



**Minutes of the Parish Council Meeting of  
Rochford Parish Council held on  
Wednesday, 22<sup>nd</sup> April 2026 at 7.00 pm  
at the Parish Rooms, Rochford**

**Members Present:** Denise Crosbie  
James Edmunds (Chair)  
Gunilla Edwards  
Daniel Efde  
Rodd Hubbard  
Erroll Houston-Bailey  
Paul Nash  
Myra Weir  
Graham Whitehead  
Arthur Williams (Vice Chair)

**In Attendance:** Cllr Angelina Marriott  
Cllr Mike Steptope (Arrived at 7.30 pm)  
Emma Terris – Clerk and Responsible Financial Officer

There were no members of the public present.

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**157/25 To receive apologies for absence**  
Apologies for absence were received and accepted from Cllrs Bryceland and Hanser.  
Cllrs Brown, Cottis, Howat, Thomas and Vallance were absent.

**158/25 To receive any Declarations of Interests**  
158/25.1 Cllrs Williams and Efde declared an interest in any matters relating to Rochford District Council.  
158/25.2 Cllr Edmunds declared an interest in item 168/25.

**159/25 To approve the minutes of the following meetings**  
**159/25.1** The minutes of the Full Council meeting held on Wednesday, 11<sup>th</sup> March 2026, were agreed as a true record of the meeting.  
**159/25.2** The minutes of the Extra-ordinary meeting held on Wednesday, 25<sup>th</sup> March 2026 were agreed as a true record of the meeting.

**160/25 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 present.

**161/25 To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)**  
 Cllr Mariott reported that funding is available for Rochford. Members were asked to share any suggestions on improvement that can be made to Rochford.

Cllr Efde gave an update on the Freight House and the tender process which will be going live on Tuesday, 5<sup>th</sup> May 2026.

Cllr Steptoe reported that pressure has been applied to Anglian Water to repair the noisy manhole covers along Southend Road. Cllr Steptoe advised that he is unhappy with recently introduced fees to reserve a library book and asked Councillors to share any concerns received with him so that he can escalate the matter.

**162/25 Clerks Report**  
 The Clerk’s report was received.

**163/25 To receive reports from Councillors on Council activities undertaken since the last meeting.**  
 The Chair reported that he attended the following engagements since the last meeting:

- Friday, 20<sup>th</sup> March 2026 attended the Chairman of Rochford District Council Dinner

The Vice Chair reported that he has undertaken the following since the last meeting:

- Hosted the Games afternoon which is held at The Parish Rooms on the last Friday of the month. Cllr Williams advised that the sessions have been popular and well attended.

**164/25 Finance**  
**164/25.1 To receive the draft minutes of the Finance Committee meeting held on Wednesday, 25<sup>th</sup> March 2026.**  
 The draft minutes of the Finance Committee meeting held on Wednesday, 25<sup>th</sup> March 2026 was received.

**164/25.2 To receive details of all payments and receipts during March 2026**  
 A report detailing the payments and receipts made during March 2026 was received.

**164/25.3 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.

**164/25.4 To receive payments for authorisation**  
 The following payments were **approved** for payment:

Payee	Description	Amount (£)
TBS Hygiene	Dog Waste Collection	£268.80
Ernest Doe & Sons	Maintenance	£36.49
Southend on Sea	Cemetery Maintenance	£4,050.00

Borough Council		
Huws Gray Ltd	Cemetery Maintenance	£620.98
NPower	Streetlighting	£462.00
Bright Lights	Maintenance	£300.00
P.F. Ahern	Waste Collection	£209.30
Norman Bright	Maintenance	£149.00
CouncilWise	Staff Training	£600.00
J&P Prior	Bus Stop Cleaning	£159.05
Unity Bank	Bank Charges	£16.00
Emma Terris	Staff Expenses	£26.28
Power Hygiene Ltd	Maintenance	£612.00
Neatwork Services	Cleaning	£1292.40
EDF	Parish Rooms Electricity	£112.58
ParaBar Developments	Kings Head Rent	£1,250.00
Three SG	Intruder Alarm Maintenance	£294.59
EALC	Subscription	£1,371.40
RCCE	Membership	£87.00
Microsoft	Monthly Charge	£109.20
Sky Broadband	Broadband and Telephone	£90.56

**150/25.5 To receive an update on the year-end and Internal Audit**  
The Clerk reported that the Internal Audit will be carried out on Wednesday, 27<sup>th</sup> May 2026.

