

**You are hereby summoned to a meeting of
HAWKWELL PARISH COUNCIL
to be held on
Monday 2nd February 2026 at 7:30pm
at The Hockley & Hawkwell Day Centre, Southend Road Library Car Park,
Hockley SS5 4PZ*
(*Please note new venue)**

Please note that under the Local Government Act 1972 Schedule 12 paragraph 10 (2) (b), the Council cannot lawfully decide any matter that is not specified on the agenda. Should you require additional information on any agenda item please advise the Clerk by 1pm on the working day preceding the meeting.

AGENDA

- 1) **To receive apologies for non-attendance at meeting** (For Noting)
- 2) **Declarations of any:**
 - a) **Disclosable Pecuniary Interest**
 - b) **Other Registerable Interest****on any matter on the agenda for 2nd February 2026**
Members are reminded they must, within 28 days of becoming aware of any new, or change in their Register of Members' Interests, provide written notification thereof to the Clerk of Hawkwell Parish Council.
- 3) **Public Participation Session: A maximum of 2 minutes per speaker will be permitted**
 - a) **Public Forum**
 - b) **Information Reports from District & County Councillors** (For Information)
- 4) **To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 12th January 2026 and to destroy the notes in respect of that meeting**
(For Decision)
- 5) **Financial Report – January 2026** (For Information)
- 6) **Action List Update – February 2026** (For Noting)
- 7) **Neighbourhood Plan Feasibility Working Group (NPFWG) – Update & Elect roles** (For Decision)
- 8) **External Audit (AGAR) Assertion 10 changes 2025/26 – paper attached** (For Information)
 - a) **Adopt Data Audit Policy – attached** (For Decision)
 - b) **Member & staff training (GDPR) required: see online course details** (For Action)
- 9) **Risk Management Control: Receive annual review report - Local Council Risk System (LCRS) 2025/26**
(For Decision)
- 10) **Private Security Patrols – January 2026 Patrol Report** (For Noting)

11) **Council training provider: Launch of CouncilWise – details attached** (For Information/Decision)

12) **Correspondence**

13) **Representative Reports**

Rochford Old People's Welfare Committee – Cllrs S May

Rochford Hundred Ass. of Local Councils – Cllr S May/Cllr L Fane/Cllr Mrs M Weir

Hawkwell Village Hall – Cllr Mrs M Weir/Cllr M Ward

Ashingdon & East Hawkwell Memorial Hall MC – (No rep)

Public Transport Liaison Group – Cllr S May

Robert Sudbury Charity – Cllrs Mrs Weir/S May

Information Reports - Community Meetings

14) **Receive Committee/Working Party Reports since last meeting** (For Noting):

Planning Committee:

Note Minutes of Meeting held on 12th January 2026

15) **Payment of Accounts**

Clerk reports that the following accounts have been paid since the last meeting (January Payments attached) and seeks approval to pay any accounts due before the next meeting.

28th January 2026
Clerk to the Council