

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 4th November 2019 at 7:30pm
in the Committee Room, Freight House, Bradley Way, Rochford**

Councillors present: Vice Chair Ms A Rees-Jones, E Gadsdon, B Goldsmith, R Gardner, T Manyika, S May, Mrs N Shaw, M Strubel, K Stubbings & Mrs M Weir.

Vice Chair Ms A Rees-Jones made reference to the new meeting room layout, noting its aim was to provide an improved meeting venue. Members also noted the information regarding meeting etiquette which had been distributed. Vice Chair Ms A Rees-Jones asked if there were any questions or comments regarding the alterations and hand-outs; none were raised.

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

Chairman R Patient and Cllr S Wootton had given apologies. District Cllrs Mrs C Mason, P Shaw and Mrs J Gooding had also given apologies.

Members received the apologies tendered.

98. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 4th November 2019:

No disclosures were made.

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

There were no members of the public present.

District Cllr Mrs J Gooding had provided an update to Members via an email. Vice Chair Ms A Rees-Jones summarised that District Cllr Mrs J Gooding had put up poppies around the parish; had also worked with Canewdon Equestrians and Westerings School towards improving horse safety and that work was underway to upgrade the playground on the Hawkwell Common. It was further noted that work would be carried out on the footpath that ran to Elizabeth Close from Sunny Road.

Cllr Mrs E Gadsdon commended Cllr Mrs J Gooding in respect of her work with the horses and informed Members she was up for a national award.

100. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 7th October 2019 and to destroy the notes in respect of that meeting:

The Minutes of the Meeting held on 7th October 2019 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

101. Financial Report (October 2019):

The Clerk reported that at month seven the overall expenditure was 54% spent and marginally under budget. Finance was on target; General Purposes was overspent due to a larger than expected spend for the defibrillators; Parks was underspent at 40%.

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

102. Action List Update (November 2019):

- 102.1 Members noted the defibrillators were likely to be installed before Christmas. The Clerk had asked if there was a date set but had received no response. It was noted that an information pack on the defibrillators had been received.
- 102.2 Members had been tasked with finding ideas to improve the recruitment drive for Community Specials in Hawkwell and had decided to add another article in the next newsletter. The Clerk had asked other Parishes about the initiative and it was noted only Hullbridge had seen a successful result, but that they had not used the same system of recruitment. Hockley Parish Council had been informed that the initiative was no longer taking on anymore Parish Councils because it had been too successful; Members felt that the success was more in the number of willing Parish Councils and not because of the number of recruited Community Specials.
- 102.3 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. Members agreed to close the item.
- 102.4 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. Cllrs Mrs E Gadsdon, M Strubel and S Wootton were due to attend the PFCC Conference on the 19th November 2019 and would feedback any information to Members. Members also noted an email which had been distributed by the Clerk earlier that day which related to a Police Consultation and required feedback by the 13th December 2019. Cllr M Strubel enquired about the location of the Conference.
- 102.5 Committees were to report back to Full Council regarding the Strategic Plan in January 2020.
- 102.6 Members noted that the Ashingdon Parish Council's endeavours to get the King George's Playing Fields toilet re-opened had been successful and the toilets would be revamped. Members agreed to close the item.
- 102.7 Members noted Cllrs Mrs E Gadsdon and T Manyika had agreed to join the Councillor Video Working Group. The first meeting was due to be arranged by the Working Group. Cllr B Goldsmith suggested merging the group with the Social Media Working Group (SMWG). Members raised no objections and agreed to discuss the matter at the SMWG which was taking place that evening.
- 102.8 The Clerk had been asked to find information regarding a 'Survey Monkey' which had been used by a neighbouring Parish Council. The Clerk had learned that the survey had been used for a specific reason, to ask if residents would support the idea of a Community Special Constable. The surveys were free for up to 10 questions and responses could be collated in different formats. It was noted if the item needed to be discussed further it should be referred to the Community Engagement Working Group. Cllr M Strubel informed Members he was in receipt of the Hockley Parish Council newsletter which included a survey; he would pass a copy to the Clerk.
- 102.9 Members noted the SMWG had been established and that the first meeting would be taking place that evening. Cllrs Mrs Gadsdon, R Gardner, B Goldsmith, Ms A Rees-Jones, T Manyika, S May and K Stubbings formed the WG.

