

General Purposes Committee Meeting Minutes

8th June 2026 at 7:00pm

at Hockley & Hawkwell Day Centre,
Southend Road Library Car Park, Hockley SS5 4PZ

Present Cllrs: Chair Mrs L Massey, Cllr J Dunkley, Cllr T Hargrave, Cllr S May, Cllr C Morris & Cllr Miss M Ward.

Also present: Cllr A MacPherson (From 7:26pm) and three members of the public.

Chair Mrs L Massey declared a one minute silence in memory of Cllr Mrs M Weir, noting her lifelong dedication and commitment to Council and the wider community.

GP 26/14 To receive apologies for non-attendance at meeting:

No apologies were received.

GP 26/15 Declarations of any:

a) Disclosable Pecuniary interests;

b) Other Registerable interests.

No interests were declared.

GP 26/16 Public participation session:

Three members of the public were present. No questions were raised.

GP 26/17 To approve as a correct record the minutes of the meetings held on 18th May 2026 and to destroy the notes in respect of that meeting:

The minutes of the meetings held on 18th May 2026 were approved.

GP 26/18 Action update list (June 2026)

26/18.1 There were no updates regarding the Main Road planters.

26/18.2 Rochford District Council (RDC) had not given permission for a Christmas tree on the Hawkwell Common. New festoons for Golden Cross and Main Road shopping parades had been ordered.

26/18.3 Members were referred to the Council Actions update. (Minute GP 26/20.2)

26/18.4 Members were referred to agenda item 8 (Minute GP 26/21).

It was resolved that Members noted and accepted the Action Update Report and agreed to the removal of any closed items.

GP 26/19 Financial Report (May 2026)

The Clerk reported that there had been miniscule expenditure in May. A Member enquired if Council had its bus shelters cleaned; the Clerk confirmed they were routinely

cleaned. A Member asked for confirmation if the lighting cost centre related to the street lighting; the Clerk confirmed that was the case.

The financial report was approved.

GP 26/20 Councillor action update list – June 2026:

26/20.1 Cllrs T Hargrave, Miss M Ward and C Morris were to create three Wise Men figures for the Emmanuel Church, subject to permissions being granted. Cllr T Hargrave had confirmed the church had given permission in principle on the condition they were made aware of what figures were going to be created but that official permission would come from their own committee. Cllr T Hargrave would inform the church that three wise men would be made, and an additional two angels and a camel would be added to the display which had already been made.

26/20.2 The next meeting of the Environmental Working Group (EWG) was to be organised in Summer 2026. The Clerk had suggested that the meeting take place in July; Members were to organise this meeting via WhatsApp. A Member asked if Council should reverse its decision to call a Climate Emergency; the Clerk advised that Council continue in its ecological and environmental issues. The EWG would meet to consider this going forward after reviewing the ongoing work items.

26/20.3 Members of the Phone Box Working Group (PBWG) were referred to agenda item 8 (Minute GP 26/21).

GP 26/21 Phone Box restoration project proposal – update from Clerk and members of the Phone Box Working Group (PBWG):

Cllr Mrs L Massey had prepared two synopses for the museum content. Members agreed the 70 word version would be more suitable; Cllr Mrs L Massey would send this information to Members so they could review in more detail. Cllr Mrs L Massey had also obtained permission from the owner of one of the proposed historic buildings to include their house in the museum content. The owner had also offered to try and retrieve some old photos they had of their house in the snow. Cllr Mrs L Massey was awaiting a response from another resident regarding using their house as a further drawing in the museum content.

Members had agreed on 7-8 landmarks/historic buildings in the museum design content following their visit. Cllr T Hargrave had the final agreed list.

It was agreed Cllr Mrs L Massey would approach the residents of Clements Hall House to see if they would be willing to give permission to have their house in the museum content. Cllr C Morris would drop the wooden board he had made to the artist. The Clerk would liaise with the artist to obtain the delivery address.

Cllr T Hargrave would inform the artist of the content agreed by Members. A sketch would be prepared on the rear of the board. Photographs would then be provided for

Members to review at the next appropriate meeting.

Cllr A MacPherson entered the meeting at 7:26pm.

Members were reminded on the timescales; the phone box was due to be returned to Council in the autumn, likely to be September time.

The Clerk confirmed the draft Heads of Terms (HoT) had been signed. The issue of the location which had been raised at the last meeting had been resolved; RDC had agreed the location requested by Members. The HoT had set out a two-year lease and was expected to start in August. There would be a peppercorn rent of £5. The Clerk would clarify if that would be the total cost, or annually.

GP 26/22 Review of the General Purposes Committee (GP) & Environmental Working Group (EWG) element of the current Strategic Plan:

Members went through the current Strategic Plan for 2023-26 and looked at the existing elements relating to GP and the EWG. For GP, it was agreed:

To remove the section relating to Community Special Constables given they no longer were present in the parish and had not been for a considerable time;

It was agreed to stipulate the parish council's responsibility when it came to streetlights; specifically, to state "parish-owned" where relevant;

It was agreed to remove the section on Community SpeedWatch (CSW);

It was agreed to remove the section relating to the Local Highways Panel (LHP);

It was agreed to keep all remaining sections as before, with no additions.

For EWG, it was agreed:

To remove the section relating to the liaison with District Council and County Council;

It was agreed to keep all remaining sections as before, with no additions.

GP 26/23 Summary of decisions

- Cllr T Hargave to relay to the church that Council proposes to make three wise men for the Christmas display at Emmanuel Church; two angels and a camel have already been made.
- Members to organise the EWG meeting for the summer via WhatsApp.
- Cllr Mrs L Massey to send phone box museum synopsis information (70 word version) to Members for consideration and to obtain permissions from two historic houses for inclusion in the artist design; Clerk to obtain address of artist to ensure Cllr C Morris can drop off wooden board; sketch to be provided by artist and photographs of work to be reviewed by Members at next suitable meeting; Cllr T Hargave to give artist information on agreed landmarks etc. Clerk to clarify peppercorn rent amount.
- GP and EWG element of Strategic Plan for 2026-2029 agreed.

Meeting closed: 7:44pm