**165/25 Councillor Allowances**  
**165/25.1 To receive a report from the Clerk on the Independent Review Panel Report and agree the allowance figure for Rochford Parish Council councillors for the 2026/27 municipal year.**

It was **agreed** to retain the current level of councillor allowances at the following rates:

Councillor: £50 per month  
Chair of Council £132.81 per month.

Proposed: Cllr Williams. Seconded: Cllr Whitehead. All in favour.

**165/25.21 To receive a proposal from the Chair of the Council regarding the use of the Chairman’s Fund.**

It was **agreed** to invite local organisations to apply for grant funding of up to £250.00 to support local causes.

**166/25 To receive and consider a report from the Clerk regarding the outsourcing of the Council’s Human Resources (HR), Health & Safety (H&S), and Payroll functions to Peninsula Business Services**

It was **agreed** to:

- Approve the outsourcing of HR and Health and Safety compliance to Peninsula Business Services.
- Approve the Clerk entering into a contract with a term of 60 months to ensure best value for money.

- Delegate authority to the Clerk to:
  - Finalise contractual terms
  - Implement the service

Proposed: Cllr Williams.      Seconded: Cllr Edmunds:      All in favour.

**167/25      To receive and consider a report from the Clerk regarding the outsourcing of the Council's IT functions to an external provider.**  
 It was agreed to appoint Cloudy IT to implement a fully managed IT Service with devices and hardware provision for Rochford Parish Council.

Proposed: Cllr Efde.      Seconded: Cllr Houston-Bailey.  
 Carried with 5 in favour, 4 against and 1 abstention.

**168/25      Annual Parish Meeting**  
 The format of the Annual Parish Meeting was agreed.

**169/25      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, 18<sup>th</sup> March 2026**  
 The minutes of the Community Projects meeting were received.

**151/25.2      General Purposes Committee – Wednesday, 18<sup>th</sup> March 2026**  
 The minutes of the General Purposes Committee were received.

**151/25.3      Staffing Community – Wednesday, 4<sup>th</sup> March 2026**  
 No meeting was held.  
 delegated to the IT Working Party to review.

**169/25      To receive reports from representatives to outside bodies**

**169/25.1      Rochford Residents Steering Group**  
 There was no update.

**169/25.2      Rochford Hundred Association of Local Councils**  
 Cllr Whitehead provided an update on the meeting that was held on Thursday, 16<sup>th</sup> April 2026.

**153/25.3      Old Peoples Welfare for Rochford and District Day Centre**  
 There was no update.

**170/25      Councillor/Clerk/Employee Training**

**170/25.1      To receive details of training undertaken since the last meeting.**  
 Details of training undertaken by members of staff was received.

**170/25/1**      **To receive details of any training undertaken since the last meeting.**  
The Clerk advised that a councillor training session has been arranged for Thursday, 25<sup>th</sup> June 2026 at The Parish Rooms. Further information will be shared with Councillors in due course.

**171/25**      **Planning Applications**

Planning Reference                      26/00285/ADV  
Applicant:                                      Mr Duncan Read  
Location:                                        9 Purdeys Way, Rochford, SS4 1ND  
Description:                                    Two internally illuminated signs to building and additional Signage to totem sign.  
Comment:                                        Members raised no objection to this application.

**172/25**      **Date and time of next meeting**  
**Wednesday, 13<sup>th</sup> May 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”)***

**173/25**      **Staffing Update**

**173/25.1**      **To receive an update from the Clerk on Staffing Matters**  
Received.

**173/25.2**      **To agree to increase the Clerk’s salary by one spinal point, from SCP 33 to SCP 34, with effect from 1<sup>st</sup> April 2026, in accordance with the terms and conditions of her contract.**  
It was **agreed** to increase the Clerk’s salary by one spinal point from SCP 33 to SCP 34 with effect from 1<sup>st</sup> April 2026.

Proposed:      Cllr Edmunds (Chair). All in favour.

With there being no further business to discuss, the Chair thanked everyone for attending. The meeting closed at 9.02 pm.