

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 9th May 2011 in the Committee Room,
Freight House, Bradley Way, Rochford
on the rise of the Annual Parishioners Meeting**

Councillors Present: Mrs J Barney, Mrs E Chippette, Mrs C Cunningham, J Dickson, V Leach, R Patient, D Weir, Mrs M Weir and Mrs P Young.

Also Present: Mrs L Athey - RDC, Members of the Hawkwell Parish Plan Group Mr & Mrs R Harris and Mr E Short.

Cllrs Mrs M Weir and D Weir queried the order of the Agenda and felt strongly that the Delivery of Declaration of Acceptance of Office of Councillors should be signed prior to the Election of Chairman. Cllr Dickson declared point of order that the first item should be the Election of Chairman and Cllr Leach concurred in that the proper Officer used a model agenda and for many years the sequence had been as set out. The Clerk advised that the order was in accordance with the legal requirements but by way of resolution the Clerk handed round the new Delivery of Declaration of Acceptance of Office of Councillors for signature and Members were content.

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

Cllr Leach requested nominations from the floor and **Cllr Patient proposed Cllr Leach remain in the Chair, the proposal was seconded by Cllrs Mrs Chippette and Dickson.** There being no further nominations Members voted and the motion was carried unanimously. Cllr Leach signed the Declaration of Acceptance of Office as Chairman.

2. Election of Vice Chairman:

Cllr Mrs Weir proposed that Cllr Dickson continue as Vice Chairman, this proposal was seconded by Cllrs Mrs Chippette and Patient. Cllr Dickson was content to stand and there being no further nominations Members voted and the motion was carried unanimously.

3. Delivery of Declaration of Acceptance of Office of Councillors:

Completed, see above.

4. To receive apologies for non attendance at meeting:

Cllrs Mrs A Heath (holiday), R Mitchell (holiday) and A Williams whose holiday had been booked prior to standing for election. Members accepted the apologies tendered.

5. Update of Register of Members Interest/General Notice of Registrable Interests:

The Clerk handed round the Register of Members Interest/General Notice of Registrable Interests for Members to complete and return which they did.

6. Declarations of Interest on any matter on agenda for 9th May 2011:

There were no declarations of interest.

7. **Consideration of draft Standing Orders and Motions on Notice by Councillors Leach and Dickson to further amend the proposed new standing order as follows:**

Motion on Notice from Councillor V Leach: ‘That this Council approves the introduction of an Appointments Committee to deal with the appointment of Councillors to Standing Committees to ensure parish wide representation on all Standing Committees and appropriate development opportunities for all Members on all aspects of the operation of the Council’.

Motion on Notice by Councillor J Dickson: ‘That the wording proposed by the Policy Committee for SO 20(a)(i) be further amended to **delete** the words “**will be picked randomly from a hat including names of all those willing to serve**” and **insert** “**will be chosen by a secret ballot.**”

The Chairman read out the Motions on notice one by one. He then explained the background in support of his motion that as an authority Council may get more responsibility placed upon it, the better representation that can be provided on a committee the more effective Council could be; his intention was not to impose or coerce but some committees were undersubscribed and he urged colleagues to take on positions that were vacant. **Cllr Patient seconded the motion on notice from Cllr Leach.** Cllr Mrs Weir questioned the change and felt strongly that the current system worked; she was all in favour of placing people on committees where they were needed but disagreed with any restrictions. Cllr Weir raised as an issue the shortage of Councillors and the addition of 2 more committees to fill, the extra workload on the Clerk and Members with less people to manage it. Cllr Patient pointed out that Council may well require more committees, depending on what obligations the Government put on the Parish but that Council were hoping to advertise for co-options and fulfil its quota. He emphasized the importance that Members serve the Council and the people and urged those not on a committee to put their name forward. Cllr Dickson expressed respect for his colleagues years of service dedicated to the Council but bills were going through Parliament at the moment that would change things and he recommended that Members give full support to the motion. The Clerk reminded Members that the draft Standing Orders for consideration, amended in accordance with the proposal from the Policy Committee, had not yet been accepted by Council and this was required prior to the motions on notice being voted upon. Cllr Dickson declared Point of Order that Standing Orders were extant at that moment. The Chairman apologised and agreed; he asked Members to focus on the changes proposed by the Policy Committee such as the amendment to Standing Order 20 (a)(i). **Cllr Dickson moved that Council adopt Standing Orders as presented, subject to any amendment to Standing Order 20 and this was seconded by the Chairman. Members were asked to vote and the motion was carried with one abstention.**

Cllr Dickson advised that his motion on notice would automatically fall should the motion on notice from Cllr Leach be adopted.

