

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

**held on
Monday, 10th May 2010 in the Committee Room,
Freight House, Bradley Way, Rochford
at 8.30pm**

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

1. **Election of Chairman and Declaration of Acceptance of Office:**
Cllr Leach asked Members for their nominations. **Cllr Patient proposed that Cllr Leach remain in office, seconded by Cllr Mrs Chippette.** Cllr Leach asked for any further nominations and there were none. Members voted on the proposal; the motion was unanimously carried and Cllr Leach signed the acceptance of office.
2. **To receive apologies for non attendance at meeting:**
Cllr D Eede (work) and Cllr A James (holiday). Members accepted the apologies tendered. Cllr Mrs T Bateman (unwell) had sent her apologies by email.
3. **Update of Register of Members Interest/General Notice of Registrable Interests:**
The Clerk gave out papers for Members to complete and sign.
4. **Declarations of Interest:**
Cllr Mrs Glynn said she would declare any interests, should they arise.
5. **Election of Vice Chairman:**
Cllr Patient proposed Cllr Dickson remain as Vice Chairman, seconded by Cllr Mrs Weir, there were no further nominations. Cllr Dickson was content to stand, Members voted and the motion was carried unanimously.
6. **To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 12th April 2010 and to approve the destruction of the manuscript notes in respect of that meeting:**
Members approved the Minutes of the Meeting of Hawkwell Parish Council held on 12th April 2010 and approved the destruction of the manuscript notes in respect of that meeting.
7. **To note resignation of Cllr Keith Holmes – notice of vacancy:**
Cllr Mrs Glynn proposed that Council send a letter of thanks to Keith Holmes for his service and the work he had done as Chairman of the Parks Committee and also for the work he had done in the parks, he had worked well with the Groundsman and, amongst other things, he rebuilt a footpath around the ponds. Cllrs Dickson and Leach seconded, they reiterated their thanks and emphasised that a lot of the work he carried out was also physical. Members noted with regret the resignation and approved a formal letter of thanks be sent. Members gave their approval to the Clerk to advertise the vacancy.

8. **Consideration of draft Standing Orders:**
Cllr Mrs Glynn proposed that Council accept and agree the draft Standing Orders. Cllr Mrs Weir queried if the working group had met; therefore the Chairman went through the document and pointed out the amendments proposed by the working group so that everyone had an understanding of the changes made to page 4. 6(d), page 20. 21(b), page 23. 28(i) and page 26. 33(b). He advised the rest of the document remained the same and the Clerk clarified a photocopying error. Cllr Dickson advised the new standing orders covered a Quality Council and met all the changes in legislation recently, further stating they were suitable for the modern age and he supported Cllr Mrs Glynn's proposal to accept them. **The Chairman asked Members to vote on the proposal and the motion was carried with one abstention;** the Chairman observed that he would be happy to go through the document separately.
9. **Financial Report (April 2010):**
The Chairman asked Members to look at the Annual Return Statement of Accounts circulated by the Clerk and advised they must be approved by the end of June. Cllr Mrs Glynn congratulated the Clerk on how he had presented the accounts and noted the work he had put in, she **proposed that the Annual Return and Statement of Accounts be accepted. Cllr Patient seconded.** Cllr Weir wished to add his congratulations to the Clerk as did the Vice Chair who supported the motion to accept that part of the return. He continued that other aspects were to be considered by Council, the statement of assurance would have approved by all Members so would have to be left to later. The Chairman noted the comments, he asked Members to vote on the proposal and it was unanimously carried.
The Clerk went through the financial report and informed the headline figures of total expenditure against current budget, a majority was 50% of the precept and the grants for the outdoor gym and that represented the additional money there. All was on target and he had no concerns at that stage. There were no questions and Members accepted the Financial Report.
10. **Action List Update:**
Parish Identity – as per report.
Parish Plan, restart – as per report
CIF Bid, Youth Project – Committee to meet as soon as possible.
The Power of Wellbeing – Members agreed to postpone project.
Parish Footpath Signs – as per report.
Purchase of equipment for dealing with inclement weather – Cllr Mrs Glynn **proposed that the Clerk go ahead and make the purchase of hand salt spreader** rather than bring it back to committee for approval. Cllr Mitchell seconded and Members approved the motion.
Rep from David Wilson Homes to forward copy of plan showing green areas – Members requested feedback from the representatives and Cllrs Leach and Mrs Weir reported on their attendance at the hearing.
11. **Agree Committee Structure, number of seats and appointment of Members:**
The Chairman went through the committees line by line and Members agreed the following:-
a) Finance Committee – 8 members.

