

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 10th September 2018 at 7:30pm
in the Committee Room, Freight House, Bradley Way, Rochford**

Councillors present: Chairman Mrs P Young, K Binding, Mrs E Gadsdon, R Gardner, Ms A Rees-Jones, S May, Mrs N Shaw, M Strubel, R Patient & S Wootton.

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

Cllr Mrs M Weir and District Cllr Mrs J Gooding had given apologies.

Members received the apologies tendered.

53. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 10th September 2018:

None were declared.

54. Public Forum & Information Reports from District Cllrs Mrs J Gooding & P Shaw:

There was one member of the public present.

District Cllr Mrs J Gooding was absent from the meeting. District Cllr P Shaw reported that he had been in communication with the Clerk who had received an enquiry about removing deteriorating flags which had been put up on some street lights during the summer by various members of the public to support the Football World Cup. He reported that he had liaised with the Portfolio of Environment who had confirmed that if they were on Essex County Council (ECC) lights the Rangers could be used to take them down, but they would require a cherry picker due to the height of where they had been placed. As a result, there would be a charge to District Council. Members noted that the flags appeared to be on lights owned by ECC, but District Cllr P Shaw thought some may exist on lights in Harewood Avenue, which were Parish Council street lights; he informed Members he would double-check and let the office know.

District Cllr P Shaw further reported that District Cllr Mrs J Gooding had been community litter-picking and had collected 11 bags of rubbish from Magnolia Park.

55. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 9th July 2018 and to destroy the notes in respect of that meeting:

The minutes of the Meeting held on 9th July 2018 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

56. Financial Report (August 2018):

The Clerk reported that overall expenditure was at 34% and remained underspent at month five. Finance was slightly over spent due to the expected large expenditure in Q1 2018-19; General Purposes was under spent at 27% and Parks was 25.6% spent. It was noted this underspend was due to not having to pay a Groundsman's salary.

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

57. Action List Update (August 2018):

- 57.1 Members were reminded that consideration of a defibrillator for the Essex County Council Supporting Communities Fund had been raised. Members were referred to Agenda item 7 (Minute 58).
- 57.2 Members noted that there was no update from the Community Engagement Working Group (CEWG).
- 57.3 Members were referred to Agenda item 8 (Minute 59)
- 57.4 Members noted that Cllr Steptoe had been provided with the list of HPC meeting dates at his request, but that the Clerk was still awaiting a response of when he would be able to attend a meeting.

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

58. Essex County Council 'Supporting Communities Fund' Launch; ideas for bids:
a) Defibrillator – Cllr R Gardner attended an EALC training course:

Members noted Cllr R Gardner had supplied a brief report following his attendance at a defibrillator training course. Members were reminded of the historic approach from Ashingdon Parish Council to HPC to part-fund a defibrillator to be situated along the Ashingdon Road. It was noted that had not come to fruition due to difficulties with permissions and sourcing the electricity supply.

Members discussed the issues around siting a defibrillator. Cllr R Gardner volunteered to have a unit on his house and that he would pay the bill for the electricity supply. Members agreed it was important that one should be sited where access was unlimited and within a busy public place. Members agreed Clements Hall Leisure Centre would be a potentially good place to house a unit. Cllr Ms A Rees-Jones pointed out that it would be beneficial to contact the local NHS Trust to gain intelligence about where best to site the unit. Members also agreed it would be important to learn where units were already sited. The issue of access codes for the boxes of the defibrillator units was raised and it was noted there appeared to be no central register for codes. Members raised concerns about the damage that may be caused if a user was unclear how to use a defibrillator and Cllr R Gardner confirmed that he had learned from the course it was impossible to use the machines incorrectly.

Members voted to pursue the idea of having a defibrillator within the Hawkwell Parish, with eight Members in favour and one abstention. It was agreed further discussion would take place at the next meeting when more information had been obtained by Members.

b) See Correspondence 7c

Members noted there was an ECC Local Services Fund Briefing. Members interested in attending were requested to contact the Clerk.

59. GDPR Working Group

a) Receive Notes of the meeting held on 1st August 2018

Members accepted the notes of the meeting held on the 1st August 2018.

b) Privacy Notice for Staff, Councillors and Role Holders:

Members unanimously approved the Privacy Notice for Staff, Councillors and Role Holders.

c) Councillor GDPR Policy

Members unanimously approved the GDPR Policy.

d) Consent Form

Members unanimously approved the Consent Form.

e) Subject Access Requests Guidance/Form

Members unanimously approved the Subject Access Requests/Guidance Form.

The Clerk informed Members that the relevant documents would be sent to all Members and staff in due course and signed copies would be securely held in the office. Congratulations were passed to the GDPR Working Group, noting that the work involved in the new regulation changes was both complicated and extensive.

60. Autumn Newsletter

a) Articles for inclusion:

Members were asked to consider ideas for the newsletter in time for the October meeting.

b) Distribution

The Clerk explained that the existing deliverers would no longer be able to deliver the newsletter. The Clerk informed Members that approximately 5,500 newsletters needed to be delivered across the Parish. It was noted that the task was onerous and intense and would require a reliable and hardworking person(s).

Members considered placing copies in shops, but it was agreed not all residents would therefore receive it as they currently did. Members also enquired if the newsletter should be emailed to residents, but it was agreed that approach would cause too many problems under GDPR. The Clerk pointed out that the newsletters were always published on the website for all to access.

