

**Minutes of the Annual Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 9th May 2022 at 7:30pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

Councillors present: Mrs L Dalby, R Gardner, S May, M Strubel, M Vallance & Mrs M Weir

Also present: District Cllr Mrs T Carter & two members of the public.

- FC 22/1 Election of Chairman for the civic year 2022-23 and execute the Declaration of Acceptance of Office:**
Cllr Mrs M Weir nominated Cllr S May who declined the nomination. Cllr Mrs L Dalby nominated Cllr M Strubel which was seconded by Cllr Mrs M Weir.
There were no further nominations and it was **resolved** that Cllr M Strubel be elected to serve as Chairman for the civic year 2022-23.
- FC 22/2 Election of Vice Chairman for the civic year 2022-2023:**
Cllr Mrs L Dalby nominated Cllr R Gardner who declined the nomination. Cllr Vallance gave a self-nomination which was seconded by Cllr S May.
There were no further nominations and it was **resolved** that Cllr M Vallance be elected to serve as Vice-Chairman for the civic year 2022-23.
- FC 22/3 To receive apologies for non-attendance at meeting:**
Cllr Mrs E Gadsdon and R Patient had given apologies along with Essex County Councillor (ECC) Cllr Mrs L Shaw. District Cllr Mrs T Carter relayed apologies for District Cllr Mrs C Mason.
Members received the apologies tendered.
- FC 22/4 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. Members were asked to sign their documents after Agenda Item 9 (Minute FC 22/9) to make sure they had included any new Outside Bodies Representative positions.
- FC 22/5 Declarations of any:**
a) Disclosable Pecuniary Interest;
b) Other Pecuniary Interest; or
c) Non-Pecuniary Interest on any matter on the agenda for 9th May 2022:
None were declared.
- FC 22/6 Notification of formal Co-option of Cllr Mark Vallance:**
Members noted the information.
- FC 22/7 Governance – Review of key documents**
a) Adoption of Standing Orders 2022
The Clerk confirmed the Standing Orders were in line with NALC.
It was **resolved** to adopt the Standing Orders for 2022.

b) Adoption of Financial Regulations 2022:

It was **resolved** to adopt the Financial Regulations for 2022.

FC 22/8 Agree Committee Structure and appointment of Members

It was **resolved** that Members agreed to the following Committee membership with the following vacancies remaining (where applicable):

- a) **Finance Committee (9)** – Two vacancies remained.
- b) **General Purposes Committee (GP) (12)** Five vacancies remained.
- c) **Planning Committee (9)** Four vacancies remained.
- d) **Parks Committee (12)** Four vacancies remained.
- e) **Personnel Committee (9)** – Three vacancies remained.
- f) **Health & Safety Sub-Committee (5)** - One vacancy remained.
- g) **Policy Committee** – Four vacancies remained.
- h) **Christmas Parcels Working Group (reports to GP)** - Two vacancies remained.
- i) **Christmas Lights Working Group (reports to GP)** - Two vacancies remained.
- j) **General Data Protection Working Group (GDPR) (reports to Full Council)**
- k) **Youth Working Group (reports to GP)**
- l) **Newsletter Working Group (reports to Full Council)** The working group would be formed of the Chairs of the main Committees, once elected.
- m) **Community Engagement Working Group (reports to GP)**
- n) **Social Media Working Group (reports to Full Council)**
- o) **Queen's Platinum Jubilee Working Group (reports to GP)**
- p) **Friends of Hawkwell Parks Working Group (reports to Parks)**
- q) **Magnolia Park Nature Reserve Working Group (reports to Parks)**
- r) **Climate Change Working Group (reports to Full Council)**

Councillor	Minute reference																	r
	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	
Mrs L Dalby	✓	✓		✓	✓			✓			✓		✓	✓	✓	✓		✓
Mrs E Gadsdon (Not present; to be checked)	✓			✓	✓													
R Gardner	✓	✓		✓	✓	✓	✓	✓		✓	✓		✓	✓				✓
S May	✓	✓	✓	✓		✓	✓	✓	✓	✓			✓	✓	✓	✓		✓
R Patient (Not present; request given in writing)	✓	✓	✓	✓	✓	✓	✓	✓	✓						✓			✓
M Strubel		✓	✓	✓	✓			✓					✓					
M Vallance	✓	✓	✓	✓			✓	✓								✓		
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 22/9 Appoint representatives to outside bodies:

Rochford Old Peoples Welfare Committee – Cllr S May was re-appointed as representative and joined by Cllr M Vallance.

