

**Minutes of the Meeting of
HAWKVELL PARISH COUNCIL
held on Monday 6th March 2017 at 7:35pm
in the Committee Room, Freight House, Bradley Way, Rochford**

Councillors Present: Vice Chair Mrs P Young, K Binding, S May, Mrs L Shaw, M Strubel, D Weir & Mrs M Weir.

Other: Mike Hooper (Neighbourhood Watch; NHW), District Cllr Mrs J Gooding.

129. Attendance by the NHW Chairman, Mike Hooper

Vice Chair Mrs P Young welcomed Mike Hooper to the meeting, who then gave Members an overview of NHW. He explained it was a well-established company, which received a small amount of funding from the Police & Crime Commissioner, and was one of 14 groups in the district, run entirely by volunteers, referred to as 'Co-ordinators'. He estimated that there were around 300 Co-ordinators in the district and these acted as the eyes and ears on the street. A core team of eight people worked in the mornings from Rayleigh Police station taking calls and picking up voicemail messages which, in turn, would be passed on to the Police. He explained NHW had access to the Police network which reported on certain crimes, such as burglaries, which allowed a two-way communication channel between NHW and the Police. NHW also met regularly with County in Chelmsford. Co-ordinators were also responsible for the distribution of quarterly newsletters in their designated neighbourhoods. Mr Hooper explained that NHW were actively seeking more Co-ordinators and Members raised the question of how many Co-ordinators were active in the Hawkwell Parish. Mr Hooper said that he would provide that information to Members at a later date as he did not have it to hand. Members also questioned a lack of communication between a certain Co-ordinator in the Hawkwell Parish and NHW and Mr Hooper confirmed he would look into that particular matter.

Members enquired about NHW signs and Mr Hooper explained Co-ordinators were given stickers to display in their windows and that street signs incurred a cost ranging between £5-£30. He noted that in some instances being in a NHW area could offer discounts on home insurance policies. Mr Hooper also informed Members the NHW were part of a Senior Safety Roadshow, along with the 'Message in a Bottle' initiative. This initiative gave the elderly, who lived alone, a way of leaving secure and vital medical information for emergency services and health professionals in the case they became incapacitated and could not verbally relay that information. Cllr Mrs M Weir noted that the Rochford Day Centre had welcomed the idea, with many people interested in obtaining the bottles. She estimated around 60 people would require a bottle but Mr Hooper expressed regret that number was too high to provide bottles for, given budget constraints.

Members briefly discussed Essex Community Messaging (ECM) and it was noted that while the NHW promoted the service, they were not responsible for it. The difficulties faced with a lack of police presence was also briefly discussed and Mr

Hooper expressed his disappointment with the impending closure of Rayleigh Police Station, which was echoed by Members.

Mr Hooper enquired if Members would follow up on his attendance, with a keenness to get more Co-ordinators in the Parish. Vice Chair Mrs P Young requested that he provide Members with statistics for current Co-ordinators in the Hawkwell Parish, which he confirmed he would provide before leaving the meeting.

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

Cllr Mrs E Gadsdon (other appointment), Chairman V Leach (unwell), Cllr R Gardner (unwell), Cllr R Patient (football match).

Members **accepted** the apologies tendered but raised concerns about certain reasons given. It was agreed there needed to be a more formalised set of guidelines for receiving Members' apologies and an item would be added to the Annual Meeting agenda in May 2017 to agree accordingly.

131. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest

on any matter on the agenda for 6th March 2017:

None were declared.

132. Public Forum & Information Reports by District Cllr Mrs J Gooding & Mrs Laureen Shaw (in her capacity as District Cllr):

There were no members of the public present.

Cllr Mrs L Shaw updated Member on the 'Now You See Me' initiative in which she had tried to secure donations. She informed Members that at the current time she was not able to extend the key tags to Westerings school children as the donations to date had not been sufficient.

District Cllr Mrs J Gooding had no reports, but asked Members if they had any information on plans to improve the Number 8 bus in the area. Cllr Mrs M Weir, as a Representative on the Public Transport Liaison Group, informed her that a Public Consultation had occurred but the process of evaluating the responses was still ongoing. She also informed Cllr Mrs Gooding that money had been given to Essex County Council (ECC) from the developers of the Christmas Tree estate, David Wilson Homes, to improve the bus services for the Parish. The amount was £10k a year for a total of 10 years (overall sum of £100k). There was no information about how that money had been used, if at all. The Clerk advised District Cllr Mrs Gooding that she would provide her with a contact at ECC who may be able to provide information about the sum granted by David Wilson Homes.

133. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 6th February 2017 and to destroy the notes in respect of that meeting:

The minutes of the Meeting held on 6th February 2017 were **approved** as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

134. Financial Report (February 2017):

The Clerk reported that the overall budget was underspent at 87.9% for month 11. Finance was on track; GP was underspent and Parks was marginally underspent at 89.7%.

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

135. Action List Update (March 2017):

135.1 Members noted six recipients had been identified and cheques had been distributed. The process of closing the Robert Sudbury Trust would soon commence.

135.2 Members were referred to agenda item 1 (Minute 129) and agreed to close the item.

135.3 Members were referred to agenda item 9 (Minute 137).

135.4 Members were referred to agenda item 8 (Minute 136) and agreed to close the item following the approval for publication of the Spring newsletter.