District Cllr P Shaw informed Members he knew of a person possibly able to carry out the task and that he would pass on that information to the Clerk. Cllr Mrs E Gadsdon also informed Members that she had a neighbour who she thought may be interested and that she would contact her accordingly. Members also considered contacting Hockley Living to see if there were existing deliveries where areas crossed over into the Hawkwel Parish. Use of the Postal Service was also mentioned, but it was noted that the Parish fell under two sorting offices and that could be problematic.

The Clerk informed Members she was liaising with other Parish Councils to see if they had a service for the delivery of their newsletters. Members also agreed it would be beneficial to advertise for the job in the noticeboards.

61. Correspondence:

1. Hawkwel Village Hall Management Committee – Minutes of the meeting held on the 16th May 2018:

Members noted the Minutes.

2. Rochford & District Old People's Welfare Committee:

a) Minutes of the meeting held on the 12th July 2018;

Members noted the Minutes.

b) Minutes of the meeting held on the 9th August 2018.

Members noted the Minutes.

3. **Hockley & Hawkwell Old People's Welfare Committee – Copy of letter sent to Mark Francois MP regarding the Committee mini bus.**

Members noted the letter.

4. **Rochford District Council (RDC) – Invitation to attend HMS Beagle 200th Anniversary Planning Event on 11th October 2018.**

Members noted the invitation.

5. **Citizens Advice Bureau (CAB) – Annual Review & Financial Statements 2017-18.**

Members noted the information. It was unanimously agreed that the Clerk would ask if a representative of the CAB would like to attend a HPC meeting.

6. **Rochford District Neighbourhood Watch – Contact detail changes.**

Members noted the information.

7. **Essex Association of Local Councils (EALC):**

a) Legal Update August 2018;

Members noted the information.

b) Notice of AGM to be held on the 20th September 2018;

Members noted the information. Any Members interested in attending were to let the Clerk know.

c) ECC Local Service Fund Briefing to be held on 2nd October 2018.

Members noted the information.

8. **Passenger Transport – Notice of Meetings for October 2018.**

Members noted the information. Any Members who were able to attend, in addition to Cllr Mrs M Weir, were requested to let the Clerk know.

9. **Email from Les Hawkins regarding Special Constables Scheme.**

Members noted the information and that Mr Hawkins was unable to attend a HPC meeting. The Clerk asked that Members let her know their availability for a meeting to be held in the office during the day, by Wednesday of that week.

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

Planning Committee: Cllr Mrs P Young in capacity as Vice Chair moved the minutes of the meeting held on 9th July 2018, 2nd August 2018 and 20th August 2018 which were **accepted**.

Finance Committee: Cllr K Binding moved the minutes of the meeting held on the 16th July 2018 which were **accepted**.

Parks Committee: Cllr Mrs P Young moved the minutes of the meeting held on the 16th July 2018 which were **accepted**.

District Cllr P Shaw gave his apologies and left the meeting at 8:23pm.

63. Representatives Reports:

Hockley & Hawkwell Old People's Welfare Committee – Members noted the correspondence received. (Minute 61.3)

Rochford Old People's Welfare Committee – Members were referred to the Minutes already received. (Minutes 61.2 a&b)

Rochford Hundred Association of Local Councils (RHALC) – Members noted they were still awaiting the minutes and the Clerk would chase these accordingly.

Hawkwell Village Hall – Members were referred to the Minutes already received (Minute 61.1)

Ashingdon & East Hawkwell Memorial Hall MC – There was nothing to report.

Public Transport Liaison Group – No meetings had taken place.

Robert Sudbury Trust – The Clerk informed Members a new Reverend was now in place and he had visited the office.

Information Reports:

Community Meetings – Cllr K Binding informed Members a meeting had taken place at the Hullbridge Parish Council meeting rooms with three Police Officers and three Parish Councillors in attendance. However, no members of the public were present. Members were dismayed that the public had not attended.

64. Payment of Accounts:

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

65. Summary of Decisions Taken:

- District Cllr P Shaw to investigate possible flags on Parish street lights situated in Harewood Avenue and to revert to Clerk.
- Further discussion about defibrillators to take place at the next meeting when more information obtained by Members.
- Members interested in attending the ECC Supporting Communities Fund Briefing to contact the Clerk.
- GDPR Privacy Notice, GDPR Policy, Consent Form, Subject Access Requests Form all approved for adoption; all relevant documentation to be sent to Members and staff and to be filled in accordingly.
- Members to consider articles for the Newsletter in time for October meeting.
- District Cllr P Shaw & Cllr Mrs E Gadsdon to pass on information about possible deliverers for the newsletter; Clerk to continue to liaise with other Parish Councils to obtain quotes for delivery service; advertisement to be placed in noticeboards.
- Clerk to ask CAB if a representative would like to attend a HPC meeting.
- Members to let Clerk know if they will be attending the EALC AGM.
- Any Members who can attend the Passenger Transport Meetings, in addition to Cllr Mrs M Weir, to let the Clerk know.
- Members to let Clerk know by Wednesday 12th September their daytime availability for a meeting with Les Hawkins regarding the Specials Constable Scheme.
- Clerk to investigate when the recent RHALC minutes will be circulated.

The Chairman declared the meeting closed at 8:28pm.

Chairman