

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 13th September 2021 at 7:31pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

Councillors present: Chairman R Patient, Mrs L Dalby, R Gardner, R Patient, M Strubel & Mrs M Weir.

Also present: District Cllr Mrs J Gooding, District Cllr P Shaw, (until 7:40pm) & County Councillor Mrs L Shaw (until 7:40pm) and two members of the public (until 8:04pm).

FC 21/45 To receive apologies for non-attendance at meeting:

Cllr S May had given apologies.

Members received the apology tendered.

District Cllr Mrs J Gooding informed Members Cllr Mrs Gadsdon had given apologies to her to pass on. It was noted the correct procedure for submitting Parish Councillor apologies had not been adhered to.

FC 21/46 Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 13th September 2021:

No interests were declared. Chairman R Patient reminded Members about the requirement to notify the Clerk should there be a change in the Register of Members' Interests.

FC 21/47 Public Participation Session & Information Reports from District and County Cllrs for Hawkwell Parish:

a) Public forum:

There were two members of the public present. One member (P1) reported they had sent a letter to Council but was aware it had been too late for it to be added to the agenda papers. The Chairman acknowledged that he had seen the letter that evening. P1 proceeded to go through the points raised in the letter:

1. P1 raised concerns about Hawkwell Parish Council's (HPC) past investment in the Freight House and the fact the Freight House was now closed and ready to be refurbished. P1 felt a reimbursement to HPC was required. Chairman R Patient pointed out that HPC had assurances from the Leader of Rochford District Council (RDC) that RDC would continue to provide HPC with a meeting room as and when required as the investment had given HPC to have a meeting venue for many years without cost. It was noted there was a later agenda item 12.6 (Minute 21/56.6) relating to the Freight House arrangements.

2. P1 felt that the Parish was not being well-maintained by RDC and Essex County Council (ECC) and that HPC should intervene and apply appropriate pressure on the other Councils to ensure improvements are made, especially in relation to the state of the roads. Chairman R Patient pointed out that all that HPC were responsible for was well-maintained and very well-managed and that compliments about the upkeep of the parks were regularly received. Chairman R Patient advised P1 to contact the relevant District Cllr to raise such concerns. The Clerk pointed out that contact with ECC was the same for the Parish Council as it was for residents; almost all complaints and

issues had to be reported via ECC's online portal and Council would often assist residents who had no access to/difficulties using computers when it came to reporting matters on their behalf. P1 continued to express his view that the Bosworth alleyway in the Parish was in a bad state and that the village green was a mess and that HPC historically used to look after that area.

3. P1 expressed his opinion that HPC should have joined up with the neighbouring Parish Councils when it came to planning meetings and local development issues. Chairman R Patient pointed out HPC was not a planning authority and that HPC acted accordingly when it came to planning consultations, noting a special meeting which was being held to deal with the RDC Spatial Options Consultation. P1 further expressed his view the roads within and around the Parish were often gridlocked and they were often chaotic.

Chairman R Patient informed P1 the Clerk would respond accordingly to the letter received.

P1 thanked Members for their time and left the meeting at 8:04pm.

b) Information reports from District & County Cllrs:

ECC Cllr Mrs L Shaw informed Members there had been a Local Highway Panel (LHP) meeting to discuss the ongoing issues in Thorpe Road and it had been decided a turning circle would not be considered. A further meeting would be held on the 13th December 2021. ECC Cllr Mrs Shaw also notified Members that ECC were requesting that all Parish Councils that owned bus shelters had the appropriate licences in place; the Clerk had yet to receive any correspondence from ECC in that regard and enquired if there would be any cost involved in the licencing. It was confirmed there would be no cost implications. ECC Cllr Mrs L Shaw also updated Members with the following: that the Locality Fund was progressing well and listed the successful local applicants; ECC planning application decisions would now be passed to the Parish Councils; a minimum of five laptops per parish were being offered and Members were encouraged to let her know of any suitable eligible 18+year olds who were in need of a laptop; bids were also underway for sports equipment to encourage children into active sports; and that the local MP had been written to for support to get defibrillators installed in every school within Essex.

District Cllr P Shaw informed Members that the crossing along Ashingdon Road had been approved by the LHP for upgrade and this would be done before Christmas.

