss of greenbelt, overdevelopment, and access. Members also queried the social value for this development.

25/00053/FUL Mr Adam Babb, 5A King Henrys Drive, Rochford, Essex SS4 1HY
Description: Convert integral garage to living space with brick/block wall and new window

Comment: Members objected to this application in regard to overdevelopment and street scene.

141/25 Date and time of next meeting
Wednesday, 11th March 2026 at 6.30 pm at The Parish Rooms

With there being no further business to discuss, the Chair thanked everyone for attending. The meeting closed at 8.23 pm.