Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 10th June 2019 at 7:34pm
in the Committee Room, Freight House, Bradley Way, Rochford

Councillors present: Vice Chairman Ms A Rees-Jones, B Goldsmith, R Gardner, T Manyika *(following Minute 35)*, S May, N Shaw *(following Minute 35)*, Mrs M Weir & S Wootton.

Also present: Ashingdon Parish Chairman Debbie Constable & 2 members of the public, increasing to 3 members at 8:55 pm.

28. To receive apologies for non-attendance at meeting:
Chairman R Patient, Cllr M Strubel & District Cllr Mrs J Gooding had given apologies. Members received the apologies tendered.

29. Declarations of any:
a) Disclosable Pecuniary Interest;
b) Other Pecuniary Interest; or
c) Non-Pecuniary Interest on any matter on the agenda for 10th June 2019:
None were declared.

30. Public Forum & Information Reports from District Cllrs for Hawkwell Parish:
Ashingdon Parish Chairman Debbie Constable was present in the public forum, along with two members of public, rising to three at 8:55pm. District Cllr Mrs J Gooding had sent pieces of information which were noted. Members commented on the enquiry about the Clements Hall Pavilion and readdressed the issue that no formal approach by Rochford District Council (RDC) had been made. Concerns were raised around the way in which individual District Cllrs were making enquiries about the Pavilion with no direct contact and information from RDC Officers. The Vice Chair pointed out that it would be beneficial to understand the driving force of the enquiries. It was noted that the Youth Working Group had been approached about the Pavilion by District Cllr Mrs J Gooding and a visit had been undertaken with no outcome officially reported to Full Council. A member of the public (P1) made comment that RDC could give £50k towards the pavilion. Members **agreed** it would be prudent to respond to District Cllr Mrs J Gooding to inform her that Council would need a formal approach and further information before undertaking any form of due diligence. It was further **agreed** that if any official proposals came forward, a Working Group would need to be formed to work through the various stages of assessment and to understand what appetite, if any, there would be for the building. Cllr S Wootton requested that he be copied into the email to District Cllr Mrs J Gooding which was also **agreed.**
Members discussed the barrier issues at the Main Road shopping parade and were informed that the barrier had since been removed. It was noted that issues around Health & Safety (H&S) had been raised with the landlord. RDC had also been involved but had been unable to resolve the matter due to the fact the land was privately owned. Members noted that the barrier had been erected for a purpose and raised concerns that unsuitable vehicles would be entering the car park following its removal.

Members noted the poem provided regarding dog fouling, further noting that the Parks Committee had approved a trial for a dog fouling alleviation scheme.

A member of the public (P2) expressed their view that they had experienced poor communication from the Clerk. P2 had failed to sign the official papers in time which would have permitted them to take office as a Member of Council. P2 read out several dates. These included dates of when they told the Clerk they would be on holiday and unable to attend the Annual Meeting of Council, along with dates of emails which had been received from the Clerk and gave information about the fact the required paperwork had not been signed in time along with the next stages which included information on the co-option process; P2 noted that the option to be co-opted back on to Council existed. P2 said they had not been invited to attend Committee meetings on the 20th May 2019. P2 wanted to understand why they had not received a phone call from the Clerk to remind them to fill in their papers. P2 felt they had served the Parish Council and that they had information they could impart to Members but as they were not an official Member at that time was unable to do so. P2 noted that the Cllr numbers were diminishing. P2 also referred to the two individuals who were to be officially co-opted that evening and wondered why their own co-option could not occur that evening too.

The Vice Chairman noted that the outcome was regrettable and that lessons could be learned by all. She pointed out that Members had responsibility to be aware of the processes and timelines but also acknowledged there was a lot to learn, especially for new Cllrs. Cllr Mrs M Weir pointed out that the Clerk had prepared several information packs on the Election process and the Annual Meeting papers had included further information to assist Members with all their necessary documentation. It was noted P2 had received all that information but P2 informed Members they had not read the contents as they had assumed the envelope contained just a set of Minutes. Cllr Mrs M Weir felt that the Clerk was not to blame and that it was Members' responsibility to fulfil their duties. Cllr S Wootton noted that the deadline for the Declaration of Acceptance of Office signing was at the Annual Meeting and that this information was something that had not been known before. He noted the heavy regulations and felt that Members were indebted to Officers to help them through the various processes. The Clerk briefly explained that the notice of Cllr vacancy would be displayed for 14 days and following no response to that P2 would be put forward for co-option. She confirmed that at the next Annual Meeting it would be made clearer that the Declaration of Acceptance of Office form would need to be signed before the start of the Annual Meeting to remove any ambiguity. She further explained that the two people up for co-option that evening had not fulfilled the Election requirements and they had requested to be co-opted back on; this had been agreed by Members at the Annual Meeting and they were taking office at that meeting in-line with Council's usual practice. Cllr S Wootton expressed his disapproval that P2 had not yet been co-opted back on to Council. The Vice Chairman recommended that the matter be closed and that it be discussed at another meeting, which Members **agreed.** It was **agreed** a response would be provided to P2 in due course. P2 enquired if they would have to send in an email to request to be co-opted back on and the Clerk reminded them they had already done that.

