

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 1st November 2021 at 7:30pm
at the Rochford Day Centre, 33a Back Lane, Rochford**

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

FC 21/79 To receive apologies for non-attendance at meeting:

Cllrs T Manyika and S May had given apologies along with District Cllrs Mrs J Gooding, P Shaw and County Cllr Mrs L Shaw.
Members received the apologies tendered.

FC 21/80 Declarations of any:

- a) Disclosable Pecuniary Interest;**
 - b) Other Pecuniary Interest; or**
 - c) Non-Pecuniary Interest on any matter on the agenda for 1st November 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 21/81 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. Essex County Cllr Mrs L Shaw had sent in a report which the Chairman read out to Members. It was noted that: the funding offered by the Locality Fund had now been used with funds given to 12 organisations; the five laptops/tablets had all been distributed; residents' highway complaints had been passed on to Essex County Council (ECC) Highways and that Cllr Mrs L Shaw was attending several charity events. Members could contact Cllr Mrs L Shaw with any ECC related matters.

FC 21/82 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 4th October 2021 and to destroy the notes in respect of that meeting:

It was **resolved** that the minutes from the meeting held on 4th October 2021 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

FC 21/83 Financial Report (October 2021):

The Clerk reported that at month seven expenditure was 43% against a predicted 58%. The Finance budget was 42% spent, Parks 48% spent and General Purposes (GP) 35% spent. It was noted that expenditure for GP would increase over the winter period.

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

FC 21/84 Action List Update (November 2021):

- 21/84.1** The Community Engagement Working Group (CEWG) would assist the Defibrillator Working group arrange a community training event for early 2022. The two defibrillators were on order, and it was expected they would be delivered in three-four

weeks. The defibrillator for the Clements Hall Leisure Centre could potentially be installed before Christmas given there was no need for an electrical installation, but the defibrillator for the White Hart Garage was likely to be installed in the New Year given there were pre-works required and an electrical installation requirement.

21/84.2 The Queen's Platinum Jubilee Working Group (QPJWG) was established and consisted of: Cllr Mrs M Weir, Cllr Mrs L Dalby, Cllr S May and R Patient. Cllr Mrs M Weir would need to arrange its first meeting and the group would need to set their Terms of Reference.

21/84.3 The Clerk had contacted Rochford Extended Services to see if anybody who met the eligibility requirements needed a laptop following ECC Cllr Mrs L Shaw's notification about five laptops being available to adults in need. It was noted Cllr Mrs L Shaw had now distributed the five laptops. Members agreed to close the item.

21/84.4 The Clerk had emailed Members to see if they would be willing to join the CEWG; Cllr S May had agreed to join. It was noted that someone would need to take the lead and organise a meeting.

21/84.5 The Clerk had sent all Members a copy of the Good Cllrs Guide. It was agreed to close the item.

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

FC 21/85 Winter 2021 Newsletter: items for inclusion:

Members noted the Clerk's report and **agreed** to the articles set out in the table below for the Winter 2021 newsletter. Members further agreed the timetable set out in the Clerk's report.

Article/Item	Author
Call for New Members	Office
Publicise HPC Facebook page	<i>Unallocated</i>
Publicise new defibrillators	<i>Unallocated</i>
Community engagement: a) Promotion of defibrillator event b) Consultation with residents about having private security in the parish/parks c) Results of the Xmas Parcels project; whether people preferred biscuits or a food parcel d) Appeal for more volunteers for the Friends of Hawkwell Parks Working Group (FoHPWG) e) Consultation with residents whether they support Cllr surgeries.	<i>Unallocated</i> <i>Unallocated</i> <i>Unallocated</i> <i>Unallocated</i> <i>Unallocated</i>
List of Cllrs	Office
Third party contact details	Office

Members discussed the Community Engagement article ideas; it was noted that the article relating to the Cllr surgeries would need to inform residents about Council's remit to avoid residents thinking they could meet with Members to discuss issues outside of Council's responsibilities. A Member enquired how residents would respond and the Clerk felt that publicising the office number and email would allow people to get in touch in any way they prefer. A Member raised the question where the surgeries would be held and the Clerk reminded Members they had collectively agreed to pursue holding surgeries and this was a matter for Members to work together on and arrange accordingly.

