

**Minutes of the Annual Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 13th May 2019 at 7:30pm
in the Committee Room, Freight House, Bradley Way, Rochford**

Councillors present: B Goldsmith, R Gardner, Ms A Rees-Jones, S May, R Patient, M Strubel, Mrs M Weir & S Wootton

Also present: District Cllr P Shaw.

In the absence of the Chairman for 2018-19, the Vice Chairman opened the meeting and welcomed all attending. Vice Chairman R Patient pointed out to Members that the Clerk had now included a paragraph on the Agenda that gave clarity about the rules surrounding Agenda items which was noted.

1. Election of Chairman for the civic year 2019-20 and sign the Declaration of Acceptance of Office:

Cllr Mrs M Weir nominated Cllr R Patient as Chairman and this was seconded by Cllr S May.

There were no further nominations and Cllr R Patient was unanimously elected Chairman. Cllr R Patient signed the Declaration of Acceptance of Office, witnessed by the Clerk.

2. Election of Vice Chairman for the civic year 2019-2020:

Cllr B Goldsmith nominated Cllr S Wootton as Vice Chairman; no Member seconded the nomination. Cllr M Strubel nominated Cllr Ms A Rees-Jones which was seconded by Cllr R Gardner. There were no further nominations and Cllr Ms A Rees-Jones was elected Vice Chairman.

3. Declaration of Acceptance of Office of Councillors:

Members signed the Declaration of Acceptance of Office of Councillors witnessed by the Clerk.

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

Cllr Mrs E Gadsdon had given apologies along with District Cllrs Mrs J Gooding and Mrs C Mason.

Members received the apologies tendered.

5. Update of Register of Members' Interest/General Notice of Registerable Interests:

Members were instructed to fill in a new Register of Members' Interest/General Notice of Registerable Interest. All Members gave their signed documents to the Clerk after Agenda Item 12 (Minute 12) so to include any new Outside Bodies Representative positions.

6. **Declarations of any:**
 - a) **Disclosable Pecuniary Interest;**
 - b) **Other Pecuniary Interest; or**
 - c) **Non-Pecuniary Interest on any matter on the agenda for 13th May 2019:**None were declared.
7. **Adoption of revised Standing Orders (SO) 2019; HPC adopted the new NALC 2018 Model Standing Orders in 2018 but there have been a couple of amendments (NALC paper L09-18 July 2018 refers) and the Standing Orders have been updated to reflect these changes:**
 - a) **NALC Paper attached:**
Members noted the paper.
 - b) **Revised Standing Orders attached:**
Members agreed to adopt the revised SO for 2019.
8. **Ratification of Financial Regulations: last ratified May 2018, no amendments required:**
Members approved the Financial Regulations, noting that nothing had changed.
9. **Ratification of the Strategic Plan 2019-2022: Adopted April 2019:**
Members approved the Strategic Plan 2019-2022.
10. **Consider Amendments to the Committee Terms of Reference (TOR):**
 - a) **Suggested amendments in bold type:**
Cllr Ms A Rees-Jones enquired if the Defibrillator Working Groups should be added to the report prepared by the Clerk, but it was noted the TOR were for the main Committees only. Members agreed to the amendments and approved the TOR.
 - b) **Consider removal of Appointments Committee:**
Members agreed to remove the Appointments Committee, noting the Committee had been in existence for some time but had never met.
11. **Agree Committee Structure and appointment of Members:**
 - a) **Finance Committee (9)** – Members agreed the Committee Structure with four vacancies remaining. (Refer to table below)
 - b) **Planning Committee (9)** Members agreed the Committee Structure with five vacancies remaining. (Refer to table below)
 - c) **General Purposes Committee (12)** Members agreed the Committee Structure with six vacancies remaining. (Refer to table)
 - d) **Parks, Open Spaces, Conservation & Footpaths Committee (12)** Members agreed the Committee Structure with six vacancies remaining. (Refer to table)
 - e) **Personnel Committee (9)** - Members agreed the Committee Structure with two vacancies remaining.
 - f) **Policy Committee (9)** - Members agreed the Committee Structure with two vacancies remaining. (Refer to table)
 - g) **Appointments Committee (9)** – Following agenda item 10b (Minute 10b), Members had agreed to disband the Committee, so no appointments were made.

