

**Minutes of the Meeting of  
HAWKWELL PARISH COUNCIL  
held on Monday 11<sup>th</sup> September 2017 at 7:35pm  
in the Committee Room, Freight House, Bradley Way, Rochford**

**Councillors Present:** Chairman Cllr Mrs P Young, K Binding, Mrs E Gadsdon, S May, R Patient, Mrs L Shaw, M Strubel & Mrs M Weir.

**54. To receive apologies for non-attendance at meeting:**

Cllr R Gardner & Cllr D Weir had offered apologies along with District Cllr Mrs J Gooding.

Members **received** the apologies tendered.

**55. Declarations of any:**

**a) Disclosable Pecuniary Interest;**

**b) Other Pecuniary Interest; or**

**c) Non-Pecuniary Interest on any matter on the agenda for 11<sup>th</sup> September 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.

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

Two members of the public were present.

District Cllr Mrs J Gooding was absent from the meeting. Cllr Mrs L Shaw, in her capacity as District Councillor, informed Members Council had been in recess with little to report other than the Speed Watch initiative was starting again. She also reminded Members that the Crime and Police Commissioner meeting was taking place the following evening and the drug problems faced in the area would be an item up for discussion.

**57. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 3<sup>rd</sup> July 2017 and to destroy the notes in respect of that meeting:**

The Minutes of the Meeting held on 3<sup>rd</sup> July 2017 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

**58. Consider Co-option of new Councillor(s):**

The candidates were invited into the meeting on a one-by-one basis, starting with Mr Titmuss and followed by Mr Wootton. Each candidate underwent a Q&A session (noted separately) and were asked to leave the Chamber after their session. When all interviews had been completed, Members discussed the candidates and unanimously agreed to co-opt both parties and informed them of Council's decision. The two candidates were then invited to stay for the remainder of proceedings; Mr Titmuss gave his apologies and left the meeting, while Mr Wootton remained.

## 59. Financial Report (August 2017):

The Clerk reported overall expenditure was underspent at 27%, taking into account the £11k Essex County Council Community Initiatives Fund (CIF) grant which had been received. Finance was on track, General Purposes was underspent and Parks was 20.8% spent.

Members queried whether the current expenditure included the costs of external contractors for work in the parks and open spaces and the Clerk informed Members that no extra costs had currently been incurred due to the provisions in the current year's budget. Members also noted the £250 income under the Finance expenditure and were informed that was the donation made by KeyMed for the Christmas Parcels initiative.

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

## 60. Action List Update (September 2017):

- 60.1 Members noted the process for winding up the Robert Sudbury Trust had faced several difficulties. Chairman Mrs P Young informed Members the dividends from an investment had been shared out to several people/families who were eligible, but that a £11k investment was still in existence and withdrawing that money posed the trustees and administrator with several difficulties. Cllr K Binding suggested approaching the local church to enquire about the 'Care and Share Fund' with a view to giving them funds, but it was explained transferring the money across charities presented many problems for the trustees. Members noted the request to close the trust had been initiated by the vicar who was soon to retire. The trustees had therefore discussed the option of approaching a new vicar, once in post, which would allow the trust to continue. Members suggested phoning the Charity Commission for advice and the Clerk informed Members she had put in an email enquiry, but was still waiting for a response. Members agreed to close the item.
- 60.2 Members noted that information regarding the Neighbourhood Watch (NHW) Co-ordinators for Hawkwell was still due despite the Clerk making many attempts to chase the information. Members agreed the information was unlikely to materialise and therefore agreed to close the item.
- 60.3 Members were referred to Agenda item 8 (Minute 47).
- 60.4 Cllr R Gardner was investigating the cost of alternative electricity suppliers for the Parish street lighting, which was ongoing.
- 60.5 Members noted that the Youth Working Group would need to meet to discuss the presentation from Pippa Meades of the Essex Youth Service regarding the youth bus.
- 60.6 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 come to light.

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

- 61. Items for referral to Rochford District Council (RDC) regarding Shared Working Opportunities:**  
Members had no items for referral.
- 62. Change to Council Meeting Schedule; January 2018 Full Council & Committees now to be held on 15th January 2018 (Cancellation of the 8th January 2018):**  
Members noted that the 8<sup>th</sup> January 2018 date did not allow the office enough time to prepare the necessary papers. Members therefore **agreed** to change the meeting date for Full Council and Committees to the 15<sup>th</sup> January 2018.
- 63. Correspondence:**
- 1. Essex Association of Local Councils (EALC) – Legal Update August 2017:**  
Members noted the update.
  - 2. LSA Approaches – Consultation on proposed introduction of performance based navigation approach procedures at London Southend Airport (Deadline 13<sup>th</sup> September 2017):** The Clerk informed Members the office had received a call requesting a response from Hawkwell Parish Council. Cllr Mrs E Gadsdon requested additional time to read through the information and would contact the Clerk with her comments the following day, which was noted.
  - 3. Essex County Council (ECC) & EALC – Notice of Annual Joint Conference and EALC AGM to be held on 19<sup>th</sup> September 2017:** Members felt the agenda was lacking in content, but any Members who would like to attend would need to contact the Clerk by Thursday 14<sup>th</sup> September 2017.
  - 4. Minutes of the Old People’s Welfare Committee for Rochford & District:**
    - a) Minutes of the Meeting held on the 13<sup>th</sup> July 2017:** Members noted the Minutes.
    - b) Minutes of the Meeting held on the 10<sup>th</sup> August 2017:** Members noted the Minutes. It was further noted that Cllr Mrs M Weir was still a cook for the Day Centre, but was still looking for volunteers; a post on the Caring About Rochford Facebook page had gone out that day advertising for the position. Members discussed the difficulties obtaining a cook free of charge and suggested budgeting for a paid cook.
  - 5. EALC – Notice of final set of Councillor Training Days for 2017:** Members interested in attending the training were to contact the Clerk.
  - 6. Essex Wildlife Trust – Invitation to AGM and Members’ Day to be held on 16<sup>th</sup> September 2017:** Cllr Mrs M Weir told Members she would like to attend the event, but had no transportation to get to the venue. The Clerk agreed to contact the other Parish Councils to see if anybody would be attending and could offer Cllr Mrs M Weir a lift.
  - 7. Rochford District Council (RDC) – Notice of re-scheduled Planning Training to be held on 10<sup>th</sup> October 2017:** Members noted the re-scheduled date. The Clerk informed Members there was one free place on the course, but additional places incurred a cost. It was therefore agreed Members would wait for the course outline before making any bookings.
  - 8. ECC – Feedback from the Spring/Summer Passenger Transport Representative meetings:** Members were appalled by the recent changes made

