

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 5th November 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, M Strubel, R Patient, Mrs N Shaw, Mrs M Weir & S Wootton.

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

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

Members received the apologies tendered.

82. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 5th November 2018:

None were declared.

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

District Cllrs Mrs J Gooding and P Shaw were absent from the meeting, but Cllr J Gooding had provided the Clerk with an update which the Clerk relayed to Members. Members were informed Cllr Mrs J Gooding had been out with an Essex County Council (ECC) Highways Officer, looking at highway issues such as temporary traffic light installations and where works were being carried out which caused disruption on the highways/public footpaths. Members were pleased issues were being relayed to ECC, noting that there were many problems relating to the highways within the Parish. It was further noted District Cllr Mrs J Gooding had arranged for the Rangers to cut the hedge along Rectory Road by the Clements Hall Estate which had obstructed the footpath. Poppies had also been placed on the lampposts around the Parish, which District Cllr Mrs J Gooding had erected with District Cllrs Mr and Mrs Shaw. It was noted that the poppies would be removed a week after Remembrance Day.

Members raised the point that the Parish had six District Cllrs and were disappointed a large majority did not attend the Parish Council meetings, despite always being invited.

84. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 1st October 2018 and to destroy the notes in respect of that meeting:

The minutes of the Meeting held on 1st October 2018 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

85. Financial Report (October 2018):

The Clerk reported that overall expenditure at month seven was underspent at 45%.

Finance was on target and General Purposes was underspent, along with Parks.

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

86. Action List Update (November 2018):

- 86.1 Members had been given a large amount of information on the defibrillators which included a report from the Clerk regarding the location of existing defibrillators and a set of course slides from the course Cllr R Gardner had attended. Members agreed the initiative was important but raised concerns about where to site the defibrillators. Cllr R Gardner volunteered to have a defibrillator sited on his property, but Chairman Mrs P Young pointed out that the unit should be publicly accessible and had concerns that people would be deterred from using the unit feeling that it was for private use only. Members felt that siting two defibrillators would be more practical to allow to serve the Parish in the East and West. Cllr S May suggested the Co-op stores be considered for placement of the machines, noting that they both remained open until late and were positioned in both the East and West of the Parish. Cllr K Binding also suggested the churches in the Parish: Hawkwell Baptist Church and Emmanuel Church. It was agreed these possibilities should be explored further before making a decision.
- Cllr Mrs M Weir informed Members that District Cllrs had set up a 'First Responders' group years ago and was not sure if they were still in existence, noting that their purpose was to deal with emergencies and therefore were medically trained and had access to defibrillators.
- Members also agreed that a more comprehensive list of defibrillators in the area was required to avoid installing any which may be in close proximity to an existing unit. Members noted that when calling for an ambulance they were able to locate the nearest units and wondered if contacting the ambulance service would be beneficial. Members were encouraged to source any additional information.
- 86.2 There were no further updates regarding the Community Engagement Working Group (CEWG).
- 86.3 There were no further updates from the GDPR Working Group.
- 86.4 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.
- 86.5 Members noted that the Clerk had invited Ms Sue Murray of the Citizens Advice Bureau (CAB) to a Full Council Meeting at their request. She would attend the meeting on the 14th January 2019.
- 86.6 Members were referred to Agenda item 8 (Minute 88).
- Members **accepted** the Action List update and **agreed** to the removal of closed items.

87. Autumn Newsletter:

a) Proof for consideration.

Members felt the edition was laid out well and thanks were given to the office.

Members discussed the Street Lighting article and agreed to amend the wording to include, 'to-date' in relation to the number of LED replacements and to increase the figure from 18 to 20, following two recent installations.

Members approved the Autumn newsletter for print.

b) Distribution:

Members unanimously agreed to appoint D2D Distribution for the delivery of the Autumn newsletter.

88. Community Special Constables: Notes of Meeting with Les Hawkins:

Members noted the Clerk's report. Members agreed it was a good scheme and were particularly pleased it would mean duty hours would only be paid for, but concerns were raised around the fact the appointed Special would have to travel from the local area to Benfleet to collect and drop off their CS spray; Members noted that considerable time could be lost commuting backwards and forwards from Benfleet and that it may be a significant deterrent for those who wanted to apply for the position.

Members discussed the fact the Fire and Police services were now under one umbrella and were perplexed why the CS spray could not be stored at local fire stations, noting that there were several in the vicinity which would be more logistically practical than Benfleet.

Members noted it would not be possible to dictate hours of duty for the Special.

Concerns were raised over deploying the Special, once appointed, to other crimes and areas. However, assurances had been given that Specials would only be called to other areas in extreme emergencies.

Members noted Cllr S Wootton would be attending the Police and Fire Conference on the 20th November 2018 and would aim to relay concerns to those in attendance regarding the logistical pitfall in the scheme. Any information he would obtain would be relayed to Members. Members also agreed it would be beneficial to ask District Cllr Mrs J Gooding to bring the matter to the local MP's attention; the Clerk would therefore contact District Cllr Mrs J Gooding accordingly, along with Cllr Mrs E Gadsdon.

