

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 9th September 2024 at 7:35pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

Councillors present: Chair S May, L Fane, R Gardner, A MacPherson, Mrs L Massey & Mrs M Weir.

Also present: District Cllr M Webb & two members of the public.

FC 24/57 To receive apologies for non-attendance at meeting:

Members received apologies from Cllrs Mrs L Dalby and T Hargrave along with Essex County Councillor (ECC) Mrs L Shaw.

FC 24/58 Declarations of any of the following interests on any matter on the agenda for 9th September 2024:

a) Disclosable Pecuniary Interest;

b) Other registrable interests

None were declared.

FC 24/59 Public Forum & Information Reports from District Cllrs for Hawkwell Parish:

a) Public Forum: There were two members of the public present.

b) Information Reports from District and County Councillors:

District Cllr M Webb introduced himself to Members and offered his apologies for not being able to attend most of Council's meetings. He informed Members of the Rochford District Council (RDC) Culture and Visitor Economy Strategy Consultation which was in progress. This included the review of the Freight House and the survey had received over 450 responses to date. The respondents were spread over the district, and District Cllr M Webb encouraged people to fill in the survey. He gave his view that there was a strong appetite among the community to preserve the Freight House as a community asset and while the number of responses was pleasing, he felt more were required to support the cause. Members were also referred to Agenda item 11 (Minutes FC 24/67.3 & 67.7) for updates and correspondence from ECC Cllr Mrs L Shaw & District Cllr Mrs J Gooding.

FC 24/60 To approve as a correct record the minutes of the Hawkwell Parish Council meeting held on 29th July and to destroy the notes in respect of the meeting:

It was **resolved** that the minutes from the Full Council meeting held on 29th July 2024 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

FC 24/61 Financial Report (August 2024):

The Clerk explained the financial report was skewed by the inclusion of the transfer from General Reserves for the solar panels (£7k) and that amount needed to be taken from the total shown. Therefore, the overall budget was 41% spent against an expected 42%. The Finance and Parks budgets were overspent and General Purposes was underspent. In line with the new Financial Regulations, the Clerk explained that the audit fee budget was overspent. The computer costs budget was also overspent and was likely to see further overspends due to possible domain registration and website overhaul costs.

There were no questions and it was **resolved** that Members accepted the Financial Report and **approved** the individual budget line overspends.

FC 24/62 Action List Update (September 2024):

- 24/62.1** 3Acorns was due to undertake a follow-up Eco-Audit visit on 17th September 2024, time to be confirmed. Cllrs L Fane, R Gardner, Mrs L Dalby would be in attendance; Cllr S May was unsure if he would be able to make the visit but would confirm in due course.
- 24/62.2** S-Type Security dog patrols in Magnolia Park and Nature Reserve were due to start once the signage was in place; it was expected that would occur imminently. The Clerk explained that the dog patrols would mainly be evening patrols.
- 24/62.3** The Clerk was to arrange a suitable date for the Vice-Chair to inspect the leases, deeds and asset register. The Chair had already carried out the checks.
- 24/62.4** Members were referred to Agenda item 10 (Minute FC 24/66).
- 24/62.5** There was a discussion about how Council was very low on numbers, despite attempts to advertise for new Members. It was suggested people were encouraged to join Council by trying to tap into their passions, using examples of what Council had achieved. Members also felt a public meeting may be a good idea to try and gauge what would encourage people to join. It was **agreed** an agenda item be added to the next Full Council meeting to discuss the matter further.
- 24/62.6** No Members reported any issues with the soft-copy correspondence, other than one Member who noted it was too small to view via their phone; they had resolved the matter by using a laptop to view the information.
- 24/62.7** Cllr Mrs L Massey would be assisting with the defibrillator checks. Cllr L Fane would also assist with the defibrillator checks at White Hart Garage. It was noted Cllr R Gardner had resumed checking the defibrillators; he offered to show Cllr Fane how to carry out those checks that week.
- 24/62.8** The Clerk had sent a letter of thanks to Cllrs Mrs J Strubel and M Strubel. It was agreed to close the item.
- 24/62.9** Cllr L Fane would be assisting with the financial checks; the Q1 2024-25 checks were still to be organised. These would be carried out alongside the Q2 2024-25 checks.
- 24/62.10** Cllr R Gardner had completed the application for the Council Star Awards, Environmental category.
- 24/62.11** Cllr T Hargrave was considering being a Representative for RHALC. It was agreed to close the item.
- 24/62.12** Cllr Mrs L Dalby was the new Representative for the Passenger Transport Liaison Group. It was agreed to close the item.
- 24/62.13** Full Council had ratified the Personnel Committee's recommendation to promote the Administration Assistant to Deputy Clerk. It was agreed to close the item.
It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.

FC 24/63 Letter from Hawkwell Village Hall regarding an Asbestos Survey:

Members noted the letter from Hawkwell Village Hall regarding the Asbestos Survey.

