

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 14th July 2025 at 7:30pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

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

Also present: 14 members of the public; 12 from 7:30pm, two from 7:36pm.

- FC 25/46 To receive apologies for non-attendance at meeting:**
Apologies were received from District Cllrs I Wilson, Mrs D Squires-Coleman & M Webb.
- FC 25/47 Declarations of any of the following interests on any matter on the agenda for 14th July 2025:**
a) Disclosable Pecuniary Interest;
b) Other registrable interests
None were declared.
- FC 25/48 Public Forum & Information Reports from District Cllrs for Hawkwell Parish:**
a) Public Forum: P1 enquired what Council's next steps would be following the parish poll. The Chair informed the public Council would be discussing the matter at Agenda item 9 (Minute FC 25/54).
b) Information Reports from District and County Councillors: No District and County Councillors were present. Members were referred to Agenda item 12 (Minute FC 25/57.6) for updates from Essex County Councillor (ECC).
- FC 25/49 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 2nd June 2025 and to destroy the notes in respect of the meeting:**
It was **resolved** that the minutes from the Full Council meeting held on 2nd June 2025 were approved as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.
- FC 25/50 Financial Report (June 2025):**
The Clerk reported the overall budget was 25% spent and on target. The Finance budget was overspent and General Purposes was underspent. Parks was on target. There were no questions and it was **resolved** that Members accepted the Financial Report.
- FC 25/51 Action List Update (July 2025):**
25/51.1 Cllr L Fane had been given access on WebNos but needed to double check his access. Cllr R Gardner was still to complete the annual checks.
Two members of the public joined the meeting at 7:36pm.
25/51.2 Council's current website provider was making amendments to the website.
25/51.3 Members were referred to Agenda item 9 (Minute FC 25/54).
25/51.4 The date for the inspection of leases and deeds would take place in July.
25/51.5 An annual security summary report was still to be put on Council's website.
25/51.6 Members were to think of eligible projects for potential Locality Fund funding; Members had no suggestions.

- 25/51.7** The Clerk had prepared and sent a Community Asset Register to the Rochford Hundred Association of Local Councils (RHALC) for its meeting in July.
- 25/51.8** Members were to let the Clerk know if they would be interested in attending Chair training alongside Rochford Parish Council. Cllr L Fane confirmed he would like to attend the training.
- It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.

FC 25/52 Annual Governance & Accountability Return (AGAR) – Changes for 2025/26:

- a) Assertion 10 – Digital & Data Compliance:** Members noted the information.
- b) Members to approve use of Council-owned email addresses:** It was noted the policy applied to both the office and Members.
It was **resolved** that Members approve the use of Council-owned email addresses.
- c) IT policy to be approved:** It was **resolved** that Members approve the IT policy.
- d) Council to adopt ICO updated Model Publication Scheme:** It was **resolved** that the ICO Model Publication Scheme be adopted.

FC 25/53 Local Government Reorganisation (LGR)/ Devolution:

- a) Ministry of Housing, Communities and Local Government (MHCLG) Policy Paper LGR summary of feedback on the interim plans:** Members discussed the current situation regarding LGR and Devolution, noting the lack of certainty.
- b) Information from Rochford District Council (RDC) public social media post from Leader regarding Asset Strategy and Parish Council involvement:**
Members noted the post.
- c) RDC Asset Management Strategy & Framework 2025-28 & Appendix A (List of Assets):** Members noted the report. The Clerk explained that it was for Parish Councils to consider District-owned assets for future ownership. The Clerk also pointed out that current leased managed assets should be considered for potential full ownership, reminding Members that all of Council's open spaces and parks were on long term leases and that the Council did not hold the freehold.
- d) Letter from RDC Leader regarding attendance at future Council meetings:**
Members noted that there would also be a meeting on the 29th July regarding Devolution and LGR. Cllr L Fane and R Gardner would attend with the Clerk.

FC 25/54 Parish poll result and feasibility analysis review:

The Chair read out a statement regarding the Parish poll results. A discussion ensued about the possibility of carrying out a Neighbourhood Plan (NP). Members agreed NPs were an important tool and had significant benefits if carried out properly. It was noted that carrying out a NP would demand long-term commitment, an extensive amount of work from both Members and residents and could incur significant costs. Research from the University of Reading was referenced, highlighting the unexpected arduity of carrying out a NP among communities. Members discussed concerns about Council's current low membership; efforts were ongoing to attract more people to join, but of those who had shown interest, the majority had either decided not to pursue their application or had made no further contact. Members also raised concerns about the need to work with RDC where there was a lack of personnel currently able to assist in such a project and that its own Local Plan was not ready. Members agreed that carrying out its due diligence and an impact assessment was of the utmost importance before making a decision.

