Minutes of the Meeting of

HAWKWELL PARISH COUNCIL

held on Monday 4th March 2019 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, B Goldsmith, Ms A Rees-Jones, T Manyika (from 7:42pm), S May, M Strubel, R Patient, Mrs N Shaw, Mrs M Weir & S Wootton.

124. To receive apologies for non-attendance at meeting:
District Cllrs Mr J Mason, Mrs C Mason, Mrs J Gooding and P Shaw had given apologies. Members received the apologies tendered.

125. Declarations of any:
a) Disclosable Pecuniary Interest;
b) Other Pecuniary Interest; or
c) Non-Pecuniary Interest on any matter on the agenda for 4th March 2019:
None were declared.

126. 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.

127. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 4th February 2019 and to destroy the notes in respect of that meeting:
The minutes of the Meeting held on 4th February 2019 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

128. Financial Report (February 2019):
The Clerk reported that overall expenditure at month eleven was 65% spent against an expected expenditure of 91.6%. The Finance budget was on target, General Purposes' was underspent along with Parks which was 45% spent. The Clerk informed Members there would be some considerable expenditure for Parks in March and Chairman Mrs P Young reminded Members about the path works in Glencroft Open Space, with the likelihood that allocated amount would be earmarked with works likely to take place in April/May to allow for more suitable weather conditions. The Clerk also updated Members that the external Tree Survey works in Magnolia would soon be underway.
Cllr Ms A Rees-Jones enquired about the overspend within 'Equipment and Maintenance' under the Finance budget (147.7%; £71 overspent) and the Clerk was unable to confirm exactly the spend without the information available, but suspected it was to do with the office alarm upgrade which had been necessary as the company that had installed the original alarm no longer existed and it had therefore become unserviceable.
There were no further questions and Members **accepted** the Financial Report.

129. Action List Update (February 2019):

129.1 Cllr Ms A Rees-Jones had contacted the Co-op at Main Road and an email had been sent to the Clerk with indications that they would be interested in working with the Parish Council to site a defibrillator at their location; the Clerk was awaiting confirmation that they would work with Council. Members also noted the written response from Emmanuel Church and that the Jet Garage had responded to say they would be happy to site a defibrillator at their location. Cllr K Binding informed Members that he had attended a meeting at the Village Hall and that they had been approached about siting a defibrillator. It was noted District Cllr Mrs J Gooding was involved in this.
Members noted that a lot of the existing defibrillators were not accessible 24 hours a day and it was agreed that any sited by Council should be within the areas with the most footfall and be fully accessible. Cllr B Goldsmith informed Members that he believed the Day Centre in Hockley were also looking at installing one and it was pointed out that was not within the Hawkwell Parish.
The Clerk recommended that Members form a Working Group to decide which defibrillator would be best and to decide on the leasing or purchasing options. Cllrs R Gardner, Ms A Rees-Jones and B Goldsmith volunteered to form the Working Group with Cllr R Gardner to lead the group.

129.2 Members noted that Cllr Steptoe had now been in touch and that he, along with Rochford District Council's MD, Mr S Scrutton would attend the Full Council meeting on the 15th April 2019. Members had been asked to consider items for discussion at the meeting and some Members felt giving questions prior to the meeting was not appropriate and did not want to feel the meeting was being "stage managed". Other Members felt it would be prudent to give some questions beforehand. Some Members spent some time giving their views on what information should be provided by both Cllr Steptoe and Mr Scrutton and how the session should be conducted. Members were reminded that the request to attend a Hawkwell Parish Council meeting had originated from Cllr Steptoe.
Cllr R Patient requested that it be noted that he felt RDC had done well maintaining services and appreciated the difficulties involved. Members raised some concerns about budget figures relating to the 2020 Festival.
Chairman Mrs P Young requested that Members email the office with any questions they would like Cllr Steptoe and Mr Scrutton to have before the meeting by 4th April 2019. Members enquired about the time to be allocated at the meeting and it was expected a slot of no less than 30 minutes would be given.

Cllr T Manyika joined the meeting at 7:42pm

129.3 Members noted the advertisements for the Community Special Constable project were now active with copies on the noticeboards and website, with the Legal Agreement now signed. It was noted the advert would also go in the next Parish Newsletter and that Members needed to consider a 'Community Safety Plan' going forward; the Clerk had provided Members with an example for consideration.
Cllr Mrs E Gadsdon informed Members that she had been led to believe there had been an increase in burglaries within the Parish.

129.4 Members noted that Cllr M Strubel had been unable to attend the Role of Essex Highways training but that the Clerk had obtained the paperwork from the session and had since distributed it to Members.