Ashingdon Parish Chairman D Constable explained she was in attendance as she would be unable to attend the July meeting. She explained she was requesting support from HPC regarding re-opening the public toilets in Ashingdon pavilion (King George's Playing Field.) She gave details about the history of the toilets and the communication difficulties they had experienced with RDC regarding having the toilets re-opened. It was noted they had been closed for some time but due to developments in the vicinity such as a better playground and new equipment, footfall had increased and there was a higher demand for such facilities. Members raised the question why the toilets opening had faced refusal and Cllr D Constable explained several reasons, one of which related to an insurance matter. It was noted that RDC had continued to give different reasons why the toilets could not be opened. Cllr D Constable explained that Ashingdon Parish Council had done all the costings and were able to financially support the re-opening of the amenities and that at the current stage they were requesting verbal support from HPC; it was noted this would be a formal agenda item at the July Full Council meeting. Cllr B Goldsmith volunteered Cllr S Wootton in his capacity as District Cllr to assist Ashingdon PC in their plight which Cllr S Wootton agreed he would be happy to assist.

31. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 13th May 2019 and to destroy the notes in respect of that meeting:
It was noted that Minute 11j had incorrectly shown Cllr R Patient as a Member of the Youth Working Group and had omitted Cllr B Goldsmith. Subject to that amendment, the Minutes of the Meeting held on 13th May 2019 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

32. Financial Report (May 2019):
The Clerk reported that at month two the overall budget was underspent. (13% spent). There were no questions and Members **accepted** the Financial Report.

33. Action List Update (June 2019):

33.1 Members were referred to Agenda item 12 (Minute 39).

33.2 It was noted an article regarding the Police Community Special Constable recruitment project would be added to the Summer Newsletter. Members enquired if there had been any candidates come forward and the Clerk confirmed there had been none for Hawkwell. The difficulties finding candidates was an issue and Members were reminded on the extensive and prescriptive training for candidates. It was further noted the advert had been up in the noticeboards and on the website for several months. The Clerk pointed out the advert was not clear it was advertising for a volunteer position. Cllr B Goldsmith enquired if there would be a different way of campaigning. It was agreed Members needed to keep an eye on the matter and that they needed to drive it. It was **agreed** that Members defer the item until the next meeting so ideas around improved marketing could be discussed.

33.3 The inspection of leases and asset registers would be actioned in June 2019 and carried out by the Chairman and Vice Chairman.

Members **accepted** the Action List update.

34. Notification that a Casual Vacancy has arisen due to a non-declaration of Acceptance of Office by Mrs Eileen Gadsdon:
Members noted the information. Cllr S Wootton requested his points be recorded and that he be given answers to certain questions as he felt the matter was catastrophic. He questioned the long timeline between the 4th April 2019 to 13th May 2019 following an uncontested election. He questioned when had the deadline for the signing of their Declaration of Acceptance of Office being at the Annual Meeting become known. He commented that Council was short on numbers and raised a further question why it had

taken until the present time to start the process to co-opt Mrs E Gadsdon back on to Council; he wanted to know why the process was taking so long.
The Vice Chairman pointed out that the matter was not for further discussion and that Members had agreed to defer the item. She stressed the importance of resolving the matter so all involved parties could happily move forward.

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

a) Sign 'Declaration of Acceptance of Office' form and 'Register of Interests' form:
Mrs N Shaw and Mr T Manyika signed the forms, witnessed by the Clerk**.**

At 8:26pm a member of the public approached the Vice Chairman for a private conversation.

b) Appointment to Committees & Outside Bodies:
Cllr Mrs N Shaw opted to join the Finance Committee, the General Purposes Committee, the Parks Committee, the Personnel Committee and the Christmas Parcels and Youth Working Groups.
Cllr T Manyika opted to join the Finance Committee, the Planning Committee, the Parks Committee, the Policy Committee and the Youth Working Group.

