

**Minutes of the Annual Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 13th May 2024 at 7:35pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

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

Also present: District/Essex County Councillor (ECC) M Steptoe, and three members of the public.

- FC 24/1 Election of Chair for the civic year 2024-25 and execute the Declaration of Acceptance of Office:**
Cllr Mrs L Massey nominated Cllr S May which was seconded by Cllr Mrs M Weir. Cllr Mrs J Strubel nominated Cllr M Strubel which was seconded by Cllr T Hargrave.
There were no further nominations and following a secret ballot it was **resolved** that Cllr S May be elected as Chair for the civic year 2024-25.
- FC 24/2 Election of Vice Chair for the civic year 2024-2025:**
Cllr Mrs M Weir nominated Cllr M Strubel which was seconded by Cllr Mrs J Strubel.
There were no further nominations and it was **resolved** that Cllr M Strubel be elected as Vice-Chair for the civic year 2024-25.
- FC 24/3 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 and to sign their documents after Agenda Item 9 (Minute FC 24/9) to ensure they had included any new Outside Bodies Representative positions.
- FC 24/4 To receive apologies for non-attendance at meeting:**
Cllrs Mrs L Dalby and L Fane had given apologies along with District Cllr Mrs J Gooding. Members received the apologies tendered.
- FC 24/5 Declarations of any of the following interests on any matter on the agenda for 13th May 2024:**
a) Disclosable Pecuniary Interest;
b) Other registrable interests
None were declared.
- FC 24/6 Governance – Review of key documents**
a) Adoption of Standing Orders 2024 (no change from 2023):
Cllr T Hargrave left the chambers at 7:43pm.
It was **resolved** to adopt the Standing Orders for 2024.
b) Adoption of Financial Regulations 2024 (no change from 2023):
A Member referenced page 15, 11.1c which mentioned the EU Directive, noting that would no longer be relevant. The Clerk informed Members that the Financial Regulations given to them in their papers had now been superseded as NALC had just issued some new model regulations. It was **agreed** that these would be reviewed by the Finance Committee.
It was **resolved** to adopt the Financial Regulations for 2024 in the interim before the Finance Committee would review the new model Financial Regulations issued by NALC.

Agree Committee Structure and appointment of Members

Cllr T Hargrave returned to the chambers at 7:46pm.

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)** Two vacancies remained.
- c) Planning Committee (9)** Three vacancies remained.
- d) Parks Committee (12)** Two vacancies remained.
- e) Personnel Committee (9)** – Two vacancies remained.
- f) Health & Safety Sub-Committee (6)** - One vacancy remained.
- g) Policy Committee (9)** – Five vacancies remained.
- h) Christmas Parcels Working Group (reports to GP)** – No vacancies remained.
- i) Christmas Lights Working Group (reports to GP)** - Members were referred to Agenda item 8 (Minute FC 24/8).
- j) General Data Protection Working Group (GDPR) (reports to Full Council)** - Members were referred to Agenda item 8 (Minute FC 24/8).
- k) Youth Working Group (reports to GP)** Members were referred to Agenda item 8 (Minute FC 24/8).
- 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)** – Members were referred to Agenda item 8 (Minute FC 24/8).
- n) Social Media Working Group (reports to Full Council)** – The Clerk was to ask Cllr L Fane if he would like to join the SMWG.
- o) Friends of Hawkwell Parks Working Group (reports to Parks)** - Members were referred to Agenda item 8 (Minute FC 24/8).
- p) Climate Change Working Group (reports to Full Council)**
- q) Harvest Festival Fayre 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)	✓	✓		✓	✓				N/A	N/A	N/A		N/A	✓	N/A	✓	✓
L Fane (Not present; to be checked)		✓	✓	✓												✓	✓
R Gardner	✓	✓		✓	✓	✓	✓		N/A	N/A	N/A		N/A	✓	N/A		✓
T Hargrave		✓		✓			✓	✓	N/A	N/A	N/A		N/A		N/A	✓	✓
A MacPherson	✓	✓		✓	✓			✓	N/A	N/A	N/A		N/A		N/A		
Mrs L Massey	✓	✓	✓	✓	✓			✓	N/A	N/A	N/A		N/A		N/A		
S May	✓	✓	✓	✓		✓	✓	✓	N/A	N/A	N/A		N/A	✓	N/A	✓	✓
Mrs J Strubel		✓	✓	✓	✓	✓		✓	N/A	N/A	N/A		N/A		N/A		
M Strubel		✓	✓	✓	✓	✓		✓	N/A	N/A	N/A		N/A		N/A		
Mrs M Weir	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A	N/A		N/A		N/A	✓	

