Minutes of the Meeting of

HAWKWELL PARISH COUNCIL

held on Monday 1st July 2019 at 7:30pm
in the Committee Room, Freight House, Bradley Way, Rochford

Councillors present: Chairman R Patient, B Goldsmith, R Gardner, Ms A Rees-Jones, T Manyika, S May, Mrs N Shaw, Mrs M Weir & S Wootton.

Also present: Rochford District Council (RDC) Assistant Director of Place & Environment, Marcus Hotten and one member of the public.

46. To receive apologies for non-attendance at meeting:
Cllr M Strubel and District Cllr Mrs J Gooding had given apologies.
Members received the apologies tendered.

47. Declarations of any:
a) Disclosable Pecuniary Interest;
b) Other Pecuniary Interest; or
c) Non-Pecuniary Interest on any matter on the agenda for 1st July 2019:
None were declared.

48. Public Forum & Information Reports from District Cllrs for Hawkwell Parish:
The Chairman welcomed M Hotten to the meeting who then relayed information relating to the Clements Hall pavilion to Members. M Hotten explained that the pavilion was redundant as it was unsuitable for either cricket or football, noting that the fields at Clements Hall suffered poor drainage issues, were undulating and any cost to make the fields fit for purpose for sport would not be cost effective. It was noted that the building's future was undecided and if a suitable use could not be found then the option to have it demolished would also be explored. Mr Hotten informed Members that the building needed work and there was no pressure on the Parish Council to take on the building but that there was a preference for a Local Authority to take it on. It was noted RDC were not looking for any income and there was a likelihood the building would be offered at a peppercorn rate. Mr Hotten told Members that he was open to suggestions for what the building could be used for and encouraged Members to visit the building. Mr Hotten cited Fairview as an example of a once redundant building which now housed a gym and was viewed as a successful enterprise which gave life back to the park in which it was situated. Cllr Mrs M Weir suggested that Council would need to carry out survey on the condition of the building if an interest in it was pursued. She also noted that following her visit to it, it was a building made up of small rooms and that there would be considerable work required. M Hotten informed Members that a condition survey had already been carried out and that he would be willing to share that with Members. He informed Members that the survey showed that there was nothing fundamentally wrong with the building other than some electrical work which would need to be addressed. Cllr S May asked if there would be any financial commitment from RDC if HPC took on the building. M Hotten indicated that certain factors would play a part and that possible funding may be made available but there would be a preference for a long-term lease arrangement at a

peppercorn rate. It was noted on-going maintenance costs would also need to be considered. Cllr B Goldsmith enquired about the security for the building, wondering who would take on the amenity lighting. M Hotten explained it was difficult to give specifics until a definite proposal for the building was made but indicated that RDC would assist in certain areas. Cllr Ms A Rees-Jones enquired if there was historic information on the building's running costs. M Hotten said he would be willing to share that information but noted that there was very little cost as the building had not been regularly used for a considerable time. He advised Members he would speak to the Asset Manager and ask for an estimate of maintenance running costs. Cllr S Wootton noted that the building appeared to be run down, in a deplorable state and in a remote location but further noted that it may present a good creative opportunity. He gave his view that the terms of any lease would be very important. M Hotten informed Members that there would be a preference for community use over a commercial one and made the point that RDC didn't have the resources to run the building and trusted that a Parish Council would run it with a community drive.

Cllr Mrs M Weir enquired whether the building would be allowed to be extended with an upper tier added. M Hotten confirmed that would not be something considered during the early stages but would possibly consider the possibility within five to ten years.

Cllr R Gardner enquired how RDC intended to recoup any money put into the pavilion and gave his view that around £85k would be required to get the building up to standard. He noted that there was a possibility of asbestos in the pavilion roof but a member of the public present claimed that there was only asbestos in the disabled toilets.

