

**Minutes of the Annual Meeting of
HAWKWELL PARISH COUNCIL**

**held on
Monday, 12th May 2008 in the Committee Room,
Freight House, Bradley Way, Rochford
at 8.00 pm**

Councillors Present: Mrs E Chippette, Mrs C Cunningham, J Dickson, Mrs M Dorrell, Mrs J Fern, Mrs H Glynn, K Holmes, A James, V Leach, R Mitchell, R Patient, Mrs M Weir and Mr D Weir.

1. **Election of Chairman and Declaration of Acceptance of Office:**

Cllr Leach and Dickson were both nominated and seconded for election as Chairman. It was moved that a paper ballot to take place and the Clerk distributed a piece of paper to each Member. Cllr Mrs Glynn proposed that the minute secretary count the votes. Nine votes were received in favour of Cllr V Leach. Four votes were received in favour of Cllr J Dickson. Cllr Dickson declared Cllr Leach as the new Chairman of the Hawkwell Parish Council. The Clerk offered to destroy the ballot papers, this was agreed.

Cllr Mrs Glynn took the opportunity to say thank you to Cllr Dickson on behalf of all the Members for the work he had done over the last 2 years.

Cllr Leach took the Chair and re-emphasised the thanks on behalf of the Members to Cllr Dickson for his work.

Cllr Leach moved that the tradition of providing past Chairman with a ribbon be amended to include the name of the Chairmen. All agreed.

2. **To receive apologies for non attendance at meeting:**

Mrs J Barney (unwell), D Eade (work), Mrs A Heath (holiday), one vacancy. Members noted and accepted the apologies tendered.

3. **Update of Register of Members Interest/General Notice of Registerable Interests:**

The Chairman, Cllr Leach asked Members to complete their papers and return them to the Clerk by the end of the evening.

4. **Declarations of Interest on any matter on agenda for 12th May 2008:**

Cllr Mrs Glynn declared a non-pecuniary interest as she resides in the vicinity of Magnolia.

5. **Election of Vice Chairman:**

Cllr Mrs Weir proposed that Cllr Dickson be elected as Vice Chair and Cllr James seconded. All members supported the nomination. The Chairman, Cllr Leach declared Cllr J Dickson as being elected as Vice Chairman of Hawkwell Parish Council.

6. **Adoption of Standing Orders dated 12th May 2008:**
The Clerk asked Members if they had any questions or queries regarding the updated Standing Orders. There were none and the Standing Orders were accepted by all Members.
7. **To approve as a correct record the Minutes of the Extra-ordinary Hawkwell Parish Council meeting held on 25th April 2008:**
The Members agreed and accepted the minutes were a true record. The Clerk advised that the photocopier would be in place in the next two weeks.
8. **Action List Update:**
Youth Project – The Clerk advised that prices were being looked at with a need to select a builder. Cllr Patient asked if the schedule was likely to be on time and the Clerk advised that if a builder could be sourced quickly the project would be on target. Cllr Mrs Glynn reiterated that Cory Environmental had given £5K towards the shelter with the criteria that signage was to be erected acknowledging their donation and they were to be invited to the opening ceremony.
Westering School – Ongoing.
Parish Identify – Meeting dated to be fixed.
Village Fete – Site plan being produced. Cllr Mrs Glynn invited Members to a meeting on Wednesday 14th May 2008 at 7.30pm in the room behind the Parish Office. Cllr Mrs Glynn apologised for the short notice of the meeting. Cllr Mrs Weir requested in future more than two days notice of a meeting would be required as she had another appointment. Cllr Mrs Glynn asked how many Members were able to attend. Cllrs Mrs E Chippette, Mrs J Fern, V Leach and R Mitchell could attend and Mrs C Cunningham would check. The Chairman Cllr Leach stated the meeting's principle object would be to create a running order for the arena and a draft outline for the pitches. Cllr Mrs Glynn advised that another meeting would be held in June.
Demand for Poll on EU Treaty – Item to be removed.
Mural in Magnolia Park – Ongoing.
9. **Adoption of Strategic Plan 2008-11:**
The Chairman Cllr Leach asked if there were any questions or suggestions. Cllr Dickson moved the adoption of the Strategic Plan. Cllr Leach seconded. Cllr Holmes asked if there had been any changes since the 2005 edition. The Clerk advised that Item 1 had been amended to include the strategic objective of working with young people. All agreed to adopt the Strategic Plan.
10. **Agree Committee Structure, number of seats and appointment of Members:**
- a) Finance Committee – 7 Members. Cllr R Mitchell to join.
 - b) Planning Committee – 6 Members. No change.
 - c) General Purposes Committee – 10 Members. Cllr R Mitchell to join.
 - d) Parks, Open Spaces, Conservation & Footpaths Committee – 11 Members. No change.
 - e) Personnel Committee – 7 Members. Cllr R Patient to join.
 - f) Glencroft Working Group – 7 Members (reports to Parks Committee). No change.