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 24/8 Consider disbanding the following Working Groups;**
a) Christmas Lights Working Group (CLWG) - It was **resolved** the CLWG be disbanded.
b) GDPR Working Group (GDPRWG) - It was **resolved** the GDPRWG be disbanded.
c) Youth Working Group (YWG) - It was **resolved** the YWG be disbanded.
d) Friends of Hawkwell Parks (FoHP) - It was **resolved** the FoHP be disbanded.
e) Community Engagement Working Group (CEWG) - It was **resolved** the CEWG be disbanded.
- FC 24/9 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 along with Cllr T Hargrave.
Public Transport Liaison Group – Cllr M Strubel was re-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 and Cllr Mrs J Strubel were re-appointed as representatives.
- FC 24/10 Receive draft and unaudited Income and Expenditure Accounts for 2023-24:**
It was **resolved** that the draft and unaudited Income and Expenditure Accounts for 2023-24 were accepted.
- FC 24/11 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 24/12 To accept Record of Attendance for preceding year:**
It was **resolved** that Members accept the Record of Attendance for 2023-24.
- FC 24/13 Receive dates of future Full Council and Committee meetings 2024-25:**
It was **resolved** that Members accept the schedule of meetings for 2024-25.
- FC 24/14 Public Forum & Information Reports from District Cllrs for Hawkwell Parish:**
a) Public Forum: There were 4 members of the public present; none raised any questions.
b) Information Reports from District and County Councillors: District & ECC Cllr M Steptoe explained a small element of Hawkwell fell within his area. He informed Members he had access to a £5k funding pot which covered a range of community initiatives such as bleed kits and defibrillators. Any ideas for such initiatives or projects then Members were requested to let him know. The Local Highways Panel (LHP) was undergoing changes, with projects now being separated dependent on the size and scope of the project. It was unclear how the process would work, and Cllr M Steptoe was due to attend a meeting. Cllr M Steptoe also updated Members on various issues within the Rochford parish, including an issue with HGVs parking in laybys along Hall Road. It was further noted that the Essex Highways

pothole scheme had changed; this now included road signs, overhanging hedges, white lining, pavements etc. Each ECC division would be allocated one-week blocks for engineers to work, up to six weeks within a year. It was expected any works for Cllr M Steptoe's division would commence sometime in June 2024.

The temporary traffic lights along the Ashingdon Road were causing large delays, in part due to drivers jumping red lights; the technology used for the lights meant the system had to reset when a driver jumped a red, adding to the existing delays. There would be a road closure along the Ashingdon Road for up to 10 nights in June; the Clerk informed Members that the road closure may affect some Members travelling home from Council's meetings on the 17th June. A Member expressed their view that the works along the Ashingdon Road from the Bloor Homes development were unacceptable, with mud and debris often on the road. The same Member also noted they had measured the air for certain pollutants and the readings had indicated air quality was three times above the safe level set by the World Health Organisation (WHO). Cllr M Steptoe acknowledged the information and felt that it was better to allow them to work, rather than prolong the issue of pollution.

A Member asked Cllr M Steptoe about why speed limit signs had not been erected along Rectory Road; the road was not within his area and gave his view that the signs would not be worthwhile if no enforcement was in place.

FC 24/15 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 4th March 2024 and to destroy the notes in respect of the meeting:

It was **resolved** that the minutes from the Full Council meeting held on 4th March 2024 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

Cllr M Steptoe left the meeting at 8:18pm.

FC 24/16 Financial Report (April 2024):

The Clerk reported the budget was 10% spent to date and on target. The Finance Committee budget had seen some large expenditure, but this would level out over the coming months. There were no questions and it was **resolved** that Members accepted the Financial Report.

FC 24/17 Action List Update (May 2024):

24/17.1 The next meeting of the Climate Change Working Group (CCWG) was on 20th May 2024.

24/17.2 There had been no updates from the Police regarding trail camera installations. Members agreed to close the item.

24/17.3 The Spring newsletter would be distributed week commencing 20th May 2024. The newsletter had been held back from being printed due to the Clerk wanting to include the Chair and Vice Chair information in the edition.

24/17.4 The Clerk had sent a written response to the resident who had made several complaints. No response had been received. Members agreed to close the item.

24/17.5 S-Type Security had been unable to attend the Parishioners' Annual Meeting but would be happy to attend another meeting. A Member suggested inviting them in the Autumn time. It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.

FC 24/18 Private Security Patrols Report:

a) Email regarding services provided: The Clerk suggested a trial for the K9 unit which Members **agreed** would be a good idea. Members noted signage would be required and would be supplied by S-Type Security.

Cllr Mrs L Massey gave her apologies and left the meeting at 8:23pm.

