

**Minutes of the Meeting of
HAWKWELL PARISH COUNCIL
held on Monday 3rd November 2025 at 7:30pm
in the Rochford Day Centre, 33a Back Lane, Rochford**

Councillors present: Chair S May, J Dunkley, A MacPherson, Mrs L Massey, C Morris, Miss M Ward & Mrs M Weir.

Also present: Four members of the public.

Members stood for a minute silence in memory of Mrs H Glynn who had served on both Hawkwell Parish Council and Rochford District Council (RDC) for many years.

FC 25/103 To receive apologies for non-attendance at meeting:

Apologies were received from Cllrs T Hargrave, L Fane and Mrs A Petrescu. Apologies were also received from Essex County Councillor (ECC) Mrs L Shaw and District Cllrs Mrs D Squires-Coleman and M Webb.

FC 25/104 Declarations of any of the following interests on any matter on the agenda for 3rd November 2025:

- a) **Disclosable Pecuniary Interest;**
- b) **Other registrable interests**

None were declared.

FC 25/105 Public Forum & Information Reports from District Cllrs for Hawkwell Parish:

a) Public Forum: Four members of the public were present. P1 enquired: when the potential public meeting regarding Neighbourhood Plans (NPs) would be; what the feedback was from the Rochford Hundred Association of Local Councils (RHALC) meeting; and what the current situation was regarding volunteers for the NP Feasibility Working Group (NPFWG). The Clerk informed P1 items were on the agenda which would answer those questions.

b) Information Reports from District and County Councillors: No District Cllrs were present. Members were also referred to Agenda item 10 (Minute FC 25/112).

FC 25/106 To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 6th October 2025 and to destroy the notes in respect of the meeting:

It was **resolved** that the minutes from the Full Council meeting held on 6th October 2025 were approved as a correct record and Members **agreed** to the destruction of the notes in respect of that meeting.

FC 25/107 Membership - Ratification of the co-option of one new Member:

Members confirmed the co-option of Cllr Mrs A Petrescu.

FC 25/108 Financial Report (October 2025):

The Clerk reported the overall budget was 61.4% spent against a benchmark of 58.3%. The Finance Committee was 64% spent; the Parks Committee was 61% spent and the General Purposes Committee was 56% spent. A Member enquired if a year-on-year budget comparison was used and the Clerk reported that was only shown at year end.

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

FC 25/109 Action List Update (November 2025):

- 25/109.1** The Clerk had added support guardians to The Circuit. Cllr L Fane was due to send in a video of the procedure so it could be kept on file for future reference. It was noted yearly checks would have to be carried out by a new Member(s) following the departure of Cllr R Gardner; those checks would need to be carried out annually in August/September. Cllr J Dunkley was also due to be added to the system
P2 enquired who owned the defibrillator at the Ashingdon & East Hawkwell Memorial Hall (AEHMM) and who was responsible for the maintenance of it; the Clerk informed the resident if Ashingdon Parish Council (APC) had funded the unit then the maintenance would most likely fall under their remit.
A Member enquired if the torch had been replaced in one of the units; Cllr S May would replace the torch the following day.
- 25/109.2** Council's current website provider was still making amendments to the website. The Clerk would speak to the contractor to find out how things were progressing.
- 25/109.3** The Neighbourhood Feasibility Working Group (NFWG) had not received any further interest since the last meeting, despite further advertisements being made. The Clerk confirmed that RDC had allowed Mill Hall to be used for a potential NP public event, but a date was still to be agreed.
- 25/109.4** An annual security summary report was still to be put on Council's website. The Clerk had contacted the security company to enquire if there was a more legible report available. The company was working on a report.
- 25/109.5** The Rochford hub was no longer being considered as a local training hub for Essex Association of Local Councils (EALC) due to a low uptake. The closest hub would be Springfield Parish Council, or there was a choice of online sessions; the next batch of Councillor training days would be available in those formats. Cllr C Morris opted for the in-person sessions in March. Cllr Miss Ward would attend the online sessions in February. Cllr J Dunkley and Cllr Mrs L Massey would also attend the online sessions. Cllr Mrs M Weir enquired if there was any planning training available. Chair S May, in his capacity as EALC representative, would reiterate to the EALC Council's disappointment that Rochford would no longer be considered a training hub.
Cllr Mrs L Massey gave her apologies and left the meeting at 7:50pm.
P1 left the Chambers at 7:50pm and returned at 7:52pm.
- 25/109.6** All Members now had Council-owned email addresses. Members agreed to close the item.
- 25/109.7** A further Devolution and Local Government Reform (LGR) meeting would be held on the 20th November. Cllrs J Dunkley and Mrs M Weir would attend in place of the Chair and Vice Chair who both were unable to attend.
- 25/109.8** The Clerk had been asked to find out about possible social media training at RDC. RDC had invited Members to attend social media training online on the 17th November 2025. Cllr C Morris confirmed he would like to attend.
- 25/109.9** The Clerk was to submit a request to RDC for the membership of Council to be reduced from 17 to 15 seats under RDC's Community Governance Review. The deadline for submission was 12th January 2026.
- 25/109.10** A letter had been sent to Cllr R Gardner, requesting information on his preferred charity. No response had been received. The Clerk would chase a response.
- 25/109.11** The agenda item relating to a new meeting venue would be revisited in January.
It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.