- g) Christmas Parcels Working Party – 6 Members (reports to General Purposes). No change.
- h) Youth Working Group – 6 Members (reports to General Purposes). Cllr Mrs J Fern to join.
- i) Web Site Working Group – 6 Members (reports to General Purposes). The Chairman, Cllr Leach informed that the website was due to be up and running in 4 weeks. He recommended the working group continue to be in position to monitor progress. Cllrs Mrs J Fern and R Mitchell to join.
- j) Quality Parish Council Working Group – 5 Members (reports to Full Council).
- k) Parish Identity Working Group – 5 Members (reports to Full Council).
- l) Village Fayre Working Group – 10 Members (reports to General Purposes). No change.

11. **Appoint representatives to outside bodies:**

Robert Sudbury Trust – administered by Hawkwell Parish Council.
 Cllrs Mrs M Dorrell and Mrs H Glynn.
 Hockley & Hawkwell Old Peoples Welfare committee. Cllr Mrs Weir.
 Rochford Old Peoples Welfare committee. Cllr J Dickson to replace Cllr R Patient.
 Rochford Hundred Ass. Of Local Councils. Cllrs Mrs M Dorrell and J Dickson.
 Ashingdon & East Hawkwell Memorial Hall MC. Cllrs E Chippette and D Eade.
 Hawkwell Village Hall Committee. Cllrs D Eade and Mrs M Weir.
 Public Transport Liaison Group. Cllr Mrs M Weir.
 Police Consultative Committee (currently Moribund). To be removed.
 Crime & Disorder Partnership. Cllr A James.
 Parish Plan Group. Cllrs Mrs M Weir and V Leach.
 RDC Standards Committee. The Clerk explained that two vacancies had occurred and a third post created. HPC was to nominate a rep and the RHALC would elect representatives of parishes on the RDC Standards Committee. Cllr Mrs Glynn nominated Cllr Mrs J Fern and she accepted. The Chairman announced Mrs Fern had been nominated and accepted the post.
 Central Area Committee. Cllr Mrs Glynn nominated Cllr Mrs M Weir. The Chairman announced Cllr Mrs M Weir had been nominated and accepted to sit on the Central Area Committee.

12. **Declaration of a vacancy:**

The Clerk advised that as Mark Cooling had not attended any meeting of the parish for 6 consecutive months and under LGA 1972 s 85 (1) & (2) he was no longer a Councillor. A vacancy therefore existed. He asked if members wished to declare the vacancy. All Members agreed.

13. **Proposal for a trial period for issue of Council papers electronically to volunteer Councillors:**

The Chairman recommended the trial run for 6 months. Cllr Holmes asked what format the documents would be sent in due to the different ages and types of computer systems. The Chairman, Cllr Leach felt it would be possible for the Clerk to transmit information in a compatible format to older

versions of word and he offered his support to the Clerk to manage this. Members were in agreement and Cllrs J Dickson, Mrs M Dorrell, Mrs J Fern, K Holmes, A James, R Mitchell and R Patient volunteered to take part in the trial.

14. **Receive draft and unaudited Income and Expenditure Accounts for 2007/08 and approve proposed earmarking of reserves:**

- 1) Cllr Dickson asked the Clerk if the document would appear in the Annual Report and the Clerk responded that the full income and expenditure account will appear by the 30th June 2008.
- 2) Members approved earmarking of £5K from general reserve to capital replacement reserve.
- 3) Members noted the completion of the internal audit
- 4) Members noted the External Audit Call date and agreed that the Annual Return be presented to Full Council on 7th July 2008 for examination and despatch.
- 5) Members noted the failure of the external auditor to close the 2006/7 account due to an outstanding question by a parishioner and asked the Clerk to pursue a response.

15. **Set date for inspection of Investments, leases and asset register/inventory etc and agree examining Officers:**

The Chairman, Cllr Leach asked Members for 2 volunteers. Cllrs Mrs M Dorrell and K Holmes volunteered. Meeting date to be arranged.

16. **To accept Record of Attendance for preceding year:**

Members accepted the record.

17. **Receive dates of future Full Council and Committee meetings 2008/09:**

It was agreed that the planning committee should continue to meet as and when it needs to due to volume of work.

Where committee agendas are heavy and there was no prospect of completing all standing committee meetings in one night the Clerk will call an additional meeting.

Cllr Patient raised the question of why the proposed meetings ending time was set at 10pm on the document circulated and in the standing orders the ending time stated was 10.30pm. The Clerk responded that the room hire was booked until 9.30 allowing half an hour to vacate the room.

