

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 13th January 2020 at 7:32pm
in the Committee Room, Freight House, Bradley Way, Rochford**

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

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

District Cllrs Mrs C Mason, P Shaw and Mrs J Gooding had given apologies.
Members received the apologies tendered.

112. Declarations of any:

a) **Disclosable Pecuniary Interest;**

b) **Other Pecuniary Interest; or**

c) **Non-Pecuniary Interest on any matter on the agenda for 13th January 2020:**

No disclosures were made.

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

There were no members of the public present at this point of the Agenda. (One member of the public joined the meeting at 8:13pm; recorded in Minute 122.5d)

No District Cllrs were present. Members noted District Cllr Mrs J Gooding's updates and were referred to Agenda item 12.4 (Minute 122.4).

114. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 4th November 2019 and to destroy the notes in respect of that meeting:

The Minutes of the Meeting held on 4th November 2019 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

115. Resignation of Cllr S Wootton:

Chairman R Patient gave thanks and was grateful to Cllr S Wootton for serving as a Parish Cllr and was sad to see Cllr S Wootton leave, noting he had been an experienced Member and someone who had shown great respect to fellow Members and staff. Mr Wootton was wished well in his new role within District Council.

116. Financial Report (December 2019):

The Clerk reported that at month nine the budget was 72% spent. It was noted the report showed 78.8% but that £12k of that amount would be sourced from Reserves and therefore the true figure was 72%. Finance was 75.2% spent and on target. General Purposes was overspent, and it was predicted an overspend would be seen at the year-end as the cost of the defibrillators had been more than expected. Parks was 50% spent and it was predicted Parks would remain underspent at year end. It was noted that £4k had been received from the insurance company following the claim for the Magnolia playground piece which had been destroyed by arson.

Cllr B Goldsmith enquired about certain budget overspends; the Clerk reported that the vehicle running costs budget was overspent due to the unforeseen need for the truck to

have a new clutch; the equipment hire budget was overspent as the hire of the chemical toilet had continued into the year but initial budget settings had removed the hire arrangement. It was noted the budget for 2020-21 would again include a provision for the chemical toilet hire. The capital purchases budget was overspent as it included the £12k required for the Glencroft footpath project. The Clerk reminded Members that the initial aim had been to source the funding via the Essex County Council CIF Fund but that had not occurred due to the fund changing its eligibility criteria and financial award allocation amounts.

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

117. Action List Update (January 2020):

- 117.1 Members noted the defibrillator at the Jet Garage had been installed and was live. The Baptist Church were due to have their defibrillator installed in February. The Clerk informed Members Cllr R Gardner was now carrying out weekly checks. It was agreed the Defibrillator Working Group (DWG) should be disbanded as they had carried out the necessary work to get the defibrillators, but that an agenda item would be added for the February Full Council meeting to discuss holding a community event following the installation of the units.
- 117.2 Members had been tasked with finding ideas to improve the recruitment drive for Community Specials in Hawkwell and had added another article in the winter newsletter. Cllr B Goldsmith enquired about the feedback from residents following the newsletter's distribution. The Clerk explained that there had been minimal feedback, with only a few residents enquiring about the Christmas parcels initiative and one possible interest in becoming a Cllr.
Cllr Mrs E Gadsdon informed Members she had discussed the idea of offering a salary to a Community Special, following appointment, with the Police Fire & Crime Commissioner for Essex (PFCC) and his response had been that would be a definite no; he explained that any form of payment other than to cover expenses would undermine the paid officers.
- 117.3 The PFCC had still not arranged a Parish Council meeting and the Clerk had not heard anything further on this matter. The PFCC Conference had also been postponed due to the Purdah period and a new date was due to be set.
- 117.4 Members were referred to Agenda item 11 (Minute 121).
- 117.5 Members noted that the Ashingdon Parish Council's (APC) endeavours to get the King George's Playing Fields toilet re-opened had been successful and the toilets would be revamped. A donation request from APC for a contribution towards the toilet self-locking doors had been received. The Clerk had sent a Grant Application Form and was awaiting a formal request which, once received, would be put to the Finance Committee.
- 117.6 Members noted Cllr B Goldsmith had suggested merging the Cllr Video Working Group with the Social Media Working Group (SMWG) and this had been referred to the SMWG.
- 117.7 Members noted the SMWG had its first meeting on the 4th November 2019. Cllr Mrs E Gadsdon explained there had been a miscommunication among the group regarding the notes of the meeting. The Clerk reported that there would be an Agenda item for the next Full Council meeting to allow the SMWG to report back accordingly.

