

**Minutes of the Annual Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 12th May 2025 at 7:30pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

Councillors present: L Fane, R Gardner, T Hargrave, A MacPherson, Mrs L Massey, S May, Miss M Ward & Mrs M Weir.

Also present: One member of the public.

- FC 25/1 Election of Chair for the civic year 2025-26 and execute the Declaration of Acceptance of Office:**
Cllr Mrs Lyn Massey 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 as Chair for the civic year 2025-26.
- FC 25/2 Election of Vice Chair for the civic year 2025-2026:**
Cllr Mrs M Weir nominated Cllr R Garder who declined the nomination. Cllr T Hargrave nominated Cllr L Fane which was seconded by Cllr A MacPherson. There were no further nominations and it was **resolved** that Cllr L Fane be elected as Vice-Chair for the civic year 2025-26.
- FC 25/3 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 8 (Minute FC 25/8) to ensure they had included any new Outside Bodies Representative positions.
- FC 25/4 To receive apologies for non-attendance at meeting:**
Apologies were received from District Cllrs Mike Webb & Essex County Councillor (ECC) Mrs L Shaw.
- FC 25/5 Declarations of any of the following interests on any matter on the agenda for 12th May 2025:**
a) **Disclosable Pecuniary Interest;**
b) **Other registrable interests**
None were declared.
- FC 25/6 Governance – Review of key documents**
a) Adoption of Standing Orders 2025 (Updated version attached):
Members noted the changes since the last adoption, including the procurement update. It was **resolved** to adopt the Standing Orders for 2025.
b) Adoption of Financial Regulations 2025 (Updated version attached):
Members noted the changes since the last adoption, including the procurement update. It was **resolved** to adopt the Financial Regulations for 2025.
- FC 25/7 Agree Committee Structure and appointment of Members**
Cllr T Hargrave left the chambers at 7:46pm and returned at 7:48pm.

It was **resolved** that Members agreed to the following Committee membership with the following vacancies remaining (where applicable):

- a) **Finance Committee (9)** – Two vacancies remained.
- b) **General Purposes Committee (GP) (12)** Four vacancies remained.
- c) **Planning Committee (9)** Four vacancies remained.
- d) **Parks Committee (12)** Four vacancies remained.
- e) **Personnel Committee (9)** – Four vacancies remained.
- f) **Health & Safety Sub-Committee (6)** – Two vacancies remained.
- g) **Policy Committee (9)** – Four vacancies remained.
- h) **Christmas Parcels Working Group (reports to GP)** – Two vacancies remained.
- i) **Newsletter Working Group (reports to Full Council)** The working group would be formed of the Chairs of the main Committees, once elected.
- j) **Social Media Working Group (reports to Full Council)** – Members agreed to rename the group to the Technology Working Group (TWG).
- k) **Climate Change Working Group (reports to Full Council)** – Members agreed to merge the CCWG with the EAWG and rename the group Environmental Working Group (EWG)
- l) **Eco-Audit Working Group (reports to Full Council)** – Members agreed to rename the group to EAWG. (See k in the table.)

Councillor	a	b	c	d	e	f	g	h	i	j	k
L Fane	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
R Gardner	✓	✓		✓	✓	✓	✓		N/A	✓	✓
T Hargrave		✓		✓			✓	✓	N/A		
A MacPherson	✓	✓		✓	✓			✓	N/A		
Mrs L Massey	✓	✓	✓	✓	✓			✓	N/A		
S May	✓	✓	✓	✓		✓	✓	✓	N/A	✓	✓
Miss M Ward	✓	✓	✓	✓				✓			✓
Mrs M Weir	✓	✓	✓	✓	✓	✓	✓	✓	N/A		✓

NB: The Chair and Vice-Chair 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 25/8

Appoint representatives to outside bodies:

Rochford Old Peoples Welfare Committee – Cllr S May was re-appointed as representative and one vacancy remained.

Rochford Hundred Association of Local Councils (RHALC) – Cllr S May was re-appointed as representative with Cllr L Fane and Mrs M Weir joining for 2025-26.

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 – No Members joined; one vacancy remained.

Robert Sudbury Trust (Administered by HPC) – Cllr S May and Mrs M Weir were re-appointed as representatives.

Community Meetings– No Members joined; two vacancies remained.

