

**Minutes of the Annual Meeting of
HAWKWELL PARISH COUNCIL
held on
Tuesday, 12th May 2009 in the Committee Room,
Freight House, Bradley Way, Rochford
at 8.00 pm**

Councillors Present: Mrs J Barney, Mrs T Bateman, Mrs E Chippette, Mrs C Cunningham, J Dickson, Mrs M Dorrell, D Eade, Mrs J Fern, Mrs A Heath, K Holmes, V Leach, R Mitchell, R Patient, Mr D Weir and Mrs M Weir.

1. **Election of Chairman and Declaration of Acceptance of Office:**
Cllr Dickson proposed to nominate Cllr Leach and Cllr Mrs Barney seconded. Cllr Leach asked if there were any more nominations and there were none. Members voted unanimously for Cllr Leach to continue in office as Chairman of Hawkwell Parish Council and Cllr Leach declared Acceptance of Office and signed the documentation.
2. **To receive apologies for non attendance at meeting:**
Cllrs Mrs H Glynn (prior appointment) and A James (holiday). Members noted and accepted the apologies tendered.
3. **Update of Register of Members Interest/General Notice of Registerable Interests:**
The Clerk informed Cllrs Mrs Cunningham and Mrs Bateman the dates on their papers would be different and he asked were there any Members whose declarations had changed since last year and Cllr Mitchell responded. The Chairman, Cllr Leach asked Members to complete their papers and return them to the Clerk by the end of the evening. All papers were signed and returned to the Clerk.
4. **Declarations of Interest on any matter on agenda for 12th May 2009:**
There were no declarations of interest.
5. **Election of Vice Chairman:**
Cllr Mrs Weir proposed that Cllr Dickson be elected as Vice Chair and Cllr Mrs Dorrell seconded. All members supported the nomination, there was a show of hands and the motion was carried unanimously. Cllr Dickson accepted and the Chairman declared Cllr Dickson as being elected as Vice Chairman of Hawkwell Parish Council.
6. **To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 6th April 2009:**
Cllr Mrs Heath referred to item 10. Representative Reports, Neighbourhood Action Panel, she had not mentioned the use of a police horse in her update and she requested this be removed and replaced with a policewoman was hurt.

The Clerk noted. Subject to the above amendment Members agreed and accepted the minutes as a true record.

7. **Proposed amendments to Standing Orders:**

- **Amendment to Standing Order 4(c) to deal with a dead heat in co-options;** Members were content to accept and agree the amendment to Standing Order 4(c).
- **Amendment to Standing Order 11(d) (i) re adoption of referral of minutes.** Cllr Dickson wished to speak against the amendment, he referred to and quoted Charles Arnold Baker stating only decisions should be recorded in the minutes therefore the amendment was unnecessary and could be covered by Standing Order 16(l). Cllr Mrs Bateman said the minutes also show what has been discussed to the public. Cllr Dickson reminded Members to speak only if they were for or against the proposal and he added the law could lead to defamation against what Members had said in the minutes. Cllr Leach said at Council there was good argument as to what Council minutes reflected, nobody had formally requested a change in that as yet. There was a discussion about the content of minutes and the Chairman summarised the current position. Cllr Mrs Weir said she was happy with the motion as it gave an extra protection and she proposed that the suggested amendment to Standing Order 11(d) (i) be adopted. Cllr Leach advised Members that voting in favour of the motion would result in an amendment to the Standing Order and voting against the motion would support Cllr Dickson's view. The Chairman asked for a show of hands in favour of the motion and Cllr Dickson requested a named vote. Members voted 12 for the amendment to Standing Order 11(d) (i) and 1 opposed. Cllrs Mrs J Barney, Mrs T Bateman, Mrs E Chippette, Mrs C Cunningham, Mrs M Dorrell, D Eade, Mrs J Fern, K Holmes, R Mitchell, R Patient, Mr D Weir and Mrs M Weir voted for and Cllr J Dickson against, Cllrs Mrs Heath and V Leach abstained.

8. **Action List Update:**

Youth Project – The Clerk advised he had some photographs in the office if Members wished to see them.

