ROCHFORD PARISH COUNCIL

Minutes of the Full Council Meeting
Held on Wednesday, 24th June 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 Errol Houston-Bailey
Cllr Rodd Hubbard
Cllr Paul Nash
Cllr Linda Thomas
Cllr Graham Whitehead
Cllr Arthur Williams

In Attendance: Mrs Emma Terris – Clerk and Responsible Financial Officer

There were no members of the public present

22/25 **To receive apologies for absence**
Apologies for absence were received and accepted from Cllrs Edmunds and Edwards. In the absence of the Chair, Cllr Williams, Vice Chairman, chaired the meeting.

23/25 **To receive any declarations of interests**
04/25.1 Cllrs Callaghan and Williams declared an interest in Rochford District Council.

24/25 **To approve the Minutes of the Previous Meeting**
The minutes of the Annual Parish Council meeting held on Wednesday, 13th May 2026 was agreed as a true record of the meeting and were signed by the Vice Chairman.

25/25 **Tribute to Former Councillor Myra Weir**
The Vice Chairman paid tribute to the late Councillor Myra Weir, recognising her many years of dedicated service to Rochford Parish Council and the local community.

All present observed a minute's silence in her memory.

A discussion took place regarding providing a lasting tribute, with suggestions including:

- Making a donation to the Old People's Welfare Day Centre;
- Establishing an annual Volunteer of the Year Award in Myra's memory, to be presented a council event; and
- Exploring the possibility of naming the Rose Garden after her in recognition of her contribution.

Members were supportive of developing a suitable commemorative initiative and it was agreed that proposals should be brought back to a future meeting.

26/25 **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.

A Councillor who lives within the Parish raised concerns regarding the yellow recycling bins within their road not being emptied regularly. The Vice Chairman confirmed that this is a matter for Rochford District Council. District Councillor Callaghan advised that he would raise the matter with the relevant Portfolio Holder and officers.

A further question was asked regarding the condition of the footpath between Sutton Road and Purdey's Industrial Estate, particularly regarding the overgrown vegetation and whether widening works were planned. County Councillor Cottis advised that weed treatment was expected to be undertaken during the coming months but he was unable to comment on any proposals to widen the footpath and noted the matter.

27/25 **To receive reports from County/District Councillors (maximum of 10 minutes, Chairman only to reply)**

County Councillor Cottis reported that his initial weeks in office had been extremely busy dealing with highways matters, particularly potholes. He was pleased to report that a significant pothole on Ashingdon Road had now been repaired.

County Councillor Cottis also informed Members that each County Councillor had access to £10,000 Locality Funding to support community projects and encouraged local organisations to contact him directly regarding potential applications.

District Councillor Callaghan reported that further pothole issues had already been identified and confirmed that repairs to the pavement in West Street had been escalated to Essex Highways.

District Councillor Williams reported that he had no additional matters to report.

28/25 **Clerk's Report**

The Clerk's report was received and noted.

29/25 **To receive a verbal update from Members of Rochford Parish Council on activities undertaken since the last meeting**

There have been no activities undertaken by Members of Rochford Parish Council since the last meeting.

30/25 **Councillor Co-Option**

Members considered the application received from Mrs Laureen Shaw.

Mrs Shaw outlined her previous local government experience, which included:

- Ten years as a Rochford District Councillor;
- Five years serving Essex County Council;
- Previous service as a Hawkwell Parish Councillor; and
- Experience as Essex County Council Deputy Cabinet Member for Highways.

Members welcomed the breadth of experience Mrs Shaw would bring to the council.

Resolved: That Mrs Laureen Shaw be co-opted to Rochford Parish Council.

The resolution was carried unanimously.

Mrs Shaw duly signed the Declaration of Acceptance of Office and joined the meeting as a member of the Council.

31/25 **Rochford Town Council**

Members considered the proposal, following discussions at the previous meeting and the Annual Parish Meeting, that Rochford Parish Council adopts the style of Rochford Town Council.

During the discussion, Members recognised that the change in name would better reflect Rochford's historic market town status whilst continuing to represent and serve the parish and its surrounding communities.

