

**Minutes of the Meeting of  
HAWKWELL PARISH COUNCIL  
held on Monday 15<sup>th</sup> January 2018 at 8:03pm  
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, J Titmuss, M Strubel, Mrs M Weir & S Wootton.

**Also present:** Mrs N Shaw & Ms A Rees-Jones

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

Cllr Mrs L Shaw and Cllr D Weir had offered apologies. District Cllrs Mrs J Gooding and M Webb had also offered apologies.

Members **received** the apologies tendered.

**100. Declarations of any:**

**a) Disclosable Pecuniary Interest;**

**b) Other Pecuniary Interest; or**

**c) Non-Pecuniary Interest on any matter on the agenda for 15<sup>th</sup> January 2018:**

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.

**101. Public Forum & Information Reports from District Cllr Mrs J Gooding:**

There was one member of public present who was welcomed by the Chairman. District Cllr Mrs J Gooding was absent from the meeting so was unable to provide a verbal update. Members however noted the written correspondence received from District Cllr Mrs J Gooding and agreed that it should be referred to the Youth Working Party. The Chair of the Youth Working Group agreed it would be necessary to call a meeting.

**102. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 6<sup>th</sup> November 2017 and to destroy the notes in respect of that meeting:**

The Minutes of the Meeting held on 6<sup>th</sup> November 2017 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

**103. Resignation of Cllr Mrs L Shaw**

Members accepted the resignation received from Cllr Mrs L Shaw and agreed to send her a letter, along with some flowers to thank her for her work during her time as Parish Councillor. Members agreed she should be particularly commended for her efforts and hard work in running the Christmas Parcels initiative, noting how she had managed to organise everything to an extremely high standard while maintaining an impressively low budget.

**104. Co-option of new Member:**

Mrs N Shaw signed the 'Declaration of Acceptance of Office' and 'Register of Members' Interests', witnessed by the Clerk. Mrs N Shaw was then formally welcomed to the meeting as a Hawkwell Parish Councillor.

Cllr Mrs N Shaw then opted to become a Member of the Parks Committee, along with a Member of the Policy Committee. She also opted to join the Christmas Parcels Working Group and Youth Working Group. All requests were agreed by Members.

**105. Consider Co-option of new Member:**

Ms A Rees-Jones was invited into the meeting and underwent a Q&A session (noted separately). Following her interview, she was asked to leave the Chamber while Members discussed the candidate. Members unanimously decided to co-opt Ms A Rees-Jones and invited her back into Chamber to inform her of their decision. Ms A Rees-Jones was very appreciative and accepted the Chairman's invitation to stay for the remainder of the proceedings. She was informed the Clerk would be in touch in due course.

**106. Financial Report (December 2017):**

The Clerk reported that at month nine of 2017/18 the overall budget was underspent at 51% against 75%; Finance was underspent, GP was underspent but with expenditure due from the Christmas lighting, and Parks was underspent (40% spent), but also with expenditure for future projects due.

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

**107. Action List Update (January 2018):**

- 107.1 Members were referred to Agenda item 13 (Minute111) noting correspondence had now been sent to the newly co-opted Councillors and were reminded the item should be removed from the action list given it was a standing item.
- 107.2 Members noted that Cllr R Gardner would investigate the cost of alternative electricity suppliers for the Parish street lighting following his retirement from his current job in December. The Clerk updated Members that a third-party comparison agent had been in touch to assess the prices across suppliers. Members agreed to refer the item to the General Purposes Committee and close the item.
- 107.3 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 there had been no information about the AGM which was due to have been held in November. She had made further enquiries but had received no response, which was noted. Member agreed to continue to wait for any updates.
- 107.4 Members noted that the Clerk had written a letter of complaint to Essex County Council (ECC) regarding the reduction in the number 8 bus service and had received a response. Members agreed it would be necessary to revisit the situation in six months to see what progress had been made. Members queried whether a six-month period was too long but noted that District Cllr J Gooding

was involved in the matter and was providing updates as and when she received information.

107.5 Members were referred to Agenda item 12 (Minute 110).

107.6 Members noted that an agreement in principle to part-fund a defibrillator and magazine holder along with Ashington Parish Council (APC) had been made. The Clerk informed Members that APC no longer required assistance with funding; the magazine holder had been purchased by APC and the defibrillator was due to be funded by the Lions. Members agreed to close the item.

107.6 Members noted that the RHALC minutes had been circulated and were referred to Agenda item 15.2 (Minute 113.2). Members agreed to close the item.

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

## **108. Setting the Precept for 2018/19**

### **a) Recommendation from Finance Committee regarding setting the precept for 2018/19:**

Cllr R Patient moved that Members approve recommendation from the Finance Committee of a Precept of £182,752.84, representing a 0.2% increase per household, per annum (£37.27 to £37.34 for Band D equivalents), which was seconded by Chairman Mrs P Young and agreed by all Members.

