



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

In Attendance:

Councillors: James Edmunds (Chair)
Derek Brown
Leona Bryceland
Denise Crosbie
Daniel Efde
Paul Nash
Linda Thomas
Graham Whitehead
Arthur Williams (Vice Chair)

Clerk: Emma Terris

There was one member of the public present.

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- 142/25 To receive apologies for absence**
Apologies for absence were received and accepted from Cllrs Edwards, Hanser, Hubbard and Weir.

Cllrs Cottis, Houston-Bailey, Howat and Vallance were absent.
- 143/25 To receive any Declarations of Interests**
Cllrs Williams and Efde declared an interest in any matters relating to Rochford District Council.
- 144/25 To approve the minutes of the following meetings**
- 144/25.1** The minutes of the Full Council meeting held on Wednesday, 11th February 2026 were agreed as a true record of the meeting.
- 144/25.2** The minutes of the Extra-ordinary meeting held on Wednesday, 25th February 2026 were agreed as a true record of the meeting.
- 145/25 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)**
A resident queried the Local Plan consultation and asked whether the Parish Council would be providing a response.

- 146/25 To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)**
 Cllr Steptoe advised that he recently attended a meeting at the Airport where the new drop-off and pick-up lane charges were discussed.
- Cllr Steptoe advised that he has attended a meeting regarding the S106 money held by the NHS with £500,000 sitting in a bank account across the county and nearly £8m held nationally. Cllr Steptoe added that he is looking into how this funding is allocated and the conditions of spending.
- Cllr Steptoe informed the meeting that he and Cllrs Marriott and Williams have been campaigning for Rochford's regeneration and £1.1m has been allocated to Rochford. Cllr Steptoe asked for any suggestions to be emailed to him regarding how the funding can be spent.
- Cllr Efde reported that at last Economic Development Meeting car parking in Rochford was discussed following the half-hour free parking trial. The District Council is looking at a tap in and out payment system.
- 147/25 Clerks Report**
 The Clerk's report was received.
- 148/25 To receive reports from Councillors on Council activities undertaken since the last meeting.**
 Cllr Williams advised that he has visited the Lawn Cemetery and was pleased to report the cemetery is looking much better.
- Cllr Crosbie advised that she attended Cllr Williams' Games Afternoon and Cllr Steptoe's Quiz Night.
- The Chair advised that he has been invited to the business opening of the Hangar in Aviation Way.
- 149/25 To discuss and agree the Parish Council's collective response to the Local Plan Regulation 18 Consultation.**
 A discussion took place regarding the Parish Council's collective response to the Local Plan Regulation 18 consultation. It was agreed that a Working Party will be arranged to discuss the Parish Council's collective response.
- 150/25 Finance**
- 150/25.1 To receive the draft minutes of the Finance Committee meeting held on Wednesday, 25th February 2026.**
 The draft minutes of the Finance Committee meeting held on Wednesday, 25th February 2026 were received.
- 150/25.2 To receive details of all payments and receipts during February 2026**
 A report detailing the payments and receipts made during February 2026 was received.

150/25.3 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.

150/25.4 To receive payments for authorisation

The following payments were **approved** for payment:

Payee	Description	Amount (£)
TBS Hygiene	Waste Collection	£ 537.60
P.F. Ahern (London) Ltd	Waste Collection	£ 175.69
Eileens Florist	Grave Digging	£ 150.00
RALGA	Allotment Grant	£2,000.00
NPower	Electricity	£ 554.02
J Drainage	Drainage Works	£ 240.00
SSE Energy Solutions	Electricity	£ 10.50
Neatwork	Cleaning Contract	£1,292.40
Nichols Law	Legal Fees	£1,980.00
J&P Prior	Bus Stop Cleaning	£ 159.05
Ernest Doe & Sons	Maintenance Supplies	£ 133.91
Zephyr Racing Pennants	Parish Flag	£ 294.00
Unity Bank	Bank Charges	£ 7.00
Staff Expenses	Travel Expenses	£ 101.04
Sky Business	Sky Broadband	£ 85.20
Microsoft		£ 109.20
Roundabout Publications	Roundabout Rochford	£ 275.00
Adobe	Subscription	£ 19.97
EDF Energy	Electricity	£ 118.08
CouncilWise	Staff Training	£ 468.00
ParaBar Developments	Kings Head Rent	£1,250.00
Anglian Water	Water	£ 421.55
Rochford Chamber of Trade	Subscription	£ 40.00
ICO	Data Protection Fee	£ 52.00

150/25.5 To receive an update on the switch of the current account from Metro Bank to Unity Bank

The Clerk advised that the switch has been completed and the Metro Bank current account has been closed.

- 151/25 Reports from Committees**
To receive the draft minutes of the following Committee meetings that have been held since the last meeting.
- 151/25.1 Community Projects Meeting – Wednesday, 18th February 2026**
The minutes of the Community Projects meeting held on Wednesday, 18th February 2026 were received.
- 151/25.2 General Purposes Committee – Wednesday, 18th February 2026**
The minutes of the General Purposes Committee meeting were not available.
- 151/25.3 Staffing Community – Wednesday, 4th March 2026**
The minutes of the Staffing Committee meeting held on Wednesday, 4th March 2026 were received.
- 152/25 Policy Approval**
To receive and approve the following policies
- 152/25.1 Biodiversity Policy**
The Biodiversity Policy was **agreed**.
- 152/25.2 Information and Technology Policy**
Members did not feel that the policy reflected the needs of the Council, and it was **agreed** for the policy to be delegated to the IT Working Party to review.
- 153/25 To receive reports from representatives to outside bodies**
- 153/25.1 Rochford Residents Steering Group**
There was no update.
- 153/25.2 Rochford Hundred Association of Local Councils**
There was no update.
- 153/25.3 Old Peoples Welfare for Rochford and District Day Centre**
There was no update.
- 154/25 Councillor/Clerk/Employee Training**
- 154/25.1 To discuss and possibly agree to subscribing to CouncilWise**
It was agreed for the Council to subscribe to CouncilWise with effect from 1st April 2026 at a cost of £500 and VAT per annum.
- 154/25/1 To receive details of any training undertaken since the last meeting.**
It was noted that two members of staff have attended tree condition training.

154/25.2 To note any training to be arranged
It was noted that office staff will shortly be attending Cemetery and Allotment training.

154/25.3 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.

155/25 Planning Matters
There were no planning applications to be considered.

155/25 Date and time of next meeting
Wednesday, 8th April 2026 at 6.30 pm at The Parish Rooms

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")

156/25 Staffing Update
The Clerk withdraw from the meeting at 8.03 pm for this agenda item. Cllr Crosbie minuted this item.

The Staffing Committee have met and recommend that the Clerks hours are increased by way of a temporary variation of contract for an initial period of six months of up to 10 hours per week. This was unanimously agreed. Cllr Williams declared an interest in this item and abstained.

With there being no further business to discuss, the Chair thanked everyone for attending. The meeting closed at 8.06 pm.