

**Minutes of the Annual Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 15th May 2023 at 7:30pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

Councillors present: R Gardner, T Hargrave, Mrs L Massey, S May, R Patient, Mrs J Strubel, M Strubel & Mrs M Weir.

Also present: Three members of the public.

FC 23/1 Election of Chairman for the civic year 2023-24 and execute the Declaration of Acceptance of Office:

Cllr R Patient nominated Cllr M Strubel which was seconded by Cllr Mrs J Strubel. Cllr Mrs L Massey nominated Cllr S May which was seconded by Cllr T Hargrave.

There were no further nominations and following a secret ballot it was **resolved** that Cllr M Strubel be elected to serve as Chairman for the civic year 2023-24.

FC 23/2 Election of Vice Chairman for the civic year 2023-2024:

Cllr R Patient nominated Cllr S May which was seconded by Cllr Mrs M Weir.

There were no further nominations and it was **resolved** that Cllr S May be elected to serve as Vice-Chairman for the civic year 2023-24.

FC 23/3 Declaration of Acceptance of Office for Councillors:

Members noted all Members present and some unable to attend the meeting had signed their Declaration of Acceptance of Office in the presence of the Clerk.

FC 23/4 Update of Register of Members' Interest/General Notice of Registrable Interests:

Members were instructed to fill in a new Register of Members' Interest/General Notice of Registrable Interest. Members were asked to sign their documents after Agenda Item 9 (Minute FC 23/9) to ensure they had included any new Outside Bodies Representative positions.

FC 23/5 To receive apologies for non-attendance at meeting:

Cllrs Mrs T Carter, Mrs L Dalby, A MacPherson and Mrs A Styles had given apologies along with Essex County Councillor Mrs L Shaw. Cllr M Vallance had informed the Clerk he would not be taking up office; this would be put on the next Full Council agenda. Members received the apologies tendered.

FC 23/6 Declarations of any of the following interests on any matter on the agenda for 15th May 2023:

a) **Disclosable Pecuniary Interest;**

b) **Other registrable interests**

None were declared.

FC 23/7 Governance – Review of key documents

a) **Adoption of Standing Orders 2023 (no change from 2022):**

It was **resolved** to adopt the Standing Orders for 2023.

b) Adoption of Financial Regulations 2023:

It was **resolved** to adopt the Financial Regulations for 2023.

c) Adoption of the Strategic Plan 2023-2026 (recommended for approval by the Policy Committee)

It was **resolved** to adopt the Strategic Plan for 2023-2026.

FC 23/8**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) – Three vacancies remained.

b) General Purposes Committee (GP) (12) Five vacancies remained.

c) Planning Committee (9) Four vacancies remained.

d) Parks Committee (12) Two vacancies remained.

e) Personnel Committee (9) – One vacancy remained.

f) Health & Safety Sub-Committee (5) - One vacancy remained.

g) Policy Committee (9) – Five vacancies remained.

h) Christmas Parcels Working Group (reports to GP) – One vacancy 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) Friends of Hawkwell Parks Working Group (reports to Parks)

p) Climate Change Working Group (reports to Full Council)

q) Allotments Working Group (reports to General Purposes)

Councillor	Minute reference																
	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q
Mrs L Dalby (Not present; to be checked)	✓	✓		✓	✓						✓		✓	✓	✓	✓	
R Gardner	✓	✓		✓	✓	✓	✓			✓	✓		✓	✓			
T Hargrave				✓				✓			✓					✓	
A MacPherson (Not present; to be checked)				✓	✓			✓									
Mrs L Massey	✓			✓	✓			✓									
S May	✓	✓	✓	✓		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓
R Patient	✓	✓	✓	✓	✓	✓	✓	✓	✓						✓		
Mrs J Strubel		✓	✓	✓	✓			✓					✓				
M Strubel		✓	✓	✓	✓			✓					✓				
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 23/9 Appoint representatives to outside bodies:**
Rochford Old Peoples Welfare Committee – Cllr S May was re-appointed as representative and joined by Cllr M Strubel.
Rochford Hundred Association of Local Councils (RHALC) – Cllr S May was re-appointed as representative with two vacancies remaining.
Ashingdon & East Hawkwell Memorial Hall Management Committee – No representatives were chosen.
Hawkwell Village Hall Committee – Cllr Mrs M Weir was re-appointed as representative with one vacancy remaining.
Public Transport Liaison Group – Cllr M Strubel was appointed as representative.
Robert Sudbury Trust (Administered by HPC) – Cllr S May and Mrs M Weir were re-appointed as representatives.
Community Meetings– Cllr M Strubel was re-appointed as representative and joined by Cllr Mrs J Strubel.
- FC 23/10 Receive draft and unaudited Income and Expenditure Accounts for 2022-23:**
The Clerk informed Members the Reserves were the same as last year and operating income also on par. The increase in running costs was due to capital purchases. It was **resolved** that the draft and unaudited Income and Expenditure Accounts for 2022-23 were accepted.
- FC 23/11 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 23/12 To accept Record of Attendance for preceding year:**
It was **resolved** that Members accept the Record of Attendance for 2022-23.
- FC 23/13 Receive dates of future Full Council and Committee meetings 2023-24:**
It was **resolved** that Members accept the schedule of meetings for 2023-24.
- FC 23/14 Public Forum & Information Reports from District Cllrs for Hawkwell Parish:**
a) Public Forum: There were three members of the public present. None present raised any questions.
b) Information Reports from District and County Councillors: No District Cllrs were present.
- FC 23/15 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 3rd April 2023 and to destroy the notes in respect of the meeting:**
It was **resolved** that the minutes from the Full Council meeting held on 3rd April 2023 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.
- FC 23/16 Financial Report (April 2023):**
The Clerk reported that at month one the budget was 7.2% spent and on target. There were no questions and it was **resolved** that Members accepted the Financial Report.