to the 7 and 8 bus services and noted the changes implemented were different to what had been originally presented. Members were aware a lot of comments had been made on social media regarding the changes, with many Parishioners extremely distressed by the cuts in service, pointing out the negative impact the changes in service had on their day-to-day lives. Members once again pointed out that under the Section 106 Agreement it had been agreed to maintain the level of transport in the area and a substantial amount of money (£100k) had been given during the erection of the Christmas Tree Farm housing estate, but that money had not been used. Enquiries to Essex County Council (ECC) about where that money was being held had been made by many different people, with no clear definitive answer received. It was therefore agreed the Clerk should send comment from HPC to both Essex County Council and the Passenger Transport Group about the negative impact the changes had on the Parishioners, along with further enquiry about the missing investment.

9. **RDC – Notice of E-learning Safeguarding training:** Cllr Mrs L Shaw confirmed she had completed the training and had found it very interesting which was noted; she encouraged Members to participate, noting the convenience for those who had access to a computer/tablet.
10. **EALC – Calendar of Training Events for 2017 (Sept-Dec 2017):** Members noted the calendar and were requested to contact the Clerk if they were interested in any of the training.
11. **Minutes of the Rochford Hundred Association of Local Councils (RHALC) AGM held on the 20<sup>th</sup> July 2017:** Members noted the Minutes.

**64. Receive Committee/Working Party Reports since last meeting:**

**Planning Committee:** Cllr Mrs M Weir moved the minutes of the meeting held on 3<sup>rd</sup>, 27<sup>th</sup> July and 17<sup>th</sup> August 2017 which were **accepted**.

**Health & Safety Committee:** Cllr R Patient in his capacity as Vice Chair moved the minutes of the meeting held on the 3<sup>rd</sup> July 2017 which were **accepted**.

**General Purposes Committee:** Cllr S May in his capacity as Vice Chair moved the minutes of the meeting held on the 3<sup>rd</sup> July 2017 which were **accepted**.

**Parks, Open Spaces, Conservation & Footpaths Committee:** Cllr Mrs P Young moved the minutes of the meeting held on the 3<sup>rd</sup> July 2017 which were **accepted**.

**Personnel Committee:**

***Resolution within Standing Order 3d “that in view of the confidential and special nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.”***

**Standing Order 11 and 19f also applied.**

Members noted the information.

Cllr Mrs P Young moved the summary minutes, which had been prepared to comply with Employment Law Regulations, of the meeting held on 8th August 2017 which were **accepted**.

**65. Representatives Reports:**

**Hockley & Hawkwell Old Peoples Welfare Committee** – Cllr M Strubel informed Members he had attempted to attend a meeting but had been unable to access the building and had not met any other attendees. He noted that no meeting agendas were distributed and that he had no contact information for the Committee. The office had been in touch with the Committee to ask for the latest set of Minutes and was still waiting for a response.

**Rochford Old Peoples Welfare Committee** – Members noted the Minutes which had been received. (Minute 63.4 a & b)

**Rochford Hundred Association of Local Councils (RHALC)** – Members noted the Minutes which had been received (Minute 63.11)

**Hawkwell Village Hall** – Cllr Mrs Young informed Members there would be a meeting on the 20<sup>th</sup> September 2017 at 8:00pm.

**Ashington & East Hawkwell Memorial Hall MC** – Members were reminded that a period of review was underway before a decision on possible representation would be made.

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

**Robert Sudbury Trust** – Members were referred to Agenda item 7 (Minute 60.1)

**Information Reports:**

**Community Meetings** – Cllr M Strubel informed Members he had attended a 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.

**66. Payment of Accounts**

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

**67. Summary of Decisions Taken:**

- Council agreed to the co-option of Mr Titmuss and Mr Wootton.
- January 2018 Full Council & Committees now to be held on 15th January 2018.
- Clerk to respond to LSA regarding consultation on proposed introduction of performance based navigation approach procedures at London Southend Airport following Cllr Mrs E Gadsdon's feedback.
- Members to let Clerk know if they will be attending the ECC & EALC Conference by Thursday 14<sup>th</sup> September 2017.
- Members interested in the Councillor Training Days training to contact the Clerk.
- Members to await course outline for the RDC Planning Training scheduled for the 10<sup>th</sup> October 2017 before committing to the course.
- Clerk to submit HPC comment to ECC and the Passenger Transport Group regarding the change of bus service for the number 7 and 8, alerting them to the

immense negative impact on Parishioners, along with further enquiry around the unaccounted £100k investment made under the Section 106 Agreement.

The Chairman declared the meeting closed at 8:45pm.

Chairman