Members discussed matters relating to the private security article and one Member expressed their view that there would be no powers of arrest. This was disputed by another Member who pointed out within their powers was the option to make a Citizen's Arrest and the company employees were trained accordingly to deal with disruptive behaviour. It was agreed any article relating to the security company would need to be fully transparent and give residents the full facts about employing such a company, including the estimated costings.

One Member expressed their view that it could be daunting to include the Good Councillors Guide when it came to trying to attract new Members as they felt the guide could frighten potential candidates. The Clerk reminded Members that the matter was not on the agenda and therefore it was inappropriate for discussion.

The Clerk asked for Members to come forward to write the agreed articles; no Members volunteered to write any of the agreed articles.

FC 21/86 Remembrance Sunday 14th November 2021 at 2pm; Member to lay Council's wreath at the Royal British Legion (RBL), Hawkwell:

It was agreed that Cllr Mrs M Weir would lay the wreath at the RBL Hawkwell and any other Members would also be welcome to join her.

FC 21/87 Correspondence:

21/87.1 Southend Area Bus User Group (SABUG) – Update Letter: Members noted the information.

21/87.2 Hawkwell Village Hall – Minutes of the meeting held on the 23rd September 2021: Members noted the information and that there was a new Chairman and that Cllr Mrs E Gadsdon had joined the Committee.

21/87.3 Rochford District Council (RDC) – Q2 Safeguarding Update: Members noted the information.

21/87.4 ECC Winter Highways Briefing (via Zoom): Members interested in attending were to contact the Clerk.

21/87.4 RDC – Castle Point and Rochford Health & Wellbeing Strategy Consultation: Chairman R Patient felt the consultation should be placed in Councils' newsletter, but the Clerk pointed out the Consultation would expire before Council published its newsletter. It was agreed the Consultation would be publicised on Council's Facebook page instead.

21/87.5 Essex Passenger Transport – Notification of meetings: Cllr Mrs M Weir asked if any other Members could attend the meeting as the meeting was on Zoom and she was unable to join. Those willing to take Cllr Mrs M Weir's place were to let the Clerk know.

21/87.6 HPC Committee/Working Group Matrix update: Members noted the information. Cllr R Gardner informed Members that he believed he had been incorrectly marked as Vice Chair of Finance.

FC 21/88 Representatives Reports:

Rochford Old Peoples Welfare Committee – No updates.

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

Hawkwell Village Hall – Members were referred to Agenda item 9.2 (Minute FC 21/87.2)

Ashingdon & East Hawkwell Memorial Hall (AEHMH) – It was noted that Cllr Mrs M Weir had tried to attend the last meeting but had not been able to obtain information about the time of the meeting. The Clerk had also chased the matter and had received no response. It was agreed the Clerk write an official complaint to the AEHMH given the breakdown in communications.

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.

A Member enquired when the Police would be attending Magnolia Park. The Clerk would check the date and revert to Members accordingly.

FC 21/89 Receive Committee/Working Party Reports since last meeting:

Parks Committee:

It was **resolved** that Members accepted the Minutes of the Parks Committee meeting held on the 20th September 2021.

Planning Committee:

It was **resolved** that Members accepted the Minutes of the Planning Committee meeting held on the 20th September 2021 and 4th October 2021.

General Purposes Committee:

It was **resolved** that Members accepted the Minutes of the General Purposes Committee meeting held on the 11th October 2021.

FC 21/90 Payment of Accounts

A Member enquired about two payments relating recent installations within Council's parks; it was noted the contractor had been recommended and had carried out multiple works locally. A Member explained they regularly scrutinised payments and felt the prices for that contractor were reasonable.

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

FC 21/91 Summary of Decisions Taken:

- QPJWG – Cllr Mrs M Weir to organise first meeting; Terms of Reference to be set.
- CEWG – Member to take lead and organise its first meeting.
- Winter Newsletter articles agreed; authors required for agreed articles.
- Cllr Mrs M Weir to lay wreath at RBL for Remembrance Sunday; any other Members interested in attending to let the Clerk know.
- Members interested in attending the ECC Winter Highways Briefing to let the Clerk know.
- Castle Point and Rochford Health and Wellbeing Strategy Consultation to be publicised on Council's FB.
- Any Members willing to take place for Cllr Mrs M Weir at the Zoom Essex Passenger Transport meeting to let the Clerk know.
- Clerk to write letter of complaint to AEHMH following failings in communication.
- Clerk to let Members know the date the Police will be attending Magnolia Park.

The Chairman declared the meeting closed at 8:05pm.

Chairman