Parish Identity – ongoing.

Parish Plan – restart – ongoing.

CIF Bid – Youth Project – ongoing.

Presentation from Wyvern Community Transport – The Clerk asked Members for their approval to remove this item from the Actions list and Members agreed.

Recycling – ongoing.

Standing Orders for Co-options to till Vacancies – see Agenda item 7.

Clerk to request a copy of insurance cover from Hawkwell Hornets – The Clerk had spoken to the Assistant Minister. Cllr Weir queried why this issue was taking so long and expressed concern that it had been ongoing for quite some time. The Chairman said they did not have formal permission to use the playing fields but once they provided HPC with a certificate of insurance HPC may consider giving them permission and he noted Cllr Weir's comment.

Residents parking on verges - A lengthy discussion took place and generally it was felt that there was nothing that could be done due to the laws on obstructing the pavement and highways.

Newsletter - The Clerk expected it would be finished next week.

Wallasea Island – Presentation by RSPB at Annual Parishioners meeting.

Email from Chair of Rochford District Youth Council - The Clerk asked Members for their approval to remove this item from the Actions list and Members agreed.

Hockley Area Action Plan – ongoing.

JAAP – ongoing.

Amendment to Minutes of Full Council on 2nd March 2009 – completed, item to be removed.

Refresher on Standing Orders at AGM – ongoing.

Local Shop meeting – ongoing.

Rochford Local Strategic Partnership – Ongoing.

9. **Agree Committee Structure, number of seats and appointment of Members:**

- a) Finance Committee – 8 Members. Cllr Mrs T Bateman to be added.
- b) Planning Committee – 5 Members. Cllr Mrs Heath's name to be removed.
- c) General Purposes Committee – 11 Members. Cllr T Bateman to be added.
- d) Parks, Open Spaces, Conservation & Footpaths Committee – 11 Members. No change.
- e) Personnel Committee – 7 Members. No change.
- f) Glencroft Working Group – Members agreed to disband the working party.
- g) Christmas Parcels Working Party – 6 Members (reports to General Purposes). No change.
- h) Youth Working Group – 6 Members (reports to General Purposes). No change.
- i) Web Site Working Group – 6 Members (reports to General Purposes). Members agreed to disband the working party.
- j) Quality Parish Council Working Group – Members agreed to disband the working group.
- k) Parish Identity Working Group – 4 Members (reports to Full Council). Cllr Patients name to be removed, he was not on working group.
- l) Village Fayre Working Group – 10 Members (reports to General Purposes). Cllr Mrs Glynn to come off and be replaced by Cllr Mrs Heath and Cllr Mrs Cunningham to come off and be replaced by Cllr Mrs Bateman.
- m) Christmas Lights Review Group – 4 Members (reports to General Purposes). Cllr Holmes to come off.

The Chairman asked Members if they were content and they were.

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

Robert Sudbury Trust (2) – administered by Hawkwell Parish Council. Cllrs Mrs M Dorrell and Mrs H Glynn.

Hockley & Hawkwell Old Peoples Welfare committee (1). Cllr Mrs Weir.

Rochford Old Peoples Welfare committee (1). Cllr J Dickson

Rochford Hundred Ass. Of Local Councils (2). Cllrs Mrs M Dorrell and J Dickson.
Ashingdon & East Hawkwell Memorial Hall MC (2). Cllrs E Chippette and D Eade.
Hawkwell Village Hall Committee (2). Cllrs D Eade and Mrs M Weir.
Public Transport Liaison Group (1). Cllr Mrs M Weir.
Police Consultative Committee (currently Moribund) (2).
Crime & Disorder Partnership (1). Cllr A James.
Parish Plan Group (2). Cllrs Mrs M Weir and V Leach.
Central Area Committee (1). Cllr Mrs M Weir.

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

- 1) Draft un-audited Income and Expenditure Account for 2008/9. Members approved earmarking of £5K from general reserve to capital replacement reserve.
- 2) Approve earmarking of reserves for 2008/9 Account.
- 3) External Audit Call Date for 2008/9 Accounts.

