

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 9th September 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, M Strubel, Mrs M Weir & S Wootton.

Also present: District Cllr Phil Shaw and one member of the public/Co-option candidate (Mrs Gadsdon) along with Mr K Stubbings (from 8:10pm).

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

Cllr Mrs N Shaw had given apologies. District Cllrs Mrs J Gooding and Mrs C Mason had also given apologies.

Members received the apologies tendered.

64. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 9th September 2019:

Cllr S Wootton declared a Disclosable Pecuniary Interest (a) in relation to Agenda item 8 (Minute 70) in his capacity as Portfolio Holder for Enterprise at Rochford District Council (RDC). The Chairman clarified Cllr Wootton's position in relation to other matters involving RDC which affected the Parish and enquired if a Disclosable Pecuniary Interest would also have to be declared for those. Cllr S Wootton explained that would not be the case and his reasons for disclosure were not driven by a mandatory or legal interpretation, but through his choice to ensure his involvement in the future of the Pavilion was fair and unbiased.

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

There was one member of public present until 7:57pm when they were asked to leave the Chambers for a short period as they were also a Co-option candidate.

District Cllr Phil Shaw was present and reported that Essex County Council (ECC) would be performing a traffic survey during school term time along the Ashingdon Road in response to residents' concerns about the proposed housing development in that vicinity. It was noted the survey would cover a 24-hour period and last for two weeks. District Cllr P Shaw also reported that District Cllr Mrs L Shaw had lobbied for a Tree Protection Order (TPO) on the Oak tree which was sited outside Holt Farm School and that had been successfully implemented. Chairman R Patient informed Members he had received a call from someone claiming to be a Cllr in relation to the development along the Ashingdon Road. He had informed the caller to contact the Clerk regarding any invitations/events but had suspicions that the call had not been genuine.

66. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 1st July 2019 and to destroy the notes in respect of that meeting:

The Minutes of the Meeting held on 1st July 2019 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

67. Financial Report (August 2019):

The Clerk reported that at month five the overall budget was 51% spent but that included the £12k spent on the Glencroft Footpath Project which would be sourced from the Reserves; that meant that the overall spend was 42% and therefore not overspent. The Clerk further reported that Finance was on track and 46% spent; General Purposes was overspent at 60%, due to a large number of LED lights having been upgraded and that Parks was underspent at 26%.

Cllr R Gardner enquired about the number of upgraded streetlights and noted that there could be a reduction in costs from the electricity supplier; the Clerk confirmed an item on that matter was included on the next General Purposes Committee Agenda.

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

68. Action List Update (September 2019):

68.1 Members noted the Hawkwell Baptist Church had signed the Hosting Agreement for a defibrillator and the Clerk had chased the Jet Garage for their copy; the defibrillators would be ordered once the Hosting Agreements had been signed.

68.2 Members were referred to Agenda item 8 (Minute 70).

68.3 Essex Police had hosted a Specials' Recruitment/Social Media Workshop on the 5th September 2019 to help gain better coverage for the Community Specials recruitment. Essex Police had also suggested giving out leaflets at 'Coffee with Cops' events, other local events, placing the advert in the local press, asking businesses to put up posters and compiling social media posts. Another Social Media Workshop had been organised for the 17th October 2019 in Maldon; Members interested in attending were asked to contact the Clerk.

68.4 The Summer Newsletter had been delivered between the 6th -7th August 2019. Feedback had been received regarding Christmas parcels, enquiries about becoming a Cllr, complaints about litter bins which were not under HPC's jurisdiction, one Council tax enquiry and a positive enquiry about the production and printing. Chairman R Patient felt the edition was the best produced, with good content and a very pleasing layout.

The member of the public present interrupted the meeting to gesticulate 'big head' during the comments made by the Chairman which was noted.

Cllr S Wootton endorsed the Chairman's comments and Members agreed to commend the office for their work. Members were disappointed that despite adding an article on community engagement and encouraging residents to contact the Council, little response had been received. Cllr B Goldsmith enquired about the timetable for the next edition and the Clerk informed Members it was not a fixed timetable but there would be an October Full Council Agenda item.

68.5 No further information had been received from the RDC Emergency Planning and Business Continuity Officer regarding siting emergency equipment in the event of a major incident.

68.6 Cllr Ms A Rees-Jones had reviewed the EALC Induction Pack at her training session and felt it was not cost effective to spend £18 for the pack as the information was no better than what was already received.

68.7 The Clerk had been tasked to contact other Parish Councils to see if they would be doing anything for the 'Discover 2020 Festival'. The feedback was only Canewdon Parish Council had confirmed they would be holding an event. Cllr S

Wootton claimed that was inaccurate information as he had attended a meeting regarding the 2020 Festival which had shown a fair amount of interest, noting the Rochford Hundred Group had shown considerable enthusiasm. He informed Members Canewdon and Paglesham were holding events. He felt Members should try and engage as there was lots of work going on, citing the example of a Tapestry initiative. The Clerk informed Members that very few specific Parish Council events were being planned and that information regarding the Tapestry would be addressed at a later Agenda item.

