

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 4th February 2019 at 7:35pm
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, M Strubel, R Patient, Mrs N Shaw, Mrs M Weir & S Wootton.

Also present: Mrs Sue Murray (until 8:00pm), Mr Goldsmith & Mr Manyika

109. Presentation by Sue Murray of Rochford & Rayleigh Citizens Advice Bureau (CAB):

The Chairman welcomed Mrs Murray to the meeting. Mrs Murray thanked Members for the invitation. She explained CAB had been around for 80 years and locally had been in the district for just over 60 years. CAB had started its term in the Day Centre in Rochford and was a service that provided confidential and impartial advice with the purpose to help people. Many issues were covered by CAB, such as relationship breakdown matters, employment issues, debt and consumer issues. It was noted that CAB did not provide legal advice but that they assisted in seeking that advice, if necessary, often trying to source pro bono solicitors. Mrs Murray also explained that an online resource was available, with a large database available to the public which provided advice and information. All information on the CAB website was quality assured.

Contacting CAB was achievable by webchat, email, letter, face-to-face and by telephone. Mrs Murray explained that the telephone service presented the biggest challenge as they were unable to get all calls answered given the demand was open-ended. This was a matter the CAB were trying to resolve. CAB were also instrumental in identifying common themes in the community, looking at people's stories and issues. Issues with Sanctuary Housing had been identified as a reoccurring theme over the last two years and CAB were now working with Sanctuary Housing to try and resolve the issues identified. CAB had compiled a comprehensive report and were now working with the Group Customer Services Manager to improve Sanctuary's services, website and complaints policy. Mrs Murray gave Members some statistics stating that in 2018 CAB helped 2,300 clients with 7,000 issues. A large portion of those issues related to benefit claims, which equated to 30%. Another growing issue related to relationship breakdowns (12%). In relation to the local area, 11% of clients came from the Roche North and Rural ward, 8.5% from Hawkwell East, 5.7% from Hawkwell West. In terms of service, two in three clients reported CAB had solved their issues, four in five said CAB's advice had changed their lives and 78% said they couldn't have done without CAB's advice. CAB employed dedicated staff made up of 70 volunteers, five part-time staff (paid) and the group had the Advice Quality Standard which was reviewed every three years. Volunteers worked 303 hours a week which equated to an equivalent of £281k. Rochford District Council were the main funders and their contract to fund CAB would be renewed in March 2019. While Rochford District Council (RDC) provided the main source of funding, CAB had to source funding elsewhere and Mrs Murray thanked HPC for past funding.

Mrs Murray ran through a case study involving a family with long-term health problems and gave examples of how CAB had helped that family. She further went through other areas where CAB assisted, including working with those claiming Universal Credit, giving advice relating to financial matters and scam awareness.

Mrs Murray noted that a letter had been sent to Members (Minute 119a) explaining the intention to merge CAB's services. It was noted Rochford and Rayleigh would still exist and local funds would be ring-fenced. Members enquired why the services were merging and Mrs Murray explained it allowed CAB to work together to bring projects across wider areas; it was a way of protecting the service and allowing it to develop.

Members enquired about the relationship breakdown services and Mrs Murray pointed out that CAB was not a counselling service but was a service which allowed clients to be sign-posted to other supporting services.

Cllr R Gardner enquired what the trigger points were in relation to energy company complaints. Mrs Murray was unsure of the specifics but assured Members those dealing with those issues would be aware.

Cllr R Patient expressed his view that CAB provided a fantastic service and reiterated his personal contempt at Council's decision to not financially support CAB one year.

Chairman Mrs P Young thanked Mrs Murray who received a round of applause from Members.

Mrs Murray left the meeting at 8:00pm

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

District Cllrs Mrs J Gooding and P Shaw had given apologies.

Members received the apologies tendered.

111. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 4th February 2019:

None were declared. Chairman Mrs P Young read out the statement included on the Agenda, reminding Members of their duty relating to any change in their Register of Members' Interests.

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

No members of the public were present.

District Cllrs Mrs J Gooding and P Shaw were absent from the meeting.

113. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 14th January 2019 and to destroy the notes in respect of that meeting:

The minutes of the Meeting held on 14th January 2019 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

114. Formal Co-option of new Members:

a) Brian Goldsmith & Tino Manyika

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

b) Appoint new members to Committees

Cllr T Manyika opted to join the Finance Committee and Policy Committee. Cllr B Goldsmith opted to join the Personnel Committee and Planning Committee.

Members were encouraged to sit on Committee and Working Group meetings to help them learn more about Council.

115. Financial Report (January 2019):

The Clerk reported that overall expenditure at month ten was underspent at 60%, noting that the underspend was due to the underspend in Parks. Finance was on target and General Purposes was underspent at 56% but with expenditure for Christmas and street lighting due. The Parks budget was half spent with more work due. The Clerk explained more information would be available about those works at the next Parks Committee Meeting.

