

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 3rd October 2022 at 7:30pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

Councillors present: Chairman M Strubel, Mrs T Carter, Mrs L Dalby, R Gardner, A MacPherson, Mrs L Massey, S May, R Patient, Mrs J Strubel, Mrs A Styles, M Vallance & Mrs M Weir.

The Chairman welcomed back a long-standing Member following a period of extended absence. A minute's silence was held to mark the passing of Her Majesty Queen Elizabeth II. The Clerk informed Members the book of condolence was still available that evening.

FC 22/59 To receive apologies for non-attendance at meeting:

Members received apologies from Cllr Mrs D Squires-Coleman & Essex County Councillor (ECC) Mrs L Shaw.

FC 22/60 Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 3rd October 2022:

No declarations were made.

FC 22/61 Public Forum & Information Reports from District Cllrs for Hawkwell Parish:

a) Public Forum: No members of the public were present.

b) Information Reports from District and County Councillors:

ECC Cllr Mrs L Shaw had sent an email, reminding Members to contact her should they know of any potholes that needed attending to in the parish; it was noted information was required by the 18th November 2022 with funding lost if the numbers were not fulfilled.

FC 22/62 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 25th July 2022 and to destroy the notes in respect of the meeting:

It was **resolved** that the minutes of the Hawkwell Parish Council meeting held on 25th July 2022 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

FC 22/63 Financial Report (September 2022):

The Clerk reported that at month six total expenditure was at 40%. Finance was on track; General Purposes was at 13%, but there would be more expenditure from Christmas onwards. Parks was 32% spent and on track.

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

FC 22/64 Action List Update (October 2022):

22/64.1 There would be a further Defibrillator Awareness session at the Hawkwell Baptist Church on the 5th November 2022. Only two Members had offered to support the event and the Clerk requested more to come forward; Cllrs Mrs T Carter, Cllr Mrs L Massey, Cllr Mrs J Strubel, Cllr M Strubel volunteered to join the other Members. Cllr M Vallance would be a

provisional attendee. Any other Members able to attend were requested to let the Clerk know. The Clerk would confirm the start time, but it was expected to start around 10am.

22/64.2 The Eco Audit would be conducted in mid-October. Cllr R Gardner would be in attendance, along with the Clerk and regular contractor.

22/64.3 Members were referred to Agenda item 9. (Minute FC 22/26)

22/64.4 Members who had attended the meeting with ECC Cllr Scott reported the meeting had largely been about the process of filling potholes, for which there was a reported budget of £5m. Also noted: hidden cameras were in operation to catch speeding motorists; there had been some clamping down on landowners regarding the upkeep of farmland etc and that a 'Digi-bus' was in operation within the region. This was an on-demand service which also allowed those with free bus passes to use it.

22/64.5 There was no update regarding the matter relating to Councillor attendance.

22/64.6 Members had been reminded earlier in the meeting to report any significant potholes to ECC Cllr Mrs L Shaw.

22/64.7 A letter had been sent to ex-Councillor Mrs E Gadsdon.

22/64.8 The Community Engagement Working Group (CEWG) were due to explore the idea of holding an Eco Fair in Magnolia Park. Cllr Mrs L Dalby had been waiting for new Members to join the group before arranging a meeting.

22/64.9 The Clerk had received an update that day from RDC regarding the Freight House; RDC had issued a press release announcing the Freight House would reopen on the 24th October 2022. The Clerk was required to contact the priority booking service to put Council's meeting dates back into their system. It was assumed the arrangement would be as before, as guaranteed by RDC.

22/64.10 New Members were to contact the office about which Committees/Working Groups they wanted to join.

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

FC 22/65 Co-option question: do Council wish to undertake a Co-option at present?

The Clerk explained there would be elections next May and it was therefore appropriate to ask Members if they felt it would be suitable to consider a Co-option at the current time. It was noted a candidate had come forward who was interested in joining Council. Members **agreed** to undertake a Co-option; the Clerk would invite the candidate to the November meeting for an interview.

FC 22/66 Budget planning for 2023-24 – items for consideration:

a) Recommendation that Council adopt the Fiscal Policy when setting the budget for 2023/24: Members adopted the Fiscal Policy.

b) Consideration of new budget items for inclusion: Members briefly discussed the current economic climate and agreed it would be prudent to be mindful of that when setting budgets. The Clerk requested Members give consideration for new items in time for the upcoming meetings.

FC 22/67 Private security patrols:

a) August report attached: Members noted the report. A Member enquired what a virtual check point scan was, and the Clerk explained it was driven by GPS and showed where they were and at what time.

b) September report to be tabled: The Clerk circulated the report which had been received earlier that day.

FC 22/68 Civility and Respect Project: collaboration with SLCC/NALC:

a) **Newsletter August 2022:** Members noted the newsletter.

b) **Consideration to sign the pledge:** It was noted the Clerk had signed up to some webinars and some were available to Councillors too; Members interested in those were to let the Clerk know.

A new Code of Conduct Training was also available on the 19th October 2022;

Members interested in attending were to let the Clerk know. Members were reminded that training was paid for by Council and was budgeted for accordingly and the Clerk encouraged Members to take up training opportunities where relevant.

It was **agreed** that the matter of signing the pledge be deferred to a future meeting to allow the Clerk to work on a Dignity and Civility Policy, a requirement for the pledge.