Rochford Hundred Association of Local Councils – Cllr S May was re-appointed as representative and joined by Cllr M Vallance.

Ashingdon & East Hawkwell Memorial Hall Management Committee – Members agreed given issues raised around membership, it was not appropriate to appoint a representative at the current time.

Hawkwell Village Hall Committee – Cllr M Vallance was appointed as representative along with Cllr Mrs M Weir.

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

Robert Sudbury Trust (Administered by HPC) – Cllr S May and Mrs M Weir were re-appointed as a representatives.

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

- FC 22/10 Receive draft and unaudited Income and Expenditure Accounts for 2021-22:**
The Clerk informed Members the external audit would be carried out in the coming weeks and the internal audit was also underway.
It was **resolved** that the draft and unaudited Income and Expenditure Accounts for 2021-22 were accepted.
- FC 22/11 Set date for inspection of Investments, leases and asset register/inventory etc. and agree examining Officers:**
It was **resolved** the Chairman and Vice Chairman would inspect investments, leases and asset register/inventory etc. The Clerk would arrange a date for the inspections.
- FC 22/12 To accept Record of Attendance for preceding year:**
It was **resolved** that Members accept the Record of Attendance for 2021-22.
- FC 22/13 Receive dates of future Full Council and Committee meetings 2022-23:**
It was **resolved** that Members accept the schedule of meetings for 2022-23.
- FC 22/14 Public Forum & Information Reports from District Cllrs for Hawkwell Parish:**
a) Public Forum: P1 informed Members she was in attendance to inform Council of their intention to apply for a Councillor position at HPC. P1 also informed Members there would be a Hockley Parish Council event at Westerings School on 3rd June between 12-5pm for the Queen's Platinum Jubilee. Members were invited to hold a stall there. It was agreed that a stall allowing Members to distribute the Queen's Platinum Jubilee water bottles would be a good idea. Council would liaise with Hockley Parish Council accordingly. A Member suggested having printed leaflets for HPC's Defibrillator Community Event also available for that day.
b) Information Reports from District and County Councillors: District Cllr Mrs T Carter informed Members there was nothing to report but was in attendance to notify Members she intended to apply for a HPC Councillor position.
ECC Cllr Mrs L Shaw had sent an email to the office to remind Members if they had any queries/issues these should be reported online via the ECC website. If no response was received then Members were requested to contact her accordingly.
- FC 22/15 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 4th April 2022 and to destroy the notes in respect of the meeting:**
It was **resolved** that the minutes from the Full Council meeting held on 4th April 2022 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

FC 22/16 Financial Report (April 2022):

The Clerk reported that at month one the budget was 8.7% spent and on target. There were no questions and it was **resolved** that Members accepted the Financial Report.

FC 22/17 Action List Update (May 2022):

22/17.1 The defibrillator publicity event would be held at the Hawkwell Baptist Church on Thursday 23rd June. Members were requested to diarise the event to ensure they could support it by attending. The defibrillator for the White Hart Service Station would be installed soon. The Clerk informed Members the event would start at 7pm and would likely last for a few hours with no break; refreshments would be made available either at the start of the event or following the event; the details would be agreed in due course. The Clerk suggested Members see how the event would go before looking to book another event.

22/17.2 The Clerk had received one quote from a company regarding the Climate Emergency Audit. It was noted another quote was required.

22/17.3 The Clerk had sent Members the online form regarding the application for double yellow lines; Members had volunteered to fill in the forms as residents to try and address the issues at the junctions of Rectory Road/Rectory Avenue and Hawkwell Park Drive/Park Gardens.

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

FC 22/18 Private Security Company Public Consultation:

Members noted the Clerk's reports which included statistics, reports of crime and feedback from the public.

Members discussed the idea of employing a security company and noted there had been an increase in crime in the parks and Parish. A Member had noted the Police Inspector who attended an RDC meeting had reported that there had been significant Anti-Social Behaviour (ASB) within the Rochford district and that they were unable to supply additional officers for the area. Members discussed the fact the security patrol guards only had the powers to make a Citizen's Arrest, but it was noted that the guards were suitably trained and more likely to carry out such an arrest than a member of the public who may be fearful of doing that. It was noted that there had recently been reports of an air rifle being used in Magnolia Nature Reserve which was a grave concern. One Member noted that the public consultation had clearly indicated a need for the additional security.

