

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held remotely on Monday 8th March 2021 at 7:30pm
using the online Zoom meeting platform**

Councillors present: Chairman R Patient, Mrs E Gadsdon, R Gardner, S May, Mrs N Shaw, T Manyika (from 7:32pm), M Strubel & Mrs M Weir.

Also present: District Cllrs Mrs T Carter, Mrs C Mason, Mrs J Gooding along with five members of the public. (With exception at Minute 59b where one member of the public answered in his capacity as Leader of Rochford District Council (RDC))

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

Members received apologies from District Cllr P Shaw.

58. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 8th March 2021:

There were no disclosures.

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

a) Public Forum

There were five members of the public present (with exception at Minute 59b where one member of the public answered in his capacity as Leader of the District Council.)

Cllr T Manyika joined the meeting at 7:32pm.

b) Information reports from District Councillors

District Cllr Mrs J Gooding had sent information about RDC's Asset Delivery Programme to the office over the weekend; the Clerk would circulate the information to Members. District Cllr Mrs J Gooding gave her summary of a RDC Review Committee meeting which had included a Police Inspector, and which had discussed the employment of private security firms. It was noted the meeting was available on YouTube. District Cllr Mrs J Gooding further reported the police were working on operations to address Anti-Social Behaviour (ASB) in the Hawkwell parish and it was noted a knife had been found in Clements Hall which had been reported to the police. Several local projects had received funding from RDC; these included East Essex Hackspace and Memory Lane Café. A leaning tree along the alleyway between Elizabeth Close and Westerings had been assessed as unsafe and had since been removed. An initiative which had gained support from the Leader of RDC had come to fruition; a 'Talking Bench' had been installed on Hawkwell Common.

Chairman R Patient reiterated his positive opinion of RDC's daily newsletters.

Cllr Mrs M Weir had received paperwork about the RDC Asset Delivery Programme, but it had been sent after the consultation deadline date. She sought clarification if there was still the opportunity to make comment. Cllr S Wootton, Leader of RDC, reported there were two key presentation dates: 28th February for the Freight House and 17th March for the Rayleigh sites. He was convinced the option to submit comments was still available.

60. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 25th January 2021 and to destroy the notes in respect of that meeting:

The Minutes of the Meeting held on 25th January 2021 were **approved** as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

61. Financial Report (February 2021):

The Clerk reported that at month eleven overall expenditure was underspent at 68.1% but there was considerable expenditure due over the next month. The Clerk estimated the budget would be 85% spent at the financial year end, noting a shortfall across all Committees.

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

62. Action List Update (March 2021):

62.1 The Defibrillator community event had been put on hold due to the Coronavirus; there were no further updates.

62.2 There were no further updates regarding Ashingdon Parish Council's (APC) application for a donation for King George's Playing Fields toilets.

62.3 Cllr R Gardner, as the Parish Council Representative for the Ashingdon & East Hawkwell Memorial Hall (AEHMH), reported the hall was getting on well and the Committee were looking at grants for the roof and other things. He noted there had been lots of community support. There were still ongoing issues with a power company and outstanding bills, but progress was being made.

62.4 The Facebook page was up and running.

62.5 Members noted the Security Company's latest report, and that Full Council would be reviewing the trial at the next Full Council meeting.

62.6 The Essex County Council Youth Worker Detached Sessions were due to commence around May 2021. A Memorandum of Agreement (MoA) was required, and the Clerk would action this.

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

63. Local Council Risk System (LCRS) report for the year 2020-21:

Members approved the LCRS report for 2020-21.

64. Council's Governance: Committee Delegation:

The Chairman offered praise for a good report; Members noted the Clerk's report which gave Members several options in relation to delegation to Committees. Cllr Mrs Gadsdon expressed confusion over the Committee's budgets and powers of delegation; in particular, where monies had been sourced from in the current financial year in relation to paying for the trial with a security company. Cllr Mrs Gadsdon felt there had been no need for the Clerk to come up with alternative proposals in relation to delegation. The Clerk explained the money for the trial would be sourced from the underspent 'other professional fees' budget, where the money for the Police Specials had been allocated but had not been spent due to the initiative being unsuccessful to date. The Clerk further noted her recommendation was not to change the current structure of delegation but just to add clarity to the Committees' Terms of Reference (ToR).

