



## **ROCHFORD PARISH COUNCIL**

### **Minutes of the Annual Parish Council Meeting** **Held on Wednesday, 13<sup>th</sup> May 2026 at 6.30 pm** **At The Parish Rooms, Rochford**

**Members Present:** Cllr Leona Bryceland  
Cllr Tino Callaghan (from 7.13 pm)  
Cllr James Cottis  
Cllr Denise Crosbie  
Cllr James Edmunds  
Cllr Errol Houston-Bailey  
Cllr Rodd Hubbard  
Cllr Paul Nash  
Cllr Linda Thomas  
Cllr Myra Weir  
Cllr Graham Whitehead  
Cllr Arthur Williams

**In Attendance:** Cllr Angelina Marriott  
Mrs Emma Terris – Clerk and Responsible Financial Officer  
Mrs Laura Buckley-Hills, Admin Assistant  
Mr James Faulkner, Admin Assistant

There were no members of the public present

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**01/25**

#### **Election of Chairman of Rochford Parish Council**

Nominates were invited for the position of Chairman of Rochford Parish Council for the 2026/2027 municipal year.

Cllr Whithead nominated Cllr Edmunds. This was seconded by Cllr Cottis.  
Cllr Crosbie nominated Cllr Williams. This was seconded by Cllr Hubbard.

A vote was taken and the results were as follows:

Cllr Edmunds	Six votes
Cllr Williams	Two votes

Cllr Williams abstained from voting.

Cllr Edmunds was elected as Chairman of Rochford Parish Council for the 2026/2027 municipal year. Cllr Edmunds signed the Declaration of Acceptance of Office and chaired the meeting from this point onwards.

- 02/25 Election of Vice Chairman of Rochford Parish Council**  
Cllr Nash proposed that Cllr Williams is elected as Vice Chairman of Rochford Parish Council. This was seconded by Cllr Williams and unanimously carried.
- 03/25 To receive apologies for absence**  
Apologies for absence were received and accepted from Cllrs Brown and Edwards.
- 04/25 To receive any declarations of interests**
- 04/25.1** Cllrs Cottis and Williams declared an interest in Rochford District Council.
- 04/25.2** Cllr Edmunds declared an interest in agenda item 20/25.
- 05/25 To approve the Minutes of the Previous Meeting**  
The minutes of the Full Council meeting held on Wednesday, 22<sup>nd</sup> April 2026 was agreed as a true record of the meeting and were signed by the Chairman.
- 06/25 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)**  
There were no members of the public present.
- 07/25 To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)**  
Cllr Cottis, Essex County Council Councillor, reported that he is only three-days into his new role as an Essex County Councillor and that he is looking forward to working with Rochford District Council and Parish Council.
- Cllr Marriott, Rochford District Council Councillor, advised that Rochford District Council's Annual Meeting will be held on Tuesday, 19<sup>th</sup> May 2026 at 7.30 pm at the Civic Suite, Rayleigh.
- 08/25 Clerk's Report**  
The Clerk's report was received.
- 09/25 To receive a verbal update from Members of Rochford Parish Council on activities undertaken since the last meeting**  
Cllr Edmunds advised that he attend a tour of The Old House in Rochford, which was arranged by the outgoing Chairman of Rochford District Council.
- Cllr Williams advised that he attended the Royal Garden Party on Friday, 8<sup>th</sup> May 2026.
- 10/25 Annual Review of Council Administration**
- 10/25.1 To agree the schedule of meetings up to and including the next Annual Meeting of the Council**  
Members considered the schedule of meetings for the 2026/27 municipal year. It was resolved that meetings of the Full Council will be held on the last Wednesday of the month except for August and December when no meetings will be held. It was further agreed that meetings of the General Purposes Committee and Community Projects Committee be held on a bi-monthly basis and that meetings of the Finance

Committee be held quarterly throughout the municipal year.  
The schedule of meetings for 2026/2027 was approved.

- 10/25.2 To arrange for the Inspection of Deeds**  
Members were asked to email the Clerk to arrange to inspect the Deeds.

*At 7.13pm Cllr Callaghan arrived.*

**11/25 Committee Structure for 2026/2027**

- 11/25.1 To agree the Standing Committees for the 2026/2027 municipal year**  
It was agreed to continue with Finance, Community Projects, General Purposes and Staffing Committees.

