

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 2nd October 2017 at 7:33pm
in the Committee Room, Freight House, Bradley Way, Rochford**

Councillors present: Chairman Cllr Mrs P Young, K Binding, Mrs E Gadsdon, R Gardner, S May, R Patient, M Strubel & Mrs M Weir.

Also present: Mr J Titmuss, Mr S Wootton & District Cllr Mrs J Gooding.

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

Cllr Mrs L Shaw & Cllr D Weir had offered apologies.

Members **received** the apologies tendered.

69. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 2nd October 2017:

No declarations were made relating to a), b) and c. Members also made no declarations relating to any change in their Register of Members' Interests.

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

There was one member of the public present who was welcomed to the meeting by the Chairman. Cllr Mrs L Shaw was absent from the meeting so was unable to provide an update. District Cllr Mrs J Gooding informed Members Community Speedwatch (CSW) had stepped up, with watches occurring almost daily. She also told Members that she had followed up on the issues with the No. 7 and 8 buses, where she had made several enquiries in response to residents' complaints and concerns. She informed Members Essex County Council (ECC) Passenger Transport Group were working with Arriva to find a solution, but she had been told that any improvements to those buses were likely to have an impact on the peripheral services, which raised concern. It had been noted that the Section 106 funding agreement needed to be implemented for the improvements required, but no further information regarding those funds had materialised.

District Cllr Mrs J Gooding enquired whether trees at Hedingham Place fell under the responsibility of Hawkwell Parish Council and the Clerk confirmed they did not, which was noted.

71. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 11th September 2017 and to destroy the notes in respect of that meeting:

The Minutes of the Meeting held on 11th September 2017 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

72. Co-option of new members:

a) Formal co-option of James Titmuss and Simon Wootton

Mr J Titmuss and Mr S Wootton signed the Declaration of Acceptance of Office and Register of Members' Interests, witnessed by the Clerk. Both Mr J Titmuss and S Wootton were then formally welcomed to the meeting as Hawkwell Parish Councillors.

b) Co-opt new members onto Committees

Cllr J Titmuss requested to join the Planning Committee and Parks Committee, together with the Christmas Parcels Working Group, which was agreed by Members. Cllr Mr S Wootton requested to join the key committees which included Finance Committee, General Purposes Committee, Planning Committee, Parks Committee and Personnel Committee, which was agreed by Members.

73. Financial Report (September 2017):

The Clerk reported that six months in to the year the budget was underspent with 33.1% spent, taking into account the income from the Essex County Council Communities Initiative Fund (CIF) grant. Finance was on track with 47.7% spent; General Purposes was underspent and Parks was also underspent, with 25.46% spent.

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

74. Action List Update (September 2017):

74.1 Members were referred to Agenda item 10 (Minute 77)

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

74.3 Members noted that the Youth Working Group would be meeting that evening (2nd October 2017) to discuss the presentation from Pippa Meades of the Essex Youth Service regarding the youth bus.

74.4 Members were reminded that a new Representative for the Ashingdon and East Hawkwell Memorial Hall had been deferred to allow a period of review following several Committee structure issues. The Clerk updated Members that the Secretary of the Memorial Hall Committee had not responded to her last communication and no further information had materialised. It was noted that their AGM was due to take place over the coming months.

74.5 Members noted that the Clerk was in the process of writing a letter of complaint to Essex County Council (ECC) regarding the reduction in the number 8 bus service. The Clerk explained she was unable to find a contact to send the letter of complaint to; District Cllr Mrs J Gooding advised the Clerk she would send details of a suitable contact at ECC in due course.

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

75. Budget setting for 2018-19 and recommendation that Hawkwell Parish Council adopt the Fiscal Policy when setting the budget for 2018-19 (last agreed in October 2016):

Members agreed to formally adopt the Fiscal Policy when setting the budget for 2018-19.

It was agreed an Extraordinary Finance Committee meeting would be required in early

December. Members of the Finance Committee were requested to email the Clerk with their availability so she could organise a meeting accordingly.

76. Newsletter (Autumn edition): Articles for inclusion:

Members agreed the following articles for inclusion:

Article/item	Proposed author
Christmas Church Services	Clerk/Office
Spencers Footpath Project	Clerk/Office
Christmas Parcels for Elderly	Clerk/Office
New Councillor – welcomes	Clerk/Cllr J Titmuss
Call for more Councillors	Clerk/Office
Councillor contact info	Clerk/Office
Relocation of Adult Gym	Cllr Mrs P Young
Youth Safety during Winter Months	Cllr Mrs E Gadsdon
Smoke Alarm /Carbon Monoxide checks	Cllr R Gardner
Community Speedwatch (CSW) update	District Cllr Mrs J Gooding

The Clerk's proposed timetable was agreed and Members were reminded the deadline for article submission to the office was the 20th October 2017.

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

Members had no items for referral.

78. Correspondence:

1. **Wyvern Community Transport:**
 - a) **Notice of AGM to be held on the 16th October 2017:** Members noted the information.
 - b) **Minutes of the AGM held on the 1st December 2016:** Members noted the Minutes.
2. **Invitation to Rayleigh, Rochford & District Association for Voluntary Service (RRAVS) Christmas Carol service to be held on the 10th December 2017:** Members noted the invitation.
3. **Public Consultation on proposed changes to the Mobile Library Service (To held until 6th November 2017):** Members agreed to publicise the Public Consultation on the Parish Council notice boards and website and send copies of the notice to the Rochford and Hockley & Hawkwell Day Centres.

