

**Minutes of the Annual Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 17th May 2021 at 7:30pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

Councillors present: R Gardner, T Manyika, S May, R Patient, M Strubel, Mrs M Weir

Also present: District Cllr Mrs J Gooding & one member of the public.

Chairman R Patient welcomed all to the meeting, noting it was the first in-person meeting since the Coronavirus pandemic. Thanks were relayed to the office for the Risk Assessments which had been put in place. Members were reminded to wear masks for the duration of the meeting.

FC 21/1 Election of Chairman for the civic year 2021-22 and execute the Declaration of Acceptance of Office:

Cllr T Manyika nominated Cllr R Patient which was seconded by Cllr Mrs M Weir. There were no further nominations and Cllr R Patient was elected Chairman.

FC 21/2 Election of Vice Chairman for the civic year 2021-2022:

Cllr R Patient nominated Cllr M Strubel which was seconded by Cllr T Manyika. There were no further nominations and Cllr M Strubel was elected Vice Chairman.

FC 21/3 To receive apologies for non-attendance at meeting:

Cllr Mrs E Gadsdon had given apologies along with District Cllr Mrs T Carter. Members received the apologies tendered.

FC 21/4 Update of Register of Members' Interest/General Notice of Registerable Interests:

Members were instructed to fill in a new Register of Members' Interest/General Notice of Registerable Interest. All Members were asked to sign their documents after Agenda Item 9 (Minute FC 21/9) to make sure they had included any new Outside Bodies Representative positions. The Clerk would collect the documents at the end of the meeting.

FC 21/5 Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 17th May 2021:

None were declared.

FC 21/6 Resignation of Cllr Mrs Nicola Shaw:

Members accepted Mrs Shaw's resignation. The Clerk would send a letter of thanks to Mrs Shaw.

FC 21/7

Governance – Review of key documents

a) Adoption of revised Standing Orders 2021

Members noted the revisions.

It was **resolved** to adopt the revised Standing Orders for 2021.

b) Adoption of revised Financial Regulations 2021

It was **resolved** to adopt the revised Financial Regulations for 2021.

c) Adoption of revised Committee Terms of Reference (TOR) 2021

It was **resolved** to adopt the revised ToR 2021.

FC 21/8

Agree Committee Structure and appointment of Members

It was **resolved** that Members present agreed to the same Committee Structure as per 2020-21. (Table below refers.)

a) Finance Committee (9) – Members agreed the Committee Structure with three vacancies remaining.

b) General Purposes Committee (12) Members agreed the Committee Structure with six vacancies remaining.

c) Planning Committee (9) Members agreed the Committee Structure with four vacancies remaining.

Members discussed the future of the Planning Committee, noting no meeting had convened during the pandemic and that delegation had been given to the Chair of Planning and the Clerk. Members felt it was important to maintain the Planning Committee given there was considerable building and development in the area. It was **resolved** that the Planning Committee continue, reverting to evening meetings where possible and when deadlines dictated delegation would be given to the Chair and Clerk for a response outside of a meeting. Members raised the question if there was any relevant training; the Clerk would send out any relevant information.

d) Parks, Open Spaces, Conservation & Footpaths Committee (12) Members agreed the Committee Structure with five vacancies remaining.

e) Personnel Committee (9) - Members agreed the Committee Structure with four vacancies remaining.

f) Health & Safety Sub-Committee (5) - Members agreed the Committee Structure with one vacancy remaining.

g) Policy Committee - Members agreed the Committee Structure with four vacancies remaining.

h) Christmas Parcels Working Group (reports to General Purposes) Members agreed the Committee Structure with four vacancies remaining.

i) Christmas Lights Working Group (reports to General Purposes)

Members agreed the Committee Structure with two vacancies remaining.

j) General Data Protection Working Group (GDPR) (reports to Full Council)

Members agreed to the Committee Structure.

k) Youth Working Group (reports to General Purposes) - Members agreed the Committee Structure.

l) Newsletter Working Group (reports to Full Council) It was noted this was a Working Group and would be formed of the Chairs of the main Committees, once elected.

m) Community Engagement Working Group (reports to General Purposes)

Members agreed the Committee Structure.

n) Social Media Working Group (reports to Full Council)

Members agreed the Committee Structure.