### **b) Adoption of the Precept and approval to notify Rochford District Council (RDC):**

Members unanimously agreed that Council approve an increase of 0.2% on the Band D equivalent at £37.34 giving a total Precept, including LCTS grant of £5,175, of £182,752.84 for the tax year 2018/19. Members also unanimously agreed to instruct the Clerk to advise RDC of the approved Precept.

## **109. Christmas Parcels Project 2018: Succession Planning:**

### **a) Update on 2017 project:**

The Clerk provided a verbal update on the 2017 project, noting that the packing of the parcels had been extremely efficient despite having a low number of packers. It was noted Cllrs Mrs L Shaw, S May, R Patient and both the Clerk and Administration Assistant along with District Cllr Mrs J Gooding had packed the parcels. The Clerk explained that thanks to Cllr Mrs L Shaw, the preparation had been at an excellent standard. She also informed Members the number of parcels had increased from 180 to 191 and that 93 biscuits had been distributed. Feedback from some recipients had been received, all of which had been positive and very appreciative.

Cllr R Patient noted Cllr Mrs L Shaw's tremendous work she had put in over the years. Thanks were also extended to the office for their work in helping organise the project, noting the good standard of the delivery report layout.

### **b) Members to think about filling the vacancies (4) to spread the workload:**

Members noted that Mrs N Shaw had filled one vacancy following her Co-option earlier in the meeting. Cllrs K Binding, S May and Mrs Rees-Jones, subject to her formal co-option at the next Full Council meeting, agreed to join the Christmas

Parcels Working Party.

Member discussed new ways of managing the project, with Cllr M Strubel suggesting each Member be allocated a number of parcels and to be responsible for packing each one with the list of items. Members noted the idea, but raised concerns about the general organisation of that approach and agreed an overall co-ordinator would be necessary which should be decided at the next Working Group meeting.

**c) Agree date for Working Group meeting:**

The Clerk would email Members to agree a date for the next Working Group meeting.

**110. Essex County Council 'Supporting Communities Fund' Launch; ideas for future bids.**

Members had no ideas for bids. Chairman Mrs P Young raised concerns that if there were few or no bids the fund may be disbanded.

Members requested information on the successful bids to date to get an idea of what may be viable.

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

The Clerk informed Members that information on a joint networking event with RDC in March would be circulated in the next Full Council papers in February.

Members had no items for referral.

**112. Verbal report from Chairman**

**a) Busy office periods:**

Chairman Mrs P Young requested Members be mindful of the busy periods for the office, noting that October and November were particularly busy periods as budgeting work took place. She further informed Members March was busy with the year-end, Annual Meeting, financial audits and close of accounts and that May/June involved the preparation of the Annual Return. She further noted that July may be busy due to actions that may need to be taken before the summer recess.

Cllr R Patient questioned the need for the Agenda item as he felt the office should be contacted when he felt it was necessary. It was explained that the item was a direct result of the Clerk's Stress Risk Assessment and it was necessary to make Members aware of the work and pressures on the office and to just be mindful of what they required the office to do throughout the year.

**a) Actions agreed at meetings**

Chairman Mrs P Young requested that Members make a note of any actions from meetings at the time of the meeting and didn't wait for the Minutes to be reminded of what they may need to do. She requested that if Members were unclear of their actions and/or responsibilities following meetings, then they should contact the Chair of the Committee(s) accordingly. It was suggested that when actions were agreed at meetings, the actions were allotted to specific Members.

The Clerk requested that Working Groups that were running big projects, or looking

to instigate any, consider the resources required and the impact on the office. Members questioned whether the office needed times for the opening to the public, but the Clerk explained visitors were minimal and most of the public contact came via the telephone and email.

### **113. Correspondence:**

- 1. Minutes of the Rochford Old People's Welfare Committee meeting:**
  - a) Minutes of the meeting held on the 12<sup>th</sup> October 2017;**

Members noted the Minutes.
  - b) Minutes of the meeting held on the 9<sup>th</sup> November 2017;**

Members noted the Minutes.
  - c) Minutes of the meeting held on the 14<sup>th</sup> December 2017:**

Members noted the Minutes.

Members noted Cllr Mrs M Weir's hard work in running the Day Centre and that the Committee had agreed to employ a temporary chef. Members were requested to pass on information on any possible candidates.
- 2. Rochford Hundred Association of Local Councils (RHALC) – Draft Minutes of the meeting held on the 19<sup>th</sup> October 2017:**

Members noted the Minutes and that a meeting on Thursday 18<sup>th</sup> January 2018 would take place at the Hockley Old Fire Station.
- 3. Essex County Council (ECC) Youth Service – Emails regarding the Youth Bus Service:**

Members noted the emails and referred them to the Youth Group Working Party.
- 4. Email from resident regarding use of a photograph for HPC website.**

Members felt the photograph was excellent for an 11-year-old and agreed to its use on the website home page, noting it should be attributed to the photographer. Members briefly suggested a regular photo feature to involve the community and referred the idea to the General Purposes Committee.
- 5. NHW Rochford District – Notice regarding external mail.**

Members noted the correspondence from NHW Rochford.
- 6. RDC – Information on the crackdown of Fly-Tipping.**

Members noted the information.
- 7. Email from resident requesting help regarding Golden Cross cash-points.**

The Clerk informed Members that District Cllr Mrs J Gooding had looked into the issue and that the Clerk would contact her to find out the outcome of her investigations.
- 8. ECC – Information on the Essex Energy Switch campaign.**

Members noted the information.
- 9. Rochford District Council (RDC) – Information on nominations for Citizen of the Year.**

Members made several suggestions for nominations and were encouraged to put them forward individually using the online form provided.
- 10. Essex Association of Local Councils (EALC) – Legal Update (Dec 2017)**

Members noted the update.