- 117.8 Two Members had attended the Ashingdon & East Hawkwell Memorial Management Committee AGM, but it was noted HPC had not been formally told of the AGM. The Secretary had since sent an email requesting Council put forward a representative. It was agreed that the minutes of the meeting should be reviewed before Members decided on electing a Representative Trustee given the difficulties and problems that had occurred with the Management Committee. It was further noted the application process appeared to be extremely involved and would require a candidate to produce a wealth of information.

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

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

Members noted the updated schedule. Chairman R Patient pointed out that some Members were not serving on any Committees and enquired with Cllr Mrs E Gadsdon and K Stubbings why they had not joined any Committees. Cllr Mrs E Gadsdon expressed her view that it was inappropriate and unfair to be called out in front of everyone. Chairman Patient stated Cllr Mrs E Gadsdon had been extremely keen to re-join Council and showed surprise that she had not joined any of the main Committees. Cllr Mrs E Gadsdon informed Members she believed she was not welcome to join the Committees but suggested a private conversation take place if the Chairman wanted to pursue the matter. Cllr K Stubbings informed the Chairman he was happy with his current membership.

119. Setting the Precept for 2020/21:

a) Recommendation from Finance Committee regarding setting the Precept for 2020/21:

Members noted the Finance Committee had met prior to the current Full Council meeting and had agreed a total budget for 2020-21 of £188,980. It was noted the LCTS grant had ended and therefore there had been a shortfall of £2.5k towards the Precept. Members further noted the proposed increase of £1.70 for the average Band D property from £37.79 to £39.49 per annum which represented a 4.5% increase.

Cllr B Goldsmith enquired if there had been consideration to offset the increases. The Clerk explained that every Committee had spent time carefully considering the budgets.

Cllr Mrs E Gadsdon expressed her view that taxpayers were paying heavily and noted increases for the Fire Service and Police. The Clerk pointed out that the loss of LCTS grant had resulted in a need to increase the Precept and Cllr Mrs M Weir noted that she had been informed RDC would not be increasing rates for 2020-21.

b) Adoption of the Precept and approval to notify Rochford District Council (RDC):

Members **agreed** by majority that Council approve an increase of 4.5% on the Band D equivalent at £39.49 giving a total Precept of £188,995.19 for the tax year 2020-21. Members further **approved** the Clerk notify RDC accordingly.

120. Member Training – EALC Training Calendar attached:

Members were asked to contact the Clerk if they would like to pursue any training opportunity. Cllr B Goldsmith noted that the idea of a training programme had been raised and the Clerk advised that it would be put to each Committee.

121. Receive reports from Committee Chairs regarding the Strategic Plan objectives:

a) Report from Chair of General Purposes Committee:

Cllr R Gardner read out his report section by section. Cllr B Goldsmith expressed his view that the report stated what was being done but did not include what was to be done over a suggested two to three-year period. Cllr Mrs E Gadsdon noted that it was an open-ended schedule and end dates would give purpose.

Cllr M Strubel referred to Speedwatch and reported he would give information to the Clerk when he received it. Cllr K Stubbings felt there was a lot of Highway enquiries by residents and was reminded that they could be pointed to the Essex County Council (ECC) website to report any problems.

b) Report from Chair of Parks Committee:

Cllr S May read out his report section by section. There were no questions or comments.

c) Report from Chair of Finance Committee:

Cllr Ms A Rees-Jones read out the Strategic Plan core objectives which related to the Finance Committee and summarised the new quarterly report she had compiled. Members offered praise as they felt the report captured the right information, was sufficiently annotated and summarised activity and future goals well. The Clerk informed Members that the report model would be rolled out to the other Committees going forward.

122. Correspondence:

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

Members noted the information. Cllr B Goldsmith enquired about the LTN Disciplinary & Grievance Arrangement Legal Topic Note and the Clerk informed him policies were in place and this would be something for the Personnel Committee to look at in due course. Cllr B Goldsmith also asked if there were any fountains in the Parish. He was informed there were none.

2. Passenger Transport – Essex County Council Transport Meetings March 2020:

Members noted the information.

3. Essex Police:

a) Community Specials update regarding Recruitment/Media Workshop:

Members noted the information.

b) Castle Point and Rochford District Update:

Members noted the information.