- h) **Health & Safety Sub-Committee (5)** - Members agreed the Committee Structure with one vacancy remaining. (Refer to table)
- i) **Christmas Parcels Working Group (reports to General Purposes)** Members agreed the Committee Structure with four vacancies remaining. (Refer to table)
- j) **Youth Working Group (reports to General Purposes)** - Members agreed the Committee Structure with three vacancies remaining. (Refer to table)
- k) **Christmas Lights Working Group (reports to General Purposes)**- Members agreed the Committee Structure with two vacancies remaining. (Refer to table)
- l) **General Data Protection Working Group (GDPR) (reports to Full Council)** – Members agreed the Working Group. (Refer to table).
- m) **Newsletter Working Group (reports to Full Council)** It was noted this was a new Working Group and would be formed of the Chairs of the main Committees, once elected; all Members agreed to the future formation of the group.

Councillor	Minute reference													
	a	b	c	d	e	f	g*	h	i	j	k	l	m**	
Mrs E Gadsdon (Not present at meeting)														
R Gardner	✓		✓	✓	✓	✓		✓		✓		✓		
B Goldsmith		✓			✓	✓				✓				
Ms A Rees-Jones	✓		✓	✓	✓	✓			✓			✓		
S May		✓	✓	✓		✓		✓	✓		✓	✓		
R Patient	✓	✓	✓	✓	✓	✓		✓	✓		✓			
M Strubel			✓	✓	✓				✓					
Mrs M Weir	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓			
S Wootton	✓				✓	✓								

* See Minute 11(g); ** See Minute 11(m).

NB: The Chairman and Vice-Chairman are members of all committees, sub-committees and working groups ex-officio unless appointed as a full member at the Annual Meeting (ref Standing Order 4(d)).

12. Appoint representatives to outside bodies:

Robert Sudbury Trust (2) (Administered by HPC) – Cllr Mrs M Weir was re-appointed as a representative and joined by Cllr Ms A Rees-Jones.

Hockley & Hawkwell Old Peoples Welfare Committee (2) – Cllr Mrs M Weir was re-appointed as representative with Cllr Strubel re-appointed as deputy representative.

Rochford Old Peoples Welfare Committee (2) – Cllr Strubel was re-appointed as representative with Cllr May also re-appointed as a deputy representative.

Rochford Hundred Association of Local Councils (2) – Cllr S May was re-appointed as representative. No other Members volunteered as representative and one vacancy remained.

Hawkwell Village Hall Committee (2) – Cllr Mrs M Weir was appointed as representative. No other Members volunteered as representative and one vacancy remained.

Ashingdon & East Hawkwell Memorial Hall MC (1) – Members agreed given issues surrounding the legality of the Memorial Hall Management Committee, it was not appropriate to appoint a representative until matters had been officially resolved.

Public Transport Liaison Group (2) – Cllr Mrs Weir was re-appointed as representative along with Cllr Strubel as deputy representative.

Community Meetings (2) – Cllr M Strubel was re-appointed as representative. No other Members volunteered as representative and one vacancy remained.

13. Receive draft and unaudited Income and Expenditure Accounts for 2018-19:

The Clerk informed Members the financial accounts closedown had taken place and the final audit would also be carried out in the following week. The Clerk pointed out that the £29k increase in the closing balance was largely due to the fact no salary had been paid following the departure of the Groundsman. The draft and unaudited Income and Expenditure Accounts for 2018-19 were **accepted**.

14. Set date for inspection of Investments, leases and asset register/inventory etc. and agree examining Officers:

Members were content for the Vice Chairman and Chairman to inspect investments, leases and asset register/inventory etc. The Clerk informed Members she would arrange a date for the inspections in due course.

15. To accept Record of Attendance for preceding year:

Members **accepted** the Record of Attendance for 2018-19.