36. Receive and Note the Internal Audit Report (Final) for 2018/19:
The Vice Chairman pointed out there were eleven sections of the report and that each contained good feedback. Members noted the report and congratulated the office for their work and agreed there was comfort in knowing the office practices were so well run. Cllr S Wootton referred to page 3 of the Annual Accounts and noted the dates crossed over municipal years. The Clerk pointed out that related to the list of Members and that practice was typical of the Auditor.

37. Accept and Approve for Despatch the Annual Governance and Accountability Return (AGAR) 2018-19 & Sign the Annual Accounts for the year-end 31st March 19:

a) Review the effectiveness of the system of internal control & consider any findings:
Members reviewed the document provided by the Clerk and **agreed** the system of internal control was effective.

b) Annual Governance Statement: Section 1 of the AGAR:

i. Approve the Annual Governance Statement by Resolution:
The Vice Chairman read through the Annual Return Annual Governance Statement from items one to nine (with nine being 'not applicable') and Members agreed to each item. Members **approved** the Annual Governance Statement by resolution. The Vice Chairman and Clerk signed Section 1 of the Annual Return, witnessed by Members.

c) Accounting Statements: Section 2 of the AGAR:

ii. Consider the Accounting Statements by the Members meeting as a whole:
Members were referred to the Financial Statements prepared by DCK Accounting Solutions Ltd. This was **accepted** by all Members.

ii. Approve the Accounting Statements by Resolution:
Members **approved** the Accounting Statements by Resolution.

iii. **Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given:**
The Vice Chairman signed the Accounting Statements, witnessed by Members.

d) **Chairman and RFO to sign the Annual Accounts for 2018/19:**
The Vice Chairman and Clerk signed the Annual Accounts, witnessed by Members

38. Newsletter – Summer edition:
Members discussed the article on the Police Community Specials Initiative and Cllr B Goldsmith suggested making it more about a community safety article to include issues such as drug awareness. Cllr Mrs N Shaw suggested adding the Police Community Specials advertisement as a separate document alongside the newsletter to ensure more people read it and to drive the initiative forward and make residents aware there were voluntary positions available. The Clerk raised concerns about the suggested delivery, feeling that the delivery company would be likely to enclose the document in the newsletter for ease of delivery. It was noted it was important to try and push the recruitment process via the article, as previously agreed. Cllr B Goldsmith along with Cllr S Wootton volunteered to write an article to cover community safety and would include the publicity for the Community Specials recruitment. The Clerk would send historic copies to Cllr B Goldsmith to show the way in which the newsletters were set out and to give an idea of word counts for articles. Members further suggested adding the Police Community Specials Volunteer Advertisement to Social Media channels and it was **agreed** the office would send out a suitable post to some key community groups on Facebook.
Cllr B Goldsmith also suggested adding a video to the website for the new Members to share a bit about themselves and why they had joined the Parish Council. It was **agreed** to add an item on this to the next Agenda where a decision could be made.
Members **agreed** to the following articles of the Summer 2019 newsletter:

Article/Item	**Author**
Precept for 2019-20	Clerk
Police Specials Project/Community Safety	Cllr B Goldsmith & Cllr S Wootton
Defibrillator Initiative	Cllr R Gardner
Street lighting Programme	Cllr R Gardner
Christmas Parcels/Criteria change	Cllr Mrs M Weir
Parks update – Magnolia/Dog Fouling/Glencroft Footpath Project/Arson	Cllr S May
Call for more Members/new Members intro	Cllrs B Goldsmith & T Manyika
Community engagement – request for feedback	Cllr B Goldsmith
List of Cllrs	Office

Members were further reminded that the deadline for article submission to the office was 1st July 2019 and **agreed** the proposed timetable as set out by the Clerk.

A member of the public arrived at the meeting at 8:55pm

39. Receive recommendation from the Defibrillator Working Group (DWG):

Members noted the DWG's report. Cllr Ms Rees-Jones was thanked for the layout of the report which was both informative and easy to understand. Cllr R Gardner gave an overview of the work and the in-depth investigations the DWG had carried out looking at types of units. It was noted the DWG were recommending the 'top of the range' unit and that the supplying company would take care of all governance along with all insurance and maintenance matters. It was further noted that the unit would be in a locked cabinet and that all Members would be given the access code. Cllr R Gardner informed Members that an electricity supply would be required; however, the supply would be minimal as it was only needed for the heater. The actual unit was fitted with batteries which had a five-year guarantee.

