

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 4th October 2021 at 7:30pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

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

FC 21/63 To receive apologies for non-attendance at meeting:

Cllr Mrs E Gadsdon had given apologies along with District Cllrs Mrs C Mason, P Shaw, M Webb and County Cllr Mrs L Shaw.

Members received the apologies tendered.

Late apologies from District Cllr Mrs J Gooding had been sent into the office.

FC 21/64 Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 4th October 2021:

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

FC 21/65 Public Participation Session & Information Reports from District and County Cllrs for Hawkwell Parish:

a) Public forum: There were no members of the public present.

b) Information reports from District & County Cllrs: No District or County Cllrs were present. County Cllr Mrs L Shaw had provided Members with a written report prior to the meeting which was noted. Members discussed County Cllr Mrs L Shaw's offering of five laptops available for those in need over the age of 18; the Clerk would contact a local charity to see if any suitable candidates could be found.

FC 21/66 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 13th September 2021 and to destroy the notes in respect of that meeting:

It was **resolved** that the minutes from the meeting held on 13th September 2021 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

FC 21/67 Financial Report (September 2021):

The Clerk reported that at month six expenditure was at 33.9% against a target of 50%. Finance was 37% spent, Parks 38% and General Purposes (GP) 13%. It was noted that it was not unusual to see low expenditure for the GP budget, with the main expenditure due in the third quarter.

A Member asked if the street lighting was set to a variable or fixed rate and the Clerk confirmed the contract was for a five-year fixed rate. The same Member enquired whether the company were charging correctly in respect of dusk to dawn lighting and the Clerk believed that the set-up with the meters was correct; the Member offered to investigate the matter.

There were no questions. It was **resolved** that Members accepted the Financial Report.

- FC 21/69 Action List Update (October 2021):**
- 21/69.1** The Community Engagement Working Group (CEWG) would assist the Defibrillator Working group arrange a community training event. The Clerk had made a bid to the Essex County Council (ECC) Locality Fund and a grant of £1.1k had been approved. The Clerk had also submitted a bid to the RDC Community Safety Fund, and a £1,895 grant had been approved. Thanks were paid to County Cllr Mrs L Shaw for advising and assisting in the application process for the ECC Locality Fund. The Clerk would order the defibrillators in due course. It was noted an electrical check would need to be carried out at the Whitehart Service Station before installation. Cllr R Gardner requested that more Members join the CEWG; the Clerk would send an email out to all Members to invite them to join the group.
- 21/69.2** Cllr Mrs Weir had been appointed the Parish Representative for Ashingdon & East Hawkwell Memorial Hall. Cllr Mrs M Weir reported she had attended the AGM but had been disappointed by how the meeting had been run, noting a lack of agenda/paperwork. It was further noted that as a Representative Trustee, Cllr Mrs M Weir would be expected to take on caretaking duties for the hall which she would find difficult. Cllr Mrs M Weir also reported there had been no elections at the AGM and the meeting had been well-attended by the public. The paperwork for the meeting was on the Memorial Hall's website but the Clerk had attempted to access the documentation, but it had been password protected. A further meeting was due to be held that week and Cllr Mrs M Weir would speak to the appropriate person about the website access issue.
- 21/69.3** There were no updates from the Social Media Working Group (SMWG).
- 21/69.4** It was noted the Youth Worker Detached sessions would cease at the end of October 2021. Members agreed to close item.
- 21/69.5** Two Members had indicated they would like to join the Queen's Platinum Jubilee Working Group (QPJWG). Cllr Mrs M Weir requested that more Members be contacted but the Clerk explained an email had already been circulated to all Members. The Chairman directly asked some Members if they would like to join the group; Cllr S May agreed to join. The Chairman raised concerns about his mobility issues and how he may not be able to assist within the group; the Clerk assured the Chairman there would be considerable pre-planning work which would need to be undertaken prior to the event.
- 21/69.6** The Clerk had sent a letter to the resident who had written in about issues around the parish. Members agreed to close the item.
- 21/69.7** The Chairman had instructed the Chairs of Committees to consider future budget items.
It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.
- FC 21/70 Notification of completion of External Audit for 2020-21 – no issues arising:**
Members noted the information.
- FC 21/71 Budget setting for 2022-23 and recommendation that Hawkwell Parish Council adopt the Fiscal Policy when setting the budget for 2022-23:**
It was **resolved** that Members adopt the Fiscal Policy when setting the budget for 2022-23.
- FC 21/72 Consideration of holding Councillor Surgeries – Cllr Mrs L Dalby:**
Cllr Mrs L Dalby explained she had noticed other Parish Councils were holding surgeries and wondered why Hawkwell did not hold any. It was noted Council had