Cllr Cottis proposed that Rochford Parish Council adopts the name of Rochford Town Council. The proposal was seconded by Cllr Brown.

Resolved: That, with immediate effect, Rochford Parish Council adopts the style of Rochford Town Council, and that the Clerk be authorised to undertake all necessary administrative arrangements and rebranding arising from the change.

The resolution was carried by majority vote, with one Member voting against.

32/25 **Finance**

32/25.1 **To receive the draft minutes of the Finance Committee meeting held on Wednesday, 17th June 2026**

The draft minutes of the Finance Committee meeting held on Wednesday, 17th June 2026 were received.

32/25.2 **To receive the bank reconciliations for May 2026**

The bank reconciliations for May 2026 were received and a greed and signed by the Chair of Finance.

32/25.3 **To receive payments for authorisation**

The following payments were approved for payment:

Supplier	Total
TBS Hygiene Ltd	£333.00

P.F. Ahern	£ 200.70
NPower	£ 350.76
SSE Energy Solutions	£ 1,042.26
Business Stream	£ 957.57
Kent Procurement Services	£ 505.24
Neatwork Services	£ 1,476.00
VIP Security	£ 252.00
WI Hall	£ 50.00
Staff Expenses	£ 276.00
CouncilWise Dunmow Ltd	£ 1,152.00
Motia Fuel Card	£ 3.60
Starboard Systems	£ 288.00
Unity Bank	£ 6.77
Legra Internal Audit Services	£ 400.00
SLCC	£ 27.00
Peninsula Business	£ 344.40
Site Street	£ 21.60
Sky Broadband	£ 88.68
Microsoft	£ 109.20
Parabar Developments	£ 1,250.00
Blake Contractors Ltd	£574.80
Power Hygiene	£216.00
J&P Prior	£159.05
Total	**£10,085.62**

32/25.3 To receive the summary of Receipts and Payments compared to Budget for the year to date.
The summary of Receipts and Payments compared to Budget for the year to date was received.

33/25 To receive and review the Internal Audit Report of the Parish Council and to agree the Action Plan to address the points raised.
The Internal Audit Report together with the proposed Internal Audit Action Plan was received and considered.

Members expressed their appreciation to the Clerk for the significant work undertaken during the year, noting the considerable improvement reflected in the Internal Audit Report.

It was resolved:
1. The Internal Audit Report be received.
2. That the Internal audit Action Plan be approved.
3. That the Clerk provide regular progress updates to members on the implementation of the actions identified within the Action Plan.

34/25 To agree and approve the Annual Governance Statement (Section 1) of the Annual Return for the year ended 31st March 2026.
The Annual Governance Statement of the Annual Return (Section 1) for the year ended 31st March 2026 was received and approved.

35/25 To agree and approve the Accounting Statement (Section 2) of the Annual Return for the year ended 31st March 2026.
The Accounting Statement of the Annual Return (Section 1) for the year ended 31st March 2026 was received and approved.

36/25 Reports from Committees – Community Projects

36/25.1 To receive the draft minutes of the meeting held on Wednesday, 10th June 2026

The draft minutes of the Community Projects Committee Meeting held on Wednesday,10th June 2026 were received.

36/25.2 To receive a report from the office regarding the road closure and naming of the event

The Clerk provided Members with an update regarding arrangements for the temporary road closure required for the Council's annual Christmas event.

The Clerk advised that Rochford District council had informed the Council that a charge would now be payable for processing the temporary road closure. Members noted that where attendance at the event is anticipated between 500-1999 the charge would be £437, increasing to £825 for attendance over 2000 people.

Members expressed concern that this was the first occasion on which such charges had been introduced and noted that the Council had not been consulted prior to the implementation of a charge. Concern was also expressed regarding the potential financial impact on community events organised by the Council.

Resolved:

1. That the clerk write to Essex County Council and Rochford District Council seeking clarification regarding the introduction of the road closure charges, the basis upon which the fees have been determined, and whether any concessions or exemptions are available for councils organising community events.
2. That a decision regarding the Council's acceptance of the proposed road closure charges, and the naming of the Christmas event, be deferred until the requested information has been received and considered by the Council.