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

103. Membership of Committees/Working Groups; updated schedule:

Members noted the updated schedule.

104. Member Training – item requested by Cllr B Goldsmith:

Cllr B Goldsmith explained that he felt Members should be up to speed with the latest legislation and have the most up-to-date knowledge, citing the example specifically of the Planning Committee where it was important to know the legislations and rules around planning applications. He further explained that he felt the training responsibilities should be shared and not necessarily place the onus on every Member but have a way to share the knowledge across Council effectively. Cllr Mrs E Gadsdon noted that some courses required regular attendance as legislation/rules could often be updated and/or changed. Cllr Mrs M Weir felt that the Clerk had the knowledge and information required and that there was also advice available from bodies such as the EALC so wondered if it was necessary to undertake training. Cllr B Goldsmith raised concerns about a member of the public asking questions that Members may not be able to answer at a meeting. The Clerk pointed out that there was no requirement to answer questions at public meetings and Members could get back to the person(s) at a later date which allowed time to compile correct answers.

Cllr R Gardner felt that there were certain courses all Members should attend and referred to the Councillor Training Days provided by the EALC. He felt that it was not the Clerk's responsibility to know everything; he felt support and delegation were important particularly when it came to projects Members had agreed. Members who had attended the same courses supported the effectiveness of the EALC Training Days; it was noted that the courses had broadened Members' horizons and views of Parish Council life and they had learned a considerable amount. The Clerk advised Members to attend training courses wherever possible; she encouraged those who had not attended the Councillor Training Days to consider booking onto them.

Members agreed that it would be a good idea to look at having training delegates for the Committees so training knowledge could be shared effectively. It was therefore agreed to start to look at the process further; the EALC training calendar for 2020 would be provided to all Members at the next Full Council meeting so Members could then look at the suitable courses and suggest/discuss who would be best placed to attend.

Cllr Mrs E Gadsdon requested a copy of the courses already attended; the Clerk advised that a training log was kept in the office. The Clerk would send Cllr Mrs E Gadsdon a copy of the courses she had historically attended.

105. Freedom of Information Request (FOI) received and replied to:

The Clerk informed Members she had been approached by a journalist who had put in a FOI for the expenditure for HPC's Christmas lights including purchasing, planning and installation dating back to 2014. It was noted the Clerk had compiled the necessary report and had sent the response back. No further correspondence from the journalist had been received.

106. Correspondence:

1. Essex Association of Local Councils (EALC) – Legal Update October 2019:

Members noted the information. Vice Chair Ms A Rees-Jones went through the edition and referred to certain articles such as the stock image copyright and CIL rules. The Clerk pointed out that until District Council take up the CIL, the Parish Council was unaffected.

2. **Rayleigh, Rochford & District Association for Voluntary Service (RRAVS) – Notice & Agenda for AGM to be held on 22nd November 2019:** Members noted the information.
3. **Wyvern Community Transport – Notice & Agenda for AGM to be held on 18th November 2019:** Members noted the information.
4. **The Old Peoples' Welfare Committee for Rochford District:**
 - a) **Minutes of the AGM held on the 10th October 2019:** Members noted the Minutes.
 - b) **Minutes of the Meeting held on the 10th October 2019:** Members noted the Minutes
5. **Southend Area Bus User Group (SABUG) Newsletter:** Members noted the information.
6. **Rochford Hundred Association of Local Councils (RHALC) – Minutes of the Meeting held on the 17th October 2019:** Members noted the information. Cllr S May had attended the meeting. It was noted he was also an Airport Advisory Representative and there would be a meeting in the next few weeks. Members briefly discussed the history of the airport and noted its expansion.
7. **Rochford District Council (RDC):**
 - a) **Information on the Rochford District Youth Council's Campaign:** Members noted the information.
 - b) **Information on the Hawkwell Main Road Shopping Parade:** Members noted the information. The Clerk explained she had received a further update that the landowner would be removing the damaged wall and would be erecting safety barriers measuring no more than 1m in height. The materials for the works were on order but there was no set date for works. Members were pleased with the development and noted the wall had been hazardous for some time.
 - c) **Invitation to the Civic Carols by Candlelight Service to be held on the 18th December 2019:** Members to attend the event were requested to let the Clerk know.