129.5 To date, no Members had shown an interest in becoming a Trustee for the Robert Sudbury Trust. Cllr K Binding enquired about the activity of the trust and the Chairman and the Clerk reminded Members that efforts to disband the Trust had proven to be ineffective as extra funds had been accumulated; it was noted that in order to disband the trust, all monies would have to be spent and the Trust had given £3k to six worthy recipients in 2018 but since that time more money had accumulated through dividend payments. It was further noted that the new Reverend was now in post and would replace the previous Reverend as Trustee. The Clerk reminded Members of the age of the Trust and of the difficulties distributing funds under the ‘poverty stricken’ criteria. Members were also made aware of the extreme difficulties the Clerk had faced with the Barclays mandate and the possible future issues that would arise with a change in trustees.

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

130. Report from Clerk on attendance at the SLCC Conference 2019:

Members noted the report prepared by the Clerk and were pleased the Conference had provided the Clerk with useful information and had been a worthwhile networking opportunity.

Cllr B Goldsmith enquired if any actions had arisen from the Conference. The Clerk explained that a lot of work was already being undertaken in areas such as General Data Protection (GDPR) and Operation London Bridge (OLB); it was noted that no real information had come forward from RDC regarding OLB and that the Clerk was therefore in the process of trying to seek more clarity around what would be required by Council. Members discussed the item on “How to achieve an (almost) paperless Council”; Cllr B Goldsmith asked if a Green Policy existed for Council and offered to draft such a policy, if required. Members spent time discussing the office’s practices with some Members suggesting a more digital approach needed to be adopted, noting a lot of paperwork was often produced for meeting packs. Members referred to the Planning Committee meetings, with some Members suggesting using an on-screen method. Another suggestion was made that Members be given iPads, but concerns were raised about the cost and practicalities of such an option. Members also touched on whether the office recycled, and the Clerk confirmed that there were limitations to what could be recycled but that as much was recycled as possible.

Members also raised the subject of adding ‘Any Other Business’ (AOB) to future Agendas and the Clerk pointed out that was not permitted. Members noted that AOB was withdrawn from Standing Orders as it did not allow the public any notice about what was being discussed at Council meetings. Members suggested adding an item to the Agendas which allowed Members to add suggestions for future agendas. The Chairman reminded Members that any Member could add to the Agenda(s) by giving the Clerk seven days’ notice to allow enough time to add the item and any relevant supporting information, print and distribute papers to Members. Cllr R Patient raised concerns that things could not be referenced back to Full Council at Committee levels and it was noted any changes in meeting rules and practices would require amendments to the Model Standing Orders which would have to be approved by Members at the Annual General

Meeting. The Clerk pointed out that the discussions had gone off agenda and it was agreed any changes to polices and procedures relating to the office should be referred to the Policy Committee for review. It was recommended that Cllr B Goldsmith be added to the Policy Committee given his willingness to draft a Green Policy, if such a policy would be deemed to be required.

131. Correspondence:

1. **SLCC - Email from Branch Secretary regarding 'Highway Services Devolution':** Members noted the information. The Clerk pointed out that there was very limited information regarding the devolution which was further noted.
2. **Havens Hospice - Thank you letter regarding donation made in memory of former Cllr David Weir:** Members noted the correspondence.
3. **Essex County Council (ECC) - Notification of Local Bus Consultation, including highlighted details of Hawkwell services under consultation:** Members noted the information.
4. **Rochford Hundred Association of Local Councils (RHALC) – Minutes of the meeting held on the 17th January 2019:** Members noted the minutes.
5. **Hockley & Hawkwell Old People's Welfare Committee:**
6. **a) Minutes of the Meeting held on the 16th January 2019:** Members noted the minutes.
7. **b) An update on the refurbishment works at the Day Centre:** Members noted the information.
8. **Rochford District Council (RDC):**
   a) Notification of RDC's 2019-20 Budget; Members noted the information.
   b) Notification of the 2019-20 Council Tax Bill for Rochford residents; Members noted the information.
   c) Email regarding Rochford District Awards; Members noted the information.
   d) Email regarding Election Agents Briefing to be held on 14th March 2019: Members that would be interested in attending were requested to let Clerk know. Cllr Mrs E Gadsdon confirmed her attendance along with Cllr S May and Mrs M Weir. Cllr Ms A Rees-Jones requested to be marked as tentative. Members enquired about the collection of their election packs and it was noted the information had been provided in the meeting papers and that candidates were able to collect them from the District Council Offices. Members spent some time discussing the collection options, with some Members feeling it would be more practical for the Clerk to collect some packs from District Council offices. It was unclear whether that would be possible as some Members were unsure if individual candidates were expected to sign for the election papers. The Clerk informed Members that she had historically not been involved in the process as it was important to remain separate from the process. However, the Clerk offered to contact District the following day to ascertain whether packs could be made available at the Briefing for those attending to collect and bring back to the office, ready for individuals to collect. The Chairman pointed out it was important to show commitment and responsibility when it came to the elections and that collecting papers was one aspect that demonstrated that.
9. **Rochford District Neighbourhood Watch (NHW) – Email regarding vehicle thefts in area:** Members noted the information.
10. **Essex Association of Local Councils (EALC) - Legal Update February 2019:** Members noted the information.