The Chairman updated Members that HPC had a rolling dispute with the Audit Commission due to being labelled as an Intermediate Council in size resulting in the audit being more detailed. HPC were continuing to dispute this ongoing to be categorised as a small Council.

Members received draft and unaudited Income and expenditure accounts 2007/08 and approved proposed earmarking of reserves.

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

The Chairman asked Members for 2 volunteers and Cllrs K Holmes and R Mitchell put themselves forward as examining Officers. Meeting date to be arranged.

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

Members accepted the record.

14. **Receive dates of future Full Council and Committee meetings 2009/10:**

Members received and agreed the proposed meeting and committee dates and the Clerk advised dates for April 2010 were to be confirmed. Members noted.

15. **Correspondence:**

1. Letter from Mark Francois re. Quality Parish Status. Members noted.
2. E-mail from RDC re. Rochford District Fun Run. Members noted.
3. ECC Statutory Notice. Riverside Infant and Junior School, Rochford. Members noted.
4. E-mail from ERO Archivists re. Parish Council Minutes. Cllr Mrs Heath asked if Council Newsletters were included in the archives. The Chairman notified Members a party from HPC would be arranging to visit the archives in the near future and would copy whatever information was available. Cllr Mrs Weir questioned in the past it had been discussed to create backing up information on a computer disk. The Chairman said scanning hard copies into the computer was a long

and hard process, pre1986 there would only be hard copies, he could not recall what was said at the time but felt the Essex Record Office was a secure storage and any Members could go and have a look and incorporate historic information in future newsletters. Cllr Mrs Dorrell reported she had visited ERO in the past to look up Parish records and said it was quite a task

Available in Office

Members noted the information available in the Office.

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

Planning

Cllr Mrs Weir moved to accept the minutes of 22nd April 2009. All Members agreed.

Finance

Cllr Mitchell moved to accept the minutes of 20th April 2009. All Members agreed.

General Purposes

Cllr Patient moved to accept the minutes of 20th April 2009. All Members agreed.

Parks

Cllr Mrs Heath moved to accept the minutes of 20th April 2009. All Members agreed.

17. **Representative Reports:**

Hockley & Hawkwell Old Peoples Welfare committee. Cllr Mrs Weir attended a meeting and reported they had £73K in the bank, they had plenty of Members, 9 attended a course, there were no problems and they were doing well.

Rochford Old Peoples Welfare committee. Cllr Dickson attended the last meeting and reported they had discussions about potential scams and how people could be trapped into making wrong decisions.

Rochford Hundred Ass. Of Local Councils. Cllr Mrs Dorrell had received the minutes and reported the meeting was very interesting. She was interested to read about the allowances given to Councillors, a discussion followed and the Clerk clarified District Councillors are paid an allowance monthly whether they attend or not.

Ashingdon & East Hawkwell Memorial Hall MC. Cllr Eade – no meeting.

Hawkwell Village Hall Committee.

Public Transport Liaison Group. Cllr Mrs Weir – reported a meeting was due this month.

Crime & Disorder Partnership. Cllr A James absent.

Parish Plan Group – Cllrs Leach & Mrs Weir. Update as soon as possible.

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 meeting was due to be held next month.

Cllr Mrs Heath queried whether the Neighbourhood Action Panel should be added to the list of reports and the Clerk confirmed that HPC had no

representative on the panel therefore it should not appear on the Agenda. The Chairman said he and the Clerk would formalise what the arrangement was and go from there.

18. **Payment of Accounts:**

Members noted and approved the payment of accounts and there were no questions.

19. **Summary of decisions taken:**

- Elected Cllr Leach as Chairman and Cllr Dickson as Vice Chairman for the civic year;
- Subject to one amendment the minutes of 12th May 2009 were accepted.
- Adopted amending standing orders 4 (c) and 11 (d) (i);
- Agreed Committee structure and membership for 2009/10;
- Agreed representatives to outside bodies:
- 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 2009/10, with the exception for April 2010;
- Approved payment of accounts.
- Email from Chair of Rochford District Youth Council to be removed from action list.
- Presentation from Wyvern Community Transport to be removed from action list.

Chairman