

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 21st June 2021 at 7:30pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

Councillors present: Mrs L Dalby, Mrs E Gadsdon, R Gardner, S May, R Patient, M Strubel & Mrs M Weir

Also present: District Cllr Mrs J Gooding, District Cllr P Shaw (until 7:52pm) & County Councillor Mrs L Shaw (until 7:52pm).

FC 21/28 To receive apologies for non-attendance at meeting:

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

FC 21/29 Declarations of any:

- a) Disclosable Pecuniary Interest;**
 - b) Other Pecuniary Interest; or**
 - c) Non-Pecuniary Interest on any matter on the agenda for 21st June 2021:**
- None were declared.

FC 21/30 Public Participation Session & Information Reports from District and County Cllrs for Hawkwell Parish:

a) Public forum:

There was no public present.

b) Information reports from District & County Cllrs:

County Cllr Mrs L Shaw gave her contact email address before informing Members that £10k had been allocated to her by Essex County Council (ECC) to offer grants within the North Rochford division under a Locality Fund. County Cllr Mrs L Shaw anticipated £1k would be available to each Parish Council, with the remainder available to the rest of the community; it was noted there were five Parishes within the County Cllr's division and that some local charitable organisations had been in contact to apply for the grant. The deadline for submissions was 26th February 2022. A Member enquired if funds could be used to go towards an event for the Queen's Platinum Jubilee event should Council pursue that idea, or if funds could go towards an organisation such as the Citizens Advice Bureau (CAB). County Cllr Mrs Shaw informed Members certain criteria had to be met which included organisations had to be non-profit making and applications had to be for events/projects which were in the pipeline; grants could not be awarded for past events and that there were tight guidelines in place. A Member enquired if monies could be granted to a possible litter picking group which aimed to involve and educate young children. It was noted such an initiative had not yet been established or discussed and any ideas would need to be sent to the Clerk before they could be put on a relevant meeting agenda.

The Clerk noted that the grant marketed green policies as favourable and reminded Members that donations to the CAB had historically been funded by the Parish Council under specific powers. The Clerk advised Members to think about possible options to be discussed by the Finance Committee at an appropriate meeting. District Cllr P Shaw was hoping to re-start his surgeries and informed Members that residents who were disposing of their household rubbish in public bins were being

classed as fly-tippers by RDC.

District Cllr Mrs J Gooding gave an update which listed issues such as fly-tipping down Magnolia Road; continuation of the community litter picks; a temporary Essex County Council (ECC) repair of a pot hole down Rectory Road which would be properly repaired in early August; addition of yellow lines along Harewood Road and Sweyne Avenue; an update on Parks for Nature which involved extra tree planting possibilities for Clements Hall and Hawkwell Common; Track and Trace units at Clements Hall which were not being used due to a lack of awareness; the relaunch of the Junior Park Run; Hadleigh Park cycles initiative which aimed to reduce ABS and assist young people with their bikes; wheelchair accessible swing possibilities for the district; fund raising for the RDC Chairman's chosen charity, Hackspace; local business changes and improvements; ordering of a new all-inclusive seat for the play equipment at Park Gardens playground and the return of her surgeries.

FC 21/31 To approve as a correct record the Minutes of the Hawkwell Parish Council Annual Meeting held on 17th May 2021 and to destroy the notes in respect of that meeting:

It was **resolved** that the minutes from the Annual Meeting held on 17th May 2021 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

FC 21/32 Ratification of Co-option of Cllr Mrs L Dalby

It was **resolved** that Members accepted the co-option of Cllr Mrs L Dalby.

County Cllr Mrs L Shaw and District Cllr P Shaw left the meeting at 7:52pm

FC 21/33 Financial Report (May 2021):

The Clerk reported that at month two the budget was 10.5% spent against a projected 16%. Finance was on target; GP was underspent and so was Parks at 6%. There were no questions, and it was **resolved** that Members accepted the Financial Report.

FC 21/34 Action List Update (June 2021):

21/34.1 There were no updates from the Defibrillator Working Group.

21/34.2 There were no updates regarding the Ashingdon Parish Council request for a grant towards the King George's Playing Field toilet re-opening.

21/34.3 The Ashingdon & East Hawkwell Memorial Hall Management Committee had sent a letter to the Clerk asking for a HPC representative; the Clerk would circulate the letter in next month's meeting papers.

21/34.4 There were no updates from the SMWG.

21/34.5 Members had agreed at the last meeting not to engage a security company for a further period. Members agreed to close the item.

