

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 17th June 2024 at 7:40pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

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

Also present: One member of the public.

The Clerk distributed a document on meeting etiquette guidelines to Members.

FC 24/25 To receive apologies for non-attendance at meeting:

Cllrs Mrs L Dalby & R Gardner had given apologies, along with District Cllrs M Webb, Mrs D Squires-Coleman and Essex County Councillor (ECC) Mrs L Shaw.
Members received the apologies tendered.

FC 24/26 Declarations of any of the following interests on any matter on the agenda for 17th June 2024:

a) Disclosable Pecuniary Interest;

b) Other registrable interests

None were declared.

FC 24/27 Public Forum & Information Reports from District Cllrs for Hawkwell Parish:

a) Public Forum: There was one member of the public present.

b) Information Reports from District and County Councillors: No District Cllrs were present. Members were referred to Agenda item 11b, (Minute FC 24/35.3) in relation to updates from ECC Cllr Mrs L Shaw.

FC 24/28 To approve as a correct record the Minutes of the Annual Hawkwell Parish Council meeting held on 13th May 2024 and to destroy the notes in respect of the meeting:

It was **resolved** that the minutes from the Annual Full Council meeting held on 13th May 2024 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

FC 24/29 Financial Report (May 2024):

The Clerk reported the budget was 23% at month two. There had been some significant purchases in May which included the purchase of the solar panels and Council's insurance. The Clerk explained expenditure would level out as the months progressed. It was noted the overspend shown on the financial report for the solar panels would be adjusted at year-end and the monies taken from the General Reserves, as agreed.

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

FC 24/30 Action List Update (June 2024):

24/30.1 The Climate Change Working Group (CCWG) had been held on 20th May 2024. Members were referred to Agenda item 14 (Minute FC 24/38). 3Acorns would be invited to undertake a follow-up Eco-Audit visit in the late Summer.

24/30.2 The Spring newsletter had been delivered. There had been a limited response with two people enquiring about the Councillor positions. The Clerk had sent them information about

becoming a Councillor but had not heard back. She would follow up with those residents in due course. Cllr T Hargrave noted that a copy of the newsletter had not been delivered to his address. The Clerk would inform the delivery company accordingly.

24/30.3 S-Type Security agreed that dog patrols in Magnolia Park and Nature Reserve would be able to commence once appropriate signage was in place.

24/30.4 The Clerk was to arrange a suitable date for the Chair and Vice-Chair to inspect the leases, deeds and asset register.

24/30.5 The New Model Financial Regulations had been issued recently. Members had referred the matter to the Finance Committee.

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

FC 24/31 Accept and Approve for Despatch the Annual Governance and Accountability Return (AGAR) 2023/24 & Sign the Annual Accounts for the year ended 31st March 2024:

a) Review the effectiveness of the system of internal control and consider any findings (paper attached):

Members reviewed the document provided by the Clerk and **agreed** the system of internal control was effective.

b) Annual Governance Statement: Section 1 of the AGAR:

i Approve the Annual Governance Statement by Resolution;

The Chair read the Annual Governance Statement from items one to nine (with nine being 'not applicable') and Members agreed to each item.

Members **approved** the Annual Governance Statement by resolution. The Chair and Clerk signed Section 1 of the Annual Return, witnessed by Members.

a) Accounting Statements: Section 2 of the AGAR:

ii Consider the Accounting Statements by the members meeting as a whole;

Members were referred to the Accounting Statements provided by DCK Accounting Solutions.

iii Approve the Accounting Statements by Resolution; and

A Member enquired about Council's short and long-term investments, noting the high level. The Clerk assured Members the Reserves figure was still within acceptable parameters and that recent projects were sourcing funds from the Reserves. The Clerk reminded Members that the funds were invested in the CCLA PSDF and held in a Metro Bank Deposit Account; both generated good levels of interest. A Member enquired if the precept should be lowered but the Clerk explained it was not good practice to do so, with the chance it may need to increase again. It was **resolved** that Members **approve** the Accounting Statements.

iv Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given:

The Chair signed and dated the Accounting Statements, witnessed by Members.

b) Chair and RFO to sign the Annual Accounts for 2023/24:

Cllr T Hargrave left the Chambers at 8:02 pm.

A Member enquired why Council had a hire agreement with Kent County Council. The Clerk explained that KCC offered the best deal for leasing a photocopier and that Council had recently re-signed at new five-year lease with them.

The Clerk, in her capacity as RFO, signed the Annual Accounts; along with the Chair.

FC 24/32 Committee/Working Group Matrix:

Members noted the information.

Cllr T Hargrave returned to the Chambers at 8:05pm.

FC 24/33 Private Security Patrols:

a) Email regarding new monthly Incident Analysis report:

A Member noted that the incident severity dashboard was hard to decipher, with no clear key. The Clerk would inform S-Type Security accordingly to provide feedback.

b) Patrol Report: May 2024 (For Noting)

Members noted the reports and increase in Anti-Social Behaviour (ABS).