Members were dismayed that the Co-ops had not returned Cllr R Gardner's calls despite initial indications they were interested in the initiative. Members hoped that the Co-op would be in contact and discussed consideration for future budgets. The locations of the defibrillator units would be at the Baptist Church and Jet Garage (Ashingdon Road). Members further noted other existing units in the area. Cllr R Gardner informed Members that training for up to 50 people would be available and this could be held at a public engagement event; he suggested holding a cheese and wine party for such an occasion. Members unanimously **agreed** to pay for and site two units (CHT Group 1 device) supplied by the Community Heartbeat Trust at the Baptist Church and Jet Garage as per the recommendations laid out by the DWG; it was noted that Members would have to perform checks of the cabinet and the health of the defibrillator.

40. Items for consideration from Cllr S Wootton – email attached:

Cllr S Wootton was displeased his private email address had been shared in the papers supplied to Members. He also referred to the inclusion of District Cllr Mrs J Gooding's email address. The Clerk apologised for the oversight. Cllr R Gardner noted that only third-party email addresses should be redacted.

Members discussed the Strategic Plan and were reminded of the new addition to the Plan which gave Chairs of Committees responsibility to drive the plan and work through its objectives. It was agreed some time was needed for the new approach to bed-in and that the Chairs/Committees would need to look at the Plan on a regular and structured basis. Members also discussed the issues with the Freight House, noting there was some uncertainly around its future and HPC's security of the use of a meeting room. Members debated the location of the Freight House in relation to the Parish with some Members feeling it was 'off patch' while others argued it was extremely close to the East ward boundary. Members also raised concerns about RDC's possible lack of support regarding the historic agreement with the Freight House following the capital investment made by HPC in the 1980s. Members **agreed** to refer the matter to the General Purposes Committee for consideration.

Cllr S Wootton expressed his view that Councillor numbers were low and although the office staff ran an exemplary administration process, he felt more needed to be done within Council. Members further noted the 2020 Festival had been included on the Agenda and that Cllr M Strubel had attended several events on the matter. Members briefly discussed community engagement events and wondered if there would be an opportunity to do something for the Festival. It was further noted that the Youth Working Group had not yet met, and that engagement could be explored at their next meeting.

41. **Correspondence:**

1. **Rochford District Council (RDC), Emergency Planning and Business Continuity Officer - Email regarding 'Emergency Equipment':** Members noted the request and felt that there was not enough clarity around what was being requested. Members also raised concerns around the Health and Safety and Risk Management issues. It was **agreed** this should be relayed to the Officer.
2. **EALC - Legal Update May 2019 & June 2019:** Members noted the information and Cllr S Wootton referred to the article on separate Cllr email addresses. The Vice Chairman reminded Members that the GDPR Working Group had this matter on their radar and were looking to seek advice from the DPO.
   Cllr B Goldsmith noted the article relating to a new induction pack and it was **agreed** the Clerk would find out more information in that regard.
3. **Hawkwell Village Hall Management Committee – Minutes of the meeting held on the 20th March 2019:** Members noted the information.
4. **RDC – Information on the 'Discover 2020 Festival'/Cllr M Strubel's thoughts following his attendance at the RDC Briefing:** Members noted Cllr M Strubel had attended on his own merit. Members agreed it would be useful to know what other Parish Councils were doing. It was **agreed** to defer the item and add to a future agenda once more information had been obtained.
5. **Police, Fire and Crime Commissioner for Essex (PFCC)– Email requesting attendance at meeting:** Members noted the email. Members **agreed** it would be beneficial to have the attendance of the PFCC and noted it may be useful to discuss the Police Community Specials initiative. Members would wait to see when the PFCC would be attending and would prepare questions in readiness.
6. **RDC – Information on election of new Chairman and Vice Chairman:** Members noted the information.
7. **Essex Highways – April & May Newsletters:** Members discussed the presence of CCTV signs around roadworks. Members also felt that most Highway improvement works were carried out in the Chelmsford area. Cllr B Goldsmith enquired about signs/furniture which appeared to be often left behind following road works. The Clerk advised Members to contact ECC using the online tools or District Cllr Mrs J Gooding who had a good working relationship with ECC Highways.
8. **Passenger Transport – Email regarding proposal for charges for concessionary pass holders on Park and Ride schemes:** Members noted the information.
9. **Old People's Welfare for Rochford and District – Minutes of the meeting held on the 9th May 2019:** Members noted the information.
10. **RDC – Invitation to HPC Chairman for the Garden Party to be held on 14th July 2019:** Members noted the information.
11. **Larger Local Council Forum (LLCF) – Notice of meeting to be held on 27th June 2019:** Members noted the information.

