

**Minutes of the Annual Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 8th May 2017 at 8:10pm
in the Committee Room, Freight House, Bradley Way, Rochford**

Councillors Present: K Binding, Mrs E Gadsdon, R Gardner, S May, R Patient, M Strubel, Mrs L Shaw, D Weir, Mrs M Weir and Mrs P Young.

Also Present: District Cllr Mrs J Gooding

1. Election of Chairman for the civic year 2017-18 and sign the Declaration of Acceptance of Office:

Cllr Mrs L Shaw nominated Cllr Mrs P Young as Chairman and this was seconded by Cllr K Binding. There were no further nominations and the motion was carried by majority. Cllr Mrs P Young signed the Declaration of Acceptance of Office, witnessed by the Clerk.

2. Election of Vice Chairman for the civic year 2017-2018:

Cllr R Gardner nominated Cllr R Patient as Vice Chairman and this was seconded by Cllr Mrs M Weir. Cllr Mrs P Young also nominated Cllr Mrs L Shaw as Vice Chair which was seconded by Cllr K Binding. There were no further nominations and following a secret ballot, Cllr R Patient was elected Vice Chairman by majority.

3. To receive apologies for non-attendance at meeting:

No apologies had been given.

4. Update of Register of Members Interest/General Notice of Registerable Interests:

Members were instructed to fill in a new Register of Members Interest/General Notice of Registerable Interest to ensure all interests were correct and up-to-date. All Members gave their signed documents to the Clerk following Agenda Item 7 (Minute 7), in order to include any new representative positions. Members were reminded of the importance in making sure all registerable interests were notified to the Clerk in writing within 28 days and the Clerk informed Members notice of this reminder would now be placed on all future meeting agendas accordingly.

5. Declarations of any:

- a) Disclosable Pecuniary Interest;**
 - b) Other Pecuniary Interest; or**
 - c) Non-Pecuniary Interest on any matter on the agenda for 8th May 2017:**
- None were declared.

6. Agree Committee Structure and appointment of Members:

- a) Finance Committee (9) –** Members agreed the Committee Structure with one vacancy remaining. (Refer to table below)

- b) **Planning Committee (9)** Members agreed the Committee Structure with two vacancies remaining. (Refer to table below)
- c) **General Purposes Committee (12)** Members agreed the Committee Structure with two vacancies remaining. (Refer to table)
- d) **Parks, Open Spaces, Conservation & Footpaths Committee (12)** Members agreed the Committee Structure with three vacancies remaining. (Refer to table)
- e) **Personnel Committee (9)** - Members agreed the Committee Structure with two vacancies remaining and further agreed to the sub-committee structures for **Recruitment and Performance (e1)** and **Disputes and Grievance (e2)** with no vacancies remaining on either sub-committee. (Refer to table below)
- f) **Policy Committee (9)** - Members agreed the Committee Structure with three vacancies remaining. (Refer to table)
- g) **Appointments Committee (9)** - Members agreed the Committee Structure with five vacancies remaining. (Refer to table)
- h) **Health & Safety Sub-Committee (5)** - Members agreed the Committee Structure with no vacancies remaining. (Refer to table)
- i) **Christmas Parcels Working Group (reports to General Purposes)** Members agreed the Committee Structure with four vacancies remaining. (Refer to table)
- j) **Youth Working Group (reports to General Purposes)** - Members agreed the Committee Structure with no vacancies remaining. (Refer to table)
Cllr Mrs L Shaw enquired if the Working Group should be dissolved following its inactivity and it was agreed the item should be referred to the General Purposes Committee for review.
- k) **Christmas Lights Working Group (reports to General Purposes)**- Members agreed the Committee Structure with no vacancies remaining. (Refer to table)
- l) **Village Fayre Working Group (reports to General Purposes)** - Members agreed the Committee Structure with three vacancies remaining. (Refer to table) It was agreed the future of this Working Group should be reviewed by the General Purposes Committee.