Councillor	Minute reference													
	a	b	c	d	e	f	g	h	i	j	k	l	m	n
Mrs E Gadsdon (Not present; request given in writing)	✓			✓	✓									
R Gardner	✓	✓		✓	✓	✓	✓	✓		✓	✓		✓	✓
T Manyika	✓	✓	✓	✓			✓				✓			✓
S May	✓	✓	✓	✓		✓	✓	✓	✓	✓				✓
R Patient	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓		
M Strubel		✓	✓	✓	✓			✓					✓	
Mrs M Weir	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	

NB: The Chairman and Vice-Chairman are members of all committees, sub-committees and working groups ex-officio unless appointed as a full member at the Annual Meeting (ref Standing Order 4(d)).

FC 21/9 Appoint representatives to outside bodies:

Robert Sudbury Trust (Administered by HPC) – Cllr Mrs M Weir was re-appointed as a representative, joined by Cllr S May.

Rochford Old Peoples Welfare Committee – Cllr Strubel was re-appointed as representative joined by Cllr Mrs M Weir.

Rochford Hundred Association of Local Councils – Cllr S May was re-appointed as representative. No other Members volunteered and one vacancy remained.

Hawkwell Village Hall Committee – Cllr S May was re-appointed as representative. No other Members volunteered and one vacancy remained.

Ashingdon & East Hawkwell Memorial Hall MC)– Members agreed given issues raised surrounding the alleged legality of the Management Committee, it was not appropriate to appoint a representative until further clarification could be sought.

Public Transport Liaison Group – Cllr Mrs Weir was re-appointed as representative.

Community Meetings– Cllr M Strubel was re-appointed as representative. No other Members volunteered and one vacancy remained.

FC 21/10 Receive draft and unaudited Income and Expenditure Accounts for 2020-21:

The Clerk informed Members Council was around £30k underspent at the end of 2020-21.

It was **resolved** that the draft and unaudited Income and Expenditure Accounts for 2020-21 were accepted.

FC 21/11 Set date for inspection of Investments, leases and asset register/inventory etc. and agree examining Officers:

It was **resolved** the Vice Chairman and Chairman would inspect investments, leases and asset register/inventory etc. The Clerk would arrange a date for the inspections after stage four of the pandemic lockdown easing on 21st June 2021. It was noted Coronavirus restrictions may impede any date organised.

FC 21/12 To accept Record of Attendance for preceding year:

It was **resolved** that Members accept the Record of Attendance for 2020-21.

FC 21/13 Receive dates of future Full Council and Committee meetings 2021-22:

Members agreed it was important to get back to holding regular meetings, as had always been the case before the pandemic.

It was **resolved** that Members accept the schedule of meetings for 2021-22.

FC 21/14 Public Forum & Information Reports from District Cllrs for Hawkwell Parish:

District Cllr Mrs J Gooding read out a report which included: updates about East Essex Hackspace and the distribution of face shields; licensing relating to a proposed brewery at Golden Cross which RDC planning had refused; damaged play equipment at Hawkwell Common which now had been repaired; a Spring Equinox litter picking event; concerns over trees being cut back along Magnolia Road which turned out to be lawful; temporary works to cover an exposed induction loop at the traffic lights under Rectory Road railway bridge; the continuation of food distribution via Hawkwell Baptist Church; work with a County Councillor to try and resolve HGV issues along Thorpe Road; and the re-emergence of Speedwatch in the District. RDC had also carried out a consultation for a skate park, had increased litter collections over the Easter period and had set up a 2030 Carbon Neutral Committee, with various initiatives underway. District Cllr Mrs J Gooding also informed Members the police had announced appointments for 500 additional police officers across Essex with 300 due to come on board in 2021. Recognition was noted for certain residents who had carried out community initiatives in the Parish.