The Chairman thanked Mr Hotten for the information provided and welcomed a member of public (P1) to the meeting who proceeded to address Members, also in relation to the pavilion. P1 introduced himself as a Project Manager at WSP, a leader of a local Scout Group and a person who was a keen maker and builder. He informed Members he had been involved with London Hackspace, a community-run workshop where people joined to share tools and knowledge. He explained he wished to create a similar environment using the pavilion. He told Members that another community group, the U3A (University of the Third Age) had shown interest in the pavilion for it to be used as meeting space during the day. However, the U3A had not wished to take on the liability of the building but P1 explained he and his community group would be willing and suggested a sub-let to the U3A with his group using the space in the evenings, particularly the changing rooms. He explained that the aim would be to have it available for community groups for activities such as park runs. He noted the proximity of the building to a residential area and suggested noise curfews be in place and pointed out that the changing rooms pointed away from the stretch of houses nearby.

Cllr B Goldsmith enquired if P1 would support a zero building in relation to carbon emissions. P1 responded with some knowledge on the subject and said the aim would be to be as environmental friendly as possible but noted certain obstacles; P1 cited an example of the difficulties and potential problems, raising concerns of possible anti-social behaviour and/or criminal activities such as arson if solar panels where fitted.

The Chairman thanked P1 and P1 and M Hotten left the Chambers at 7:56pm.

Members briefly discussed the presentations given and agreed it would be prudent to have a Working Group set up in the future, but that Members should visit the pavilion in the first instance. The Clerk would make the necessary arrangements to allow those Members interested a chance to visit the pavilion.

49. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 10th June 2019 and to destroy the notes in respect of that meeting:
The Minutes of the Meeting held on 10th June 2019 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

50. Financial Report (June 2019):
The Clerk reported that at month three the overall budget was overspent at 29.4%. It was noted a large portion of the spend had been project expenditure. Finance was 32% spent and the Clerk informed Members there would be some downward correlation over the coming months as some large expenditure had been paid out for the year. General Purposes was 20% spent and a large majority of that had been on streetlights. Parks was 35% spent and the Clerk noted that a large sum had been paid for the Glencroft Footpath Project.
There were no questions and Members **accepted** the Financial Report.

51. Action List Update (July 2019):

51.1 Members had agreed to take the Defibrillator project forward with two agreed locations. The Health & Safety Sub-Committee would implement the process and a meeting was due to be held that evening.

51.2 Members were referred to Agenda item 10 (Minute 55).

51.3 The inspection of leases and asset registers had been carried out by the Chairman and Vice Chairman. Chairman Patient noted that all was in order. Members agreed to close the item.

51.4 Members had been unable to give due consideration regarding the Clements Hall Pavilion noting that no formal approach had been made by RDC. The Clerk had responded to District Cllr Mrs J Gooding and informed her that HPC would require a formal approach and had requested attendance of an RDC Officer along with herself at a future HPC Full Council meeting so more information could be obtained. It was noted Mr Hotten had attended at short notice and had given Members a presentation that evening. (Minute 48.)

55.5 Members were referred to Agenda item 10 (Minute 55).

55.6 Members noted the AGAR had been despatched on the 12th June 2019 in compliance with the deadline. Members agreed to close the item.

55.7 The timetable for the Newsletter had been agreed and the article submission deadline for articles to be sent to the office was 1st July 2019. Members were also referred to Agenda item 11 (Minute 56).

55.8 The Clerk had requested more information regarding siting emergency equipment in the event of a major incident following an approach made by the RDC Emergency Planning and Business Continuity Officer. Members had raised concerns about certain things such as Health & Safety issues, risk management and access. The Officer had replied and informed the Clerk the matter hadn't been discussed at their meeting and he was without any further information. The matter was still in its infancy and he would update the Clerk when more information was available.

55.9 The Clerk had contacted the EALC to obtain further information about what was included in the EALC Induction Pack which cost £18 and had provided a list to Members. The Clerk had pointed out that most of the information was freely available and distributed to Members at Full Council Meetings (under

'Correspondence') with most of the important information given to Members when they join Council (such as Standing Orders, Code of Conduct, Good Councillors Guide'.) Cllr Ms A Rees-Jones would try and review the pack at the next training opportunity at EALC and noted some of that information was provided on the Councillor Day 1 and Day 2 Training Days.