*Vice Chair Ms A Rees-Jones also referred to an email which had been sent to Members and included details of the **Citizens Advice Bureau (CAB) AGM which would be held on the 27th November 2019** at Basildon. Members noted the information.*

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

Planning Committee: Cllr Mrs M Weir moved the minutes of the meeting held on the 7th October 2019 which were **accepted**.

Finance Committee: Cllr Ms A Rees-Jones in her capacity as Vice Chair moved the minutes of the meeting held on the 14th October 2019 which were **accepted**.

108. Representatives Reports:

Hockley & Hawkwell Old Peoples Welfare Committee – Cllr Mrs M Weir informed Members the Committee were doing well. They had received a Lottery grant which would pay for a new cooker and refurbish/decorate the interior of the Day Centre. It was noted the Committee had received £25k from the Hockley Residents' Association which had closed down.

Rochford Old Peoples Welfare Committee – Members were referred to Agenda item 10.7 (Minute 106.4a&b) Cllr M Strubel informed Members the new bus was on its way and that the Day Centre still needed a new fridge. The Clerk noted that the Micro

Fund offered small grants and felt that the Committee may be successful if they submitted an application; such funds could cover the cost of a fridge.

Rochford Hundred Association of Local Councils (RHALC) – Members were referred to Agenda item 10.6 (Minute 106.6)

Hawkwell Village Hall – There was nothing to report. Cllr Mrs M Weir informed Members she would no longer be able to be a Representative as the meetings clashed with other commitments. Members were asked if they would like to be the new Representative, but no Members registered an interest.

Ashingdon & East Hawkwell Memorial Hall MC – The Clerk informed Members she had received an email from the Chairman of Ashingdon Parish Council about an advertisement for Trustees for the Ashingdon & East Hawkwell Memorial Hall MC. It was noted that the Parish should be represented under the rules set out in the Charity's legal documents. Members were reminded of the historic problems and issues with the Management Committee. It was agreed the Clerk would need to find out more about the advertisement and possible AGM before any Member became a Representative/Trustee.

Public Transport Liaison Group – There was nothing to report.

Robert Sudbury – The Clerk informed Members that the Trustees banking mandate would need updating and raised concerns about the difficulties; it was noted historic attempts at changing the banking mandate with Barclays had proved fruitless.

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

109. Payment of Accounts

Cllr Mrs E Gadson enquired what period the payment to the regular contractor listed on the report covered. It was noted that the payment was for the whole of October. The Clerk explained that the Contractor had carried out an abundance of work in October, including a lot of tree work.

There were no further 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.

110. Summary of Decisions Taken:

- Matter of merging Video Working Group (VWG) with Social Media Working Group (SMWG) to be referred to SMWG and discussed at next SMWG Meeting.
- Councillor Training – process to be reviewed at next Full Council meeting; Clerk to include EALC Training calendar on next Full Council Agenda for discussion.
- Clerk to send Cllr Mrs E Gadsdon copy of her training course attended to date.
- FOI completed and sent.
- Clerk to find out more about the advertisement and possible Ashingdon & East Hawkwell Memorial Hall MC AGM before any Member became a Representative/Trustee.

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

Chairman