The Clerk explained that advice had been given to appoint a minimum of two Specials for Hawkwell and Members agreed that was a good idea, noting that an allocation of £1k per Special, per annum was suggested.

89. Correspondence:

1. **Southend Area User Bus Group (SABUG) – September newsletter:** Members noted the newsletter.
2. **The Old People's Welfare for Rochford & District Day Centre Committee – Minutes of the meeting held on the 13th September 2018:** Members noted the minutes.
3. **Essex Association of Local Councils (EALC) - Legal Update October 2018:** Members noted the legal update.
4. **Essex County Council (ECC) – Essex Highways Service Delivery Survey:** Members noted the survey and that Cllr M Strubel had both sent a letter to ECC and filled in the survey.
5. **Community Speed Watch – Newsletter:** Members noted the newsletter.
6. **Rochford District Council (RDC) – Square briefing note:** Members noted the briefing information.
7. **Email from District Cllr Mrs J Gooding – Update regarding Community Speed Watch:** Members noted the information. Cllr R Patient enquired if the Parish Council were involved in the initiative and was reminded that a small financial contribution had been given to the Group, but that it was a Community driven initiative.
8. **Local Council, Police, Fire & Crime Commissioner Conference 2018 – Tuesday 20th November 2018:** Members noted the information. Cllr S Wootton

would be in attendance. Cllr M Strubel requested attendance and other Members interested were requested to let the Clerk know.

9. **RDC – Remembrance Day Beacon Lighting invitation:** Members noted the invitation.
10. **RDC – Historic paperwork regarding HPC’s contribution towards the Freight House:** Members were pleased to receive the information. The Clerk reported that information on RDC’s asset restructuring programme was available on their website but was difficult to find. It was noted that there was an option to have the Freight House as District Council Offices and that would mean there would still be committee rooms the Parish Council could access for meetings.
11. **Essex & Herts Air Ambulance – Thank you letter regarding donation:** Members noted the response.
12. **RDC – Civic Carol Service to be held on the 18th December 2018:** Members were informed the date had now changed to Saturday 23rd February 2018.
13. **Hockley & Hawkwell Old People’s Welfare Committee – Minutes of the meeting held on the 17th October 2018:** Members noted the minutes.
14. **Rochford Hundred Association of Local Councils – Minutes of the meeting held on the 18th October 2018:** Members noted the minutes.
15. **Wyvern Community Transport:**
 - a) **Notice of the AGM 2018 to be held on the 15th November 2018;** Members noted the information. Cllr Mrs M Weir would let the Clerk know if she would be able to attend.
 - b) **Minutes of the meeting held on the 16th October 2017.** Members noted the minutes.
16. **Rochford District Forum for Surface Water Flooding Issues (‘Flood Forum’) – Agenda for the meeting to be held on the 8th November 2018:** Members noted the agenda.

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

Parks Committee: Cllr Mrs P Young moved the minutes of the meeting held on the 1st October 2018 which were **accepted**.

Planning Committee: Cllr Mrs M Weir moved the minutes of the meeting held on 8th October 2018 which were **accepted**.

Finance Committee: Cllr K Binding moved the minutes of the meeting held on the 8th October 2018 which were **accepted**.

91. Representatives Reports:

Hockley & Hawkwell Old People’s Welfare Committee – Members noted the minutes already received (Minute 89.13).

Rochford Old People’s Welfare Committee – Members noted the minutes already received (Minute 89.2).

Rochford Hundred Association of Local Councils (RHALC) – Members noted the Minutes already received. (Minute 89.14).

Hawkwell Village Hall – Cllr S Wootton informed Members the minutes of the last meeting were still due to be circulated.

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

Public Transport Liaison Group – Members noted the minutes of the last meeting were due. Cllr M Strubel had attended the last meeting and had raised concerns about the lack of service, noting the new estate builds in the area. He reported that feedback had been that putting on additional services would not be profitable.

Robert Sudbury Trust – Members noted matters were ongoing.

Information Reports:

Community Meetings – There had been no meetings.

92. Payment of Accounts:

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

93. Summary of Decisions Taken:

- Further research into defibrillators required: definitive list of existing defibrillators to be sourced; Hawkwell Baptist Church and Emmanuel Church to be approached about possible siting of units on their buildings, along with the Co-op stores at Golden Cross and the White Hart Shopping Parade (Main Road.) Members encouraged to help source information to progress matter.
- Autumn Newsletter approved for print; D2D Distribution approved to deliver edition.
- Further information required regarding the Police Community Special Constables: Cllr S Wootton to raise logistic issues at Police & Fire Conference and feedback to Members; Clerk and Cllr Mrs E Gadsdon to contact District Cllr Mrs J Gooding to request issues are raised with local MP. Recommendation for a budget allowance of £1k per Special, per annum noted.
- Cllr S Wootton & Cllr M Strubel to attend Police & Fire Conference on 20th November 2018; other Members interested requested to let the Clerk know.
- Cllr Mrs M Weir to let Clerk know if she would be able to attend Wyvern Community Transport AGM on the 15th November 2018.

The Chairman declared the meeting closed at 8:51pm.

Chairman