16. Receive dates of future Full Council and Committee meetings 2019-20:

Some Members felt there was insufficient time to give due consideration to applications at the Planning Committee meetings. The Clerk suggested that the meeting be adjourned if Members felt they were being rushed into their decisions and to re-convene the same evening following the last Committee meeting of the evening. Members also discussed having plans displayed on a screen in the meeting suite, but the Clerk advised Members that was not practical given the time and set-up required between meetings. It was noted that the Planning Committee now only consisted of four Members and that the Agendas included all reference numbers giving Members the opportunity to logon to the Rochford District Council (RDC) planning portal to view/download all plans. The Clerk would send the appropriate link to Members. It was agreed Members would continue with the meetings and see how things progressed.

Members **accepted** the schedule of meetings for 2019-20.

17. Public Forum & Information Reports from District Cllrs for Hawkwell Parish:

Members noted the following Cllrs for the new Parish Wards (East and West):

Hawkwell West

District Cllr Julie Gooding

District Cllr Christine Mason

District Cllr Toni Carter

District Cllr P Shaw was present along with one member of the public.

District Cllr Mrs J Gooding was not present but had sent an email to the Clerk which had

Hawkwell East

District Cllr Lesley Butcher

District Cllr Phil Shaw

District Cllr Mike Webb

asked that Members be informed that a telegraph pole that obstructed the pathway along Rectory Road near to St Mary's Church would be removed and the lines put underground. District Cllr P Shaw had been contacted by a resident who had reported that the swing seats in Magnolia playground were missing but upon his investigation confirmed that no seats were in fact missing.

Cllr Mrs M Weir commented that she had received a call from District Cllr A Williams asking if HPC wanted the old pavilion situated in the Clements Hall playing field. Members discussed the pavilion with some Members under the impression the pavilion would be used by the U3A. District Cllr P Shaw informed Members that he had not received any official information about the pavilion or was aware of RDC's desire to offer it to the Parish Council. Members agreed a formal approach from RDC Officers was required; the Clerk confirmed no such approach had been made but she had received an enquiry from District Cllr Ms J Gooding about HPC's view of the possible use of the pavilion which would be presented to Members on the next Full Council agenda.

18. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 15th April 2019 and to destroy the notes in respect of that meeting:

The minutes of the Meeting held on 15th April 2019 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

19. Financial Report (April 2019):

The Clerk reported that expenditure was at 7% at month one against an expected expenditure of 8.3%. Finance was 15.3% spent but that was due to some large expenditure in April such as the office rent and computer costs. There were no questions and Members **accepted** the Financial Report.

20. Action List Update (May 2019):

20.1 Cllr R Gardner updated Members that the Defibrillator Working Group meeting had met on 7th May 2019 and that information and proposals would be presented to Council at the next Full Council meeting. Cllr Ms A Rees-Jones was in the process of producing a summary report which would be included in the next set of Full Council papers.

20.2 There were no updates regarding the Police Community Special Constable recruitment project.

20.3 Members noted that Cllr Ms Rees-Jones was considering becoming a Trustee for the Robert Sudbury Trust.

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

21. Consideration of Co-option of Mrs Nicola Shaw and Tino Manyika:

Members unanimously agreed to co-opt both Mrs Nicola Shaw and Tino Manyika. It was noted the formal Co-option would take place at the next Full Council meeting in June.

22. Members Training Opportunities: EALC Training Calendar attached:

Members interested in any of the training were requested to contact the Clerk. The Clerk pointed out there was an Employment Overview Course in October that Members of Personnel Committee were advised to attend following the new agreement under the

Terms of Reference to undertake relevant training in this area.

23. Correspondence:

1. The Old People's Welfare for Rochford and District Meeting:

- a) **Minutes of the Meeting held on 14th February 2019:** The minutes were noted.
- b) **Minutes of the Meeting held on the 14th March 2019:** The minutes were noted.
- c) **Minutes of the Meeting held on the 11th April 2019:** The minutes were noted.

2. EALC/ECC – Winters Highway Briefing to be held on the 2nd October 2019:

Members noted the information.

