

**Minutes of the Extra-ordinary meeting of
HAWKWELL PARISH COUNCIL**
held on
Monday, 25th July 2011
in the Committee Room, Freight House, Bradley Way, Rochford
at 7.30pm

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

Also Present: Applicants for Co-option - Karen Cooke, James Scrivener and Linda Haskew.

Cllr Dickson raised a point of order as to whether Council should invoke Standing Order 6d “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”. The Chairman concurred that Council should consider part of the meeting confidential, he added that while the question and answer session should be transparent, parts that referred to CV’s etc should remain confidential and for the sake of the minutes he read out the above section of Standing Order 6d. The Chairman sought Members agreement and this was given unanimously.

58. Apologies for absence:

Cllr Mrs J Barney (another meeting), Cllr Mrs A Heath (work) and Cllr R Mitchell (holiday). Members accepted the apologies tendered.

59. Declarations of Interest:

None.

60. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 4th July 2011 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 4th July 2011 and the destruction of the manuscript notes in respect of that meeting.

61. Co-option of Members:

The Chairman welcomed the co-optees to the meeting and explained he would ask all but one of them to leave the meeting in order to have a question and answer session, one candidate at a time. He asked Members if they were content with that process and they were.

Question and Answer sessions were held for Karen Cooke, James Scrivener and Linda Haskew (records of which to be kept on file in the office). At the end of the session all candidates remained outside of the meeting to enable discussion. Members generally thought the calibre of the candidates was very good providing a good spread. The Chairman explained if Members were happy he would ask for a show of hands for the sake of formality, call the co-optees back in and seek their acceptance to be co-opted.

Cllr Mrs Chippette asked out of interest whether any applications had been received in response to the advertisement in the Evening Echo and the Clerk advised not a

single response had been received. The Chairman informed that the advert appeared, free of charge, in the side column and he was satisfied the vacancies had been well advertised on notice boards etc.

Cllr Patient requested whether it would be possible between now and September to identify which committees the co-optees would like to attend adding it would be especially useful for the Youth Working Group and this was noted.

Cllr Dickson sought agreement that on return to the meeting the candidates be informed that Council could only do what was allowed by law and explain that Council delegated powers to the Standing Committees. The Clerk suggested that he could provide an induction training course covering all the legal aspects and get it done by September, subject to their diaries, and this recommendation was adopted.

The Chairman asked Members for a show of hands in favour of co-opting Karen Cooke, James Scrivener and Linda Haskew to serve Hawkwell Parish Council and Members voted unanimously in favour.

The Chairman invited the 3 candidates to rejoin the meeting; he thanked them for coming and informed that Council had taken a vote and unanimously requested that all 3 be co-opted. **The Chairman advised that Council felt all 3 of them could make a good contribution and a bit of a difference and sought their acceptance to join Hawkwell Parish Council and they all agreed.** He informed them the Clerk would be in touch over the next few days to offer an induction explaining how HPC related to RDC and essential rules and regulations, adding it would not be too onerous but was a necessary process in time for the next meeting in September. **The Chairman suspended Standing Orders to allow the Clerk to arrange for each of the co-opted Members to sign the Declaration of Acceptance of Office.**

62. Approve the Notes of the Summer Fair Working Group meeting held on 14th July 2011:

The Chairman announced he would not open the meeting formally to allow for coffee; in the meantime he referred Members to the loose notes handed out and went through the report informally answering some questions.

The Clerk circulated a copy of an emailed response from Richard Evans regarding QEII Fields in Trust advising that HPC's request would be considered in September. **The Chairman re-opened the meeting and reinstated Standing Orders;** he asked Members to accept the notes of the Summer Fair Working Group meeting held on 14th July 2011 and formally went through the report in detail adding the following:-

- Next year would be the 50th Anniversary of Rochford Hundred Rugby Club and they were keen to be involved in the fair.
- HPC managed to increase the Rugby Club's take by about £1K on the afternoon of the fair last year.
- The changing room and shower facilities at the Rugby Club would be suitable for the fun run to finish there.
- The Rugby Club bar would be open and they would provide catering.
- Peter J Elliott, double Olympiad (and Cllr Leach's writing partner) would open the fair, failing the involvement of Suzi Quatro, and this would be appropriate being the year of the London Olympics.
- Rugby Club experienced having stalls/pitches etc.
- The Clerk was asked to approach Margaret Chambers to seek pictures of the 1950's and he made a note.
- The Chairman advised a dog agility instructor would need to be sourced as Pam Holly sadly died recently.

Cllr Patient informed that the notes would normally go to the September General Purposes Committee and onto Full Council, however, Cllr Leach had taken a lot of the work on himself to get things up and running and he was obliged to him. He stated Council were very keen to make the fair a success for the whole community and urged Members to agree the notes to enable Cllr Leach to continue. Cllr Patient informed that the Rugby Club had researched locally and found the pitch price of £25 for stalls to be good a good price and a portion of that would go to charity. Cllr Dickson asked Cllr Leach if a motion had been passed to delegate Executive Authority to him. Cllr Leach responded that the Working Group had a budget and he was happy to talk to them before any costs were incurred; initially it was a matter of his time and putting things in place prior to the September meeting and he assured that his time would be at no cost to the Parish. Cllr Leach added he appreciated the thought but advised there was no need to delegate at the moment.

Members accepted the notes of the Summer Fair Working Group meeting held on 14th July 2011.

Members were reminded that Rebekah Abram's Fashion Show would be held at the Hawkwell Village Hall on Saturday 30th July at 7.30pm; the support of Members and their families in attendance would be most appreciated and this was noted.

63. Summary of Decisions Taken:

- Co-opted 3 Members (Karen Cooke, James Scrivener and Linda Haskew) successful.
- Co-opted Members signed the Declaration of Acceptance of Office.
- The Clerk to identify which committees new Members would like to attend.
- The Clerk to provide induction training course for new Members by September.
- Approved Summer Fair Working Group meeting notes 14th July 2011.
- The Clerk to approach Margaret Chambers to seek pictures of the 1950's.
- Dog agility instructor to be sourced.

The Chairman declared the meeting closed at 8.30pm.

Chairman