A member of the public left the meeting at 8:23pm.

b) Patrol reports: Members noted the reports.

FC 24/19 Receive and note the internal audit report (final) for 2023-24:

Members received and noted the internal audit report (final) for 2023-24.

FC 24/20 Correspondence:

24/20.1 Old People's Welfare for Rochford and District Day Centre Committee:

a) Minutes of the meeting held on the 8th February 2024: The minutes were noted.

b) Minutes of the meeting held on 11th April 2024: The minutes were noted.

24/20.2 Rochford Hundred Association of Local Councils (RHALC) - Minutes of the meeting held on 18th January 2024: The minutes were noted.

24/20.3 Hawkwell Village Hall Management Committee:

a) Minutes of the Annual General Meeting (AGM) held on the 14th March 2024:
The minutes were noted.

b) Minutes of the meeting held on 14th March 2024: The minutes were noted.

24/20.4 Essex Association of Local Councils (EALC) – Cllr refresher courses 2024: The information was noted.

24/20.5 Rochford District Council (RDC):

a) News regarding RDC's council offices: The information was noted.

b) Rochford Shared Prosperity Fund (UKSPF): Further information was available in the office.

24/20.6 City of Southend Area Bus User Group (SABUG) – Newsletter March/April 2024: The Clerk informed Members the discounted fare period had been extended.

24/20.7 Emails from Essex County Councillor (ECC) Mrs L Shaw:

a) Information about highway services to 2027: The information was noted.

b) Traffic speed survey results for Clifton Road: The information was noted.

c) Traffic speed survey results for Rectory Road: The information was noted.

d) Funding announcement - community safety projects: The information was noted.

e) Pavement technique trail for the visually impaired: The information was noted.

f) Essex Highways 2024 road resurfacing programme: The information was noted.

FC 24/21 Receive Committee/Working Party Reports since last meeting:

Planning Committee: It was resolved that Members accept the minutes of the meeting held on 4th March 2024 and 8th April 2024.

Finance Committee: It was resolved that Members accepted the minutes of the meeting held on the 11th March 2024.

It was also **resolved** Members agree to movements in the Other Earmarked Reserves (OER) resulting in a decrease of £700, giving the fund at total of £55,950 at the beginning of the financial year 2024-25. The total EMR at the beginning of 2024-25 equals £82,431, made up of £26,481 in the Asset Renewable Fund and £55,950 in the OER.

Cllr T Hargrave left the chambers at 8:34pm.

Parks Committee: It was **resolved** that Members accept the minutes of the meeting held on 11th March 2024 and 8th April 2024.

General Purposes Committee: It was resolved Members accept the minutes of the meeting held on 8th April 2024.

FC 24/22 Representatives Reports:

Rochford Old Peoples Welfare Committee – Members were referred to Agenda item 20 (FC 24/20.1)

Cllr T Hargrave returned to the chambers at 8:36pm

RHALC – Members were referred to agenda item 20 (Minute FC 24/20.2)

Ashington & East Hawkwell Memorial Hall – No representatives.

Hawkwell Village Hall – There was nothing to report.

Public Transport Liaison Group – There was nothing to report.

Robert Sudbury Trust – There had been no meetings.

Information Reports:

Community Meetings – There was nothing to report.

FC 24/23 Payment of Accounts

A Member enquired about the multiple payments to Council's IT provider. The Clerk explained one payment was for an annual service contract and the additional payment was for the approved two new computers in the office. The Member enquired if an annual service contract would now be required and if the costs should be lower; it was suggested Council consider a new tender.

The Clerk explained the payments also included the transfers to Council's investment, CCLA Public Sector Deposit Fund (PSDF).

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 24/24 Summary of Decisions Taken:

- Cllr S May elected as Chairman for civic year 2024-25.
- Cllr M Strubel elected as Vice-Chairman for civic year 2024-25.
- Committee structures formally agreed; various working groups disbanded.
- Clerk to ask Cllr L Fane if he would like to join the SMWG.
- Representatives to Outside Bodies appointed.
- Draft and unaudited Income and Expenditure Accounts for 2023-24 accepted.
- Clerk to arrange date for Chairman and Vice Chairman to inspect investments, leases and asset register/inventory etc.
- Record of Attendance for 2023-24 accepted.
- Full Council and Committee meetings schedule for 2024-25 agreed.
- Standing Orders and Financial Regulations adopted. The new Financial Regulations for 2024, recently issued, to be reviewed by the Finance Committee.
- Internal audit report for 2023-24 noted and received.
- S-Type Security K9 patrols to be trialled in Magnolia Park/Nature Reserve.
- Movements to Other Earmarked Reserves (OER) approved.

The Chairman declared the meeting closed at 8:41pm

Chair