**11. RDC Local Plan - Issues and Options Document; Notice of Consultation (*\*Full reference copy is available in office*)**

Members noted the information.

**12. NALC – Information on the Local Government Finance Settlement 2018-19 Consultation; deferral of the setting of referendum principles for three years.**

Members noted the information.

**13. Police, Fire & Crime Commissioner for Essex - Rochford District Public Meeting to be held on the 16<sup>th</sup> January 2018.**

Members noted the meeting date. Cllrs Mrs M Weir and M Strubel were to attend and would feedback to Members at the next meeting.

**14. Open Letter to Councillors from the Chairman of NALC.**

Members noted the letter.

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

**Planning Committee:** Cllr Mrs M Weir moved the minutes of the meeting held on 6<sup>th</sup> November, 4<sup>th</sup> December 2017 and 8<sup>th</sup> January 2018 which were **accepted**.

**Parks, Open Spaces, Conservation & Footpaths Committee:** Cllr Mrs P Young moved the minutes of the meeting held on the 13<sup>th</sup> November 2017 which were **accepted**.

**General Purposes Committee:** Cllr R Gardner moved the minutes of the meeting held on the 13<sup>th</sup> November 2017 which were **accepted**.

**Finance Committee:** Cllr K Binding in his capacity as Vice Chair moved the minutes of the meeting held on the 4<sup>th</sup> December 2017.

**Personnel Committee:** Cllr Mrs P Young moved the minutes of the meeting held on the 4<sup>th</sup> December 2017 which were **accepted**.

**115. Representatives Reports:**

**Hockley & Hawkwell Old Peoples Welfare Committee** – Cllr M Weir informed Members the last meeting had been cancelled.

**Rochford Old Peoples Welfare Committee** – Members noted the Minutes received. (Minute 113.1.a, b & c)

**Rochford Hundred Association of Local Councils (RHALC)** – Members noted the Minutes received (Minute 113.2) Cllrs Mr S May and Mrs P Young would attend the next meeting on the 18<sup>th</sup> January 2018.

**Hawkwell Village Hall** – Cllr Mrs P Young informed Members there was an AGM on Wednesday 17<sup>th</sup> January 2018, along with a bi-annual meeting.

**Ashingdon & East Hawkwell Memorial Hall MC** – Members noted there was no update.

**Public Transport Liaison Group** – Cllr Mrs Weir informed Members there had been no meetings. The Clerk had heard a meeting was due sometime in March and would confirm accordingly once the date was known.

**Robert Sudbury Trust** – Cllr Mrs P Young informed Members the Trust was running in the background and there were no further updates.

**Information Reports:**

**Community Meetings** – Cllr K Binding updated Members that there had not been any community meetings.

**116. Payment of Accounts**

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

**117. Summary of Decisions Taken:**

- Chair of Youth Group Working Party to arrange a meeting to review information provided by Cllr Mrs J Gooding.
- Resignation of Cllr Mrs L Shaw accepted; a letter of thanks and flowers to be sent to her in due course.
- Mrs N Shaw co-opted; to join the Parks Committee and Policy Committee, along with the Christmas Parcels Working Party and Youth Group Working Party.
- Council agreed to the Co-option of Ms A Rees-Jones.
- Cost of alternative electricity suppliers for the Parish street lighting to be investigated – item referred to General Purposes Committee.
- Precept of £182,752.84 approved; Clerk to inform RDC.
- Cllrs K Binding, S May and Mrs Rees-Jones, subject to her formal co-option at the next Full Council meeting, to join the Christmas Parcels Working Party.
- Clerk to email Members to agree a date for the Christmas Parcels Working Party.
- Essex County Council 'Supporting Communities Fund' Launch – Members to look at successful historic bids.
- Members to be mindful of busy office periods and to take ownership of action items following meetings.
- Idea of a photo feature using residents' photographs to be referred to the General Purposes Committee.
- Clerk to follow-up with District Cllr Mrs J Gooding regarding email from resident requesting help regarding Golden Cross cash-points.
- Cllrs Mrs M Weir & M Strubel to attend Police, Fire & Crime Commissioner for Essex - Rochford District Public Meeting to be held on the 16th January 2018 and feedback to Members at the next Full Council meeting.
- Cllrs Mr S May and Mrs P Young to attend the RHALC meeting on 18<sup>th</sup> January 2018.

The Chairman declared the meeting closed at 9:21pm.

Chairman