FC 23/17 Action List Update (May 2023):

- 23/17.1** The next meeting of the Climate Change Working Group (CCWG) would be in June.
- 23/17.2** Members interested in training, including the online Nimble courses, were to let the Clerk know. The Clerk informed Members she had received information about training provided by RDC; she would forward the email to Members in due course.
- 23/17.3** Cllr M Vallance had attended the Rochford UK Shared Prosperity Fund (UKSPF) meeting on 18th April 2023, but was not present to provide an update and had resigned. The Clerk would gather the relevant information going forward; it would be possible another representative may be required.
- 23/17.4** Council had adopted the new Model Code of Conduct and had completed and signed the Register of Interests form. Members agreed to close the item.
A member of public left the chambers at 7:50pm
- 23/17.5** Members interested in attending the Community Specials Workshop were to let the Clerk know.
- 23/17.6** The Clerk had contacted the Community Payback Team about a potential project in Hawkwell. A response was awaited.
- 23/17.7** The Clerk had contacted the Neighbourhood Watch Team Co-ordinator to see if there were any Rochford District Representatives. The Co-ordinator was seeking permission from the Representatives to see if they would pass their details on. It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.
A member of public returned to the chambers at 7:54pm

FC 23/18 Private Security Patrols Report - April 2023:

Members noted the reports. A Member enquired about a safeguarding issue. Several Members noted the reduction in vandalism and Anti-Social Behaviour (ABS) and felt the patrols were a positive step towards reducing such crime.

FC 23/19 Correspondence:

- 23/19.1 Rochford District Council (RDC) – Overview & Scrutiny Committee information regarding the Freight House:** The information was noted.
- 23/19.2 Hawkwell Village Hall Management Committee:**
- a) Minutes of the AGM held on 6th April 2023:** The minutes were noted.
- b) Minutes of the meeting held on 6th April 2023:** The minutes were noted.
- 23/19.3 Rochford Hundred Association of Local Councils (RHALC) - Minutes of the meeting held on 20th April 2023:** The minutes were noted.
- 23/19.4 Essex Association of Local Councils (EALC) – Further Community Specials Workshop notification:** The information was noted. The Clerk reminded Members that Council had been trying to appoint a Community Special for several years.
- 23/19.5 Passenger Transport Essex:**
- a) Email from Transport Officer:** The email was noted.
- b) Meeting notes from the meeting held on 20th April 2023:** The minutes were noted.
- c) Slide presentation pack for Rochford – March 2023:** The information was noted.
The Chairman enquired if Members were in receipt of the Good Cllrs Guide and encouraged all to read it.

- FC 23/20 Receive Committee/Working Party Reports since last meeting:**
Planning Committee: It was resolved that Members accepted the minutes of the meeting held on 3rd April 2023 and 2nd May 2023.
Parks Committee: It was **resolved** that Members accepted the minutes of the meeting held on 3rd April 2023.
Policy Committee: It was resolved that Members accepted the minutes of the meeting held on 3rd April 2023. It was further **resolved** that the Memorial Plaque, Seats and Trees Policy be adopted, as recommended by the Policy Committee.
- FC 23/21 Representatives Reports:**
Rochford Old Peoples Welfare Committee – There was nothing to report.
RHALC – Members were referred to agenda item FC 23/19 (Minute FC 23/19.3)
Ashingdon & East Hawkwell Memorial Hall – No representatives.
Hawkwell Village Hall – Members were referred to agenda item FC 23/19 (Minute FC 23/19.2a&b)
Public Transport Liaison Group – Members were referred to agenda item 19 (Minute FC 23/19.5a,b&c)
Robert Sudbury Trust – There had been no meetings.
Information Reports:
Community Meetings – There was nothing to report.
- FC 23/22 Payment of Accounts**
A Member enquired what the payment to Blake Fire & Security related to. The Clerk explained the Magnolia Store alarm had dropped out due to a Wi-Fi issue and further works to upgrade the unit would be carried out in due course. A Member enquired if Council still used a Skyguard device; the Clerk confirmed Council had not used those devices following the departure of the Groundsman many years ago.
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 23/23 Summary of Decisions Taken:**
- Cllr M Strubel elected as Chairman for civic year 2023-24.
 - Cllr S May elected as Vice-Chairman for civic year 2023-24.
 - Committee structures formally agreed.
 - Representatives to Outside Bodies appointed.
 - Draft and unaudited Income and Expenditure Accounts for 2022-23 accepted.
 - Clerk to arrange date for Chairman and Vice Chairman to inspect investments, leases and asset register/inventory etc.
 - Clerk to email Members about RDC training.
 - Record of Attendance for 2022-23 accepted.
 - Full Council and Committee meetings schedule for 2023-24 agreed.
 - Standing Orders and Financial Regulations adopted.
 - Strategic Plan for 2023-26 adopted.
 - Memorial Plaque, Seats and Trees Policy adopted.

The Chairman declared the meeting closed at 8:04pm

Chairman