FC 21/15 Co-option Interview:

Mrs Leanne Dalby underwent a Q&A session (noted separately).

FC 21/16 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 8th March 2021 and to destroy the notes in respect of that meeting:

It was **resolved** that the minutes from the Full Council meeting held on 8th March 2021 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

FC 21/17 Financial Report (April 2021):

The Clerk reported that at month one the budget was 4.5% spent against an expected 8.3%. There were no questions and it was **resolved** that Members accepted the Financial Report.

FC 21/18 Action List Update (May 2021):

21/18.1 There were no updates from the Defibrillator Working Group.

21/18.2 There were no updates regarding the Ashingdon Parish Council request for a grant towards the King George's Playing Field toilet re-opening.

21/18.3 It was noted a new Representative was required for the Ashingdon & East Hawkwell Memorial Hall Management Committee.

- 21/18.4** There were no updates from the SMWG in general and the Terms of Reference had been completed.
- 21/18.5** Members were referred to Agenda item 19 (Minute FC 21/19).
- 21/18.6** The Memorandum of Agreement (MoA) had been completed for the Youth Worker Detached Sessions. The sessions were due to commence at the end of May 2021.
- 21/18.7** Members were referred to Agenda item 20 (Minute FC 21/20).
It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.
- FC 21/19** **Report on Security Company Trial:**
Members noted the Clerk's reports which included statistics, reports of crime, criminal damage costs to Council and feedback from the public. The Chairman asked if a formal consultation had been carried out and the Clerk reminded Members' consultation with residents had been carried out using social media. A Member thought that criminal damage and Anti-Social Behaviour (ABS) had increased since the engagement with the Security Company and it was questioned by another Member if the recent recording and documenting may have contributed to that interpretation.
The Chairman gave his personal view that continuing with the service was not worth it, the patrols had no powers of arrest and noted the news that there would be extra policing in the district. Chairman R Patient moved that Council discontinue the service with three Members in agreement and three against. The Chairman used his casting vote and it was **resolved** that Council discontinue the use of a Security Company.
- FC 21/20** **Consideration of Councillor Domain Emails:**
Members noted the Clerk's report which gave a balanced view of the pros and cons of taking up a domain email. Members were unclear on the subject and the Clerk further explained that Members would need to be able to organise and host an additional email address in conjunction with their own email(s). Members asked what the point was and the Clerk explained a Member had requested the agenda item as they did not want to use their own personal email.
It was **resolved** by majority that Council do not subscribe to Council domain emails.
- FC 21/21** **Consideration of holding an event to mark the Queen's Platinum Jubilee in 2022 (Cllr Mrs M Weir):**
A Member suggested planting a tree to mark the event, but Cllr Mrs M Weir felt it should be something the public could participate in. Members voted in favour of holding an event with four in favour and one abstention.
It was **resolved** that Council hold an event to mark the Queen's Platinum Jubilee; Cllr Mrs M Weir would put forward ideas at the next Full Council meeting.
- FC 21/22** **Correspondence:**
- 21/22.1** **Hockley & Hawkwell Day Centre – Review of Constitution:** Members noted the letter.
- 21/22.2** **Bar 'n' Bus Youth Work – Information from Youth Worker:** Members noted the information. A Member suggested adding the information on social media and the Clerk informed Members that action had already been carried out.
- 21/22.3** **Ashingdon & East Memorial Hall – Thank you letter:** Members noted the letter.