Cllr Mrs Weir queried that Council were supposed to be able to appoint people at the AGM and the Chairman advised that Standing Orders allowed Members to be appointed throughout the year and he clarified that an Appointments Committee would be called and they would urge those not serving on a committee to join. Cllr Dickson added that if Members agreed to set up an Appointments Committee its terms of reference would need to be agreed and they would cover that point.

The Chairman asked Members to vote on the motion on notice seconded by Cllr Patient; Members voted 4 for and 4 against therefore the Chairman gave his casting vote in favour and the motion was carried. The Chairman asked Members

if they were in agreement to drop the motion on notice from Cllr Dickson and they were.

8. Consideration of draft Financial Regulations:

The Chairman informed there were no major changes to the financial regulations other than that which brought them up to date with current law and best practice.

Cllr Dickson moved that the Financial Regulations be accepted as presented, the Chairman seconded and asked Members if they were in agreement and they were.

9. Agree Committee Structure and appointment of Members:

The Chairman referred to Mrs M Dorrell, Mr D Eede and Mrs H Glynn, none of whom stood for re-election. He wished to make his thanks known to them for the work they had done with the Council over the years; Mrs H Glynn and Mrs M Dorrell served for decades and Mr D Eede, although his work commitments impinged on Council time in recent months, were all committed to the parish. The Chairman asked for Members' approval to write to each of them thanking them for their service and acknowledge their hard work for the Council and Members readily agreed. Cllr Patient mirrored the Chairman's comments regarding Mrs Dorrell, Mr Eede and added that Mrs Glynn worked extremely hard and did her best for the Council.

The Chairman sadly informed of the recent death of D Stansby, Rochford District Councillor for West Hawkwell. He commented that Derek Stansby was totally committed to the parish and always extremely complimentary of the work of Council. The Chairman advised the funeral date of 16th May at 3.20pm and he sought Members approval to attend on behalf of the Parish as well as in a personal capacity and Members agreed. Cllr Patient wished to echo the Chairman's words of tribute for D Stansby adding he was very helpful to him as Chair of the Youth Working Group, particularly regarding the facility in Magnolia. Cllr Dickson added his support, stating he was a quiet and tolerant man.

The Chairman advised as per Minute 7 and the newly adopted Standing Orders, that all principle committees could be up to 9 Members and he informed that the 2 committees impacted upon were General Purposes and Parks. It was clarified that the Chairman and Vice-Chairman were ex-officio Members of all committees, sub-committees and working groups. Committees were structured as follows:-

FINANCE COMMITTEE (1 vacancy):

- 1) Cllr Mrs Chippette
- 2) Cllr J Dickson
- 3) Cllr V Leach
- 4) Cllr R Mitchell
- 5) Cllr R Patient
- 6) Cllr D Weir
- 7) Cllr Mrs Weir
- 8) Cllr Mrs Young

PLANNING COMMITTEE (Up to 4 vacancies):

The Chairman advised that Planning would have an increasing impact on Council.

- 1) Cllr V Leach
- 2) Cllr R Patient
- 3) Cllr D Weir
- 4) Cllr Mrs Weir
- 5) Cllr Mrs Young

GENERAL PURPOSES COMMITTEE (Up to 3 vacancies):

- 1) Cllr Mrs Cunningham
- 2) Cllr Mrs Heath
- 3) Cllr R Mitchell
- 4) Cllr R Patient
- 5) Cllr D Weir
- 6) Cllr Mrs Weir

PERSONNEL COMMITTEE (Up to 5 vacancies):

- 1) Cllr Mrs Chippette
- 2) Cllr J Dickson
- 3) Cllr R Patient
- 4) Cllr Mrs Weir

PARKS, OPEN SPACES CONSERVATION AND FOOTPATH COMMITTEE (Up to 2 vacancies):

- 1) Cllr Mrs Barney
- 2) Cllr Mrs Chippette
- 3) Cllr Mrs Cunningham
- 4) Cllr Mrs Heath
- 5) Cllr R Patient
- 6) Cllr D Weir
- 7) Cllr Mrs Weir

