



# ROCHFORD PARISH COUNCIL

## Members of Rochford Parish Council

You are hereby summoned to attend the Annual Parish Council Meeting of Rochford Parish Council to be held on Wednesday, 13<sup>th</sup> May 2026 commencing at 6.30 pm. The meeting will be held at The Parish Rooms, Rear of 72 West Street, Rochford SS4 1AS for the purpose of transacting the following business.

Members of the public and press are welcome to attend the meeting. All council meetings will be conducted in accordance with the Civility & Respect pledge and adopted Code of Conduct.

*Emma Terris*

**Emma Terris**  
**Clerk and Responsible Financial Officer**  
**7<sup>th</sup> May 2026**

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## AGENDA

- 1. Election of Chairman of Rochford Parish Council**  
To elect the Chairman of Rochford Parish Council for the 2026/2027 council year and to receive the Declaration of Acceptance of Office from the Chairman.
- 2. Election of Vice Chairman of Rochford Parish Council**  
To elect the Vice Chairman of Rochford Parish Council for the 2026/2027 council year and to receive the Declaration of Acceptance of Office from the Vice Chairman
- 3. To receive apologies for absence**  
To receive and accept apologies for absence
- 4. To receive any declarations of interests**  
To receive declarations of pecuniary and non-pecuniary interests for this meeting
- 5. Minutes of the Previous Meeting**  
To receive and approve the minutes of the Full Council meeting held on Wednesday, 22<sup>nd</sup> April 2026.
- 6. Questions from members of the public who are registered on the Electoral Roll as residents of Rochford Parish (maximum of 15 minutes, Chairman only to reply)**
- 7. To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)**
- 8. Clerk's Report (Verbal)**  
To receive a report from the Clerk and Responsible Financial Officer.

**9. To receive a verbal report from Councillors of Rochford Parish Council on activities undertaken since the last meeting**

**10. Annual Review of Council Administration**

- 10.1 To agree the schedule of meetings up to and including the next Annual Meeting of the Council.
- 10.2 To arrange for the Inspection of Deeds

**11. Committee Structure for 2026/2027**

- 11.1 To agree the Standing Committees for the 2026/2027 municipal year
- 11.2 To agree the membership for the Standing Committees for the 2026/2027 municipal year
- 11.3 To agree the meeting dates for the Standing Committees for the 2026/2027 municipal year
- 11.4 To note that the Terms of Reference for the Standing Committees is in the process of being reviewed and will be presented at the next Full Council meeting.

**12. Annual Review of the Council's Financial Administration**

- 12.1 To review and approve the list of bank account signatories for the 2026/2027 municipal year
- 12.2 To receive and approve the standing orders and direct debit payments that are in place.
- 12.3 To agree that salaries and councillor allowances can be paid by BACS on the 21<sup>st</sup> of each month.
- 12.4 To agree that Delegated Authority is granted to the Clerk in line with the Financial Regulations.

**13. Council Governance: Approval of Policies and Documents**

**13.1 Standing Orders**

To receive and approve the Council's Standing Orders for the 2026/2027 municipal year.

**13.2 Financial Regulations**

To receive and approve the Council's Financial Regulations for the 2026/2027 municipal year.

**13.3 Code of Conduct**

To receive and approve the Code of Conduct for the 2026/2027 municipal year.

**13.4 Retention and Disposal of Documents Policy**

To receive and approve the Council's Retention and Disposal of Documents Policy

**13.5 Complaints Policy**

To receive and approve the Council's Complaints Policy

**13.6 Apologies for Absence Policy**

To receive and approve the Apologies for Absence Policy

**13.7 Risk Assessment and Health and Safety and Staffing Policies**

To note that the Council's Risk Assessment and Health and Safety and Staffing Policies are under review and will be presented at a future Full Council meeting.

**14. Town Council**

To discuss and possibly resolve for Rochford Parish Council to be known as a Town Council.

**15. General Power of Competence**

To note that the Council does not meet the eligibility for General Power of Competence under the Localism Act 2011, namely a qualified clerk and at least two-thirds of members being elected.

**16. Finance**

**16.1** To receive payments for authorisation

**16.2** To receive the bank reconciliation statements

**17. To agree the representatives to outside bodies and groups**

**17.1** Rochford Hundred Association of Local Councils

**17.2** Old Peoples Welfare Committee

**18. Councillor/Clerk/Employee Training**

**18.1** To receive details of any training undertaken since the last meeting

**18.2** To note any training to be arranged

**19. Planning Applications**

| <b>Planning Reference</b> | <b>Applicant</b> | <b>Location</b>                                | <b>Description</b>   |
|---------------------------|------------------|--|--|
| 26/00319/FUL              | Mrs S Timmins    | 8 Rochford Hall Close, Rochford, Essex SS4 1HF | Single storey pitched roof rear extension with rooflights and fenestration alterations   |
| 26/00244/LBC              | Mr M Simpson     | 19 South Street Rochford, Essex                | Full Planning Application and Listed Buildings Consent for the change of use of the existing building from use Class E (Offices and Professional Services) to Class C3 (Dwellinghouses).   |
| 26/00243/FUL              | Mr M Simpson     | 19 South Street Rochford                       | Proposed change of use of the existing building and its curtilage from use Class E to Use Class C3. Internal alterations to facilitate the creation of 8 residential units; conversion of the existing ancillary building to provide cycle and |

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|  |  |  | refuse storage, erection of a proposed bungalow to the rear of the site; provision of vehicular parking including a size 5 turning area; and associated landscaping works. |
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**20. Date and time of next meeting**

To be agreed.

**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 they 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”)**

**1. The Freight House**

- a. To discuss and possibly agree to setting up a Working Party to work on and submit a tender in respect of the operator of The Freight House.