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

116. Action List Update (February 2019):

- 116.1 Members noted that the Clerk had sent a further letter to both the Co-ops regarding potentially siting a defibrillator. Members raised concerns about a lack of action relating to the initiative, but it was explained that it was important to establish where the defibrillators were already and who else was looking to fund and install them. It was noted other groups had started to look at funding defibrillators in Hawkwell. The Clerk reminded Members of the points addressed and what they had agreed at the November and January meetings. Cllr Ms A Rees-Jones offered to assist getting a response from the Co-op stores at the Main Road and Golden Cross. Cllr Mrs M Weir advised Members that the head office of Chelmsford Star would be a better contact option. Members enquired if the Village Hall would house a unit, but Chairman Mrs P Young explained the Village Hall had indicated they would not be willing to site a unit. Cllr T Manyika suggested contacting the Jet Garage along the Ashingdon Road and it was agreed the Clerk would send a letter.
- 116.2 There were no further updates regarding the Community Engagement Working Group (CEWG). Members agreed to close the item and to review the group following the Elections.
- 116.3 Members noted that the next GDPR Working Group meeting would take place on the 6th February 2019.
- 116.4 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 from him when he would attend a meeting.
- 116.5 Members were referred to Agenda item 1 (Minute 109). Members agreed to close the item.
- 116.6 Members noted the advertisements for the Community Special Constable project had been sent and the Clerk was awaiting the Legal Agreement from Les Hawkins. Cllr S Wootton raised concerns about the speed of response from the Police, but the Clerk explained it had only been just over a week since the required information had been submitted as Les Hawkins had been out of the office.
- 116.7 Members noted the Clerk had informed Rochford District Council of the Precept for 2019-20. Members agreed to close the item.

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

117. Local Council Risk Systems (LCRS) Report for year 2018-19

Members noted the report. The Clerk informed Members that she had purchased an additional element to the report in order to include GDPR. The software obtained had included some inaccuracies and that the provider was aware of them.

118. Operation London Bridge:

The Clerk had enquired whether Council could obtain a condolences book from RDC but had been told the books had already been purchased. Members agreed it would be necessary to know where to locate the books at the appropriate time.

119. Correspondence:

- 1. Information from EALC regarding Essex County Council (ECC) Mental Health First Aid Training:** Members interested in attending were requested to let the Clerk know. It was noted the dates would come forward in March. Cllr Mrs E Gadsdon, subject to dates, noted her interest. The Clerk would circulate dates once in receipt.
- 2. Parish Elections 2019 – Information from RDC regarding new ward arrangements:** Members discussed the boundary arrangements and the Clerk informed them there was a map online which showed the new boundaries.
- 3. ECC Local Service Fund – dates for next round:** Members noted the information.
- 4. NALC – Open letter to Councillors:** Members noted the information
- 5. Hawkwell Village Hall Management Committee:**
 - a) Minutes of the Meeting held on 18th July 2018:** Members noted the minutes.
 - b) Minutes of the Meeting held on 19th September 2018:** Members noted the minutes.
 - c) Minutes of the Meeting held on 21st November 2018:** Members noted the minutes.
- 6. The Old People's Welfare for Rochford & District Day Centre Committee:**
 - a) Minutes of the AGM held on 13th December 2018:** Members noted the minutes
 - b) Minutes of the Meeting held on 13th December 2018:** Members noted the minutes.
- 7. EALC Legal Update – January 2019:** Members noted the information.
- 8. RDC – Information on programme for future of its key assets:** Members noted that HPC would retain its meeting room arrangements at the Freight House.
- 9. Letter from Citizens Advice Bureau (CAB) about its intention to merge:** Members noted the information.
- 10. RDC – 'Role of Essex County Highways' training to be held on Thursday 7th February 2019:** Cllr M Strubel would attend.
- 11. Invitation for the Chairman to attend RDC Civic Dinner:** Chairman Mrs P Young would confirm with the Clerk if she was able to attend. Vice Chairman R Patient was unable to attend.
- 12. Email from resident requesting support from HPC regarding threat of library downgrade:** Members discussed the threat of the Hockley library downgrade to Tier 3 and felt the library was an important community asset. It was noted the matter had aroused a lot of local interest. Cllr S Wootton moved that a letter be written to the Essex County Council (ECC) Portfolio holder on behalf of Council expressing Council's strong concerns at the proposal and request a meeting to discuss the matter. This was seconded by Cllr Mrs M Weir with all Members in agreement. Cllr Ms A Rees-Jones enquired about providing supporting quantitative evidence to ECC and it was noted there had only been one letter to the office and no Members had been approached by residents.
The Clerk would draft the letter on behalf of the Chairman and Members. Members agreed that their own signatures should be included as they felt it would provide more weight to obtain a response.

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

Planning Committee: Cllr Mrs M Weir moved the minutes of the meeting held on 14th January 2019 which were **accepted**.

Finance Committee: Cllr K Binding moved the minutes of the meeting held on the 14th January 2019 which were **accepted**.

121. Representatives Reports:

Hockley & Hawkwell Old People's Welfare Committee – Members noted the last meeting had been cancelled.

Rochford Old People's Welfare Committee – Members noted the minutes received (Minute 119.6 a&b).

Rochford Hundred Association of Local Councils (RHALC) – Members noted Minutes were due to be received.

Hawkwell Village Hall – Members noted the minutes received (Minutes 119.5 a,b & c).

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

Public Transport Liaison Group – There was nothing to report.

Robert Sudbury Trust – Members noted that soon a new trustee would be required. Members were asked to consider if they would like to be a trustee.

Information Reports:

Community Meetings – There was nothing to report.

122. Payment of Accounts:

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

123. Summary of Decisions Taken:

- Mr Goldsmith and Mr Manyika formally co-opted; Cllr Goldsmith to join Personnel and Planning Committees; Cllr Manyika to join Finance and Policy Committees.
- Cllr Ms A Rees-Jones to assist in getting responses from the Co-op stores regarding a potential defibrillator. Clerk to write a letter to Jet Garage (Ashingdon Road) to enquire if they would site a unit.
- Cllr M Strubel to attend RDC – 'Role of Essex County Highways' training.
- Clerk to draft letter to ECC on behalf of Chairman and Members regarding threat of Hockley library downgrade and their objections; Members to sign letter.
- Members to consider if they would want to be a trustee of the Robert Sudbury Trust.

The Chairman declared the meeting closed at 8:46pm.

Chairman