- FC 25/9 Receive draft and unaudited Income and Expenditure Accounts for 2024-25:**
The Clerk reported that there had been a significant capital spend for 2024-25; Spencers Brook had significant works undertaken, the Magnolia compound had been concreted and there had been fencing works in Magnolia Nature Reserve. The Clerk also reported further interest had accumulated on Council's investments which had increased Reserves. The Clerk informed Members that when it came to budgeting in the Autumn, she would start to consider income, specifically interest on investments which would potentially lower the precept demand.
It was **resolved** that the draft and unaudited Income and Expenditure Accounts for 2024-25 were accepted.
- FC 25/10 Set date for inspection of Investments, leases and asset register/inventory etc. and agree examining Officers:**
It was **resolved** the Chair and Vice Chair would inspect investments, leases and asset register/inventory etc. The Clerk would arrange a date for the inspections.
- FC 25/11 To accept Record of Attendance for preceding year:**
It was **resolved** that Members accept the Record of Attendance for 2024-25.
- FC 25/12 Receive dates of future Full Council and Committee meetings 2025-26:**
The Clerk requested that Members make a note in their diaries of the meetings.
It was **resolved** that Members accept the schedule of meetings for 2025-26.
- FC 25/13 Public Forum & Information Reports from District Cllrs for Hawkwell Parish:**
a) Public Forum: There was one members of the public present; no questions were raised.
b) Information Reports from District and County Councillors: No District and County Councillors were present. Members were referred to Agenda item 23 (Minute F 25/23.6).
- FC 25/14 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 7th April 2025 and to destroy the notes in respect of the meeting:**
It was **resolved** that the minutes from the Full Council meeting held on 7th April 2025 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.
- FC 25/15 Financial Report (April 2025):**
The Clerk reported the budget was 7.6% spent to date and all on track.
There were no questions and it was **resolved** that Members accepted the Financial Report.
- FC 25/16 Action List Update (May 2025):**
- 25/16.1** Cllr L Fane was still to check if he had been given access on WebNos. Cllr R Gardner would be carrying out the annual checks the following week.
 - 25/16.2** Councillor allowances would be paid in June 2025. Members agreed to close the item.
 - 25/16.3** Members agreed to close the item on the Freight House given it was an item on the agenda.
 - 25/16.4** The Clerk had contacted the owner of the phone box and had made enquires with four potential restoration companies; three were in the process of providing full estimates. Comparison analysis was underway. It was **agreed** to refer the item to the General Purposes Committee.
 - 25/16.5** The Clerk was in discussion with Council's current website provider about creating a new website and was ascertaining who other Parish Councils used. The main requirement was that the website would need to comply with the most up-to-date Accessibility Regulations. It

was noted the WAVE software used to check those Accessibility Regulations was being checked by Council's current IT provider to see if it included up-to-date regulations. The Clerk advised Members she would be making payment for six months to Council's IT contractor and would assess the situation in due course.

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

FC 25/17 Private Security Patrols Report:

a) Patrol reports: Members noted the report. It was noted the photographs provided lost clarity during the transfer to the reporting software. The Clerk had contacted S-Type Security and they confirmed the software was unable to be improved. Members suggested adding the reports online but concerns were raised about exposing too much intelligence on the nature of certain crimes. It was **agreed** a summary report should be published.

FC 25/18 Receive and note the internal audit report (final) for 2024-25:

Members received and noted the internal audit report (final) for 2024-25.

FC 25/19 Freight House Rochford District Council (RDC) report 'Freight House Meanwhile Use:

Members noted the report. It was further noted there had been two applicants during the Expression of Interests process. Results of who won the tender for the temporary use would be made known soon.

FC 25/20 Local Government Reorganisation/Devolution:

a) Slides and letter following the RDC/Parish Council event held on the 22-04-25;

Cllr S May felt the meeting had been let down by a poor presentation in terms of poor audio and visuals; he had complained to RDC accordingly after the meeting.

The Clerk noted a large quantity of the slides content which she had received after the meeting had appeared not to be discussed during the actual meeting.

Members briefly discussed the potential need to take on assets from RDC but it was not clear which assets were currently at risk.

b) Email from Rochford Hundred Association of Local Councils (RHALC) following their meeting on the 17-04-25 regarding a 'Community Asset Register':

It was **agreed** this item be deferred to June's meeting. Any additional information from RDC would be assessed accordingly at that meeting.

FC 25/21 Email from resident regarding a container outside of Emmanuel Church, Hawkwell:

Members noted the email. The Clerk explained that the Church had contacted RDC and had been informed no planning permission was required and therefore there was no current planning breach. Members felt the Church had gone down the correct route and noted the container had been painted with an attempt to blend it into the current building. It was further noted the purpose of the container was for the use of children who used the Church's facilities and this was only for a temporary period while they sought permissions to create space in the main building. Members agreed that the issue was outside of HPC's jurisdiction and felt that any issues should be referred to RDC; the Clerk would contact the resident with that advice.