- 11/25.2 To agree the membership for the Standing Committees for the 2026/2027 municipal year**  
The following were appointed to the Committees. It was noted that any Councillor not present who wishes to join a committee may attend the meeting and be appointed. It was agreed that the Chair's of the Standing Committees will be elected at the first meeting of each respective committee.

<b>Councillor</b>	<b>Finance</b>	<b>Community Projects</b>	<b>General Purposes</b>	<b>Staffing</b>
Derek Brown			X	
Leona Bryceland		X		
Tino Callaghan				
James Cottis				
Denise Crosbie		X	X	X
James Edmunds - Chair	X	X	X	
Gunilla Edwards		X		
Errol Houston-Bailey		X	X	
Rodd Hubbard	X		X	X
Paul Nash	X			X
Linda Thomas		X	X	
Myra Weir	X	X	X	X
Graham Whitehead	X	X	X	X
Arthur Williams – Vice Chair	X	X	X	X

- 11/25.3 To agree the meeting dates for the Standing Committees for the 20236/2027 municipal year**  
It was agreed to delegate authority to the Clerk to set the dates for the Standing Committee meetings, which will be shared with members following the meeting.

- 11/25.4 To note the Terms of Reference for the Standing Committees are in the process of being reviewed and will be presented for approval at the next Full Council meeting.**

It was noted that the Terms of Reference for the Standing Committees are being reviewed and will be presented for approval at the next Full Council meeting.

**12/25**

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

**12/25.1 To review and approve the list of bank account signatories for the 2026/2027 municipal year**

It was agreed that the bank signatories for the 2026/2027 is to remain as follows:

**Unity Trust Bank**

View the bank accounts and submit payments for authorisation:

- Emma Terris, Clerk and RFO

View the bank accounts and authorise payments:

- Cllr J Edmunds
- Cllr P Nash
- Cllr A Williams

**Metro Bank**

View the bank accounts and submit payments for authorisation:

- Emma Terris, Clerk and RFO

View the bank accounts and authorise payments:

- Cllr P Nash
- Cllr A Williams

**CCLA Bank**

View the bank accounts and submit payments for authorisation:

- Emma Terris, Clerk and RFO

View the bank accounts and authorise payments:

- Cllr J Edmunds
- Cllr A Williams

**12/25.2 To receive and approve the standing orders and direct debits that are in place**

The following standing orders and direct debits were agreed:

Name of Provider	Description
Smart Pensions	Pension Provider
HMRC	PAYE and NI Contributions
Sky Business	Telephone and Broadband
N Power	Electricity and Gas
SSE Energy	Electricity and Gas
Fuel Card Service BP	Fuel Card

Scribe Accounts	Accounting Software
Cloudy IT	Managed IT Support
Peninsula	HR and H&S Support
Rochford District Council	Business Rates

**12/25.3 To agree salary and councillor allowances can be paid by BACS on the 21<sup>st</sup> of each month**

It was resolved that salary and councillor allowances can be paid on the 21<sup>st</sup> of each month.

**12/25.4 To agree that Delegated Financial Authority is granted to the Clerk in line with the Financial Regulations**

It was resolved that Delegated Financial Authority is granted to the Clerk in line with the approved Financial Regulations.

**13/25 Council Governance: Approval of Policies and Documents**

**13/25.1 Standing Orders**

It was unanimously resolved to adopt the Standing Orders for the 2026/2027 municipal year.

**13/25.2 Financial Regulations**

It was unanimously resolved to adopt the Financial Regulations for the 2026/2027 municipal year.

**13/25.3 Code of Conduct**

It was unanimously resolved to adopt the Code of Conduct for the 2026/2027 municipal year.

**13/25.4 Retention and Disposal of Documents Policy**

It was unanimously resolved to adopt the Retention and Disposal of Documents Policy.

**13/25.5 Complaints Policy**

It was unanimously resolved to adopt the Complaints Policy.

**13/25.6 Apologies for Absence Policy**

It was unanimously resolved to adopt the Apologies for Absence Policy.

**13/25.7 Risk Assessment, Health and Safety and Staffing Policies**

It was noted that the Council's Risk Assessment, Health and Safety and Staffing Policies were under review and will be presented to members at a future Full Council meeting for review and adoption.

**14/25 Town Council**

Members considered the possibility of the Parish Council resolving to become a Town Council and discussed the potential implications, benefits and community interest in such a change.