POLICY COMMITTEE (Up to 3 vacancies but Members content to remain at 6):

- 1) Cllr J Dickson
- 2) Cllr V Leach
- 3) Cllr R Patient
- 4) Cllr D Weir
- 5) Cllr Mrs Weir
- 6) Cllr Mrs Young

APPOINTMENTS COMMITTEE (Up to 4 vacancies):

- 1) Cllr J Dickson
- 2) Cllr V Leach
- 3) Cllr R Patient
- 4) Cllr Mrs Weir
- 5) Cllr Mrs Young

WORKING GROUPS:

YOUTH Working Group:

- 1) Cllr Mrs Heath
- 2) Cllr R Patient
- 3) Cllr Mrs Weir
- 4) Cllr Mrs Young

CHRISTMAS PARCELS Working Group:

The Chairman called for more Members to become actively involved, particularly for the physical work entailed.

- 1) Cllr Mrs Barney

- 2) Cllr R Patient
- 3) Cllr D Weir
- 4) Cllr Mrs Weir

PARISH IDENTITY Working Group:

Cllr Dickson pointed out it was within power to invite people who were not Councillors to serve on such committees and this was thought to be a brilliant idea. A verbal invitation was made to the Hawkwell Parish Plan Group; they advised they would raise it at their next meeting and the Clerk was asked to follow up with a written invitation to the HPPG.

- 1) Cllr V Leach
- 2) Cllr R Mitchell
- 3) Cllr Mrs Heath
- 4) Cllr Mrs Weir
- 5) Member of HPPG

VILLAGE FAYRE Working Group:

Cllr Mrs Weir urged that the group start work as soon as possible to plan for 2012 especially because it was the year of Queen's Diamond Jubilee and Members applauded the suggestion to commence action.

- 1) Cllr Mrs Barney
- 2) Cllr Mrs Heath
- 3) Cllr V Leach
- 4) Cllr R Patient
- 5) Cllr Mrs Weir

CHRISTMAS LIGHTS REVIEW GROUP:

The Chairman reminded there was no budget for improving lighting this year and the Clerk advised the fund allocated to Christmas Lights was earmarked for the planting of a Christmas Tree.

- 1) Cllr V Leach
- 2) Cllr R Patient
- 3) Cllr Mrs Weir
- 4) Cllr Mrs Young

10. To appoint representatives to outside bodies:

a) Robert Sudbury Trust (2) – administered by Hawkwell Parish Council.

Cllr Mrs Young asked the Chairman to explain the history of the RST which he did, Cllr Dickson queried whether the trustees were Charity trustees in which case it could be an arduous duty legally. The Clerk confirmed it would and the Chairman added that the RST did have indemnity insurance for its trustees. Cllr Mrs Weir put her name forward and Cllr Mrs Young said she would discuss with the Clerk separately to ascertain if it was appropriate for her and Cllr Dickson advised if it proved unsuitable for her, he would put his name forward.

b) Hockley & Hawkwell Old Peoples Welfare Committee (1)

Cllr Mrs Weir.

c) Rochford Old People Welfare Committee (1)

Cllr J Dickson.

d) Rochford Hundred Ass. Of Local Councils (2)

Cllr V Leach & Cllr J Dickson. Cllr Dickson made mention to the invaluable contribution of the Clerk's attendance at RHALC and the Chairman added that the

contribution made its mark for an opening for the parish into that meeting; he questioned whether the Clerk could be a representative for the parish, the Clerk advised that Parish Clerks attended the meetings in advisory and non voting capacities.

e) Ashington & East Hawkwell Memorial Hall MC (1)

Cllr Mrs Chippette.

e) Hawkwell Village Hall Committee (2)

Cllr Mrs Weir & Cllr Mrs Young.

f) Public Transport Liaison Group (1)

Cllr Mrs Weir.

g) Community Safety Partnership (1)

Cllr Mrs Young.

h) Parish Plan Group (2)

Cllr V Leach & Cllr Mrs Weir.

i) Community Forum (formerly the Central Area Committee) (1)

Cllr Mrs Weir. The Clerk notified the forum would meet biannually in east and west geographic areas.

