

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 6th March 2023 at 7:30pm
at the Rochford Day Centre, 33a Back Lane, Rochford**

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

FC 23/108 To receive apologies for non-attendance at meeting:

Members received apologies from Cllr Mrs L Massey, Essex County Councillor (ECC) Cllr Mrs L Shaw and District Cllr Mrs L Butcher.

FC 23/109 Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Pecuniary Interest; or

c) Non-Pecuniary Interest on any matter on the agenda for 6th March 2023:

No declarations were made.

FC 23/110 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:

Cllr Mrs T Carter, in her capacity as District Cllr, had been made aware of many streetlights not functioning within the parish, but noted lights managed by Hawkwell Parish Council (HPC) were all functioning; praise was given for the clear way in which HPC's lights were identifiable with plaques containing relevant details.

FC 23/111 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 16th January 2023 and to destroy the notes in respect of the meeting:

It was **resolved** that the minutes of the Hawkwell Parish Council meeting held on 16th January 2023 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

FC 23/112 Financial Report (February 2023):

The Clerk reported that at month eleven the budget was 89.3% spent against an expected 91.6%. Finance was slightly underspent. General Purposes was underspent but with some expenditure due over the coming months. Parks was 122% spent but allowing for the movement of funds from the General Reserves for the capital equipment purchases, it was 94% spent.

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

FC 23/113 Action List Update (March 2023):

23/113.1 The Climate Change Working Group (CCWG) would be meeting to discuss the Eco-Audit.

23/113.2 Members were referred to Agenda item 8. (Minute FC 23/115).

23/113.3 Members interested in training were to let the Clerk know.

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

FC 23/114 Local Council Risk System (LCRS) Report for the year 2022-23:

Members noted the report and that all aspects were marked as low risk. The Clerk informed Members certain areas had seen an increase in risk factors, namely the website but there had been minimal change.

It was **resolved** that Members approve the LCRS report for the year 2022-23.

FC 23/115 Civility & Respect Pledge:

a) Recommendation to adopt a Dignity at Work Policy; attached;

It was **resolved** that Members adopt the Dignity at Work Policy.

b) Resolution that Hawkwell Parish Council signs the Civility and Respect Pledge:

The Chairman read out examples of types of bullying and/or harassment and explained the importance of being respectful to others. A Member enquired about possible disagreements between Members and was reminded that Members should go through the Chairman who would aim to manage conflicting opinions accordingly. The Clerk also reminded Members should there be any issues with Members' behaviour, a Code of Conduct complaint could be made to the Monitoring Officer at Rochford District Council (RDC). It was suggested an article about the Pledge be included in the next newsletter. A Member enquired if the Pledge covered social media and the Clerk explained it was not specific to social media, but that Council had a Social Media Policy.

Members agreed to the statements laid out in the Civility and Respect pledge and it was **resolved** that Members sign the pledge.

FC 23/116 Hawkwell Parish Council meetings following closure of the Freight House:

It was noted the Clerk was in the process of finding alternative venues and there was no definitive date for when the Freight House would be able to provide a useable meeting space. A Member suggested approaching Rochford Parish Council, but it was noted their rooms were often booked out on the same evening HPC met and also that parking was difficult. A Member suggested Clements Hall but other Members felt it was not appropriate as the aircon did not work and neither did the lift. The Clerk advised the Hawkwell Baptist Church hall was booked out on Monday evenings and that the Hawkwell Village Hall Annex was too small to accommodate Council's meetings.

It was **resolved** that Council continue to meet at the Rochford Day Centre and that the Clerk would keep the matter under review.

FC 23/117 Private Security Patrols – February 2023:

The latest report was tabled the meeting. It was noted there had been a decrease in vandalism which Members felt was a positive outcome.

FC 23/118 Correspondence:

23/118.1 Citizens' Advice Bureau – information on new venue: The information was noted.

23/118.2 Rochford Hundred Association of Local Councils (RHALC):

a) General information/request for more representatives: The information was noted.

b) Minutes of the meeting held on 19th January 2023 and a list of representatives:

The information was noted.

c) RHALC subscription costs: It was noted an invoice was due.

23/118.3 Notification and agenda for transport meeting on 23rd March 2023: The information was noted.

23/118.4 20s Plenty for Essex: The Clerk would send Members further information and the matter would be deferred to the next Full Council meeting.

23/118.5 RRAVS – Invitation to AGM to be held on 22nd March 2023: The information was noted.