Cllr M Vallance proposed that Council look at suitable security companies for consideration. This was seconded by Cllr S May with five Members in support and one against; it was **resolved** that the Clerk provide Members with suitable options for consideration.

FC 22/19 Correspondence:

22/19.1 Essex Association of Local Councils (EALC) – information on palliative care in Essex: The information was noted. It was agreed the Clerk would share this information on the Council's Facebook page.

22/19.2 Bar 'n' Bus Youth Work – Spring Newsletter: The information was noted.

22/19.3 Hawkwell Village Hall Management Committee:

a) Minutes of the AGM held on the 7th April 2022: The information was noted.

b) Minutes of the meeting held on the 7th April 2022: The information was noted. A Member enquired about the matter relating to Council's rent. The Clerk explained the matter and that Council would be visiting the Essex Records Office to try and obtain information on any historic agreements in place.

22/19.4 RDC – Invitation from the Chairman to attend the Queen's Platinum Jubilee Beacon lighting event: The invitation was noted.

22/19.5 Rochford Hundred Association of Local Councils (RHALC) – Minutes of the meeting held on the 20th January 2022: The information was noted. It was further noted there were Special Constables in Rayleigh and Hockley. Members discussed the logistical problems faced for Hawkwell and that Council were still advertising for a Special Constable with no applicants to date.

22/19.6 EALC:

a) Annual membership information: The information was noted.

b) County Update – special edition: The information was noted.

22/19.7 The Old People's Welfare Committee for Rochford and District – Minutes of the meeting held on the 14th April 2022: The information was noted.

22/19.8 Invitation to the Queen's Platinum Jubilee Event at the Hawkwell Village Hall: The information was noted.

**FC 22/20 Receive Committee/Working Party Reports since last meeting:
Finance Committee:**

a) Cllr S May moved the minutes of the meeting held on the 4th April 2022 be approved and it was **resolved** they were accepted.

b) 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 £16,600 giving this fund a total of £46,650 at the beginning of the financial year 2022/23.'

'The 'total' Earmarked Reserves at the beginning of 2022/23 are £68,066 which is made up of £21,416 in the Asset Renewable Fund and £46,650 in the OER.'

Planning Committee:

It was **resolved** that Members accepted the planning response to Rochford District Council for April 2022.

**FC 22/21 Representatives Reports:
Rochford Old Peoples Welfare Committee –** The next meeting would be on 19th May.
Rochford Hundred Association of Local Councils (RHALC) – Members were referred to agenda item FC 22/19 (Minute FC 22/19.7)

Ashingdon & East Hawkwell Memorial Hall – No representatives.

Hawkwell Village Hall – Members were referred to agenda item FC 22/19 (Minute FC 22/19.3)

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 22/22 Payment of Accounts

A Member enquired about the outstanding petty cash issue. The Clerk reported the money had been returned but that it had taken Metro Bank a long time. All accounts now balanced.

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

FC 22/23

Summary of Decisions Taken:

- Cllr M Strubel elected as Chairman for civic year 2022-23
- Cllr M Vallance elected as Vice-Chairman for civic year 2022-23
- Formal Co-option of Cllr M Vallance noted.
- Council to liaise with Hockley Parish Council regarding having a stall at the Westerings School for the Queen's Platinum Jubilee; leaflets for the Defibrillator event also to be considered.
- Committee structures formally agreed.
- Representatives to Outside Bodies appointed.
- Draft and unaudited Income and Expenditure Accounts for 2021-22 accepted.
- Clerk to arrange date for Chairman and Vice Chairman to inspect investments, leases and asset register/inventory etc.
- Record of Attendance for 2021-22 accepted.
- Full Council and Committee meetings schedule for 2022-23 agreed.
- Standing Orders and Financial Regulations agreed.
- Defibrillator Public Event to take place at Hawkwell Baptist Church on Thursday 23rd June at 7pm.
- Members agreed recommendations regarding EMRs and General Reserve.
- Members agreed to pursue engagement with a Security Company.
- Clerk to share information on palliative care via Facebook page.

The Chairman declared the meeting closed at 8:31pm.

Chairman