Cllr Patient proposed Members stick to the program with the proviso that if the Chair has got a heavy agenda an additional meeting be held with good notice of the meeting.

Cllr D Weir felt there was a need to put a time limit on guest speakers.

Cllr Dickson drew Members attention to Standing Order No. 28 where the rules for committees were laid down. The standing order used the word shall which was an obligation not a discretion. The Chairman Cllr Leach felt he had picked up on a valid point and the way forward should be a practical compromise. He went on to say the dates were the set dates for the coming year when the Council will meet on the first Monday of the month unless it falls on a bank holiday. He strongly recommended that the committees conform.

Cllr Dickson said this would follow customary practice.

It was asked, if a committee had nothing to discuss, could the meeting be cancelled. The Chairman answered yes and recommended common sense must prevail. He went on to say the Clerk was aware of the Members feelings with regard to calling meetings and cancelling meetings and will respond accordingly.

The Chairman read out the proposed meeting and committee dates and all Members agreed them.

18. **Grant Application from Essex Police, Verbal presentation by Cllr Leach:**

Cllr Leach said he was comfortable with the grant of £100. Cllr Mrs Glynn proposed '**That a grant of £100 be approved under Sec 137**' this Cllr Holmes seconded. It was suggested that the money should come out of the youth budget. Cllr Leach asked the Clerk to ensure the correct power was referred to in the minutes. Cllr Leach asked for a show of hands and all Members showed hands.

19. **Correspondence:**

- CPA Assessment – Members noted.
- RAVS AGM – No Members expressed a wish to attend the RAVS AGM.
- Clements Hall, Extension to Bridal Way – Cllr Mrs Weir gave an update as she had attended the meeting. Cllr Leach said the issue would be resolved at District level and at this stage the information is for the Parish Council to note. Cllr Holmes proposed '**That the item be put on the action list for Parks & Open Spaces to monitor and hold any decision on Spencer's until RDC come back with a definitive plan**'. Cllr Mrs Glynn seconded and Members all agreed.
- Friends of Historic Essex – Cllr Leach moved to subscribe £10 per year to support Friends of Historic Essex. All Members agreed.

20. **Receive Committee/Working Party Reports since last meeting:**

Planning

Cllr Mrs Weir moved to accept the minutes of 3rd April 2008. All Members agreed.

Finance

Cllr Leach moved to accept the minutes of 14th April 2008. All Members agreed.

General Purposes

Cllr Patient moved to accept the minutes of 14th April 2008. All Members agreed.

Parks

Cllr Mrs Weir moved to accept the minutes of 14th April 2008. All Members agreed.

21. **Representative Reports:**

Hockley & Hawkwell Old Peoples Welfare committee. Cllr Mrs Weir gave an account of various fund raising activities taking place and reported that they were intending to hold a stall at the Village Fayre.

Rochford Old Peoples Welfare committee. Cllr R Patient had nothing to report.

Rochford Hundred Ass. Of Local Councils. It was reported there had been a presentation by SA Fallow in respect of CYPS and a discussion by Cllr Steptoe on the Standards Committee.

Ashingdon & East Hawkwell Memorial Hall MC. The Clerk to pass papers to Cllr Mrs Chippette to present to the group regarding CIF funding application.

Hawkwell Village Hall Committee. Cllr Mrs Weir reported a meeting had taken place and they were trying to update the trustees and ask for more financial information to give to Members.

Public Transport Liaison Group. Cllr Mrs Weir reported she will be attending a meeting next week.

Police Consultative Committee (currently Moribund). To be removed.

Crime & Disorder Partnership. Cllr A James attended a meeting last week and reported that crime in general is down and violent crime is up.

Parish Plan Group. Awaiting a meeting to be called.

School Governing Bodies Reports

Holt Farm Infants School. Cllr Mrs Chippette had nothing to report.

Holt Farm Junior School. Cllr Mrs Dorrell reported that a Deputy Head had been interviewed and a candidate had been successful..

22. Payment of Accounts:

Members noted and approved the detailed report of the April payments and approved the payment of accounts received before the next meeting.

23. Summary of decisions taken:

- Elected Cllr Leach as Chairman and Cllr Dickson as Vice Chairman for the civic year;
- Adopted amending standing orders;
- Adopted the Strategic Plan for 2008/11;
- Agree Committee structure and membership for 2008/9;
- Agreed representatives to outside bodies;
- Declared a vacancy;
- Agreed a trial of electronic transmission of papers for council meetings;
- Received draft un-audited accounts;
- Agreed members to undertake an examination of leases etc;
- Accepted record of attendance for last year and agreed dates for meetings in 2008/9;
- Approved a grant for £100 towards the football tournament being organised by the police;
- To include the Spencers bridle path proposal on the Parks Action list and to monitor it from there.

The Chairman declared the meeting closed at 9.30pm

Chairman