

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 2nd March 2020 at 7:30pm
in the Committee Room, Freight House, Bradley Way, Rochford**

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

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

Cllrs Mrs E Gadsdon, T Manyika and K Stubbings had given apologies along with District Cllr Mrs J Gooding.

Members received the apologies tendered.

143. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 2nd March 2020:

No disclosures were made.

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

There were no members of the public present and no updates from District Cllrs.

145. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 3rd February 2020 and to destroy the notes in respect of that meeting:

The Minutes of the Meeting held on 3rd February 2020 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

146. Financial Report (February 2020):

The Clerk reported that at month 11 the budget was 80.4% spent which accounted for the monies that would be sourced from General Reserves for the Glencroft Footpath Project. Finance was on target with 88.4% spent; General Purposes was 92% spent and the Clerk informed Members there would be more street light upgrades along with the street light annual maintenance to account for before the financial year end; Parks was 57% spent and the Clerk reminded Members that a new piece of play equipment would soon be installed which would be around £10k.

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

147. Action List Update (March 2020):

147.1 The Community Engagement Working Group (CEWG) was due to look at a Defibrillator publicity event. Cllr S May had agreed to assist Cllr R Gardner with the weekly defibrillator checks. Cllr R Gardner reminded Members the other defibrillator would be installed on the 4th March 2020 at the Hawkwell Baptist Church.

147.2 Members had been tasked with finding ideas to improve the recruitment drive for Community Specials in Hawkwell. There were no updates.

147.3 The PFCC still had not arranged a Parish Council meeting.

- 147.4 The Clerk had received a grant application from Ashingdon Parish Council (APC) for contribution towards the King George's Playing Fields toilets and this would be put to the Finance Committee at their next meeting.
- 147.5 Cllr B Goldsmith had suggested merging the Cllr Video Working Group with the Social Media Working Group (SMWG) which Full Council had approved. This was then referred to the SMWG who re-referred the matter of merging the Working Groups back to Full Council. Full Council had re-confirmed their approval. There were no further updates.
- 147.6 Members were referred to Agenda item 9 (Minute 150).
- 147.7 A Member of the SMWG was required to amend the Terms of Reference (ToR) to include the approved changes and send to the office; this was awaited.
- Members **accepted** the Action List update and **agreed** to the removal of closed items.

148. Correspondence:

1. Rochford District Council (RDC):

a) Budget for 2020/21 including report extracts: Chairman R Patient enquired if Members had any questions; Members raised no questions.

The Clerk pointed out that HPC had the third lowest Parish Precept in the District and felt Council represented good value for money.

b) CCTV Working Group – survey invitation: There were no comments.

c) Charity Quiz Night invitation: Members noted the information.

d) Settlement & Infrastructure Study: Community Workshop invitation for Parish:

Chairman R Patient asked if any Members would want to attend; no Members volunteered to attend. Cllr Ms A Rees-Jones enquired how effective the Workshops were, noting the pressing infrastructure issues for residents within the Parish and surrounding areas. The Clerk reported that she had not come across this type of event before and that it appeared to be a new offering. The Clerk requested that if any Member did feel this would be of interest to let her know in the coming weeks.

2. Police, Fire and Crime Commissioner (PFCC) for Essex – Budget for 2020/21:

Chairman Patient asked for any comments on this item; Members had no comments.

3. The Old People's Welfare for Rochford & District Committee – Minutes of the Meeting held on the 13th February 2020:

Cllr M Strubel informed Members the new minibus was now in operation and had been called 'Maggy May'. Cllr Mrs M Weir further informed Members there had been an article published in a newspaper that day and that the official launch would be on the 21st March 2020; those who had contributed to the bus would be invited to the launch party.

4. Hockley & Hawkwell Day Centre – Minutes of the Meeting held on the 29th January 2020:

Members noted the information.

5. VE Day 75th Anniversary – request for publicity assistance from Ashingdon Parish Council:

Cllr M Strubel informed Members he had been evacuated during WW2.