- FC 21/23 Receive Committee/Working Party Reports since last meeting:**
- Finance Committee:**
- 21/23.1** In the absence of the Chair, Cllr R Patient moved the minutes of the meeting held on the 25th January 2021 and it was **resolved** they were accepted.
- 21/23.2** In the absence of the Chair, Cllr R Patient moved the minutes of the meeting held on the 15th April 2021 and it was **resolved** they were accepted.
- 21/23.3** Members further noted and it was **resolved** the following be approved:
'That Members agreed to movements in the Other Earmarked Reserves (OER) resulting in an increase of £3k, giving this fund a total of £30,050 at the beginning of the financial year 2021/22.'
'The 'total' Earmarked Reserves at the beginning of 2021/22 are £41,716 which is made up of £11,666 in the Asset Renewable Fund and £30,050 in the OER.'
'That Members agree, in regard to the level of General Reserve, although higher than the reserves policy states, that no action needs to be taken.'
 The Clerk pointed out that the figures had changed since the Finance Meeting as the closedown of accounts had occurred. The Asset Renewable Fund totalled £16,416, an increase of £4,750 due to the trade-in of parks machinery.
- Planning Committee:**
- 21/23.4** It was **resolved** that Members accepted the planning response to Rochford District Council March to May 2021.
- Representatives Reports:**
- 21/23.5 Robert Sudbury Trust** – There had been no meetings.
- 21/23.6 Rochford Old Peoples Welfare Committee** – There had been no meetings.
- 21/23.7 Rochford Hundred Association of Local Councils (RHALC)** – Cllr S May reported the new Secretary appeared to be having problems securing a meeting date, noting dates had been set and cancelled.
- 21/23.8 Hawkwell Village Hall** – Cllr S May reported the hall had their AGM.
- 21/23.9 Ashingdon & East Hawkwell Memorial Hall** – Cllr R Gardner reported the AGM was to be held in a month's time.
- 21/23.10 Public Transport Liaison Group** – There had been no meetings.
- Information Reports:**
- 21/23.11 Community Meetings** – Cllr M Strubel had nothing to report.
- FC 21/24 Payment of Accounts**
 There were no questions and it was **resolved** that the payment of accounts paid since the last meeting (March/April payments) were approved together with agreement to pay any accounts due before the next meeting.
- FC 21/25 The Parish Council resolved to exclude the Press and Public for the remainder of the meeting due to the confidential business under the Public Bodies (Admissions to Meetings) Act 1960, s.1(2)**
 The member of the public and District Cllr left the meeting at 8:43pm.

FC 21/26 Post-interview Co-option Discussion

Members discussed the candidate and it was **resolved** to co-opt the candidate. The Clerk would send an email the following day notifying the candidate.

The Clerk collected Members' Interest/General notice of Registerable Interest forms following any new/additional appointment to the Outside Bodies.

FC 21/27 Summary of Decisions Taken:

- Cllr R Patient elected as Chairman for civic year 2021-22.
- Cllr M Strubel elected as Vice-Chairman for civic year 2021-22.
- Resignation of Cllr Mrs N Shaw accepted.
- Committee structures formally agreed.
- Planning Committee to continue and revert to evening meetings where possible; when deadlines dictated, delegation would be given to the Chair and Clerk for a response outside of a meeting.
- Representatives to Outside Bodies appointed.
- Draft and unaudited Income and Expenditure Accounts for 2020-21 accepted.
- Clerk to arrange date for Chairman and Vice Chairman to inspect investments, leases and asset register/inventory etc.
- Record of Attendance for 2020-21 accepted.
- Full Council and Committee meetings schedule for 2021-22 agreed.
- Standing Orders, Financial Regulations & TOR agreed and ratified.
- Members agreed recommendations regarding EMRs and General Reserve.
- Members agreed to Co-opt Mrs L Dalby.
- Members agreed to discontinue using a Security Company.
- Members agreed not subscribe to Cllr domain emails.
- Council to hold an event to mark the Queen's Platinum Jubilee; Cllr Mrs M Weir to put forward ideas at the next Full Council meeting.

The Chairman declared the meeting closed at 8:46pm.

Chairman