4. District Cllr Mrs J Gooding information:

a) Information on Rochford District Council's (RDC) green bin waste process;

Members noted the information.

b) Information on the replacement wall/barrier at Main Road Shopping Parade;

Members noted the information and enquired if the works had been completed. It was noted the railings had been completed but there was some outstanding slab works.

c) Information on safer cycling routes.

Members noted the information. Chairman Patient expressed his view that the Ashingdon Road was an impractical cycle route. Members discussed the use of cycle lanes/routes and noted that a lot of people failed to use them.

5. RDC:

a) Notification of a 'Flood Forum' meeting – 27th January 2020:

Members noted the information.

b) Notification of 'Holocaust Memorial Day' – 24th January 2020:

Members were pointed to the contact details of who to notify should they wish to attend.

c) Event Management Training Information.

Members noted the information.

A member of the public joined the meeting at 8:13pm.

d) 'Love Essex' plastic pledge:

Members noted the information. Cllr B Goldsmith referred to some information he had sent the Clerk regarding plastics and it was noted the Community Engagement Working Group would review this at their next meeting.

6. The Old People's Welfare Committee for Rochford & District - Minutes of the Meeting held on the 14th November 2019:

Cllr Mrs M Weir informed Members the Day Centre was now in receipt of the new minibus and there would be an official launch in a few weeks.

7. Essex Association of Local Councils (EALC) – Notice of new Chief Executive Appointment:

Members noted the information.

8. Hockley & Hawkwell Social Centre for the Older Person – Minutes of the Meeting held on the 30th October 2019:

Members noted the Minutes.

9. 'Bar n Bus' Christmas Newsletter:

Members noted the information.

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

General Purposes Committee: Cllr R Gardner moved the minutes of the meeting held on the 11th November 2019 which were **accepted**.

Parks Committee: Cllr S May moved the minutes of the meeting held on the 11th November 2019 which were **accepted**.

Planning Committee: Cllr Mrs M Weir moved the minutes of the meeting held on the 4th November and 2nd December 2019 which were **accepted**.

Finance Committee: Cllr R Patient, who had chaired the meeting in the absence of the Vice-Chair, moved the minutes of the meeting held on the 2nd December 2019 which were **accepted**.

Cllr R Patient referred to Minute 42 and further congratulated the Clerk and Assistant for the way in which the accounts were maintained.

124. Representatives Reports:

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

Rochford Old Peoples Welfare Committee – There had been no meetings

Rochford Hundred Association of Local Councils (RHALC) – The next meeting would be held on the 16th January 2020.

Hawkwell Village Hall (HVH) – It was noted Cllr Mrs M Weir was unable to make the meetings due to other commitments. Cllr S May volunteered to be the new Representative which was agreed.

Ashingdon & East Hawkwell Memorial Hall MC (AEHMH) – The member of public present (P1) requested to speak to which Chairman Patient granted permission. P1 informed Members he was Vice Chair of the Management Committee for the AEHMH. He explained there had not been an AGM for many years, but one had taken place at the end of 2019 and Representatives had been appointed and there had been a confirmation of users. He informed Members there would be a meeting on the 30th January 2020 and noted there was a place for an HPC Member to sit on the Committee; he felt it would be nice if a Member could therefore attend. The Clerk reminded Members of the discussion earlier in the meeting and that until the minutes of the AGM and last meeting were received it would not be advisable to appoint an official Representative; it had been agreed that Council make a well informed decision once all information had been obtained. Cllr M Strubel volunteered to attend in an unofficial capacity.

Cllr R Gardner enquired with P1 if matters relating to the Secretary had been resolved. Chairman Patient interjected and informed Cllr R Gardner that matter should be discussed outside of the meeting.

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.

125. Payment of Accounts

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

126. Summary of Decisions Taken:

- DWG disbanded following successful implementation of one unit with an additional one due to be installed soon; agenda item for next Full Council to be added regarding a community launch event. Cllr R Gardner currently performing required weekly checks.
- Precept of £188,995 for 2020-21 approved with permission granted to Clerk to notify RDC.
- Members to notify Clerk of any training requirements following review of EALC training calendar.
- Strategic Plan Committee review – Finance Committee model to be rolled out to GP and Parks Committees.
- Cllr S May the new HVH Representative; Clerk to notify HVH.
- Cllr M Strubel to attend next AEHMH meeting on 30th January 2020 in an unofficial capacity; Members to review possible representative position following receipt of last meeting minutes (AGM) and full review of requirements and responsibilities.

The Chairman declared the meeting closed at 8:24pm.

Chairman