

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 7th November 2022 at 7:35pm
in the Committee Room, Freight House, Bradley Way, Rochford**

Councillors present: Chairman M Strubel, Mrs T Carter (*from 8:04pm*), R Gardner, A MacPherson, Mrs L Massey, S May, R Patient, Mrs J Strubel, M Vallance & Mrs M Weir.

Also present: District Cllr Mrs D Squires-Coleman and one member of the public.

FC 22/76 To receive apologies for non-attendance at meeting:

Members received apologies from Cllrs Mrs L Dalby and Mrs A Styles, along with District Cllr M Webb and Essex County Councillor (ECC) Cllr Mrs L Shaw.

FC 22/77 Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 7th November 2022:

No declarations were made.

FC 22/78 Public Forum & Information Reports from District Cllrs for Hawkwell Parish:

a) Public Forum: One member of the public was present to interview for co-option.

b) Information Reports from District and County Councillors:

District Cllr Mrs D Squires Coleman explained she was new in the role and was present to observe Council's meeting.

FC 22/79 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 3rd October 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 3rd October 2022 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

FC 22/80 Financial Report (October 2022):

The Clerk reported that at month seven expenditure was at 46% against 58%. The Finance budget was 54% spent and on track; General Purposes was low at 15% with expenditure due and the Parks budget was 50% spent with the new equipment due to be paid in the following month.

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

FC 22/81 Action List Update (November 2022):

22/81.1 There had been another Defibrillator Awareness session at the Hawkwell Baptist Church on the 5th November 2022. Members were a little disappointed by the small number of attendees but felt the demonstration had been a success. The Clerk had received positive feedback from some attendees who had emailed the office. Members enquired if there would be any more sessions. It was noted the free sessions had covered the orders and were not per unit; therefore Council had already used up the two free sessions

available. The Clerk noted additional sessions were likely to incur minimal cost. Members noted that it may be beneficial to hold another session at Clements Hall Leisure Centre but no decision was made. A Member enquired if the session had been publicised on the website, noting the Clerk had taken pictures. The Clerk indicated the photographs may go in the next newsletter or she may post the outcome of the session on Facebook.

- 22/81.2** The Eco Audit had been carried out and the report was awaited. The Clerk noted the auditor had commented on Spencers Park and had indicated he was impressed with the way the parks were managed.
- 22/81.3** Members were referred to Agenda item 8. (Minute FC 22/83)
- 22/81.4** Council had agreed to take the Civility and Respect Pledge. The Clerk was to draft a Dignity and Civility Policy for the Policy Committee to review before any further action.
- 22/81.5** Members were referred to Agenda item 9. (Minute FC 22/84)
- 22/81.6** The winter newsletter was underway and was due to be issued at the end of November.
- 22/81.7** Members interested in training were to let the Clerk know.
- 22/81.8** The Clerk had written to Arriva following a letter from a resident about the reduction of the No.8 bus service. Members were referred to Agenda item 11. (Minute FC 22/ It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.

FC 22/82 Co-option interview:

A candidate underwent a Q&A session (noted separately). Following the interview, the candidate remained for the rest of the meeting.

FC 22/83 Private Security Patrols – October report:

Members noted the report. A Member asked the Clerk if she was happy with the performance of the company so far; the Clerk reported the patrols had moved people involved in drug use on from the parks and had also removed youths from climbing over the new basket/goal post in Magnolia Park. They had also increased their patrols in Magnolia Park following reports of an attack on a youth. Members were reminded the purpose of the security patrols was to function as a deterrent and evidence of this was starting to emerge; a Member reported a resident had seen the security guards move on some youths causing a disturbance and that the park appeared to have less trouble groups which had made them feel safer.

FC 22/84 Allotment Working Group (AWG) – way forward:

a) Refer the AWG to a Committee: Cllr M Vallance proposed the AWG be referred to the General Purposes Committee which was seconded by Cllr S May and **agreed** by majority.

b) Confirm Members of the AWG: Cllrs Mrs T Carter, M Vallance, S May and Mrs A Styles would form the AWG.

c) Members of the AWG to liaise and set up first meeting: It was noted Cllr Mrs T Carter had brought the matter to Council and therefore would need to arrange the first meeting by contacting Members. Members briefly discussed the issues and their individual opinions about the provision of allotments.