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

District Cllr Mrs J Gooding gave a list several charitable events she had attended and reported the following: that local leisure centres had reopened following Covid closures; that a section of overgrown hedges was being cut back along Rectory Road by the bridge while highway works were ongoing. A Member enquired if the mirror which once existed under the bridge to assist drivers when the traffic lights failed would be reinstated; District Cllr Mrs J Gooding agreed to make the necessary enquires. She also reminded Members about RDC's Spatial Options Consultation and noted that the list for preferred options relating to development would be coming out in Spring.

FC 21/48

To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 21st June 2021 and to destroy the notes in respect of that meeting:

It was **resolved** that the minutes from the meeting held on 21st June 2021 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

Cllr Mrs M Weir left the chambers at 8:04pm

- FC 21/49 Co-option interview – paperwork attached.**
It was noted the candidate had withdrawn from the application.
- FC 21/50 Financial Report (Aug 2021):**
The Clerk reported that at month five expenditure was at 27% against an expected 45%. The Clerk informed Members that there would be more expenditure during the autumn months. Finance was 31% spent, General Purposes 12% spent, and Parks 26% spent. There were no questions. It was **resolved** that Members accepted the Financial Report.
Cllr Mrs M Weir returned to the chambers at 8:08pm
- FC 21/51 Action List Update (September 2021):**
- 21/51.1** The Community Engagement Working Group (CEWG) would be involved in helping the Defibrillator Working group arrange the Defibrillator Event.
 - 21/51.2** There were no updates regarding Ashingdon Parish Council's request for a grant towards the King George's Playing Field toilet re-opening. Members agreed to close the item.
 - 21/50.3** Members were referred to agenda item 12.5 (Minute 21/56.5).
 - 21/50.4** There were no updates from the Social Media Working Group (SMWG).
 - 21/50.5** Members were referred to Agenda item 11 (Minute 21/55).
 - 21/50.6** The Chairman and Vice-Chair had inspected investments, leases and the asset register with no reported issues. Members agreed to close the item.
 - 21/50.7** Members were referred to Agenda item 9 (Minute 21/53).
It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.
- FC 21/52 Summer 2021 Newsletter Feedback:**
Members noted the Clerk's report and that three residents had been in contact about the Councillor positions. The Clerk had sent the relevant information with only one of the three responding. Two residents had shown interest in relation to the Friends of Hawkwell Parks group and that would be referred to the Parks Committee accordingly. It was further noted that one resident had enquired about Council's precept.
- FC 21/53 Consideration for holding an event to mark the Queen's Platinum Jubilee**
- a) Suggestions by Cllr Mrs M Weir**
Cllr Mrs M Weir felt a fun day event at the Rochford Rugby Club would be a suitable event. It was noted there would be a lot of work in organising such an event and it was agreed that a working group would need to be established. A Member raised concerns about the possible impact of the pandemic along with insurance implications when holding an event. The Clerk pointed out that Members may want to investigate whether other Parishes or District Council would be holding an event at the same time. It was noted an event plan would be likely; Cllr Mrs M Weir felt Council's last event plan would be able to be used.
The Clerk would email all Members to see who would be willing to join the Queen's Platinum Jubilee Working Group.
 - b) Royal Communications – The Queen's Platinum Jubilee Central Weekend 2022**
Members noted the information.

- FC 21/54 Budget Planning for 2022-23 – items for consideration**
 Chairman R Patient enquired what the item was about and the Clerk informed Members that with budgeting approaching it would be prudent for Members to consider new ideas/initiatives.
 The Clerk pointed out that following on from the previous agenda item, if Members would be looking to hold an event then consideration should be given for the cost implications of that, including the possibility of hiring an event planner.
 Chairman R Patient instructed the Chairs of Committees to consider items for the next financial year's budget.
- FC 21/55 Youth Worker Detached Sessions – interim report**
 Members noted the report. The Clerk informed Members that the main contact at the Youth Service had left and there was a new person in post.
- FC 21/56 Correspondence:**
21/56.1 The Old People's Welfare for Rochford & District Committee
 a) **Minutes of the meeting held on 17th June 2021:** Members noted the information.
 b) **Minutes of the meeting held on 8th July 2021:** Members noted the information
 c) **Minutes of the meeting held on 12th August 2021:** Members noted the information.
- 21/56.2 Essex Association of Local Councils (EALC) – Country Update Essex Highways Devolution Pilot:** It was noted no Parish Councils in the district had undertaken the pilot scheme and that it would not be possible for Council as there wasn't the staff/manpower. The Clerk reminded Members that Council did currently carry out the parish bus shelter cleaning.
 The Clerk was asked if there were enough salt bags and it was believed there was an adequate amount in the store. A Member suggested that an item be added to the General Purposes Committee to see if a salt bag distribution day should be arranged for residents. It was also noted there had been some legal issues in the past about Council putting down salt in high footfall areas and it would be necessary to find out what the current state of play was in relation to that.
- 21/56.3 Email from resident regarding security company:**
 A resident had requested Members reconsider their decision over the employment of a private security company. Some Members believed the patrol guards would have no powers of arrest. A Member relayed an incident within Magnolia Nature Reserve where a person had been illegally fishing in the pond and when approached by the Member had refused to leave while showing a level of aggression and hostility; the Member felt a security presence would have been extremely useful in that situation. The Clerk reminded Members that the matter could only be officially revisited six months after the decision which had occurred at the May meeting. Members agreed that should the matter be revisited then it would be prudent to ask the public their views by using the newsletter and Facebook.
Cllr R Gardner left the chambers at 8:35pm.
- 21/56.4 Rochford Hundred Association of Local Councils (RHALC) – Minutes of the AGM held on the 15th July 2021:** Members noted the information.
Cllr R Gardner returned to the Chambers at 8:38pm
- 21/56.5 Letter from Ashingdon & East Hawkwell Memorial Hall (AEHMH) regarding a Representative Trustee:** Members noted that the information in the letter was incorrect regarding the reasons for the resignation of the Representative. It was further noted that the past Representative felt the AEHMH should be registered as a