Following a discussion, it was agreed that the matter is raised with residents at the forthcoming Annual Parish Meeting to seek their views and to gauge the level of public support for the proposal. It was further agreed that the feedback received from residents at the Annual parish Meeting is to be

reported to the next meeting of the Council to inform further consideration and any subsequent decision regarding whether the Council should resolve to adopt Town Council status.

**15/25 General Power of Competence**

It was noted that due to the Clerk not holding the CiLCA qualification, the Council does not meet the eligibility for General Power of Competence under the Localism Act 2011.

**16/25 Finance**

**16/25.1 To receive payments for authorisation**

The following payments were approved for payment:

<b>Supplier</b>	<b>Total</b>
Glendening Electrical Limited	£ 144.00
TBS Hygiene Limited	£ 355.20
P.F. Ahern (London) Limited	£ 186.14
Ernest Doe & Sons Limited	£ 157.83
Huws Gray Limited	£ 299.68
Neatwork Services Limited	£1,410.00
Motia Fuel Card	£ 25.20
ICCM	£ 110.00
Site-Street	£ 609.60
Microsoft	£ 109.20
Sky Business	£ 88.68
Kent Procurement Service	£ 123.22
EDF Energy	£ 135.01
SSE Energy Solutions	£ 471.50
CouncilWise	£ 672.00
Rochford District Council	£ 933.02
J&P Prior	£ 159.05
ParaBar Developments	£1,250.00
Starboard Systems Limited	£ 288.00
Three SG	£ 295.94
Defibstore Limited	£ 246.00
<b>Total</b>	<b>£8,069.27</b>

**16/25.2 To receive the bank reconciliations and statements**

The bank reconciliations and bank statements for April 2026 were received.

**17/25 To agree the representatives to outside bodies and groups**

**17/25.1 Rochford Hundred Association of Local Councils**

The following agreed to act as representatives to Rochford Hundred Association of Local Councils: Cllrs Callaghan, Crosbie, Edwards and Whitehead.

**17/25.2 Old People's Welfare Committee**

The following agreed to act as representatives to the Old People's Welfare Committee: Cllrs Callaghan, Edmunds, Hubbard and Weir.

**18/25 Councill/Clerk/Employee Training**

**18/25.1 To receive details of any training undertaken since the last meeting.**

The Clerk advised that she and members of the office staff have attended cemetery and allotment training.

It was noted that members have not undertaken any training since the last meeting.

**18/25.2 To note any training to be arranged**

The Clerk advised that Councillor refresher training has been arranged for Thursday, 25<sup>th</sup> June 2026 at the Parish Rooms in Rochford. Further information will be shared with members following the meeting.

**19/25 Planning Applications**

Planning Reference 26/00319/FUL  
Applicant: Mrs S Timmins  
Location: 8 Rochford Hall Close, Rochford, SS4 1HF  
Description: Single storey pitched roof with rooflights and fenestration alterations  
Comment: Members raised no objection to this application

Planning Reference 26/00244/LBC  
Applicant: Mr M Simpson  
Location: 19 South Street Rochford  
Description: 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).  
Comment: Members raised no objection to this application.

Planning Reference 26/00243/  
Applicant: Mr M Simpson  
Location: 19 South Street Rochford  
Description: 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 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.  
Comment: Members raised concerns regarding development of a conservation area and removal of green spaces.

**20/25 Date and time of next meeting**

To be agreed.

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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”)

At 8.20 pm Cllr Edmunds left the meeting. Cllr Williams chaired the meeting from this point.

**21/25            The Freight House**

**21/25.1            To discuss and agree to setting up a Working Party to work on and submit a tender in respect of the operator of The Freight House.**

Members were advised that clarification had been sought regarding the Parish Council’s potential stewardship role in relation to the building and the council’s wish to locate its offices within the Freight House. The Clerk reported that advice received confirmed that the Parish Council would not be required to submit a tender in respect of its proposed occupation of office space and that the Council’s involvement would instead form part of ongoing discussions between Rochford District Council, Locality and any future operator of the building.

The Clerk advised that there is likely to be a need for the Parish Council to participate in meetings regarding the future operation and use of The Freight House and the following members indicated their willingness to attend such meetings on behalf of the Council, if required: Cllrs Callaghan, Crosbie, Houston-Bailey, Hubbard, Nash, Whitehead and Williams.

At 8.29 pm Cllr Edmunds returned and closed the meeting.