

Dear Members of Hawkwell Parish Council,

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are hereby summoned to attend a meeting of the Full Council of Hawkwell Parish Council for the purpose of transacting the following business.

The press and public are welcome to attend.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'D Scrivener'.

Diane Scrivener

Clerk & Responsible Officer to Hawkwell Parish Council

Date: 08/07/26

Full Council Meeting Agenda

To be held on

13th July 2026 at 6:45pm

**at Hockley & Hawkwell Day Centre,
Southend Road Library Car Park, Hockley SS5 4PZ**

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.

- 1. To receive apologies for non-attendance at meeting (For noting)**
- 2. Declarations of any:**
 - a) Disclosable Pecuniary interests;**
 - b) Other Registerable interests.**
- 3. Public participation session:**
 - a) Public forum**
 - b) Information reports from District and County Councillors**
- 4. To approve as a correct record the minutes of the Annual Council meeting held on 11th May 2026 and to destroy the notes in respect of that meeting (For decision)**
- 5. Notification of passing of Cllr Mrs M Weir and consider appropriate tribute (For decision)**

6. **Co-option interview – paper attached (For information)**
7. **Financial Report – June 2026 (For noting)**
8. **Action Update list – July 2026 (For noting)**
9. **6-month review of Council meetings held at the Hockley & Hawkwell Day Centre (For decision)**
10. **Local Government Reform (LGR) / Devolution / Asset Transfers – verbal update at meeting**
11. **Neighbourhood Plan Feasibility Working Group (NPFWG) – update from group**
12. **Private security patrols report – May, June & July 2026 (For information)**
13. **Office workflow during summer recess (For noting)**
14. **Representative reports – updates and consider new Representatives due to new vacancies arising:**
 - a) **Rochford Old People's Welfare Committee (ROPWC) – Cllr S May & C Morris**
 - b) **Rochford Hundred Association of Local Councils (RHALC) Cllr S May, Cllr C Morris (new vacancy)**
 - c) **Hawkwell Village Hall (HVH) – Cllr Miss M Ward (new vacancy)**
 - d) **Ashingdon & East Hawkwell Memorial Hall (AEHMH) – No representatives**
 - e) **Public Transport Liaison Group (PTLG) – Cllr S Morris**
 - f) **Robert Sudbury Charity (RSC) – Cllr S May (new vacancy)**
15. **Receive Committee reports since last meeting:**
 - a) **Planning Committee: note minutes of the meeting held on 18th May 2026 and 2nd June 2026**
 - b) **Parks Committee: note minutes of the meeting held on 18th May 2026 and 8th June 2026**
 - c) **General Purposes Committee: note minutes of the meeting held on 18th May 2026 and 8th June 2026**
 - d) **Finance Committee: note minutes of the meeting held on 18th May 2026**

- 16. Payment of accounts – Clerk reports that the attached accounts have been paid since the last meeting (June) and seeks approval to pay any accounts due before the next meeting.**

Resolution within Standing Order 3d "that in view of the confidential and special nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw". Standing Order 11 and 19f also apply.

- 17. Post-interview Co-option discussion (For decision)**