42. **Receive Committee/Working Party Reports since last meeting:**

Planning Committee: Cllr Mrs M Weir moved the minutes of the meeting held on the 20th May 2019 which were **accepted.**

Finance Committee: Cllr S Wootton moved the minutes of the meeting held on the 20th May 2019 which were accepted.

Parks Committee: Cllr S May moved the minutes of the meeting held on the 20th May 2019 which were accepted.

43. Representatives Reports:
Hockley & Hawkwell Old Peoples Welfare Committee – There had been no meetings.
Rochford Old Peoples Welfare Committee – It was noted that meeting would be held that week. It was noted Cllr M Strubel was unwell and unable to attend. Cllr S May would be unable to attend in his place given the short notice.
Rochford Hundred Association of Local Councils (RHALC) – The next meeting would be held on the 18th July 2019.
Hawkwell Village Hall – Members noted Cllr Mrs M Weir had not attended the last meeting but was now in receipt of the meeting dates.
Ashingdon & East Hawkwell Memorial Hall MC – There was nothing to report.
Public Transport Liaison Group – Cllr Mrs Weir had attended a meeting and had been informed information on the recent bus consultation would now not be shared until next year. Discussions around the electronic display boards at bus stops had taken place regarding allowing advertising so it would cover the costs and maintenance of the boards. Cllr Mrs M Weir had been led to believe Essex County Council cleaned and maintained the bus shelters in the Parish, but it was noted HPC managed and paid for this service of the bus shelters.
It was further noted there would be a timetable change for the 7 and 8 services; the Clerk would distribute this information once received.
Information Reports: Community Meetings – There was nothing to report.

Two members of the public left at 9:44pm.

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

45. Summary of Decisions Taken:

- Clerk to respond to District Cllr Mrs J Gooding to request further information and a formal approach regarding the Clements Hall Pavilion; Clerk to copy in Cllr S Wootton.
- Matter relating to issues raised by P2 be discussed at a further meeting; response be sent to P2 following a suitable conclusion. Answers to Cllr S Wootton's questions be supplied by the Clerk.
- Item on next Full Council Agenda to be added for Police Community Specials recruitment drive; Members to consider ideas to improve the process.
- Mr T Manyika and Mrs N Shaw officially co-opted. Cllr T Manyika to join Finance Committee, Planning Committee, Parks Committee, Policy Committee and Youth Working Group; Cllr Mrs N Shaw to join Finance Committee, General Purposes Committee, Parks Committee, Personnel Committee and Christmas Parcels and Youth Working Groups.
- Final Audit Report (2018-19) received and noted.

- AGAR and Annual Accounts for the Year Ended 31st March 2019 accepted and signed.
- Articles and timetable for Summer Newsletter agreed. Members to submit articles to office by 1st July 2019. Clerk to send historic copies of Newsletter to Cllr B Goldsmith for information and guidance on length of articles.
- Item on next Full Council Agenda to be added regarding possible use of video clips of Cllrs B Goldsmith and T Manyika for the website.
- Office to post Police Community Specials Volunteer Advert to Community Groups on Facebook.
- Recommendation from Defibrillator Working Group approved; two units to be sited at the Hawkwell Baptist Church and Jet Garage (Ashingdon Road).
- Matter relating to future of Freight House and HPC's meeting room agreement to be referred to General Purposes Committee for consideration.
- Clerk to respond to RDC Emergency Planning & Business Continuity Officer regarding Emergency Equipment explaining more information would be required and raising concerns around risk management and H&S issues.
- Clerk to find out more information about the EALC new Cllr induction pack.
- Item on Discover 2020 Festival to be added to future Agenda; more information to be obtained including finding out what other Parishes may be doing.
- Clerk to respond to PFCC to inform them Members would like to invite them to a meeting; Members to prepare questions in readiness.

The Chairman declared the meeting closed at 9:46pm.

Chairman