55.10 The Clerk had emailed other Parish Councils to see if they would be doing anything for the 'Discover 2020 Festival'. Once the Clerk had responses an item would be added to a future Agenda.

55.11 The Clerk had emailed the Police, Fire and Crime Commissioner for Essex (PFCC) to confirm that Members were happy for them to attend a future HPC Full Council Meeting. Members were to prepare suitable questions in readiness.

55.12 Members noted that Committees would have an Agenda item from September 2019 on the Strategic Plan 2019-22's objectives in order to agree a suitable timetable to work towards. Cllr B Goldsmith gave his view that Committees should be looking to report back no later than January 2020.

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

52. Consideration of Co-option of Mrs Eileen Gadsdon:

Members noted Mrs Gadsdon had informed the Clerk that she would not be able to attend the meeting and had sent apologies. Members enquired if Mrs Gadsdon had indicated she wasn't going to be present following her request to be co-opted back on to Council, but it was noted that Mrs Gadsdon had given apologies once a copy of the Agenda had been sent to her. Cllr S Wootton enquired if someone had submitted a request for Co-option were Members duty-bound to move ahead with the process? Chairman R Patient noted that candidates considered for Co-option would usually be present at the meeting, but it was pointed out a recent Co-option had taken place with the candidate not present. Cllr Ms A Rees-Jones felt the reason for deferral was practical and only because some Members had questions for Mrs Gadsdon and, as she was not present, these were unable to be answered. Members enquired if it was governed by law that Members had to be present for Co-option to take place. Both the Chairman and Clerk were unclear on this and were not aware of a specific law. Cllr R Gardner claimed the Local Authority 1974 Law stated the procedure relating to this matter meant candidates needed to be present at the meeting and that information could be learned by attending EALC training courses. Members enquired whether the process was written down and the Clerk explained that the Co-option process had always been carried out in the same way and formed the practices of Council, but there was no written procedure.

It was agreed that the item would be deferred until the September meeting where Mrs Gadsdon would be given the opportunity to answer any questions Members had; the Clerk would notify Mrs Gadsdon accordingly.

53. Recommendation from the Finance Committee regarding moving Council Funds – Report attached:

Cllr S Wootton, in his capacity as Chairman of the Finance Committee, gave Members an overview of the recommendation and the reasons behind it, noting all that information had been clearly set out in the paper written by the Clerk. He noted that the report didn't cover the option to look at having a third bank account but explained there was no remit for such. Members unanimously agreed to open a CCLA account and move excess funds over £85k into the CCLA Public Services Deposit Fund.

54. Approach from Ashingdon Parish Council to support their lobbying to re-open the public toilets at King George's Playing Fields in Ashingdon – information from Cllr S Wootton:

Members noted the information. Cllr S Wootton explained that although he had been put forward to assist Ashingdon Parish Council in his capacity as a District Councillor he had since learned the protocol meant he could not do so given he did not represent that area. It was therefore noted Cllr S Wootton's involvement would be as a Parish Councillor only. Cllr R Gardner pointed out that correspondence should not be sent to Members and only via the Clerk, but Cllr S Wootton explained he had sent the information to the Chair and Vice Chair and did not want to spend time copying in all Members. Members briefly discussed the toilets and it was agreed full support be given to Ashingdon Parish Council. It was agreed the matter should be led by Ashingdon Parish Council.

55. Consideration on how to improve the recruitment drive for 'Community Specials' in Hawkwell:

Members discussed the use of Social Media to get better coverage for the recruitment poster and agreed it would reach different platforms which would allow more people to be aware of the posts available. Cllr S Wootton raised concerns that the Police had not done enough to push the initiative forward and suggested the matter be raised with the PFCC when he would visit Council. Cllr Mrs N Shaw noted that the point of the initiative was ultimately about the safety in the area and it was important HPC took ownership and did as much as possible to try and get Police Community Specials for Hawkwell. Members noted an article would be placed in the next Newsletter and that it had been agreed to forward the poster on Facebook to groups such as 'Caring About Rochford'. It was also agreed it may be beneficial to speak to Mr Les Hawkins to get some traction about what had been done so far.