Cllr Mrs T Carter entered the chambers at 8:04pm

It was **agreed** the Clerk would email Cllr Mrs T Carter with the AWG Members' email addresses who could then arrange the first meeting and set the group's Terms of Reference (ToR) ready to refer to the General Purposes Committee.

FC 22/85 Remembrance Sunday 13th November 202 at 2pm – Chairman to lay Council’s wreath at the Royal British Legion, Hawkwell:
Members noted the information.

FC 22/86 Correspondence:

22/86.1 Emails from ECC Cllr Mrs L Shaw:

a) Information on bleed control kits: Members discussed the provision of bleed kits and noted it would be difficult to provide a suitable place for the kits. The Clerk also pointed out there were no central registers for bleed kits which raised the question how accessible they would be for people.

b) Information on Winter Warmth and Welcome Spaces Fund: The information was noted. The Clerk explained the purpose of the spaces to Members and that the local churches were working together to provide such spaces. District Cllr Mrs D Squires-Coleman informed Members RDC had funding available for those organisations looking to offer warm spaces. It was further noted RDC had a central register of where the warm spaces were.

22/86.2 Essex Highways User Survey 2022: The Clerk advised Members to complete the survey as it would be worthwhile.

22/86.3 Correspondence regarding No.8 bus service:

a) Email stream with Arriva Head of Commercial; The information was noted.

b) Email from resident who raised issue; letter of thanks.

A Member enquired about the S107 monies for the building of the Clements Gate estate. The Clerk reported the matter had been investigated several times, but the money had been used. Members noted the monies had not improved the service in any way and were disappointed by the outcome.

22/86.4 Ashingdon & East Hawkwell Memorial Hall – letter of thanks following grant award: The information was noted.

22/86.5 Rochford District Council (RDC):

a) Chairman of RDC’s Civic Dinner: The information was noted.

b) Flood Advisory Group Meeting 17th November 2022 – agenda and report containing Hawkwell parish areas: The information was noted.

c) RDC Chairman Charity Fundraiser 3rd December 2022: The information was noted.

22/86.6 Transport East – Rural Mobility Survey 2022: The information was noted.

FC 22/87 Representatives Reports:

Rochford Old Peoples Welfare Committee – A meeting would be held on Thursday 10th November 2022.

Rochford Hundred Association of Local Councils (RHALC) – Cllr S May had attended a meeting, and another was due in January. The RHALC were trying to arrange their AGM.

Ashingdon & East Hawkwell Memorial Hall – No representatives.

Hawkwell Village Hall (HVH) – There had been a Finance Committee meeting.

Public Transport Liaison Group – No updates.

Robert Sudbury Trust –No updates.

Information Reports:

Community Meetings – No updates.

FC 22/88 Receive Committee/Working Party Reports since last meeting:

Finance Committee: It was **resolved** that Members accepted the Finance Committee minutes of the meeting held on the 10th October 2022.

Parks Committee: It was **resolved** that Members accepted the Parks Committee minutes of the meeting held on the 10th October 2022.

Planning Committee: It was **resolved** that Members accepted the Planning Committee minutes of the meeting held on the 3rd and 24th October 2022.

FC 22/89 Payment of Accounts:

A Member enquired why the invoices for the bin emptying contractor differed between months; the Clerk explained it was dependent on how many weeks were in a month. 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 22/90 Resolution within Standing Order 3d “that in view of the confidential and special nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw”.

Standing Order 11 and 19f also apply:

District Cllr Mrs D Squires-Coleman and the member of the public left the chambers at 8:20pm.

FC 22/91 Post-Interview Co-option Discussion:

Members discussed the candidate at it was unanimously **agreed** to co-opt the candidate. The Clerk would inform them of Council’s decision the following day.

FC 22/92 Summary of Decisions Taken:

- AWG referred to the General Purposes Committee; Cllrs Mrs T Carter, S May, Mrs A Styles and M Vallance to form group. Cllr Mrs T Carter to take lead and arrange first meeting; Clerk to give Members’ email addresses to assist.
- Members agreed to co-opt the candidate interviewed.

The Chairman declared the meeting closed at 8:33pm.

Chairman