FC 22/69 Request for consideration of Allotments/Allotment WG by Cllr Mrs T Carter:

Cllr Mrs T Carter asked Members what they thought about allotments. A long discussion ensued with various opinions expressed. It was noted Council had investigated the provision of allotments many years ago and had concluded it was not possible given the lack of land available within the parish and due to the substantial costs involved.

It was further noted six residents would need to write to Council before any duty to investigate was required; the Clerk confirmed that had not occurred during her time as Clerk with very few residents contacting Council about allotments within the parish.

Members agreed it would be prudent to revisit the matter before making any formal decisions. It was **resolved** a Working Group be established to research feasibility and sustainability for the provision of allotments. Those who voted for the Allotment Working Group (AWG) would join. The group would consist of Cllrs Mrs T Carter, Mrs L Dalby, R Gardner, Mrs L Massey, S May, Mrs A Styles and M Vallance.

FC 22/70 Winter 2022 Newsletter – articles for inclusion.

Members **agreed** the articles in the table below and the timetable in the Clerk's report.

Article/Item	Author
Publicise HPC Facebook page	<i>Unallocated</i>
Publicise new defibrillators	<i>Unallocated</i>
Parish Church(s) – Christmas services	Office
Parks update	
a) New adult gym equipment and goal/basketball post Magnolia	Cllr S May
b) New inclusive roundabout Elizabeth Close	Cllr S May
c) Improvements to the overwintering pond – Magnolia	Cllr S May
d) No Mow May winning entry	Office
e) Tree planting Magnolia	Cllr Mrs L Dalby
f) Eco Audit	Cllr Mrs L Dalby
g) Eco Fair proposal Magnolia	Cllr Mrs L Dalby
Recent hate graffiti	<i>As the matter had subsided, Members agreed not to include an article unless the issue was to reoccur.</i>
Rochford Day Centre – advertisement for volunteers	Cllr Mrs M Weir
List of Cllrs	Office
Third party contact details	Office

Dependent on space, information on healthy period workshops via Love Essex could be placed in the newsletter. Failing this, the Clerk would post it via the Facebook page. A Member noted that a new basketball net had been installed on the basketball post at Magnolia Park. Council had not been contacted about this and the information had been found via a Facebook post. Members briefly discussed leaving the post in, but it was noted the job for a new replacement had been costed and was due to start imminently. Additionally, the project was being run via the Parks Committee.

FC 22/71 Correspondence:

22/71.1 The Old People's Welfare Committee for Rochford & District:

- a) **Minutes of the meeting held on 14th July 2022:** The information was noted.
- b) **Minutes of the meeting held on 11th August 2022:** The information was noted.
- c) **Minutes of the meeting held on 8th September 2022:** The information was noted.

22/71.2 Essex Association of Local Councils (EALC):

- a) **Saturday Councillor Training Day Course:** The information was noted.
- b) **Training Calendar to December 2022:** Members interested in attending were to let the Clerk know.

22/71.3 Rochford District Council (RDC) – Chairman invitation to Civic Service on 16th December 2022: Chairman M Strubel and Cllr Mrs J Strubel would attend.

22/71.4 Community Speed Watch Essex – The information was noted.

22/71.5 Rochford Hundred Association of Local Councils (RHALC) – Minutes of the meeting held on the 21st July 2022: The information was noted.

22/71.6 Letter from a resident regarding the Arriva No 8 reduction in service: It was agreed the Clerk would write a letter to Arriva about the problems residents were facing due to the reduction in service.

22/71.7 Letter from Essex Police (PC T Thomas) regarding racist graffiti within Hawkwell: The information was noted.

FC 22/72 Representatives Reports:

Rochford Old Peoples Welfare Committee – Members noted the minutes (FC 22/71.1)
Rochford Hundred Association of Local Councils (RHALC) – Members noted the minutes (FC 22/71.5)

Ashingdon & East Hawkwell Memorial Hall – No representatives.

Hawkwell Village Hall (HVH) – No updates.

Public Transport Liaison Group – No updates.

Robert Sudbury Trust – No updates

Information Reports:

Community Meetings – No updates.

FC 22/73 Receive Committee/Working Party Reports since last meeting:

Parks Committee:

It was **resolved** that Members accepted the Parks Committee minutes of the meeting held on the 25th July 2022.

FC 22/74 Payment of Accounts:

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

FC 22/75 Summary of Decisions Taken:

- Members to contact ECC Cllr Mrs L Shaw before 18th November regarding any substantial potholes within parish.
- Defibrillator Awareness Event to go ahead on the 5th November; Clerk to confirm start time. Cllrs Mrs T Carter, Mrs L Massey, M Strubel, Mrs J Strubel also to attend. Cllr M Vallance marked as a provisional attendee.
- Co-option interview to go ahead for November; Clerk to contact interested party.
- Clerk to work on Dignity and Civility Policy; Civility and Respect Pledge to be deferred to another meeting.
- Allotment Working Group established consisting of Cllrs Mrs T Carter, Mrs L Dalby, R Gardner, S May, Mrs L Massey, Mrs A Styles, M Vallance. Members to arrange first meeting.
- Articles agreed for Winter newsletter; timetable also agreed.
- Members interested in Cllr Training to let Clerk know.
- Chairman M Strubel & Cllr Mrs J Strubel to attend RDC Civic Service on 16th December 2022.
- Clerk to write to Arriva regarding reduction in service of No 8 bus.

The Chairman declared the meeting closed at 8:50pm.

Chairman