Cllr Mrs E Gadsdon also sought clarification that the matter relating to the security company would be on a future agenda and that discussion could take place. The Clerk reiterated the matter would be on a future agenda and all opinions would be considered. Chairman R

Patient moved from the Chair that Council adopt Option One: to formalise the delegation arrangement to Committees by adding a clear statement in the Committees' ToR: 'If a particular item under discussion is within the Committee's delegated powers listed, the minutes will record the decision as resolved. If not, then the minutes will record the decision as recommended and it will then be brought to the attention of Full Council for decision.'

Members **agreed** by majority with a show of hands.

Members further noted the current ToR and Standing Orders contained in the Clerk's report and the Clerk reminded Members the Standing Orders would be reviewed at the Annual Meeting in accordance with standard practice.

65. Items for consideration by Cllr Mrs E Gadsdon:

a) HPC Domain email addresses for Parish Councillors;

Cllr Mrs E Gadsdon enquired if there was any reason why Councillors could not have a domain address as she had concerns Freedom of Information (FOI) requests may mean personal email addresses could be accessed. She also felt it would be good to separate her personal life from civic duties.

The Clerk informed Members there was not a problem with having a domain address and that across other Parish Councils it was a mixed picture with some Cllrs using a domain and some not. The Clerk also added assurance that it would be highly unlikely FOI requests would target individual Cllrs, reminding Members they were not permitted to act alone, correspond directly with residents and/or hold personal details; anything relating to Council matters would be directed through the official Council email address.

Cllr T Manyika also gave his view that having a domain address would potentially help when Working Groups communicated via email.

It was agreed the Clerk would source more information, including any costs for potential Cllr domain email addresses for Members to review at the next meeting.

b) Order of agenda item listed;

Cllr Mrs E Gadsdon explained she had felt there had been incidents where the minutes had been approved before discussions on decisions had taken place and therefore there lacked opportunity to change anything. Cllr Mrs N Shaw explained that she had recently attended an EALC Cllr Training course which she had found to be very good and recommended to Members. It was her understanding that Members were only to receive minutes and that they were not on the agenda for discussion. Chairman R Patient stated Cllr Mrs N Shaw's understanding was correct. The Clerk explained it was standard practice to have the Full Council minutes early on the agenda and the Committee minutes towards the end. Cllr R Gardner pointed out that if something was not right then the Clerk would have to make an agenda item for another meeting. Cllr T Manyika enquired how Members would go about dealing with objections to decisions and the Clerk informed Members that decisions made at Full Council or Committee could be acted upon straight away, but that both Full Council and Committees could rescind decisions through a formal process. The Clerk further explained that Full Council accepted the minutes which then form a historical record for Council.

c) For review, a copy of the most recent Constitution and a copy of HPC's Standing Orders, 'Scheme of Delegation' from the Constitution if this is a separate document;

Members noted the information had been given in the Clerk's report at agenda item 8. (Minute 64).

66. Correspondence:

- 1. EALC – Youth Engagement Conference information:** Members noted the information.
- 2. Essex Police – CSEO Rochford District Newsletter:** Members noted the newsletter.
- 3. UK Government – Four Step Roadmap out of Lockdown:** Members noted the information.
- 4. Rochford District Council (RDC) – Council Tax 2021/22:** Members noted the information.

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

Planning Committee: Cllr Mrs M Weir moved the Planning Responses to Rochford District Council from 28th January 2021 to 17th February 2021 which were **accepted**.

68. Representative Reports:

Hockley & Hawkwell Old People's Welfare Committee: There had been no meetings.

Rochford Old People's Welfare Committee: There had been no meetings.

Rochford Hundred Association of Local Councils (RHALC): There had been no meetings.

Hawkwell Village Hall: There had been no meetings.

Ashingdon & East Hawkwell Memorial Hall MC: Members noted the earlier update at Agenda item 6 (Minute 62.3).

Public Transport Liaison Group: There had been no meetings.

Robert Sudbury Charity: There were no updates.

Information Reports:

Community Meetings: No meetings.

69. Payment of Accounts:

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

A resident informed Members he was a District Cllr candidate for Hawkwell West ward.

70. Summary of Decisions Taken:

- LCRS Report for 2020-21 approved.
- Committee's ToR formalised to include a clear paragraph on delegation.
- Clerk to source more information on Cllr domain email addresses.

The Chairman declared the meeting closed at 8:16pm

Chairman