It was **resolved** a working group be formed to assess the feasibility of carrying out a NP. Members further agreed it would be important to invite residents to join the working group as community engagement was pivotal.

A member of the public (P2) offered their assistance and knowledge relating to NPs. P3 suggested Council work alongside Hockley Parish Council, sharing their view a collaborative approach would be the best option, and wondered if costs could be shared. P4 informed Members that the Community Infrastructure Levy (CIL) would increase to 25% should Council decide to carry out a NP.

FC 25/55 Freight House news release: announcement of temporary managers of the main hall:
Members noted the Design Cabin had won the tender.

FC 25/56 Private Security Patrols – June 2025:
Members raised concerns about the abundance of fly-tipping down Magnolia Road. It was suggested the matter be monitored and that the Rugby Club be contacted for potential CCTV evidence.

FC 25/57 Correspondence:

25/57.1 National Association of Local Councils (NALC):

- a) **Chief Executive Bulletin – 5th June 2025:** The information was noted.
- b) **Update on Smaller Authorities Practices Panel (SAPPP) review of Parish Councils:**
The information was noted.
- c) **Local Councils Explained:** The information was noted.
- b) **Chief Executive Bulletin – 19th June 2025:** The information was noted.
- e) **Chief Executive Bulletin – 26th June 2025:** The information was noted.
- f) **Chief Executive Bulletin – 3rd July 2025:** The information was noted.

25/57.2 RDC:

- a) **Free support for Community Energy projects in Rochford:** The information was noted.
- b) **New Social Housing Policy:** The information was noted.

25/57.3 Old People's Welfare for Rochford & District – Minutes of the meeting held on 8th May 2025: The information was noted.

25/57.4 Rural Community Council of Essex (RCCE):

- a) **Essex Warbler June 2025:** The information was noted
- b) **Essex Warbler July 2025:** The information was noted.

25/57.5 Essex Association of Local Councils (EALC):

- a) **News bulletin 2nd June 2025:** The information was noted.
- b) **News bulletin 16th June 2025:** The information was noted.

25/57.6 Emails from Essex County Councillor (ECC) Cllr Mrs L Shaw:

- a) **Parishes and Public Rights of Way – Parish Paths Partnership volunteering scheme:** The information was noted.
- b) **Safer Essex Roads Partnership (SERP) – weekly roundup:** The information was noted

25/57.7 Passenger Transport:

- a) **Email regarding transport meeting update:** The information was noted.
- b) **Transport meeting notes:** The information was noted.
- c) **Transport meeting presentation:** The information was noted.

25/57.8 Essex County Council Highways- Highways Bulletin May/June 2025: The information was noted.

25/57.9 Essex Police - Rochford District Newsletter June 2025: The information was noted.

25/57.10 Southend Area Bus User Group (SABUG) - Arriva school holiday service changes from July 2025: The information was noted.

FC 25/58 Representatives Reports:

Rochford Old Peoples Welfare Committee – Members were referred to Agenda item 12. (Minute FC 25/57.3)

RHALC – It was noted the AGM would be on 17th July. The Clerk would attend with Cllr S May.

Ashingdon & East Hawkwell Memorial Hall – No representatives.

Hawkwell Village Hall – Cllr Mrs M Weir and T Hargrave did not attend the last meeting.

Public Transport Liaison Group – Cllr S May was unable to attend the last meeting.

Robert Sudbury Trust – There had been no meetings.

Information Reports:

Community Meetings – There was nothing to report.

FC 25/59 Receive Committee/Working Party Reports since last meeting:

Planning Committee: It was **resolved** that Members accept the minutes of the meeting held on the 18th June 2025.

FC 25/60 Payment of Accounts

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

FC 25/61 Summary of Decisions Taken:

- Cllr L Fane logged interest in attending Chair training with Rochford Parish Council.
- Council-owned email addresses for Members approved.
- IT policy approved.
- Updated ICO Publication Scheme approved.
- Cllrs L Fane, R Gardner and Clerk to attend meeting with RDC Leader regarding LGR and Devolution.
- NP Feasibility Working Group (NPFWG) to be established; residents to be invited to form part of group.
- Magnolia Road fly-tipping to be monitored; Rugby Club to be contacted for potential CCTV evidence.

The Chair declared the meeting closed at 8:27 pm

Chair