

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held remotely on Wednesday 1st July 2020 at 2:00pm
using the online Zoom meeting Platform**

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

Also present: District Cllrs Mrs T Carter, Mrs J Gooding (from 2:05pm) & Mrs C Mason.

Chairman R Patient welcomed everyone to the meeting, noting that the remote meeting was first of its kind for Council and a necessity due to the unfortunate Coronavirus pandemic. The Chairman asked that Members raise their hands when requested for clarity and transparency purposes. The Chairman informed Members the Clerk would assist during the meeting, as and when required. Members were asked if they had any questions about the procedure, to which there were none.

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

Cllr T Manyika had given apologies.
Members received the apologies tendered.

2. 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 2020:

There were no disclosures.

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

There was one Member of the public present who was offering technical assistance to Cllr M Strubel.

Chairman R Patient noted the report which had been sent to Members via email from District Cllr Mrs J Gooding and commended her for her community work.

There were no further updates from the District Cllrs present.

4. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 2nd March 2020 and to destroy the notes in respect of that meeting:

The Minutes of the Meeting held on 2nd March 2020 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

5. Resignation of Cllrs Brian Goldsmith and Kieran Stubbings:

Members noted the resignation of both Cllrs Brian Goldsmith & Kieran Stubbings.

Chairman R Patient allowed District Cllr Mrs T Carter to comment on the item. District Cllr Mrs T Carter informed Members she would like to apply for a Parish Councillor position; she was asked to contact the Clerk in due course.

6. Financial Report (May 2020):

The Clerk reported that at month two expenditure was 10.6% against an expected level of 16.6%. There had been a substantial number of streetlighting LED upgrades, and those costs would therefore increase the expenditure levels over the coming months. The Finance budget was on track, with 16% spent, General Purposes' budget was underspent, as was Parks'. The Clerk explained there had been some payments in June for fuel and bin emptying and that therefore the Parks budget would report further expenditure over the next month.

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

7. Action List Update (July 2020):

Members noted there had been limited updates due to the Coronavirus Pandemic.

- 7.1 Members were reminded 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. It was noted the Clerk had been carrying out the defibrillator checks while Cllr R Gardner had been shielding during the Coronavirus pandemic.
- 7.2 Members had been tasked with finding ideas to improve the recruitment drive for Community Specials in Hawkwell. There were no updates.
- 7.3 The PFCC still had not arranged a Parish Council meeting. Members agreed to remove the item.
- 7.4 Members were reminded Council had agreed to donate a sum to Ashingdon Parish Council (APC) for contribution towards the King George's Playing Fields toilets conditional on receiving a formal quotation of works. Members also were reminded that a sum to donate would be agreed once the full information had been received. The Clerk had earmarked the remaining 2019-20 S137 budget for this grant consideration. There had been no further updates.
- 7.5 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. Cllr B Goldsmith had now resigned from Council, so Members agreed to remove the item.
- 7.6 Cllr R Gardner had agreed to be the Parish Council Representative for the Ashingdon & East Hawkwell Memorial Hall (AEHMH). The AEHMH had held remote meetings in May and June. Minutes of those meetings would be sent to Members in due course.
- 7.7 A Member of the SMWG was required to amend the Terms of Reference (ToR) to include the approved changed and send to the office. This information had yet to be received.

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

8. Receive and Note the Internal Audit Report (Final) for 2019-20:

Members received and noted the Internal Audit Report (Final) for 2019-20.

9. Accept and Approve for Despatch the Annual Governance and Accountability Return (AGAR) 2019-20 and Sign the Annual Accounts for the Year Ended 31st March 2020:
a) Review the effectiveness of the system of internal control and consider any findings:

Members reviewed the document provided by the Clerk and **agreed** the system of internal control was effective.

b) Annual Governance Statement (Section 1 of the AGAR):

i. Approve the Annual Governance Statement by Resolution:

The Chairman read through the Annual Return Annual Governance Statement from items one to nine (with nine being 'not applicable') and Members agreed to each item.

Members **approved** the Annual Governance Statement by resolution. The Clerk signed Section 1 of the Annual Return and would obtain the Chairman's signature in due course.

c) Accounting Statements (Section 2 of the AGAR):

i. Consider the Accounting Statements by the Members meeting as a whole:

Members were referred to the Financial Statements prepared by DCK Accounting Solutions Ltd and asked if they had any questions; Members raised no questions. The Accounting Statements were **accepted** by all Members.

ii) Approve the Accounting Statements by Resolution:

Members **approved** the Accounting Statements by Resolution.

iii) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given:

The Chairman would sign the Accounting Statements, when practical to do so.

d) Chairman and RFO to sign annual accounts

The RFO signed the annual accounts and the Clerk would arrange for the Chairman's signature when practical to do so.

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

Planning Committee: Cllr Mrs M Weir moved the Planning Responses to Rochford District Council since March 2020 which were **accepted**.

Finance Committee: Cllr Ms A Rees-Jones moved the Minutes of the Finance Committee meeting which was held on the 9th March 2020 which were **accepted**.

Parks Committee: Cllr S May moved the Minutes of the Parks Committee meeting which was held on the 9th March 2020 which were **accepted**.

11. Payment of Accounts:

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

District Cllr Mrs T Carter enquired if she would be able to receive a copy of District Cllr Mrs J Gooding's report to the Parish Council. The Chairman asked if this would be possible, but no authorisation was given.

District Cllr Mrs C Mason noted it had been interesting to see the Parish Council cope with a different meeting format. She informed Members that Group Leaders had regular calls during the pandemic and if any information was required Members could ask her outside of the meeting.

It was noted that the late contribution from District Cllrs was not usually permitted but Chairman R Patient felt it was appropriate on this occasion given the exceptional circumstances and change in meeting format.

The Chairman thanked all for attending and wished everyone well before closing the meeting.

12. Summary of Decisions Taken:

- District Cllr Mrs T Carter to contact the Clerk regarding an application to become a Hawkwell Parish Councillor.
- Resignation of Cllrs K Stubbings and B Goldsmith noted and accepted.
- Final Audit Report (2019-20) received and noted.
- AGAR and Annual Accounts for the Year Ended 31st March 2020 accepted.

The Chairman declared the meeting closed at 2:33pm.

Chairman