FC 25/110 Local Government Reorganisation (LGR):

- a) Extract from RDC's Strategy, Finance & Policy Committee on Community Asset Transfer (CAT):** Members noted the information.

- b) To consider the RDC asset list and submissions of Expression of Interest (EOI):**
Members reviewed the RDC assets for Hawkwell and discussed several on the list. It was unanimously **agreed** to submit an EOI for land adjacent to Magnolia playing fields west of Reynold Gardens and for the play area including Hawkwell Common. It was noted detailed consideration would need to be given for the management of the common in relation to any events that are held on the space.
A Member enquired about Council's existing lease agreements with RDC; the Clerk informed Members the leases would be taken over by the Unitary Council.

FC 25/111 Private Security Patrols – October 2025:

Members noted the reports.

FC 25/112 Correspondence:

25/112.1 Hawkwell Village Hall Management Committee:

- a) Minutes of the meeting held in October 2025:** The information was noted.
b) Action point list from the meeting held in October 2025: The information was noted.

25/112.2 Emails from Essex County Councillor (ECC) Cllr Mrs L Shaw:

- a) Update on Locality Fund allocation to Holt Farm School:** The information was noted.
b) Road surfacing update: The information was noted.

25/112.3 Rochford District Council (RDC):

- a) Chair launches Christmas card competition:** The information was noted.
b) Citizens of the Year Awards 2026: The information was noted.

25/112.4 National Association of Local Councils (NALC) Chief Executive Bulletin –9th October 2025: The information was noted.

25/112.5 EALC:

- a) Launch of 2025-26 Community Initiative Fund (CIF) and Microgrants:** The information was noted.
b) News bulletin week commencing 20th October 2025: The information was noted.
c) New hubs and training calendar: The information was noted

25/112.6 Campaign to Protect Rural England (CPRE) – Countryside news: Cllr Miss M Ward requested information on joining a webinar relating to the protection of commons, green and open spaces; the Clerk would make the necessary enquires.

FC 25/113 Representatives Reports:

Rochford Old Peoples Welfare Committee – There had been a meeting on 20th November; Cllr S May had been unable to attend.

Rochford Hundred Association of Local Councils (RHALC) – Cllr Mrs M Weir had attended a meeting on 16th October 2025. Some criticism had been raised regarding the parish poll questions; claiming the questions submitted had misled the public. Cllr L Fane was still in the process of organising a public meeting about NPs at the Mill Hall.

Hawkwell Village Hall (HVH) – Members were referred to Agenda item 10 (Minute FC 25/112.1). Both Representatives Cllrs Mrs M Weir and T Hargrave had been unable to attend the last meeting. Cllr T Hargrave had stepped down as Representative. It was **agreed** Cllr Miss M Ward be Council's representative.

Ashingdon & East Hawkwell Memorial Hall (AEHMH) – Cllr J Dunkley had attended a meeting and had felt the meeting had been run well, with positive news of new hirers of the hall. It was **approved** that Cllr J Dunkley become Council's representative for the AEHMH.

Public Transport Liaison Group – There were no updates.

Robert Sudbury Trust – There had been no meetings.

Information Reports:

Community Meetings – There was nothing to report.

FC 25/114 Receive Committee/Working Party Reports since last meeting:

Parks Committee: It was **resolved** that Members accept the minutes of the meeting held on the 13th October 2025.

General Purposes Committee: It was **resolved** that Members accept the minutes of the meeting held on the 13th October 2025. Steve moved on behalf.

Planning Committee: It was **resolved** that Members accept the minutes of the meeting held on the 23rd October 2025.

FC 25/115 Payment of accounts

A Member enquired what the weekly play inspections were. The Clerk informed Members weekly visual inspections were carried out by District Council for Magnolia Park playground, adult gym and Elizabeth Close playground.

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

FC 25/116 Summary of decisions taken:

- Defibrillator procedure video to be sent in by Cllr L Fane. Member(s) to sign up to carry out annual defibrillator checks; checks to be done annually every August/September time. Cllr J Dunkley to be added to the system for checks.
- Clerk to speak to website contractor to find out current status.
- New Cllrs to carry out Cllr training with EALC; choice of in-person sessions or online. Cllr Mrs L Massey also to carry out online training.
- Cllrs J Dunkley and Mrs M Weir along with Clerk to attend LGR meeting on 20th November 2025.
- Social Media training available to all Cllrs on 17th November, online. Confirmation of attendance noted at meeting from Cllr C Morris.
- Clerk to chase ex Cllr R Gardner about a donation to his chosen local charity.
- EOI to be submitted to RDC for land adjacent to Magnolia playing fields west of Reynold Gardens and for Hawkwell Common including the play area.
- Clerk to find out information about an open spaces webinar for Cllr Miss M Ward.

The Chair declared the meeting closed at 8:32pm

Chair