56. Suggestion by Cllr B Goldsmith to add videos about new Councillors to the website to share information about themselves and why they wanted to become a Councillor:

Members discussed the idea and it was agreed the idea should be considered for all Members. Cllr B Goldsmith suggested a professional company be used in that instance and that costs for such should be sought. The Clerk pointed out that no budget had been allocated for such a project. Cllr T Manyika suggested local colleges and universities be contacted as their media departments may consider such a project for free to tie in with studies.

It was agreed Cllr B Goldsmith would provide a 30 second video for Members to consider; this would be forwarded to the Clerk the following week.

57. HPC Committee/Working Group Membership Summary Table:

Members noted the information.

58. Correspondence:

1. **EALC – Email from the Health & Wellbeing Officer regarding Adult Mental Health First Aid Training –** Members noted the information and that Parishes were being asked for venues for the training to be hosted from. It was noted Council did not have their own premises; Cllr Mrs M Weir informed Members Rochford Parish Council were

likely to host the event and that she would find out at its next meeting and would let the Clerk know.

2. **EALC – Information on the EALC Micro-Grant: The** Clerk explained the Grant was being heavily promoted and noted that there was considerably less scrutiny than the CIF. It was agreed the information should be included in the Newsletter as it was noted other local community groups may be able to take advantage of it.
3. **Essex Police – District Statistics Castle Point and Rochford:** Members noted the information.

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

Planning Committee: Cllr Mrs M Weir moved the minutes of the meeting held on the 10th June 2019 which were **accepted.**

Finance Committee: Cllr S Wootton moved the minutes of the meeting held on the 17th June 2019 which were accepted.

General Purposes Committee: Cllr R Gardner moved the minutes of the meeting held on the 17th June 2019 which were **accepted.**

Personnel Committee: Cllr R Gardner moved the minutes of the meeting held on the 17th June 2019 which were **accepted.**

60. Representatives Reports:

Hockley & Hawkwell Old Peoples Welfare Committee – There had been no meetings.

Rochford Old Peoples Welfare Committee – It was noted the minutes were due to be circulated.

Rochford Hundred Association of Local Councils (RHALC) – The next meeting would be held on the 18th July 2019 and was their AGM. The Clerk would check the location.

Hawkwell Village Hall –Cllr Mrs M Weir had not attended the last meeting.

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

Public Transport Liaison Group – There was nothing to report.

Robert Sudbury – There was nothing to report.

Information Reports: Community Meetings – There was nothing to report.

61. Payment of Accounts

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

62. Summary of Decisions Taken:

- Clerk to make the necessary arrangements to allow those Members interested a chance to visit the pavilion.
- Cllr Ms A Rees-Jones would try and review the EALC pack at the next training opportunity.
- Consideration to co-opt Mrs Gadsdon deferred until September meeting.
- Agreement that a CCLA account be opened and excess funds over £85k be moved into the CCLA Public Services Deposit Fund following recommendation from the Finance Committee.

- Support be given to Ashingdon Parish Council regarding re-opening the toilets at King George's Playing Fields, Ashingdon; Ashingdon Parish Council to lead the initiative.
- Police Community Specials poster to be distributed on Social Media channels such as Caring for Rochford on Facebook; further information to be obtained from Mr Les Hawkins regarding recruitment drive.
- Cllr B Goldsmith to provide 30 second video about why he wanted to be a Councillor to be sent to Clerk in following week for distribution to Members.
- Cllr Mrs M Weir to get back to Clerk regarding Rochford Parish Council's intentions to host Adult Mental Health First Aid Training.
- Clerk to check location for next RHALC meeting and inform Cllr S May.

The Chairman declared the meeting closed at 8:44pm.

Chairman