never held any surgeries and a Member raised concerns that the lack of Members on Council was a result of being disjointed from the community. Cllr Mrs L Dalby expressed her view that it was important to engage with residents, to understand the community and to try and encourage people to join either Council or some of the recent working groups such as Friends of Hawkwell Parks. A Member also suggested using the Annual Parishioners Meeting as an opportunity to get the community involved.

Members discussed the idea of holding surgeries. One Member felt it was a waste of time as they felt nobody would turn up and that new Members would not know what to say to residents. Another Member raised concerns about what to say to residents, but it was noted the surgeries would be more about assisting residents and listening and where things were not known by Cllrs they could source information at a later date or refer them to the right place and/or office. The Clerk suggested it may be beneficial to contact the Parish Councils which were running surgeries to obtain feedback about how they were going. It was also suggested the surgeries be run in conjunction with possible working group meetings so to utilise the time effectively. Members agreed that should any surgeries be held, it would be imperative that Members turned up on the agreed date(s). Members would also need to think of a suitable venue and agree a practical timetable.

It was **resolved** that Members start Cllr Surgeries following a majority vote.

FC 21/73 **Consideration of others: extract from ‘Good Councillors Guide’ – Cllr M Strubel:**
Cllr M Strubel had attended a course and felt it would be beneficial to share some of the content to allow Members to refresh their minds what it meant to be a ‘Good’ Councillor. The Clerk would email a digital version of the Guide to all Members.

FC 21/74 **Correspondence:**
 21/74.1 **The Old People’s Welfare for Rochford & District Committee- Minutes of the meeting held on 9th September 2021:** An error on the Minutes in relation to an incorrect surname was noted.
 21/74.2 **Email from RDC regarding grant funding opportunities:** Members noted the information and were requested to think of possible ideas.
 21/74.3 **Email from RDC regarding the Rochford District Council Flood Forum:** Members noted the information.
 21/74.4 **Essex Association of Local Councils (EALC) – Introduction to Planning Briefing:** Members noted the information. Cllr M Strubel would attend the course.
 21/74.5 **Email from ECC Cllr Mrs L Shaw regarding laptops for parishes:** Members noted the information.

FC 21/75 **Representatives Reports:**
 Rochford Old Peoples Welfare Committee – Members noted Minute 21/74.1
 Rochford Hundred Association of Local Councils (RHALC) – There were no updates.
 Hawkwell Village Hall – Cllr S May reported he had attended a meeting which was well-attended. The Committee was due to replace the heating in the main hall during the school half term break and were looking at ways of getting Wi-Fi.
 Ashingdon & East Hawkwell Memorial Hall – Members noted Minute 21/69.2
 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.

FC 21/76

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 13th September 2021.

FC 21/77

Payment of Accounts

The Chairman enquired what the payment to the church was for and the Clerk reminded Members the Parish Council reimbursed the fuel used for the church's ground maintenance. The Chairman also enquired what a payment to D2D was for and the Clerk confirmed that was for the newsletter delivery. The Chairman also enquired what the various payments in relation to the bins was for and the Clerk reminded Members they were under new contract and paying for the litter and dog bin emptying and that the new purchase of bins was what Members had agreed for Spencers Park.

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

FC 21/78

Summary of Decisions Taken:

- Clerk to contact local charity to see if they can assist with sourcing eligible candidates in need of a laptop.
- Clerk to email all Members to see if they would like to join the CEWG.
- Cllrs S May & R Patient to join QPJWG.
- Fiscal Policy for budget setting for 2022-23 adopted.
- Council to start to hold Cllr Surgeries; venue/times to be arranged.
- Clerk to email all Members a copy of the Good Councillors Guide.
- Members to think about ideas for possible funding re RDC correspondence.
- Cllr M Strubel to attend the Introduction to Planning Briefing.

The Chairman declared the meeting closed at 8:27pm.

Chairman