

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held remotely on Wednesday 16th September 2020 at 2:05pm
using the online Zoom meeting platform**

Councillors present: Chairman R Patient, R Gardner, S May, Mrs N Shaw, T Manyika, M Strubel (until 2:22pm) & Mrs M Weir.

Also present: District Cllr Mrs J Gooding & Cllr P Shaw.

Chairman R Patient reminded Members the meeting would be recorded for the purpose of the Minutes. He also reminded Members to raise their hands when required for clarity and transparency purposes.

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

Cllrs Mrs E Gadsdon and Ms A Rees-Jones had given apologies along with District Cllrs Mrs C Mason, Mrs T Carter and M Webb.
Members received the apologies tendered.

14. Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 16th September 2020:

There were no disclosures.

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

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

Chairman R Patient noted the email update from District Cllr Mrs J Gooding which had been sent to Members prior to the meeting.

District Cllr Mrs J Gooding further updated Members about the telegraph pole along Rectory Road. It was noted the pole could not be removed as it housed a streetlight and overhead services.

16. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 1st July 2020 and to destroy the notes in respect of that meeting:

The Minutes of the Meeting held on 1st July 2020 were **approved** as a correct record and Members **agreed** to the destruction of the notes and recording in respect of that meeting.

17. Financial Report (August 2020):

The Clerk reported that at month five overall expenditure was underspent at 35% against an expected level of 41.5%. Finance expenditure was at 33%, General Purposes at 37% with further LED streetlight expenditure due in September, and Parks was at 38%.

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

18. Action List Update (September 2020):

- 18.1 The Community Engagement Working Group (CEWG) was due to look at a Defibrillator publicity event before the Coronavirus Pandemic hit and due to the restrictions in place that event was temporarily on hold. Cllr S May had previously agreed to assist Cllr R Gardner with the weekly defibrillator checks and that would soon recommence.
- 18.2 Members had been tasked with finding ideas to improve the recruitment drive for Community Specials in Hawkwell. The Clerk had arranged for a FAQ document provided by the head of the initiative to be uploaded on the Council's website.
- 18.3 There had been no further updates from Ashingdon Parish Council (APC) regarding the King George's Playing Fields toilets which HPC had agreed to give a donation towards.
- 18.4 Cllr R Gardner, in his capacity as the Parish Council Representative for the Ashingdon & East Hawkwell Memorial Hall (AEHMH), updated Members that there had been a lot of activity at the hall and high hopes for the groups they could cater for, but that lockdown had also slowed things down. He relayed that the hall required financial support, specifically the roof of the hall needed repairing which he reported would cost about £100k. There were also hopes to have a café up and running at the hall. Cllr R Gardner informed Members that he would soon be returning to the hall and would be drawing up some plans. He expressed his view that District Cllrs were needed to be able to get the financial support required and that a District Cllr from Hockley had attended one meeting. District Cllr P Shaw informed Members that he would attend a meeting if he received an invitation; Cllr R Gardner noted this and confirmed District Cllr P Shaw would be invited to the next meeting. District Cllr Mrs J Gooding was unclear about which building Cllr R Gardner was referring to and Cllr R Gardner confirmed he was talking about the AEHMH. Chairman R Patient felt that things had been slack at the AEHMH, but Cllr R Gardner was optimistic the new Management Committee would be able to provide a valuable community asset.
- 18.5 A Member of the SMWG was required to amend the Terms of Reference (ToR) to include the approved change and to send a copy to the office. The task was still outstanding. Cllr T Manyika noted that the SMWG had been unable to meet and acknowledged that the ToR needed to be resubmitted.

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

19. To consider if Council wishes to undergo the Co-option process:

Members **agreed** to the Co-option process.

20. Closure of the Freight House: Impact on location of Hawkwell Parish Council meetings:

Chairman R Patient had received a courteous call from Rochford District Council (RDC) about helping Members re-site their meeting venue following the closure of the Freight House. It was noted RDC would assist when the time was right and when meeting restrictions, due to the Coronavirus pandemic, had eased. The Clerk had also been contacted by RDC and had been further assured of their help for the future.

Cllr M Strubel left the meeting at 2:22pm due to technical difficulties.

21. Autumn 2020 Newsletter: items for inclusion:

Members **agreed** to the following articles for the Autumn 2020 newsletter:

Article/Item	Author
Parish Council Precept 2020/21	Clerk
Defibrillators in Parish	Cllr R Gardner
Parks Update – New play equipment/safety surfacing/COVID changes to play space rules/littering	Cllr S May
Publicise HPC Facebook page	Unallocated
Christmas Parcels 2020	Cllr Mrs N Shaw
Christmas Church Services	Office
Call for more Members	Office
Publicise Community Specials	Office

Cllr Mrs M Weir enquired if an article about the 'Friends of Hawkwell Parks' could be included. Members felt it would be prudent to have the discussion at the Parks Committee before including an article that asked for volunteers, especially due to the current COVID 19 restrictions and potential issues that arose from group activities. It was noted that the Christmas Parcels initiative may also be impacted due to the Coronavirus pandemic and that the Clerk was in the process of arranging a meeting for the Christmas Parcels Working Group to discuss the ways forward for 2020.

Members **agreed** to the timetable set out.

22. Website Accessibility Regulations 2018: Update

The Clerk had been working towards meeting the deadline of the 23rd September 2020. The Clerk explained it was a very technical task and that certain changes and notices needed to be displayed to meet the regulations.

Members noted the information.

23. Correspondence:

- 1. Wyvern Community Transport – Thank you letter:** Members noted the letter.
- 2. Rochford & Castlepoint Transport Meeting – Minutes of the Meeting held on the 4th March 2020:** Members noted the Minutes.
- 3. The Old People's Welfare for Rochford & District Committee – Minutes of the Meeting held on the 12th March 2020:** Members noted the Minutes.
- 4. EALC – Notice of the AGM to be held on the 24th September 2020:** Members noted the information. Chairman R Patient enquired if any Members would be attending; no Members indicated they would be.

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

Policy Committee:

- a)** Chairman R Patient offered praise and thanks that the minutes had been prepared within 24 hours ready for Council's approval.

Cllr R Patient moved the Minutes of the Policy Committee meeting which was held on the 9th September 2020 which were **accepted**.

- b) Members also **approved** the three new Policies (Social Media Policy, Co-option Policy and COVID 19 Returning to the Workplace Risk Assessment & Policy) recommended by the Policy Committee.

Planning Committee: Cllr Mrs M Weir moved the Planning Responses to Rochford District Council from 30th June to 3rd September which were **accepted**.

25. Representatives Reports:

Hockley & Hawkwell Old Peoples Welfare Committee – There were no updates.

Rochford Old Peoples Welfare Committee – Cllr Mrs M Weir informed Members the Day Centre was open again but there had been no meetings.

Rochford Hundred Association of Local Councils (RHALC) – Cllr S May informed Members an AGM was due to take place in the following month.

Hawkwell Village Hall (HVH) – Cllr S May had attended an AGM. The Minutes would be sent to the office in due course.

Ashingdon & East Hawkwell Memorial Hall – Members were referred to agenda item 6 (Minute 18.4)

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.

26. Payment of Accounts:

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

27. Summary of Decisions Taken:

- Co-option process approved.
- Cllr T Manyika to address outstanding issue of amending SMWG ToR.
- Articles and timetable agreed for Autumn 2020 Newsletter.
- Social Media, Co-option Policy & COVID 19 Returning to Workplace Risk Assessment & Policy approved.

The Chairman declared the meeting closed at 2:38pm.

Chairman