3. Neighbourhood Watch Association Letter to Parish Councillors: Members noted the information.

4. Essex Police – District Statistics Castle Point and Rochford: Members noted the information. Cllr S Wootton referred to the recent illegal tent pitching in Magnolia Park and reminded Members about the lack of support from the Police during the incident. He informed Members that he spoken to the Vice Chair of Police & Crime Panel and had expressed his disgust at the lack of support given to the office staff during the incident. It was noted the Clerk had provided Cllr S Wootton with a report about the events and that had been discussed with the Police & Crime Commissioner.

5. RDC – Notice of District Funding to Voluntary Groups: Members noted the report and raised questions about the amounts disclosed before realising it was the wording on the report that made the figures appear not to add up.

6. Rochford Hundred Association of Local Councils (RHALC): Minutes of the Meeting held on the 18th April 2019 were noted.

Members noted the items available in the office.

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

Finance Committee: Cllr S Wootton in his capacity as Vice Chairman moved the minutes of the meeting held on the 15th April 2019 which were **accepted**.

Members further noted and approved the following:

'That Members agreed to movements in the 'Other Earmarked Reserves' resulting in an increase of £10,500, giving this fund a total of £37,550 at the beginning of the financial year 2019/20.'

'The 'total' Earmarked Reserves at the beginning of 2019/20 are £56,161 which is made up of £18,611 in the Asset Renewable Fund and £37,550 in the 'Other' Earmarked Reserves'

'That Members agreed, in regard to the level of General Reserve, although higher than the reserves policy states, that no action needs to be taken.'

25. Representatives Reports:

Hockley & Hawkwell Old Peoples Welfare Committee – Cllr Mrs Weir reported there had been no meetings and a few cancellations.

Rochford Old Peoples Welfare Committee – Cllr Mrs M Weir informed Members there had been a problem with the existing mini-bus as the hydraulic lift was not working. Members enquired about the new mini-bus and it was noted the bus would be put on the production line in June 2019 and would receive the bus around

September. Members enquired about the make of the new bus and was told it would be a Peugeot.

Rochford Hundred Association of Local Councils (RHALC) – No update was provided.

Hawkwell Village Hall – Members noted Cllr Mrs M Weir would collect the recent set of minutes at the next meeting on 15th May 2018 at 8pm. Cllr S Wootton would contact the Secretary to let them know of the change in Representative.

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

Public Transport Liaison Group – Cllr Mrs Weir informed Members the next meeting was on the 7th June 2019 and it was expected the results of the ECC Bus Consultation would be shared. Cllr Mrs M Weir had also attended a Bus Users Group meeting and noted it had been well attended but had dealt mainly with the Southend buses.

Robert Sudbury Trust – No meetings had taken place

Information Reports: Community Meetings – Cllr M Strubel had nothing to report.

26. Payment of Accounts

Cllr S Wootton informed Members there had been a news story regarding the Metro Bank; it had suffered a significant share price decline following concerns at the bank with members of the public rushing to withdraw their money. Members noted the FCA protection limit was £85k.

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

The Clerk collected Members' Interest/General notice of Registerable Interest forms following any new/additional appointment to the Outside Bodies.

27. Summary of Decisions Taken:

- Cllr R Patient elected as Chairman for civic year 2019-20.
- Cllr Ms A Rees-Jones elected as Vice-Chairman for civic year 2019-20.
- Committee structures formally agreed.
- Representatives to Outside Bodies appointed.
- Draft and unaudited Income and Expenditure Accounts for 2018-19 accepted.
- Clerk to arrange date for Chairman and Vice Chairman to inspect investments, leases and asset register/inventory etc.
- Record of Attendance for 2018-19 accepted.
- Full Council and Committee meetings schedule for 2019-20 agreed.
- Standing Orders and Financial Regulations agreed and ratified.
- Members interested in training outlined at meeting to contact the Clerk; those on Personnel Committee advised to attend Employment Overview Training in October.
- Members agreed recommendations regarding EMRs and General Reserve.

The Chairman declared the meeting closed at 8:17pm.

Chairman