- b) Planning Committee – 5 members.
 - c) General Purposes Committee – 11 members.
 - d) Parks, Open Spaces, Conservation & Footpaths Committee – 11 members.
 - e) Personnel Committee – 6 members.
 - f) Christmas Parcels Working Group – 5 members (reports to General Purposes).
With one Member less, Cllr Mrs Dorrell felt the group would need to rely on volunteers to help. Cllr Dickson asked if a working group had the power to call on members of the public to help and the Chairman confirmed the new Standing Orders gave the power to co-opt.
 - g) Youth Working Group – 5 members (reports to General Purposes).
 - h) Parish Identity Working Group – 4 members (reports to Full Council).
 - i) Christmas Lights Working Group – 4 members (reports to General Purposes).
 - j) Village Fayre Working Group – 7 members (reports to General Purposes).
- The Chairman advised the Website Working Group would now be shut down and requested his thanks to Cllr James be recorded for maintaining and updating the website.
- See attached for Memberships

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

Members were content with the appointing of representatives as follows:-

Robert Sudbury Trust (2).

Hockley & Hawkwell Old Peoples Welfare committee (1).

Rochford Old Peoples Welfare committee (1).

Rochford Hundred Assn of Local Councils (2).

Ashington & East Hawkwell Memorial Hall MC (1) – to avoid conflict on the behalf of Cllr Eede as he had recently become a trustee of the committee, it was felt that one formal representative was adequate (Cllr Mrs Chippette) and Cllr Eede would be added to the ‘Information Reports’ for updates.

Hawkwell Village Hall Committee (2).

Public Transport Liaison (1).

Police Consultative Committee (currently moribund) (2).

Crime & Disorder Partnership (1).

Parish Plan Group (2).

Central Area Committee (1) - the Chairman referred Members to the letter from RDC contained in the paperwork relating to Parish Nominations for the CAC and Members were content for Cllr Mrs Weir to go forward as formal representative for HPC.

13. **Receive draft and unaudited Income and Expenditure Accounts for 2009/10 and approve proposed earmarking of reserves:**

The Clerk referred to his report and Members noted his comments.

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

Cllrs Mrs Chippette and Mrs Dorrell were appointed examining officers, date to be arranged with the Clerk.

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

Cllr Mrs Heath asked the Clerk to check and report back that her attendance had been noted at a meeting that had commenced early. Subject to that query the

Record of Attendance for the preceding year was accepted. Cllr Dickson pointed out that Keith Holmes had 100% attendance and the Chairman agreed that he had been a valued Member of Hawkwell Parish Council.

16. **Receive dates of future Full Council and Committee meetings 2010/2011:**

The Chairman requested Members to make a note of the dates. Cllr Mrs Weir queried the change to the June meeting and the Clerk clarified.

17. **Correspondence:**

1. **Letters from RDC: Opportunities to Learn and Develop: A Programme for Members 2010/2011** – The Chairman urged Members to contact the Clerk urgently if they wished to attend any of the courses.
2. **Minutes of Hawkwell PPG Meeting: 28th April 2010 (for noting)** – The Chairman asked Members to note the minutes and he thanked Cllr Mrs Weir for the effort that she had put in to the PPG.

The Chairman read through the list of information available in the Office and Members noted.

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

Planning Committee:

Cllr Mrs Weir as Chair of Planning advised HPC had put forward their contribution to the Allocations Development Plan Document (item 5) and moved that the Minutes of the meeting held on 7th April 2010 be accepted, this was agreed.