11. To receive draft and unaudited Income and Expenditure Accounts for 2010-11 and approve proposed earmarking of reserves:

The Chairman asked the Clerk to speak on this which he did and he went through the report for year ended 31st March 2011 advising a good result, bearing in mind the tough year that was experienced. The Clerk made reference to note the fact that the business rate tracker was slightly up on last year and one could see the feeble investment income shown in other income. The accountants were asked to change the ear marked reserves to put all the capital replacements into one account but the Clerk advised that he would still like the categories maintained within that. He pointed out that the general reserve and the need to comply with policy that Council had to have an agreed percentage of planned expenditure held in general reserve. Cllr Dickson said the report was an accurate snap shot of the Parish as at 31st March 2011 and for that he commended the efficiency of its Officers for the accounts; the staff were professional and doing a good job and the Chairman concurred. Members accepted the draft and unaudited Income and Expenditure Accounts for 2010-11 and approved the proposed earmarking of reserves.

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

The Chairman called for 2 Members to volunteer, Cllr Mrs Chippette put herself forward as she and Cllr Mitchell had done so the previous year. The Clerk to follow up with Cllr Mitchell after his holiday and organise dates with both Members.

13. To accept Record of Attendance for preceding year:

Members accepted the Record of Attendance for preceding year.

14. Receive dates of future Full Council and Committee meetings 2011/12:

These were noted.

15. To approve as a correct record the Minutes of the Hawkwell Parish Council meeting held on 4th April 2011:

Members approved the Minutes of the Meeting of Hawkwell Parish Council held on 4th April 2011.

16. Financial Report (April 2011):

There were no questions and Members accepted the Financial Report.

17. Action List Update:

The Clerk went through the progress report.

Parish Identity – the Clerk explained procedure stated that he was not qualified to work at height therefore fitting in house was a problem and no progress had been made.

Parish Plan restart – presentation given by the Chairman of HPPG at the Annual Parish Meeting held prior to the AGM.

The Power of Wellbeing – cannot adopt without electoral mandate; unable to proceed therefore Members agreed to remove item from list.

Parish Footpath Signs – awaiting final draft.

HPC Notice board – communications with ECC difficult, email sent to new Customer Service Interface and will follow up with a complaint to Tracy Chapman.

Clerk to distribute CIF Fund 2010/11 document to Chair of Parks and General Purposes – the Clerk advised that the funding decisions had been made and this should be removed.

Clerk to arrange for a sign on the Ashington Road at the entrance to footpath 7 – being dealt with in conjunction with footpath map siting.

Clerk to explore electronic banking – continue exploration, may need to change bank if Barclays unable to offer service.

18. Report by Cllr R Mitchell re Diabetes Seminars:

The Chairman requested thanks be recorded to Cllr Mitchell (on holiday) for giving this report to the Parish and for the good news it contained. Members received and accepted his report.

19. Correspondence:

The Chairman went through the correspondence one by one.

1. **Email from ECC School Organisation & Planning Team re. Academy Bulletin** – it was noted that the King Edmund School was in consultation for Academy status and whilst KES was not in the Parish it served the Parish.

2. **ECC – Proposal for a Shadow Local Healthwatch Organisation in Essex** – The Clerk spoke and advised this depended on what happened in Parliament that day, it was an ECC proposal and Council could revisit it at an appropriate time. Members noted the information.

3. **Email from ECC Parish Information Coordination Officer re. Big Society Fund** – agreed to refer to General Purpose and Parks Committees.

4. **Letter from ECC re. Notice of Various Road Closures – Between April 2011 and March 2012** – Members were asked to note information and communicate.

5. **Email from Shaun Scrutton (RDC) re. Highways Works** – agreed to refer to General Purposes Committee.

6. **Email from Hawkwell Baptist Church re. Permission to use Magnolia Park on Sunday 17th July** – it was suggested to refer the matter to Parks Committee but this was debated to avoid holding up plans; Members were content reference had been made to carry out risk assessment and insurance requirements and with no objections Members agreed to the request and instructed the Clerk to notify the Minister.

7. **RDC – Councillor Training Sessions (May to July)** – the Chairman went through the schedule of training and asked Members to contact the Clerk with any training needs and he pointed out some of the dates were very short notice and urgent action would be required.

The information available in the Office was noted.

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

Finance Committee

Cllr Dickson moved that the minutes of the meeting dated 11th April 2012 be accepted as presented and this was agreed.