132. 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.**

Personnel Committee: Cllr Mrs P Young moved the minutes of the meeting held on the 4th February 2019 which were **accepted**

GDPR Working Group: Cllr K Binding moved the notes of the meeting held on the 6th February 2019 which were **accepted.**

Parks Committee: Cllr Mrs P Young moved the minutes of the meeting held on the 11th February 2019 which were **accepted.**

General Purposes Committee: Cllr R Gardner moved the minutes of the meeting held on the 11th February 2019 which were **accepted.**

Policy Committee:
a) Cllr R Patient moved minutes of meeting held on Monday 11th February 2019 which were **accepted.**

b) Members noted the Strategic Plan. Cllr S Wootton commended the document but felt the document lacked flair and ambition and wanted to see a more creative and imaginative approach. The Chairman pointed out that the document intended to be an overview and a way for Committees to establish objectives. It was noted it was Members' responsibility to develop Committees and establish Working Groups where necessary and for the Committees to aim towards the Strategic Plan. Members discussed setting timescales for actions and the importance of providing feedback and it was stressed that it was the responsibility of the Committee Chairs to drive what was being planned and worked on. Members were also reminded of the budget setting timetables and that each Committee, along with Full Council, had Action Point Update Lists which were reviewed at every meeting. Cllr B Goldsmith enquired about actions and deliveries relating to the Strategic Plan and it was recommended that as a new Councillor he join the Policy Committee, or any other Committees of his choosing, in order to understand how actions and timetables were managed.
Cllr T Manyika noted the reference to engagement with residents and suggested that the document be reviewed annually in order to ensure it met any legalities; it was noted the document was added to each Annual Meeting accordingly. Cllr M Strubel suggested adding an item on improving residents' engagement and it was noted that meetings were publicised accordingly to the public, but attendance had historically always been low or non-existent. Members touched on the location of the meetings with some Members noting the fact the Parish Council met outside of the Parish.
Members agreed to add an additional paragraph that made it clear that the Chairs of each Committee were responsible for both reviewing and driving the Strategic Plan. The Chair of the Policy Committee would contact the Clerk to arrange for a suitable paragraph to be added for Full Council to agree before the adoption of the Strategic Plan at the Annual Meeting.

133. Representatives Reports:

Hockley & Hawkwell Old People's Welfare Committee – Members noted the minutes and additional information already received (Minute 131.6 a&b)
Rochford Old People's Welfare Committee – There was no update.
Rochford Hundred Association of Local Councils (RHALC) – Members noted the minutes already received (Minute 131.4)
Hawkwell Village Hall – Members noted there had been no meeting.
Ashingdon & East Hawkwell Memorial Hall MC – There was nothing to report.
Public Transport Liaison Group – Members noted there would be a meeting on the 7th June 2019.
Robert Sudbury Trust – Members noted a new trustee was still required.
Information Reports:
Community Meetings – There was nothing to report.

134. Payment of Accounts:

Cllr R Patient enquired about the payment to Chesford Grange Hotel and it was noted that was the Clerk's meal at the SLCC Conference.
There were no further questions and the payment of accounts paid since the last meeting (February payments) were **approved together with agreement to pay any accounts due** before the next meeting.

135. Summary of Decisions Taken:

- Cllrs R Gardner, Ms A Rees-Jones and B Goldsmith volunteered to form Defibrillator Project Working Group; Cllr R Gardner to lead the group.
- Members to email the office by the 4th April 2019 with any questions they would like Cllr Steptoe and Mr Scrutton to have before the meeting on 15th April 2019.
- Policy Committee to consider if a Green Policy is required and to look at Office Practices/Policies etc; Cllr B Goldsmith advised to join to the Policy Committee.
- Cllrs Mrs E Gadsdon, S May, Mrs M Weir & Ms A Rees-Jones (tentative) to attend Election Agents Briefing on 14th March 2019; other Members interested in attending to let Clerk know. Clerk to contact RDC to see if Election Packs can be made available for Members attending the Briefing to collect and bring to office.
- Cllr R Patient, in his capacity as Chair of the Policy Committee, to liaise with Clerk to add a paragraph regarding role and responsibilities of Chairs in relation to the Strategic Plan.

The Chairman declared the meeting closed at 8:53pm.

Chairman