- 23/118.6 Department for Levelling up Housing and Communities – Information on the King’s Coronation:** Members were reminded Council was intending to build a raised flower bed in Magnolia Park for the King’s Coronation. A Member enquired how much funding Council were receiving from District Council for the King’s Coronation, but the Clerk was unaware of funding being given out to Parish Councils, but grants could be applied for through bodies such as the National Lottery etc.
- 23/118.7 RDC – Election Candidates’ Briefing Information:** The Clerk encouraged Members to attend the briefing and had requested those who were intending to go to let her know. This was for the purpose of letting the Elections Officer know how many election nomination packs to get ready for collection. Members were reminded it was not the Clerk’s responsibility to get the election nomination forms and that Members could work together to ensure they were suitably prepared for the Election.
- 23/118.8 Wyvern Community Transport – notice of AGM to be held on 16th March 2023:** The information was noted.
- 23/118.9 RDC – Flood Forum:**
- a) Invitation and agenda for meeting to be held on 28th March 2023:** The information was noted.
 - b) Minutes of the meeting held on 17th November 2022:** The information was noted.
 - c) Information on Hawkwell Brook:** A Member felt that the brook in Spencers was Council’s responsibility, but the Clerk noted that had not been the case in her time as Clerk. Some Members
 - d) requested the Clerk investigate the matter.**
- 23/118.10 Keep Britain Tidy – request for support:** The Clerk explained Council had never been actively involved but noted that Members had shown an interest in litter picking in Magnolia. It was agreed the litter picking efforts could tie in with the campaign but that there should be limited publicity given Purdah would start before the end of the month.
- 23/118.11 The Old People’s Welfare for Rochford and District Committee – minutes of the meeting held in February 2023, including financial report (Date of meeting omitted from minutes) –** The information was noted.
Cllr T Hargraves left the Chambers at 8:10pm
- 23/118.12 RDC – UK Shared Prosperity Fund (UKSPF) Partnership invitation (Consider sending a representative to future meetings):** It was noted there was encouragement for Parish Councillors to be involved. The Clerk would forward further details to Members. Those interested in becoming a Representative were to let the Clerk know.
Cllr T Hargraves returned to the Chambers at 8:13pm
- FC 23/119 Representatives Reports:**
- Rochford Old Peoples Welfare Committee** – The minutes were noted at Agenda item 11 (Minute FC 23/118.11). A meeting was scheduled for Thursday of that week.
 - Rochford Hundred Association of Local Councils (RHALC)** – The minutes were noted at Agenda item 11 (Minute FC 23/118.2). The next meeting would take place on 20th April 2023.
 - Ashingdon & East Hawkwell Memorial Hall** – No representatives.
 - Hawkwell Village Hall (HVH)** – No meetings. A Member enquired if there was a new Chairman and it was believed the previous ex-Chairman was now acting Chairman.
 - Public Transport Liaison Group** – No updates.
 - Robert Sudbury Trust** – The Clerk was working on the banking mandate.
- Information Reports:**
- Community Meetings** – No updates.

FC 23/120 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 16th January 2023 and 13th February 2023.

Finance Committee: It was **resolved** that Members accepted the Finance Committee minutes of the meeting held on 13th February 2023.

Policy Committee: It was **resolved** that Members accepted the Policy Committee minutes of the meeting held on the 13th February 2023.

It was also **resolved** that Members accept the recommendation from the Policy Committee to adopt a new Training Policy. The Clerk would send a copy to all Members.

Planning Committee: It was **resolved** that Members accepted the Planning Committee minutes of the meeting held on the 16th January 2023 and 13th February 2023.

FC 23/121 Payment of Accounts:

A Member enquired about the cost of the Christmas lighting installations and take-downs and felt a lot of money was being spent in this regard. They also felt there was an excessive amount of invoices from the contractor for light repairs. The Clerk explained that the Christmas light work involved the contractors having to deal with several locations and different lights. The Clerk corrected the Member as there had not been many costs for light repairs; the recent payment shown was for a repair to a streetlight which had been hit by a third party. The contractor had worked quickly to repair a dangerous leaning column and that the Clerk had sought to reclaim costs through the appropriate insurance channels. The Clerk felt the contractor was exemplary and worked very well for Council. There were no further questions, and it was **resolved** that the payment of accounts paid since the last meeting (January/February payments) were approved, together with agreement to pay any accounts due before the next meeting.

FC 23/122 Summary of Decisions Taken:

- LCRS for 2022-23 approved.
- Dignity at Work Policy approved and adopted.
- Civility and Respect Pledge signed; article about the pledge to be included in next newsletter.
- Council meetings to continue at the Rochford Day Centre; Clerk to keep the matter under review.
- Clerk to send further information on the 20s Plenty for Essex Campaign; matter to be deferred to next meeting.
- Members attending the Elections Briefing to let the Clerk know.
- Members' litter picking efforts to tie in with Keep Britain Tidy Campaign but caution to be aired over any publicity during Purdah.
- Clerk to send further details about RDC's UKSPF; Members interested in becoming a Representative to let the Clerk know.

The Chairman declared the meeting closed at 8:19pm.

Chairman