36/25.3 To receive and consider quotations received for electrical works associated with the Community Projects Committee

Quotations for the RDC repairs to the lamp posts were considered. It was noted that, in accordance with the Council's financial regulations, three quotations had been sought. Two quotations had been received, whilst a third contractor had not submitted a quotation despite being invited to do so.

Members noted that the quotations received were £4,750 and £9,397.50 respectively. Although the lower quotation represented the lowest cost, Members considered that it did not provide sufficient detail or presented the proposed works in a sufficiently comprehensive or professional manner to give the Council confidence in the Council's submission. Having considered both cost and the quality of the quotations received, Members agreed to accept the quote presented by Aylesford Electrical.

Resolved: That the quotation submitted by Aylesford Electrical in the sum of £9,397.50 be accepted and the Clerk be authorised to instruct the contractor to undertake the works.

37/25 Reports from Committees – General Purposes

37.25.1 To receive the draft minutes of the General Purposes Meeting held on Wednesday, 10th June 2026

The minutes of the General Purposes Committee meeting held on Wednesday, 10th June 2026 were received.

38/25 Policy/Document Approval

Members considered the following policies:

- Information Technology Policy
- Reserves Policy

Resolved: That both policies be adopted.

39/25 Terms of Reference

Members reviewed the Terms of Reference for the following Committees: Finance Committee, General Purposes Committee, Community Projects Committee and Staffing Committee.

Resolved: The Terms of Reference be approved.

40/25 To receive reports from representatives to outside bodies

40/25.1 Rochford Hundred Association of Local Councils

Members noted that the next meeting of Rochford Hundred Association of Local Councils would be held on Thursday, 17th July 2026.

40/25.2 Old Peoples Welfare Committee

There has not been a meeting since the last meeting.

Representatives were confirmed for the Old People's Welfare Committee:

- Cllr James Edmunds
- Cllr Tino Callaghan
- Cllr Rodd Hubbard

41/25 Councill/Clerk/Employee Training

41/25.1 To receive details of any training undertaken since the last meeting

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

41/25.2 To note any training to be arranged

The Clerk advised that due to the funeral of Myra Weir, Councillor refresher training has been rearranged and will take place on Wednesday, 8th July 2026 at the Parish Rooms in Rochford. Further information will be shared with Members following the meeting.

42/25 Planning Applications

Cllr Williams declared a non-pecuniary interest in this agenda item by virtue of being a Rochford District Councillor.

The Clerk read out the following planning applications, which were then considered by the Council.

Planning Reference	26/00356/FUL
Applicant:	Laindon Holdings Limited
Location:	Plot 1, Rochford Business Park
Description:	Construction of a new food store (Use Class E(a)), with access car and cycle parking, landscaping and associated works.
Comment:	No objection

Planning Reference	26/00208/FUL
Applicant:	Mr J Passfield
Location:	16 The Trunnions, Rochford, SS4 1DJ
Description:	Proposed single storey rear extension with roof lantern.
Comment:	No objection

43/25 Date and time of next meeting

Wednesday, 29th July 2026 at 6.30 pm.

44/25 Exclusion of the Press and Public

Resolved: That, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item(s) of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

45/25 St Mark's Hall

Cllr Shaw declared an interest in this item due to her involvement with the St Mark's Food Bank and withdrew from the discussion where appropriate.

The Clerk updated Members regarding the ongoing governance, legal and operational matters relating to St Mark's Hall.

Following consideration, it was:

Proposed: Cllr Houston-Bailey
Seconded: Cllr Cottis

Resolved: That the Clerk is authorised to appoint Wellers LLP to obtain legal advice as to regards next steps and to take the necessary actions arising from the advice received.

The resolution was carried unanimously.

It was noted that, from the conclusion of this meeting, Rochford Parish Council would be known as Rochford Town Council.

There being no further business, the Vice Chair declared the meeting closed at 8.08 pm