- 68.8 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; no response had been received. Members were to prepare suitable questions in readiness.
- 68.9 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 each Committee should have drawn up a plan and should be reporting what they are doing over the 2-3-year period. He expressed frustration that nothing had been done and that the matter was only now being progressed. Chairman Patient acknowledged Cllr B Goldsmith's frustrations but explained that processes in Local Government were slower and differed from the corporate world.
- 68.10 It was noted the CCLA PSDF Account would be opened now the July Full Council meeting Minutes had been approved.
- 68.11 Members were reminded they had agreed to support Ashingdon Parish Council in their endeavours to get the King George's Playing Fields toilet re-opened. Members were disappointed to learn there had been no updates but noted that may be partly due to the summer recess.
- 68.12 Members were referred to Agenda item 9 (Minute 71).

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

69. Consideration of Co-options onto Council:

District Cllr P Shaw and the member of public who was a Co-option candidate left the Chamber at 7:57pm

a) Co-option paper:

Members noted the paper and discussed the options laid out. Some Members felt it was appropriate to have a private and confidential session at the end of the meeting when it came to discussing Co-option candidates and that the decision on whether to Co-opt should be relayed to the candidate by the Clerk the following day. Members also noted the historic procedure of informing candidates almost immediately following their interview. It was further noted more Cllrs were needed and some Members felt the process should not be overly bureaucratic.

Cllr S Wootton moved that an appropriate Policy document be agreed going forward but in the interim the process remain as before. This was seconded by Cllr S May with the majority of Members in agreement.

b) Mrs Eileen Gadsdon following Notification of a Casual Vacancy

Mrs Gadsdon underwent a Q&A session (noted separately) and asked to leave the Chamber upon completion of the interview. Members discussed the candidate and agreed by majority to Co-opt Cllr Mrs E Gadsdon.

c) Mr Kieran Stubbings following advertisements in the Newsletter

Mr Stubbings underwent a Q&A session (noted separately) and asked to leave the Chamber upon completion of the interview. Members discussed the candidate and unanimously agreed to Co-opt Mr Stubbings.

Both Mrs E Gadsdon and Mr Stubbings were invited back into the Chamber, informed of Council's decision and invited to stay for the remainder of the meeting as members of the public. Mrs Gadsdon enquired if she would be able to ask questions as a resident and was reminded that the public participation session, Agenda item 3, had now closed. The Clerk informed Mrs E Gadsdon and Mr Stubbings she would email them to arrange a suitable time for the necessary papers to be signed in the office.

Mrs E Gadsdon left the meeting at 8:22pm and thanked Members for Co-opting her; Mr Stubbings stayed for the remainder of the meeting.

70. Pavilion in Clements Hall playing field; consider if Parish Council has a use for it and wishes to Express an Interest with RDC

Cllr S Wootton left the Chamber at 8:22pm following his disclosure at Agenda item 2 (Minute 64).

Members noted the reports which had been provided, along with the photographs which had been taken by the Clerk. The condition of the building was discussed, and several Members raised concerns about the financial implications of getting the building to a suitable condition. Members noted the condition report provided and that it had been compiled for factoring restoring the building to how it was with no alterations. Members also felt the estimates given were not a true indication of costs. Cllr M Strubel raised concerns that restoration/renovation projects could be problematic in the long-term and felt HPC did not have enough money for such a project. Cllr Mrs M Weir was disappointed that no other Members had attended the visit and gave her view that there was merit in considering taking the Pavilion on and gave examples of having the building as Parish Rooms. It was noted some Members had previously visited the building in 2018.

It was noted that Council had not been approached by the community about possible uses and some Members felt that there was no obvious use for the building when it came to residents' needs. Members also raised concerns about the ongoing maintenance costs of the building and the general management of it. Members were also reminded of the presentation given by 'Hackspace' at the last Full Council meeting and that they had indicated they were ready to take on the building. It was noted the group were storing their equipment in the pavilion. Members discussed researching a need for the building further but the Clerk informed Members the Officer who had attended the visit had indicated there was a need to move matters along.

Chairman Patient proposed HPC not register an Expression of Interest and not be involved in the building either financially and/or as an interested party. Members voted equally with four for and four against; Chairman Patient had the casting vote and the motion was carried that HPC would not register an Expression of Interest and would have no interest in the Pavilion.

Cllr S Wootton returned to the Chamber at 8:40pm and was informed of Council's decision. Cllr S Wootton explained that it was not correct to assume Hackspace had now secured the building and informed Members other interested parties would be invited to register any interest.

71. Consideration of videos by Members to go on Council website: Cllr Brian Goldsmith's video shared electronically:

It was noted Members had experienced difficulties accessing the link sent and Cllr B Goldsmith offered his apologies. Chairman Patient, who had managed to see the video, gave his opinion that Cllr B Goldsmith should have addressed the camera. Cllr B Goldsmith informed Members that the camerawork was irrelevant, and the purpose of the video was to give an example of what could be provided.

Cllr M Strubel raised concerns about being 'exposed' to the public but was reminded that it was important to engage with the public as a Parish Cllr.