FC 24/64 Rochford District Council (RDC) consultation on the district's Cultural and Visitor Economy strategy – to include the Freight House:

- a) Information on the consultation and survey:** Members realised the challenge in getting people to respond to the survey. The Clerk explained the difficulties in trying to obtain paper copies, noting that RDC appeared not to know about the survey when called and where the paper copies could be obtained from. District Cllr M Webb encouraged the Clerk and Members to inform RDC of that issue of the consultation. A Member also noted

that the online survey would only accept certain postcodes, removing the option for anyone out of the district who used the facilities, to respond. Members also felt there was an unwillingness to promote the survey among the community and that there wasn't enough emphasis on the Freight House.

Cllr L Fane volunteered to create a QR poster for the survey, which he would place in local pubs for people to fill out. Cllr Mrs L Massey would also share the link to the survey at her school where she worked.

Members enquired why there had not been a leaflet drop through residents' doors; District Cllr M Webb informed Members that had been decided against due to costings and environmental reasons. It was noted the consultation cost to RDC was £25k.

A Member enquired why District Cllrs who felt strongly about saving the Freight House had not opted to canvas about it; District Cllr M Webb acknowledged that was a good idea.

b) Invitation to attend the strategy workshop on the 13th September 2024:

Cllr Mrs Weir would be in attendance, along with Cllr L Fane. Cllr S May would check his availability and let the Clerk know.

FC 24/65 Private Security Patrols – June & July reports:

a) Incident Analysis report: Members noted the report.

b) Patrol Summary Report: Members noted the report and its visual improvements.

Members enquired if the category of crime, 'disturbance/drugs' included repeat offenders and if so, descriptions had been captured. Cllr L Fane would ask his relative, who worked for the police, what kind of intelligence would be beneficial.

FC 24/66 Recommendation from Finance Committee to adopt Financial Regulations:

It was **resolved** that the new Financial Regulations be adopted.

FC 24/67 Correspondence:

24/67.1 Rochford Hundred Association of Local Councils (RHALC):

a) Minutes of the AGM held on the 18th July 2024: The information was noted

b) Digital inclusion information. The information was noted

24/67.2 NALC - Community Safety Survey: The information was noted.

24/67.3 Emails from ECC Cllr Mrs L Shaw:

a) Notice of night closure of Ashingdon Road; The information was noted.

b) £25m boost to help change Essex's road network; The information was noted.

c) Essex Police update regarding recent riot attempts; The information was noted.

d) Reports Essex Highways –changes and improvements: The information was noted.

e) RDC Jobs Fair 12th September: The information was noted.

24/67.4 Old People's Welfare Day Centre Committee:

a) Minutes of the meeting held on the 11th July 2024: The information was noted.

b) Minutes of the meeting held on the 8th August 2024: The information was noted.

24/67.5 Passenger Transport email:

a) Presentation from July 2024: The information was noted.

b) Minutes of the meeting held in July 2024: The information was noted.

24/67.6 Essex Association of Local Councils (EALC) – Police, Fire and Crime Bulletin: The information was noted.

24/67.7 Email from District Cllr Mrs J Gooding;

a) Details on funding opportunities for Council: The information was noted.

FC 24/68 Representatives Reports:

Rochford Old Peoples Welfare Committee – Members were referred to Agenda item 12 (Minute FC 24/67.4).

RHALC – Members were referred to Agenda item 12 (Minute FC 24/67.1)

Ashingdon & East Hawkwell Memorial Hall – No representatives.

Hawkwell Village Hall – There were no updates.

Public Transport Liaison Group – Members were referred to Agenda item 12 (Minute FC 24/67.5)

Robert Sudbury Trust – There were no updates.

Information Reports:

Community Meetings – There were no updates.

FC 24/69 Receive Committee/Working Party Reports since last meeting:

Finance Committee: It was **resolved** that Members accepted the minutes of the meeting held on 29th July 2024.

General Purposes Committee: It was resolved that Members accepted the minutes of the meeting held on 29th July 2024

Parks Committee: It was **resolved** that Members accepted the minutes of the meeting held on 29th July 2024.

FC 24/70 Payment of accounts:

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

FC 24/71 Summary of decisions taken:

- Individual budget line overspends approved.
- Vice-Chair still to check leases, deeds etc.
- 3Acorns Eco-Audit return visit scheduled for 17th September; time to be confirmed.
- Agenda item to be added to next meeting regarding how to encourage more people to join Council
- Cllr R Gardner to show Cllr L Fane how to carry out defibrillator checks for White Hart Garage. Cllr Mrs L Massey still to be shown how to carry out checks.
- Q1 and Q2 financial checks to be carried out in due course.
- Cllr L Fane to design a QR poster for the RDC Consultation survey; copies of poster to be given to pubs.
- Cllr Mrs L Massey to share RDC Consultation survey link at her school.
- Cllrs Mrs M Weir and L Fane to attend the RDC strategy workshop on the 13th September 2024. Cllr S May to check his availability and let the Clerk know.
- Cllr L Fane to ask his relative, who worked for the police, what kind of intelligence would be beneficial regarding S-Type analysis reports.
- New Financial Regulations approved and adopted.

The Chair declared the meeting closed at 8:28pm

Chair