FC 25/22 Essex Association of Local Councils (EALC) – Annual fees 2025/26:

Members **approved** the annual affiliation fees for EALC and National Association of Local Councils (NALC) 2025-26 of £1,488.17.

FC 25/23 Correspondence:

25/23.1 National Association of Local Councils (NALC):

- a) **Chief Executive Bulletin 3rd April 2025:** The information was noted.
- b) **Chief Executive Bulletin 10th April 2025:** The information was noted.
- c) **Chief Executive Bulletin 17th April 2025:** The information was noted.
- d) **Chief Executive Bulletin 24th April 2025:** The information was noted.
- e) **Chief Executive Bulletin 1st May 2025:** The information was noted.

25/23.2 Southend Area Bus User Group (SABUG) – Changes to the bus services 7 & 8: The information was noted.

25/23.3 RDC:

- a) **Launch of the ‘Rochford Community Fund’:** The information was noted.
- b) **Rochford District Economic Growth Strategy 2025-26:** The information was noted.
- c) **Short-term options for Civic Suite agreed:** The information was noted.
- d) **‘Stronger Together Gala’ – 23rd May 2025:** The information was noted.

25/23.4 Hawkwell Village Hall Management Committee:

- a) **AGM Minutes from 10th April 2025 & Chair’s Report:** The information was noted
- b) **Minutes of the meeting held on 10th April & Action Points:** The information was noted.

25/23.5 RHALC – Minutes of the meeting held on 17th April 2025: The information was noted.

25/23.6 Emails from ECC Cllr Mrs L Shaw:

- a) **Parish Councils to receive additional funds to boost bus use:** The information was noted.
- b) **‘Priority One’ success - over 400,000 square metres of road resurfaced:** The information was noted.
- c) **Your Essex Community Launch:** The information was noted.
- d) **Commission finds unsustainable pressures on health and social care in Essex:**
The information was noted.

25/25.7 Old People’s Welfare for Rochford & District Day Centre Committee - Minutes of the meeting held on 10th April 2025: The information was noted.

25/25.8 EALC – Farewell email from P Wilcox: The information was noted.

25/25.9 Rural Community Council of Essex (RCCE) – ‘Essex Warbler’ May 2025: The information was noted.

FC 25/24 Receive Committee/Working Party Reports since last meeting:

Planning Committee: It was resolved that Members accept the minutes of the meeting held on 7th April 2025.

Parks Committee: It was resolved that Members accept the minutes of the meeting held on the 7th April 2025.

Finance Committee: It was resolved Members accept the minutes of the meeting held on 7th April 2025.

FC 25/25 Representatives Reports:

Rochford Old Peoples Welfare Committee – Cllr S May reported the Day Centre had still needed both a cook and driver. The Day Centre was now open three days a week.

RHALC – It was noted the AGM would be in July.

Ashingdon & 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 25/26 Payment of Accounts

There were no 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 25/27 Summary of Decisions Taken:

- Cllr S May elected as Chair for civic year 2025-26.
- Cllr L Fane elected as Vice-Chair for civic year 2025-26.
- Committee structures formally agreed; Social Media Working Group (SMWG) renamed to Technology Working Group (TWG) and Eco-Audit Working Group (EAWG) merged with Climate Change Working Group (CCWG) and renamed Environmental Working Group (EWG).
- Representatives to Outside Bodies appointed. Vacancies remain.
- Draft and unaudited Income and Expenditure Accounts for 2024-25 accepted.
- Clerk to arrange date for Chair and Vice Chair to inspect investments, leases and asset register/inventory etc.
- Record of Attendance for 2024-25 accepted.
- Full Council and Committee meetings schedule for 2025-26 agreed.
- Standing Orders and Financial Regulations adopted.
- Internal audit report for 2024-25 noted and received.
- Cllr R Garnder to carry out annual defibrillator checks; Cllr L Fane to still check if he had access to WebNos system.
- Phone box restoration project referred to General Purposes Committee.
- Matter relating to a 'Community Asset Register' deferred to June meeting.
- Clerk to respond to resident regarding Emmanuel Church temporary container.
- Private Security Summary Report to be added to website.

The Chair declared the meeting closed at 8:49pm

Chair