Members unanimously **agreed** to add a picture and short bio on the website.

Members **agreed** by majority to create individual Cllr videos for the website. The Clerk noted that there was no budget in place for the videos and that Members should consider setting up a Working Group to move the idea forward. It was **agreed** to refer the matter to the General Purposes Committee for implementation.

72. Correspondence:

- 1. Essex Association of Local Councils (EALC) – Micro-Grant Update June 2019:** Members noted the information and that not many grants had been issued in South Essex. The Clerk reminded Members an advert had been placed in the last newsletter to try and promote the grant to local community groups and it was agreed it would probably take a little time to get the message out there.
- 2. Rochford District Council (RDC) – Asset Delivery Programme Update:** Members noted the information. The Clerk would circulate the email so Members had access to the link embedded in the document.
- 3. EALC/Essex County Council (ECC) – Update on the Future Library Services Strategy 2019-2024:** Members noted the information.
- 4. Essex Police - Community Police Specials Update July 2019:** Members noted the information. Cllr Mrs Weir informed Members she had police in her neighbourhood which had been encouraging.
- 5. Passenger Transport – Castle Point and Rochford Action Points:** Members noted the information.
- 6. Rayleigh, Rochford & District Association for Voluntary Service (RRAVS) – Carol Service invitation for Sunday 8th December 2019:** Members noted. Any Members interested in attending were asked to let the Clerk know.
- 7. Information on the 'Rochford District Tapestry Community Project':** Members noted the information. Any Members interested in being involved were requested to contact the lady mentioned in the correspondence.
- 8. Old People's Welfare Committee for Rochford and District:**
 - a) Minutes of the Meeting held on the 13th June 2019;** Members noted the Minutes.
 - b) Minutes of the Meeting held on the 18th July 2019;** Members noted the Minutes.
 - c) Minutes of the Meeting held on the 8th August 2019:** Members noted the Minutes.
- 9. Information from Southend Area Bus User Group (SABUG) regarding ECC Bus Consultation.** Members noted the information and that the No 7 and 8 would have their services cut on Sundays. Cllr S Wootton reminded Members about the S106 monies and felt it was worth making representation to ECC to try and work towards improving the bus services for the community. Members briefly discussed

the historic issues with the S106 monies, and it was noted that if the money was not used in a certain time frame it would be lost.

10. Rochford and Rayleigh Citizens Advice Bureau – Invitation to the AGM to be held on Wednesday 11th September 2019. Members noted the information and were requested to let the Clerk know if they would be attending.

11. EALC – Invitation to EALC and ECC Joint Conference and EALC AGM to be held on Thursday 19th September 2019: Members interested in attending were asked to inform the Clerk.

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

Planning Committee: Cllr Mrs M Weir moved the minutes of the meeting held on the 1st July, 25th July and 15th August 2019 which were **accepted**.

Parks Committee: Cllr S May moved the minutes of the meeting held on the 1st July 2019 which were **accepted**.

74. Representatives Reports:

Hockley & Hawkwell Old Peoples Welfare Committee – Cllr Mrs M Weir informed Members there had been no meetings.

Rochford Old Peoples Welfare Committee – Members were referred to Agenda item 10.8 a-c (Minute 72.8 a-c)

Rochford Hundred Association of Local Councils (RHALC) – Cllr S May had attended the last meeting but had nothing to report.

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 – Members were referred to Agenda item 10.5 (Minute 72.5)

Robert Sudbury – There was nothing to report.

Information Reports: Community Meetings – There was nothing to report. Cllr M Strubel noted he did not know when meetings would be taking place. The Clerk would investigate this and pass any information to Cllr M Strubel.

75. Payment of Accounts

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

76. Summary of Decisions Taken:

- Members interested in attending the Essex Police Specials' Recruitment Social Media Workshop to be held on 17th October to contact the Clerk.
- Items on the next Newsletter to be added to the October Full Council Agenda.
- Members agreed to Co-opt Mrs E Gadsdon and Mr Stubbings; Clerk to email both to arrange suitable times to sign required paperwork.
- Members agreed to not pursue Expression of Interest for Pavilion in Clements Hall playing field.

- Members agreed to add picture and short bio for each Cllr to website; matter referred to General Purposes Committee for consideration and implementation; Clerk to advise setting up a Working Group.
- Members agreed to add video for each Cllr to website; matter referred to General Purposes Committee for consideration and implementation; Clerk to advise setting up a Working Group.
- Clerk to circulate email from RDC regarding Asset Delivery Programme so Members can access the embedded link.
- Members interested in attending RRAVS Carol Service on 8th December 2019 to let Clerk know.
- Members interested in participating in the Rochford Tapestry Community Project to contact lady mentioned in correspondence.
- Members interested in attending Rochford and Rayleigh's CAB AGM on 11th September 2019 to let Clerk know.
- Members interested in attending EALC/ECC Joint Conference and AGM on 19th September 2019 to let Clerk know.
- Clerk to pass on any information about meeting dates for Community Meetings to Cllr M Strubel.

The Chairman declared the meeting closed at 9:11pm.

Chairman