General Purposes Committee

Cllr Patient referred to minute 87, bullet point 6; he advised the Christmas Lights working group would be unable to meet until the new committee were set up next week and shortly after that a meeting would be set up as soon as possible. He moved that the minutes of the meeting dated 11th April 2011 be approved and this was accepted.

Parks Committee

Cllr Mrs Weir moved that the minutes of the meeting dated 11th April 2011 be approved and this was accepted.

Planning Committee

Cllr Mrs Weir moved that the minutes of the meeting dated the 26th April 2011 be approved and this was accepted.

21. Representative Reports:

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir – nothing to report.

Rochford Old Peoples Welfare committee – Cllr Dickson attended the last meeting but had nothing to report.

Rochford Hundred Assn of Local Councils – Cllr Dickson – attended and reported the Localism Bill was discussed and the effectiveness and the purpose of the RHALC to date.

Hawkwell Village Hall – Cllr Mrs Weir – no meeting.

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

Public Transport Liaison Group – Cllr Mrs Weir – nothing to report.

Community Safety Partnership – Cllr Mrs Young attended a meeting that morning and reported crime figures were down but theft from cars was up, however, people were leaving their cars unlocked at night. The Chairman asked the Clerk to make a note for something to be put forward for the next newsletter. Cllr Mrs Young continued that parishioners were being asked to be more vigilant as people were knocking on doors asking for bank details and advised that some charities did this but it was considered to be unacceptable and dangerous, Cllr Mrs Cunningham agreed and informed she had experienced this first hand when a charity had informed her it could not take cash on the doorstep but requested bank details.

Parish Plan Group – a presentation was given by the Chairman of HPPG at the Annual Parish Meeting held prior to the AGM and Cllr Leach felt that was a sufficient update.

Community Forum – Cllr Mrs Weir said if the Community Forum still existed the theory was that it would meet biannually.

22. Information Reports:

Cllr Patient questioned whether the reports for Holt Farm Infants and Junior Schools should be removed from the agenda as they were not accountable to Council; the Chairman advised there was a time when Council had had a Members appointed on to the governing body but this had ceased with recent legislation . Members discussed this; due to no further representation for reporting for Holt Farm Junior School Members agreed to remove it from the list, however, Cllr Mrs Chippette was content to continue the reporting process for Holt Farm Infants as and when it occurred and it was agreed for this too to be removed from the agenda.

Neighbourhood Meeting Reports – Cllr Mrs Young attended meetings last month and last week; the issue remained that the Rochford meetings clashed with Council meetings but she was able to attend Hawkwell West.

23. Payment of Accounts:

Members approved the list of payments and there were no questions.

24. Summary of Decisions Taken:

- Cllr Leach elected Chairman and Cllr Dickson elected Vice Chairman.
- Draft Standing Orders accepted.
- Motion on Notice by Cllr Leach approved.
- Draft Financial Regulations approved.
- Members approved for thank you letters for service to be sent to Mrs M Dorrell, Mr D Eede and Mrs H Glynn.
- Chairman to represent Council at the funeral of D Stansby.
- Agreed committee structure and appointment of Members.
- Village Fayre working group to start work as soon as possible to plan for 2012.
- Cllr Mrs Young to liaise with the Clerk to ascertain if appropriate to become trustee of Robert Sudbury Trust otherwise Cllr Dickson to join.
- The Clerk to send a written invitation to the HPPG for a Member to serve on Parish Identity working group.
- Appointed representatives to outside bodies.
- Received draft and unaudited Income and Expenditure Accounts for 2010/11 and approved proposed earmarking of reserves.
- The Clerk to confirm with Cllr Mitchell continuation as examining officer for inspection of investments etc and set dates with Cllrs Mrs Chippette and Mitchell.
- Received dates of future Full Council and Committee meetings.
- Agreed to remove Power of Wellbeing from Action Update list.
- Email from ECC re. Big Society Fund to be referred to GP.
- Email from Shaun Scrutton re. Highways Works to be referred to GP.
- Permission granted for Hawkwell Baptist Church to use Magnolia Park Sunday 17th July 2012, the Clerk to notify the Minister.
- The Clerk to note for Newsletter, parishioners to be more vigilant re. theft from cars.
- Holt Farm Junior & Infants Schools to be removed from Information Reports.

The meeting closed at 9.45pm.

Chairman