limited company but there had been resistance to do so. Cllr Mrs M Weir volunteered to be the new Representative which was accepted by Members.

21/56.6

Email from Rochford District Council (RDC) regarding a meeting venue:

Members noted the information and were pleased RDC were continuing to offer assistance with a meeting room venue following the closure of the Freight House. Members enquired when works on the Freight House would start but it was unclear at the current time. Members were happy with the current temporary meeting venue at the Rochford Day Centre and agreed consideration for a donation should be given; the matter would be referred to the Finance Committee accordingly.

21/56.7

EALC – ECC Highways Multi Topic briefing via Zoom – 7th October: Members were requested to let the Clerk know if they would like to attend the briefing.

FC 21/57

Representatives Reports:

Rochford Old Peoples Welfare Committee – No updates.

Rochford Hundred Association of Local Councils (RHALC) – No updates.

Hawkwell Village Hall – No updates.

Ashingdon & East Hawkwell Memorial Hall – Members were referred to Minute 21/56.5.

Public Transport Liaison Group – There had been no meetings.

Robert Sudbury Trust – There had been no meetings.

Information Reports:

Community Meetings – There were no updates.

Chairman R Patient gave his view that Members should provide a written report to the Clerk if absent from the meeting so Members could be updated accordingly.

FC 21/58

Receive Committee/Working Party Reports since last meeting:

Planning Committee:

It was resolved that Members accepted the Minutes of the Planning Committee meeting held on the 21st June 2021.

It was **resolved** that Members accepted the planning response to Rochford District Council July to August 2021.

Parks Committee:

It was **resolved** that Members accepted the Minutes of the Parks Committee meeting held on the 21st June 2021.

Finance Committee:

It was **resolved** that Members accepted the Minutes of the General Purposes Committee meeting held on the 26th July 2021

General Purposes Committee:

It was **resolved** that Members accepted the Minutes of the General Purposes Committee meeting held on the 26th July 2021.

FC 21/59

Payment of Accounts

There were no questions, and it was **resolved** that the payment of accounts paid since the last meeting (July/August payments) were approved together with agreement to pay any accounts due before the next meeting.

FC 21/60

The Parish Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business under the Public Bodies (Admissions to Meetings) Act 1960.s1(2)

Following the withdrawal of the Co-option candidate this item was no longer relevant.

FC 21/61

Post-interview Co-option Discussion:

Following the withdrawal of the Co-option candidate this item was no longer relevant.

FC 21/62

Summary of Decisions Taken:

- Clerk to respond to resident's letter about issues around the parish.
- Clerk to email all Members to see who would be willing to join the Queen's Platinum Jubilee Working Group (QPJWG).
- Chairman instructed Chairs of Committees to consider future budget items.
- Salt bag distribution event – item to be referred to General Purposes Committee for consideration.
- Cllr Mrs M Weir to be appointed new Trustee Representative for the AEHMH.
- Consideration for a donation to the Rochford Day Centre to be referred to the Finance Committee.
- Members to contact Clerk if interested in attending ECC Highways Multi Topic Briefing.

The Chairman declared the meeting closed at 8:48pm.

Chairman