135.5 Members were referred to agenda item 10 (Minute 138.3).

135.6 Members were reminded Cllr R Gardner was investigating the cost of alternative electricity suppliers for the Parish street lighting, but was not present at the meeting so could not provide an update.

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

136. Spring Newsletter:

Members requested that the District Councillor contact details be checked once again for accuracy purposes and the Clerk agreed a further check would take place, but was confident they were all correct.

It was agreed a small adjustment should be made to one sentence in the Christmas parcels article so it read more clearly. Members felt the photographs included were too small, but it was explained that space was limited. Members therefore agreed to remove the contents list on page one and remove one photo to create more space for photo enlargement for the remaining two photographs.

Following the agreed amendments, Members **approved** publication of the Spring Newsletter.

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

Members had no items to discuss, but agreed to keep the item on future agendas.

138. Correspondence:

1. **Larger Local Council Forum (LLCF) - Minutes of the Meeting held on 12th October 2016:** Members noted the Minutes.

2. **Ashingdon & East Hawkwell Memorial Hall – Minutes of the Meeting held on the 24th November 2016:** Member noted the Minutes.

3. **Rochford District Forum for Surface Water Flooding Issues (Flood Forum) – Minutes of the Meeting held on 24th January 2017:** Member noted the Minutes

and the Clerk drew Members' attention to item 3 which gave a brief synopsis of the work which had been done on the attenuation pond on the outer perimeter of Magnolia Nature Reserve, under the responsibility of Anglian Water.

4. **Essex Association of Local Councils (EALC) - Legal Update February 2017.** Members noted the Legal Update.
5. **The Old People's Welfare for Rochford and District Minutes of the Meetings held on the 8th February 2017:**
 - a) **Minutes of the Annual General Meeting (AGM);** Member noted the Minutes.
 - b) **Minutes of the Committee Meeting:** Members noted the Minutes.
6. **Email from Essex Youth Service regarding the Youth Bus requesting attendance at a Council Meeting:** Members agreed it would be useful to have an update at the June meeting from the Essex Youth Service.
7. **Essex County Council (ECC) Press Release – New Council budget initiatives for communities and charities:** Members noted the update and were keen to obtain further details in due course.
8. **Police and Crime Commissioner notifications:**
 - a) **Email regarding launch of Public Consultation ending on 10th May 2017;** Members noted the Email.
 - b) **Notice of Public Meeting to be held on 9th March 2017:** The Clerk confirmed the notice had been publicised on the Parish boards and website. Members noted the update.
9. **Rochford District Council (RDC) – Press release for Council Tax Bill for 2017/18:** Members noted the press release.
10. **CAVS Community Breakfast invitation to be held on 15th March 2017:** Cllr Mrs L Shaw informed Members she would try to make the event.
11. **RDC Invitation to attend Health and Safety Training to be held on 21st March 2017:** Members agreed Cllr R Gardner should be given the opportunity to attend the training. The Clerk confirmed she would contact Cllr Gardner, who was absent from the meeting, to see if he would be able to attend.

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

Planning Committee: Cllr Mrs Weir moved the Minutes of the meeting held on 13th February 2017 which were **accepted**.

Parks, Open Spaces, Conservation and Footpaths Committee: Cllr Mrs P Young moved the Minutes of the meeting held on the 13th February 2017 which were **accepted**.

Personnel Committee: Cllr Mrs L Shaw gave Members a verbal report on the Personnel Committee meeting held on the 6th March 2017 where three HR policies had been adopted. Copies of the policies were handed out to Members. Members **accepted** the verbal report.

140. Representatives Reports:

Hockley & Hawkwell Old Peoples Welfare Committee – Cllr Mrs Weir informed Members there had been no meeting but that an event had taken place for the launch of the new mini bus which had been well-attended.

Rochford Old Peoples Welfare Committee – Cllr M Strubel confirmed he had attended the AGM and would be bringing up a matter at their next meeting on the 8th March 2017.

Rochford Hundred Association of Local Councils (RHALC) – Members were informed there had been no meeting.

Hawkwell Village Hall – Cllr Mrs Young confirmed there had been no meeting.

Ashingdon & East Hawkwell Memorial Hall MC – Chairman Leach was not in attendance so could not provide an update.

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

Robert Sudbury Trust – Members were referred to Agenda item 7 (Minute 135.1).

Information Reports:

Community Meetings – Cllr K Binding and Cllr M Strubel reported they had no updates as neither had attended any community meetings. Vice Chair Mrs Young informed Cllrs Binding and Strubel that they needed to visit the Essex Police Website to obtain information about the next community meetings.

141. Payment of Accounts:

The payments of accounts paid since the last meeting (February 2017 payments) were **approved together with agreement to pay any accounts due** before the next meeting.

142. Summary of Decisions Taken:

- NHW Chairman Mr Hooper to provide information about existing active Co-ordinators in the Hawkwell area and to investigate issue with existing Co-ordinator.
- Item to be added to May's meeting agenda regarding formalised policies on receiving Members' apologies.
- Clerk to provide District Cllr J Gooding with contact details for ECC Transport.
- Spring Newsletter approved for publication.
- Youth and Community Based Commissioner, Tracey Griffith to be invited to June's Full Council meeting to provide an update on the Youth Bus pilot scheme.
- Clerk to contact Cllr R Gardner to see if he can attend the RDC Health & Safety training on the 21st March 2017.

The Chairman declared the meeting closed at 8:35pm

Chairman