FC 24/34 Email response from the Community Policing Team re. recent anti-social behaviour in Magnolia Park and Glencroft Open Space (For Noting)

Some Members had witnessed the Police patrolling Magnolia Park more frequently.

The Clerk explained the hate crime graffiti had commenced again and that all reports were being fed through to the police accordingly. A Member enquired about the permissions given for a trail camera; it was noted the police had not pursued this.

Members were pleased both the security company and Police were patrolling the areas.

FC 24/35 Correspondence:

a) Consideration for a new protocol, for environmental reasons. Monthly email collated correspondence:

The Clerk explained the Correspondence would still appear on the Full Council Agenda but would summarise what had been electronically sent to Members during the month. Anything that required a response or discussion would be flagged appropriately at the meeting.

It was **resolved** that a trial run of electronic Correspondence be sent to Members and the process be reviewed in October. Those who could not receive electronic copies were to let the office know.

b) May/June Correspondence:

24/35.1 Old People's Welfare for Rochford and District Day Centre 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 8th May 2024: The minutes were noted.

24/35.2 RDC – Notice of new Administration: The information was noted.

24/35.3 Emails from Essex County Council (ECC) Mrs L Shaw:

b) Information about the Locality Fund: It was noted the Clerk had successfully secured £500 towards the Main Road planters from the Locality Fund.

c) Traffic speed survey result for Main Road: Members noted the speed survey failed to record off-peak periods, noting the speeding issues at night were therefore not included.

d) Information on Essex Highways roadside safety & wildflower conservation: The information was noted.

e) Free climate action packs: The information was noted.

f) Pylon plans consultation: Members noted the news coverage on this issue. A Member suggested Council send in their objections. Members also felt it would be beneficial for ECC to provide further information. The Clerk advised Members to respond accordingly as residents/individuals.

g) Fund availability for homeowners in flood risk zones: Members suggested adding the information in the next newsletter. The Clerk would post the information on Facebook.

h) Summer of Culture Guide 2024: The information was noted.

i) Useful contacts: The information was noted.

24/35.4 Essex Highways – information on Ashingdon Road: The information was noted.

24/35.5 Essex Association of Local Councils (EALC):

- a) **Information on ‘Breakthrough Communication Courses’:** A Member suggested the course on Canva for the newsletter production in the office, but the Chair felt the existing application used by the office was suitable.
- b) **NALC guidance on pre-election period for Parish Councils:** The information was noted.
- c) **2024 Training Calendar:** The information was noted.
- d) **EALC News Bulletin:** The information was noted.

24/35.6 Rochford Hundred Association of Local Councils (RHALC) – Minutes of the meeting held on the 18th April 2024: The minutes were noted.

FC 24/36 Defibrillator checking – assistance required:

Cllr Mrs L Massey volunteered to assist with all defibrillators. Cllr L Fane volunteered to assist with the White Hart Garage defibrillator, once operational again. Cllr S May would show both Members how to carry out the checks accordingly.

FC 24/37 Representatives Reports:

Rochford Old Peoples Welfare Committee – Members were referred to Agenda item 11 (FC 24/35.1)

RHALC – Members were referred to agenda item 11 (Minute FC 24/35.6)

Ashingdon & East Hawkwell Memorial Hall – No representatives.

Hawkwell Village Hall – There would be a meeting on the 27th June 2024.

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 24/38 Receive Committee/Working Party Reports since last meeting:

Planning Committee: It was **resolved** that Members accept the minutes of the meeting held on 13th May 2024 and 29th May 2024.

Cllr T Hargrave left the Chambers at 8:43pm.

General Purposes Committee: It was **resolved** Members accepted the minutes of the meeting held on 20th May 2024.

Climate Change Working Group (CCWG): It was **resolved** that Members accepted the notes of the meeting held on the 20th May 2024.

Health & Safety Sub-Committee: It was resolved that Members accepted the minutes of the meeting held on the 20th May 2024.

Cllr T Hargrave returned to the Chambers at 8:45pm

FC 24/39 Payment of accounts:

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

FC 24/40 Summary of decisions taken:

- Clerk to follow up with residents who had enquired about becoming a Cllr.
- Clerk to inform newsletter delivery company about Cllr missed delivery.
- Clerk to arrange a date for the Chair and Vice-Chair to inspect the leases, deeds and asset register.
- AGAR for 2023-24 approved.

- Annual accounts for 2023-34 approved and signed by RFO and Chair.
- Clerk to provide feedback to S-Type Security about new style of reporting and 'incident severity' lack of key/legend information.
- Trial run of electronic Correspondence to be sent to Members; process be reviewed in October
- Fund availability for homeowners in flood risk zones information to be shared on Facebook.
- Cllr Mrs L Massey to assist with all defibrillator checks. Cllr L Fane to assist with White Hart Garage defibrillator check, once back operational. Cllr S May to show both Members how to check the units accordingly.

The Chair declared the meeting closed at 8:45pm

Chair