Finance Committee

Cllr Leach referred to item 2. 'Declarations of Interest' and advised it should be noted that he left the meeting - Cllr Leach to raise at the next Finance Meeting. Cllr Mitchell as Chair of Finance moved that the minutes of the Meeting held on 19th April 2010 be accepted, this was agreed.

General Purposes Committee

Cllr Mrs Glynn as Chair of General Purposes moved that the minutes of the meeting held on 19th April 2010 be accepted, this was agreed.

Parks Committee

Cllr Mrs Heath as Vice Chair of Parks moved that the minutes of the meeting held on 19th April 2010 be accepted, this was agreed. Cllr Mrs Glynn reported the Grounds man had planted the snowdrops at Glencroft on receipt of them and she wished to pass on positive feedback from parishioners.

19. **Representative Reports:**

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir – no meeting.

Rochford Old Peoples Welfare committee – Cllr Dickson – shall attend the next meeting.

Rochford Hundred Assn of Local Councils – Cllr Mrs Dorrell/J Dickson – no meeting, next one scheduled for July.

Hawkwell Village Hall – Cllr Mrs Weir - no meeting. Cllr Mrs Glynn raised the issue of sharing the notice board and wished to propose HPC purchase its own board - the Chairman requested that she refer it to the General Purpose Committee.

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

Public Transport Liaison Group – Cllr Mrs Weir – no meeting.

Partnership to Success: Crime & Disorder – Cllr Mrs Glynn attended part of the meeting (due to traffic breakdown). She didn't find the information valuable however she enquired about the Eldon Road project opening and was informed it would be Friday night.

Central Area Committee – Cllr Mrs Weir – meeting in June.

Information Reports:

Holt Farm Infants School – Cllr Mrs Chippette - no meeting.

Holt Farm Junior School – Cllr Mrs Dorrell – no meeting. Cllr Dickson asked if any of the primary schools in the parish had boycotted the SATS test and the Chairman responded he had been told it was not an issue for School Governors. Cllr Mrs Dorrell confirmed the National Chair had said it was working practice within the School and Governors should avoid condemning or endorsing it.

NAPs Reports – Cllr Mrs Heath reported quite a lot of damage had been inflicted along Rectory Road and the police were unable to find who was responsible.

20. **Payment of Accounts:**

Cllr Mrs Chippette asked the Clerk to explain Weave-a-Web and the Clerk clarified it was for the whole year's website.

Cllr Mrs Fern queried refreshments for Xmas celebrations, the Clerk responded the British Legion had a refreshment stall and HPC paid for some of the refreshments that Members had and bottles of juice for the children.

The Clerk identified earmarked reserves for parish consolidation and recommended use of this for the Hawkwell Parish Plan Group.

Members approved the payment of accounts.

21. **Summary of Decisions Taken:**

- Cllr Leach elected in office as Chairman.
- Cllr Dickson elected in office as Vice Chairman.
- The Chairman to send a letter of thanks to Keith Holmes.
- The Clerk to advertise the notice of vacancy.
- Members accepted draft of Standing Orders.
- Youth Project working group to meet as soon as possible.
- Annual Return Statement of Accounts was approved, other aspects including the declaration of efficiency to be looked at later.
- Agreed to postpone the Power of Wellbeing.
- The Clerk to go ahead and purchase hand salt spreader.
- Christmas parcels working group reduced to 5.
- Cllr Mrs Chippette as formal representative reporting on Ashingdon & East Hawkwell Memorial Hall MC and Cllr Eede to be added to 'Information Reports' list.
- The Clerk to respond to letter from RDC to nominate Cllr Mrs Weir as formal representative from HPC on the CAC.
- Cllrs Mrs Chippette and Mrs Dorrell were appointed examining officers to inspect draft & unaudited income & expenditure accounts and proposed earmarking of reserves.
- The Clerk to check Cllr Mrs Heath's attendance had been recorded correctly on the Record of Attendance.

- Members to contact the Clerk urgently should they wish to attend any of the courses from RDC: Opportunities to Learn and Develop: A Programme for Members 2010/2011.

Chairman