NB: *Chairman and Vice-Chairman are members of all committees, sub-committees and working groups ex-officio unless appointed as a full member at the Annual Meeting (ref Standing Order 4(d)).*

Councillor	Minute reference													
	a	b	c	d	e	e1	e2	f	g	h	i	j	k	l
K Binding	✓		✓					✓				✓		✓
Mrs E Gadsdon	✓	✓	✓	✓	✓		✓							
R Gardner	✓	✓	✓	✓	✓		✓			✓		✓		✓
S May		✓	✓	✓						✓				
R Patient	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Mrs L Shaw	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓	
M Strubel			✓	✓										
D Weir	✓	✓	✓	✓	✓			✓			✓		✓	
Mrs M Weir	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Mrs P Young	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓

7. **Appoint representatives to outside bodies:**
 - Robert Sudbury Trust (2) (Administered by Hawkwell Parish Council)** – Cllr Mrs Weir and Cllr Mrs Young were re-appointed as representatives and Members were reminded of the impending closure of the trust.
 - Hockley & Hawkwell Old Peoples Welfare committee (2)** – Cllr Mrs Weir was re-appointed as representative with Cllr M Strubel as deputy representative.
 - Rochford Old Peoples Welfare committee (2)** – Cllr M Strubel was re-appointed as representative with Cllr S May as a deputy representative.
 - Rochford Hundred Association of Local Councils (2)** – Cllr Mrs P Young was appointed as representative along with Cllr S May.
 - Hawkwell Village Hall Committee (2)** – Cllr Binding and Mrs Young were re-appointed as representatives.
 - Ashingdon & East Hawkwell Memorial Hall MC (1)** – Members agreed given recent issues surrounding the legality of the Memorial Hall Management Committee, it was not appropriate to appoint a representative at the current time. Members suggested a letter from The Charity Commission confirming the legal structure of the Ashingdon & East Hawkwell Memorial Hall Management Committee would be the most appropriate form of evidence to confirm which committee was lawful.
 - Public Transport Liaison Group (2)** – Cllr Mrs Weir was re-appointed as representative and Cllr M Strubel was newly appointed as deputy representative.
 - Community Meetings (2)** – Cllr Binding and Cllr M Strubel were re-appointed as representatives. Cllr Binding questioned the need for attendance at the meetings and it was agreed meetings that were more locally focussed and relevant to Hawkwell would be most appropriate to attend.
8. **Receive draft and unaudited Income and Expenditure Accounts for 2016/17:**

The draft and unaudited Income and Expenditure Accounts for 2016/17 were **accepted**.
9. **Set date for inspection of Investments, leases and asset register/inventory etc. and agree examining Officers:**

Members were content for the Vice Chairman and Chairman to inspect investments, leases and asset register/inventory etc. The Clerk informed Members she would arrange a date for the inspections in due course.
10. **To accept Record of Attendance for preceding year:**

Members **accepted** the Record of Attendance for 2016/17.
11. **Receive dates of future Full Council and Committee meetings 2017-2018:**

Cllr Mrs M Weir enquired if the meeting date for the 12th June could be changed but the Clerk explained the date had been set to allow for the audit. Cllr Mrs M Weir gave her early apologies as she would be unable to attend that meeting. Members **accepted** the schedule of meetings for 2017-2018.

12. Public Forum & Information Reports from District Cllrs Mrs J Gooding & Mrs L Shaw:

There were no members of the public present.

Cllr Mrs L Shaw informed Members that she had been able to get the luminous hand tags for the 'Now You See Me Campaign' for Westerings Primary Academy. She had also been able to secure funding for the school in Ashingdon and had £10 left from the campaign which she intended to use to purchase 'Message in a Bottle' bottles for those who needed them and attended the Rochford Day Centre. She also informed Members she had around 500 florescent arm bands free to those who would need them, such as runners, dog walkers etc. and invited ideas for groups who may benefit from them.

District Cllr Mrs J Gooding updated Members that the youth bus pilot project was underway and the bus would be visiting Clements Hall on a Wednesday evening. The Clerk reminded Members a representative of the Essex Youth Service would be attending the June meeting to report back findings of the pilot scheme.

13. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 3rd April 2017 and to destroy the notes in respect of that meeting:

The minutes of the Meeting held on 3rd April 2017 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

14. Financial Report (April 2017):

The Clerk reported the first tranche of the precept had now been received and that at month one the budget was 3% spent. She informed Members that the figures on the report displayed in brackets were accruals.

There were no questions and Members **accepted** the Financial Report.

15. Action List Update (May 2017):

15.1 Members noted there were no further updates regarding the Robert Sudbury Trust and that the process for winding up the trust would be started in due course.

15.2 Members noted that information regarding the Neighbourhood Watch (NHW) Co-ordinators for Hawkwell was still due to be sent and the Clerk agreed to chase it accordingly.

15.3 Members were referred to Agenda item 18 (Minute 18).

15.4 Cllr R Gardner was investigating the cost of alternative electricity suppliers for the Parish street lighting which was ongoing.

15.5 The Clerk informed Members she had been in touch with RDC to obtain more information about the Voluntary Group Funding and Members were referred to Agenda Item 20.15 (Minute 20.15).

Members **accepted** the Action List update and **agreed** to the removal of closed items.

16. Members' apologies: procedure

Members noted that following occasions of concern around Members' apologies, clarity around the formal procedure needed to be established. Members discussed the existing procedure of accepting apologies and noting the reasons for absence was no longer suitable.

Cllr Mrs L Shaw proposed that apologies be received from Members unable to attend any meeting, with no reasons to be recorded at the meeting (Option two of Clerk's proposal); reasons for absence would be held by the Clerk, available for review if any Member(s) showed continual non-attendance close to reaching a six-month period, in accordance with Section 85(1) of the Local Government Act. This motion was seconded by Cllr Mrs P Young and **agreed** by majority.

17. Adult Gym Claim:

The Clerk informed Members the claim had now officially been concluded and provided a cost analysis from the insurer which was noted. Members noted the high sum which had been paid to the solicitors and reiterated their dismay at the outcome of the case. The Clerk advised Members she was due to meet with the insurance broker in time for the Council's insurance renewal and the implications of the claim in relation to the new insurance premium would be known in due course. Members were reminded plans to relocate the Adult Gym were being reviewed by the Parks Committee and Health & Safety Sub-Committee.

18. Items for referral to Rochford District Council (RDC) regarding Shared Working Opportunities (For Discussion):

Members had no items for referral.

19. Ratification of Standing Orders and Financial Regulation (adopted May 2016, with no further revisions):

Members **approved** the Standing Orders and Financial Regulations.

20. Correspondence:

1. Southend Area Bus User Group (SABUG):

a) Invitation to AGM to be held on Saturday 13th May 2017;

b) SABUG Overview 2016.

Members noted the information.

2. Hawkwell Village Hall Management Committee – Hearing Loop donation; thank you letter: Members noted the letter.

3. Hockley & Hawkwell Old People's Welfare Committee – Minutes of the meeting held on the 25th January 2017: Members noted the minutes.

4. Essex County Council (ECC) – Invitation and agenda for Transport Representative Meetings to be held in June 2017: Cllr Mrs M Weir confirmed she would be attending the meeting on the 6th June 2017.

5. Rochford & District Old People's Welfare Committee – Minutes of the meeting held on the 12th April 2017: Members noted the minutes and pointed out that there had been an error in the figures reported. Cllr Mrs Weir confirmed that the error had been brought to their attention and would be corrected at their next meeting.