Chairman R Patient said he would be happy to attend a school to discuss the War.

6. Cadent – Important information and key dates of events regarding major gas replacement works in Sutton Road area:

Members noted the information. Chairman R Patient noted that the information had been sent out very late by Cadent. Members also expressed surprise that the drop-in sessions would be held at the Anne Boleyn pub, noting that would be difficult to get to because of the works.

149. Co-option Interview for Ron Prosser – paperwork attached:

The Clerk had received an email earlier in the day from Mr Prosser who had given apologies as he was unable to attend the meeting. Members noted that this was the second time Mr Prosser had been unable to attend and the Clerk had requested that Mr Prosser contact her when he felt he would be able to attend an interview.

150. Ashingdon & East Hawkwell Memorial Hall (AEHM): request for Representative Trustee to be appointed from Hawkwell Parish Council:

Members relayed the historic issues with the AEHM. The Clerk gave her opinion that it was important to appoint a Representative Trustee and felt the Committee was now in safe hands and that matters needed to be driven forward, noting that the hall was a great community hub. Members noted that historically there had been few meetings but with the new Management Committee monthly meetings were now in place. Members also noted that the hall appeared to have very little money.

Cllr R Gardner had attended the last AEHM as a spectator and not in any official capacity. He felt things were being well-organised and noted there was a new Chairman and that a Treasurer had now been appointed. He informed Members that there was a disagreement with the AEHM Secretary regarding their job title and that the correct documentation was being put in place so a correct title could be given. It was further noted the AEHM would need to sort out their computers and have a suitable network put in place. The Secretary was currently using their own PC on Windows 7 which was now unsupported, so concern had been raised about the vulnerability of the AEHM records. Cllr R Gardner pointed out that taking up the Representative Trustee position would come with responsibility and that there was an expectation that the HPC Representative would have a significant input. Cllr M Strubel volunteered to be the Representative Trustee but felt Cllr R Gardner was better informed about the AEHM matters given his attendance at the last few meetings. Cllr R Gardner volunteered to take the position which Members unanimously approved. Cllr M Strubel offered to deputise, if required.

151. Local Council Risk System (LCRS) Report for 2019-20:

Chairman went through page by page and asked if Members had any questions. Members raised no questions. Members unanimously approved the LCRS report for 2019-20.

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

Planning Committee: Cllr Mrs M Weir moved the minutes of the meeting held on the 17th February 2020 which were **accepted**.

153. Representatives Reports:

Hockley & Hawkwell Old Peoples Welfare Committee – Members were referred to Agenda item 10.4 (Minute 148.4)

Rochford Old Peoples Welfare Committee – Members were referred to Agenda item 10.3 (Minute 148.3)

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

Hawkwell Village Hall (HVH) – Cllr S May had not attended a meeting to date.

Ashingdon & East Hawkwell Memorial Hall – Members were referred to Agenda item 9 (Minute 150)

Public Transport Liaison Group – Cllr Mrs M Weir was due to attend the next meeting, but an unforeseen appointment had arisen which meant she may not be able to make the meeting. Cllr M Strubel volunteered to attend the meeting; the Clerk would send the details to Cllr M Strubel.

Robert Sudbury – There was nothing to report.

Information Reports: Community Meetings – There was nothing to report. The office would let Cllr M Strubel know of any meetings due.

154. Payment of Accounts:

There were no questions and the payment of accounts paid since the last meeting (February 2020) were **approved together with agreement to pay any accounts due** before the next meeting.

155. Consider Co-option of Ron Prosser:

The consideration of Co-option had been deferred. (Minute 149).

156. Summary of Decisions Taken:

- Co-option interview deferred for second time; candidate to contact Clerk when able to attend.
- Cllr R Gardner appointed Representative Trustee for the AEHM.
- LCRS Report for 2019-20 approved.
- Cllr M Strubel to attend Passenger Transport Meeting; Clerk to send on details.

The Chairman declared the meeting closed at 7:55pm.

Chairman