4. **Forum for Surface Water Flooding Issues ('Flood Forum')**
 - a) **Agenda for the meeting to be held on the 2nd October 2017:** It was noted that Cllr Mrs L Shaw had attended the meeting but was not present to give any feedback; Members requested if anything relevant to Hawkwell had been discussed then feedback be given at the next meeting.
 - b) **Minutes of the meeting held on the 24th January 2017:** Members noted the Minutes.
5. **Email from Essex Association of Local Councils (EALC) regarding the Essex County Council (ECC) 'Supporting Communities Fund' launch:** Members were encouraged to consider ideas for the fund and it was agreed suggestions would needed to be put forward in time for the next Full Council meeting.
6. **Hockley & Hawkwell Old People's Welfare Committee:**
 - a) **Email containing notice of next meeting to be held on the 18th October 2017, along with notice of Race Night Event to be held on 21st October 2017:** Cllr Mrs M Weir informed Members she would not be able to attend; Cllr M Strubel would attend in her absence and the Clerk confirmed details had been sent to Cllr M Strubel.
 - b) **Minutes of the meeting held on the 19th April 2017:** Members noted the Minutes.
7. **Link to Essex Highways Stakeholder Survey (Deadline completion now extended to 15th October 2017):** Members noted the survey.
8. **Rochford District Council (RDC) Training Courses:** Cllr R Gardner was to attend the Environmental Health course on the 5th October 2017 at 7.30pm, while Cllr Mrs M Weir was to attend the Chairmanship/Public Speaking course on the 9th November 2017 at 1.30pm.
9. **RDC Planning Training for 10th October 2017:** Members noted the content details. Cllrs Mrs E Gadsdon, Mrs M Weir and S Wootton were to attend the course.

79. Receive Committee/Working Party Reports since last meeting:

Parks, Open Spaces, Conservation & Footpaths Committee: Cllr Mrs P Young moved the minutes of the meeting held on the 11th September 2017 which were **accepted**.

Planning Committee: Cllr Mrs M Weir moved the minutes of the meeting held on 18th September 2017 which were **accepted**.

Finance Committee: Cllr Mr K Binding in his capacity as Vice Chairman moved the minutes of the meeting held on the 18th September 2017 which were **accepted**.

80. Representatives Reports:

Hockley & Hawkwell Old Peoples Welfare Committee – Members noted that Cllr M Strubel had attempted to attend the last meeting, but had not found anybody present at the venue. The Clerk had been in touch with the Committee Secretary who had confirmed she had been present at the time of Cllr M Strubel's arrival. The Secretary had since taken a photograph of the exterior of the meeting venue, which had been forwarded to Cllr Mr Strubel, to assist him identify the correct location.

Rochford Old Peoples Welfare Committee – There were no updates.

Rochford Hundred Association of Local Councils (RHALC) – Members noted a date and agenda for the next meeting was due to be sent.

Hawkwell Village Hall – Cllr K Binding informed Members the last meeting had a low number of attendees, with nothing to report. Chairman Mrs P Young informed Members the next set of Minutes would be circulated in due course.

Ashingdon & East Hawkwell Memorial Hall MC – Members were referred to Agenda Item 7.4 (Minute 74.4)

Public Transport Liaison Group – Cllr Mrs Weir informed Members there had been no meetings.

Robert Sudbury Trust – Cllr Mrs P Young informed Members work was underway with the Clerk.

Information Reports:

Community Meetings – Cllr M Strubel reminded Members of his update at the previous Full Council meeting; he had attended a Community Meeting and had been told more police would be available, with permission to recruit more police for the area obtained. Cllr M Strubel had suggested advertisements for Police Community Support Officer (PSCOs) be placed in the Echo newspaper and had been informed adverts were put out on the police Facebook pages.

81. Payment of Accounts

Cllr Mrs E Gadsdon enquired what the Fuelcard was and the Clerk explained it was a card which allowed fuel to be collected without the need to carry cash. It was explained the fuel was needed for the machinery used in upkeeping the parks and open spaces.

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

82. Summary of Decisions Taken:

- Co-option of Mr J Titmuss and Mr S Wootton completed; Mr J Titmuss to sit on the Planning Committee and Parks Committee, along with the Christmas Parcels Working Group. Mr S Wootton to sit on the Finance Committee, General Purposes Committee, Planning Committee, Parks Committee and Personnel Committee.
- Fiscal Policy formally adopted for setting the budget for 2018-19. An Extraordinary Finance Committee meeting to be scheduled for early December; Members of Finance Committee to email Clerk with their availability.

- Newsletter articles and timetable agreed, along with authors. Article submission deadline set for 20th October 2017.
- Public Consultation on proposed changes to the Mobile Library Service to be publicised on Parish Council noticeboards and website. Copies also to be sent to the Rochford and Hockley & Hawkwell Day Centres.
- Members to bring project ideas to the next Full Council meeting with the view to source funding from ECC 'Supporting Communities Fund'.
- Cllr R Gardner to attend the RDC Environmental Health course on 5th October 7.30pm, while Cllr Mrs M Weir to attend the Chairmanship/Public Speaking course on 9th November 2017 at 1.30pm.
- Cllrs Mrs E Gadsdon, Mrs M Weir and S Wootton to attend the RDC Planning Course on the 10th October 2017.

The Chairman declared the meeting closed at 8:18pm.

Chairman