6. **Rochford District Council (RDC) – Information on working partnerships with Essex Police:** Members noted the information.
 7. **ECC – New contact information for Essex Highways (effective from 19th April 2017):** Members noted the information.
 8. **RDC – Information on the Senior Citizens Road Show to be held on 11th May 2017:** Members noted the information.
 9. **ECC – Information on revised process for requesting the Local Highways Rangers:** Members noted the information.
 10. **Larger Local Council Forum (LLCF) information:**
 - a) **Notice of the next meeting to be held on the 14th June 2017;**
 - b) **Minutes of the meeting held on the 21st February 2017.**

Members noted the information. It was agreed the agenda for the 14th June meeting would need to be reviewed before deciding if it was appropriate for a Member to attend.
 11. **Rochford Hundred Association of Local Councils (RHALC) – Minutes of the meeting held on the 20th April 2017:** Members noted the minutes.
 12. **Email from Executive Director of RDC, Nick Khan:** Members noted the email.
 13. **RDC – Notice of cancellation of Planning training which was to be held on the 8th June 2017:** Members noted the cancellation.
 14. **EALC & Police and Crime Commissioner for Essex – Notice of the Local Council Police Conference to be held on the 7th June 2017:** Members raised questions about the cost of the event, noting a previous similar event had been free of charge. Members were asked to let the Clerk know if they would like to attend the event.
 15. **RDC – Further information regarding Voluntary Group Funding (As requested by Members at April's Full Council meeting):** Members were reminded they had asked for the eligibility criteria for the funding. It was noted that money was still in the process of being allocated.
21. **Receive Committee/Working Party Reports since last meeting:**
- Planning Committee:** Cllr Mrs M Weir moved the minutes of the meeting held on 3rd April & 27th April 2017 which were **accepted**.
- Finance Committee:** Cllr Mrs Shaw moved the minutes of the meeting held on the 3rd April 2017 which were **accepted**.
- Parks Committee:** Cllr Mrs Young moved the minutes of the meeting held on the 3rd April 2017 which were **accepted**.
22. **Representatives Reports:**
- Hockley & Hawkwell Old Peoples Welfare committee** – Cllr Mrs Weir reported there had been no meeting.
- Rochford Old Peoples Welfare Committee** – Cllr M Strubel referred Members to the minutes received (Minute 20.5).
- Rochford Hundred Association of Local Councils (RHALC)** – Cllr Mrs Young referred Members to the minutes received (Minute 20.11) and the Clerk reminded Members the AGM would be held on the 20th July 2017.

Hawkwell Village Hall – Cllr Mrs Young informed Members there would be a meeting on the 17th May 2017.

Ashingdon & East Hawkwell Memorial Hall MC – There were no updates given representation was pending due to legality issues with the Committee management structure.

Public Transport Liaison Group – Cllr Mrs Weir informed Members there would be a meeting in June.

Robert Sudbury Trust – Members were referred to Agenda item 15.1 (Minute 15.1)

Information Reports:

Community Meetings – Cllr K Binding and M Strudel had nothing to report.

23. Payment of Accounts

Cllr Mrs L Shaw enquired about having another authorised cheque signatory following the passing of Cllr V Leach. The Clerk confirmed that the next Finance Committee meeting would address that issue.

There were no further questions and the payment of accounts paid since the last meeting (April payments) were **approved together with agreement to pay any accounts due** before the next meeting.

24. Summary of Decisions Taken:

- Cllr Mrs P Young elected as Chairman for civic year 2017-2018.
- Cllr R Patient elected as Vice-Chairman for civic year 2017-2018.
- Committee structures formally agreed with review of Youth Working Group and Summer Fayre Working group referred to General Purposes Committee.
- Representatives to Outside Bodies appointed with representation for Ashingdon and East Hawkwell Memorial Hall pending.
- Draft and unaudited Income and Expenditure Accounts for 2016/17 accepted.
- Clerk to arrange date for Chairman and Vice Chairman to inspect investments, leases and asset register/inventory etc.
- Record of Attendance for 2016-2017 accepted.
- Full Council and Committee meetings schedule for 2017-2018 agreed.
- Clerk to chase NHW Co-ordinator for outstanding Co-ordinator information.
- New procedure for meeting apologies adopted.
- Standing Orders and Financial Regulations ratified.
- LLCF agenda to be reviewed before deciding if Member(s) will attend.
- Members to advise Clerk if they want to attend the EALC & Police and Crime Commissioner for Essex Local Council Police Conference.

The Chairman declared the meeting closed at 9:34pm.

Chairman