21/34.6 Youth Worker Detached Sessions had started in the first week of June. There were no further updates.

21/34.7 Members had agreed at the last meeting not to subscribe to Council domain emails. Members agreed to close the item.

21/34.8 The Clerk would arrange for the Chairman and Vice-Chair to inspect investments, leases and the asset register after Covid restrictions had lifted.

21/34.9 Cllr Mrs Weir distributed a paper Members with ideas for the Queen's Jubilee event; Members would discuss the matter at the next meeting.

It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.

FC 21/35 Receive and note the Internal Audit Report (Final) for 2020-21:
It was **resolved** that Members receive and note the Internal Audit Report.

FC 21/36 Accept and approve for despatch the Annual Governance and Accountability Return (AGAR) 2020-21 and sign the Annual Accounts for the year ended 31st March 2021:

a) Review the effectiveness of the system of internal control and consider any findings:

Members reviewed the document provided by the Clerk and it was **resolved** that Members 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 Chairman and Clerk signed Section 1 of the Annual Return, witnessed by Members.

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. These 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 signed the Accounting Statements, witnessed by Members.

d) Chairman and RFO to sign the Annual Accounts for 2020-21:

A Member enquired what the tourism category of the financial report referred to. The Clerk thought it was to do with the newsletter but would revert to Members when she had more information to hand. A Member also enquired why the asset register did not consider depreciation.

Members were reminded a similar question had been raised historically; the Clerk would revert to Members with further information.

The Chairman and Clerk signed the Annual Accounts, witnessed by Members.

FC 21/37 Summer 2021 Newsletter: Items for inclusion

Members briefly discussed the newsletter articles, and the following was agreed:

Article/Item	Author
Parish Council Precept	Office
Call for more Members	Office
Publicise HPC Facebook page	No Members volunteered; author to be sought
Parks Update: littering/ASB etc	Cllr S May
Youth Worker Sessions in Hawkwell	No Members volunteered; author to be sought
List of Councillors	Office
Third party contact details	Office
Friends of Hawkwell Parks – call for volunteers	Cllr Mrs M Weir
Eco-tips	Cllr Mrs L Dalby

A Member referred to the District Council initiative 'Parks for Nature' and the possibility of sourcing trees, but it was noted that matter was unrelated to the Parish

Council and the Parks Committee were looking at their own tree planting initiative. Members noted the proposed timetable and that article submissions should reach the office by 12th July 2021.

- FC 21/38 Correspondence:**
21/38.1 Police, Fire & Crime Commissioner – Update: Members noted the information.
21/38.2 ECC Locality Fund Information: Members noted the information.
21/38.3 Rochford District Council Chairman’s Garden Party: Members noted the invitation to the Chairman. It was noted the date had since changed to 5th August 2021. It was **resolved** that Members approve the Chairman’s attendance at the RDC Chairman’s Garden Party.
- FC 21/39 Representatives Reports:**
Rochford Old Peoples Welfare Committee – The Committee had held their first meeting since the pandemic and Cllr Mrs M Weir reported there were lots of things to sort out.
Rochford Hundred Association of Local Councils (RHALC) – Cllr S May reported a meeting was due to be held in July.
Hawkwell Village Hall – Cllr S May reported a meeting had been postponed until September.
Ashingdon & East Hawkwell Memorial Hall – No updates
Public Transport Liaison Group – There had been no meetings.
Robert Sudbury Trust – There had been no meetings.
Information Reports:
Community Meetings – Cllr M Strubel had nothing to report.
- FC 21/40 Receive Committee/Working Party Reports since last meeting:**
Planning Committee:
It was **resolved** that Members accepted the planning response to Rochford District Council May to June 2021.
Parks Committee:
It was **resolved** that Members accepted the Minutes of the Parks Committee meeting held on the 24th May 2021.
- FC 21/41 Payment of Accounts**
There were no questions, and it was **resolved** that the payment of accounts paid since the last meeting (May payments) were approved together with agreement to pay any accounts due before the next meeting.
- FC 21/44 Summary of Decisions Taken:**
- Internal Audit Report (Final) for 2020-21 accepted.
 - AGAR and Annual Accounts for the Year Ended 31st March 2021 accepted and signed; Clerk to investigate matter of depreciation of assets and query around tourism classification.
 - Newsletter articles agreed; some articles still requiring an author.
 - Chairman’s attendance at the RDC Garden Party approved.

The Chairman declared the meeting closed at 8:24pm.

Chairman