

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 1st June 2009 in the Committee Room,
Freight House, Bradley Way, Rochford
at 7.30pm**

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

1. **To receive apologies for non attendance at meeting:**
Cllrs J Dickson (holiday) and Mrs J Fern (holiday). Also District Councillors D Stansby and M Starke apologised as they had a meeting at RDC. Members noted and accepted the apologies tendered.
2. **Declarations of Interest:**
There were no declarations of interest.
3. **To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 12th May 2009 and to approve the destruction of the manuscript notes in respect of that meeting:**
Cllr James asked if he could query an item in the minutes and the Chairman reminded Members in accordance with Standing Orders, 6 Members' signatures were required to bring a subject back for debate.
Members requested the following clerical amendments to the Minutes of the Meeting:-
Item 16. – Receive Committee/Working Party Reports: Parks – Cllr Mrs Heath moved to accept the minutes of 20th April 2009 and not Cllr Holmes who was on holiday at that time.
Item 19. - Summary of Decisions Taken: 200/10 to read 2009/10.
Subject to the amendments noted above Members approved the Minutes of 12th May 2009 as a true record and agreed to the destruction of the manuscript notes.
4. **Action points – progress report:**
The Clerk went through the progress report.
Youth Project – The Clerk considered feasibility of covering shelter with anti-climb paint with a disclaimer notice and advised Members this was not recommended. Cllr Mrs Glynn felt the shelter should be left as it was and Members were in agreement not to go ahead with the anti-climb paint. The guttering repairs and costs involved were discussed and Cllr James requested a total bill be brought to the next meeting and Members agreed. The Clerk noted.
Parish Identity – Members agreed to postpone the meeting due on 4th June 2009 due to the date conflicting with elections, the meeting was re-arranged to take place on 11th June 2009.

Parish Plan – Cllrs Mrs Glynn and Mrs Weir asked if a meeting was to be held and the Chairman clarified a meeting would be reliant upon any response received from the invitation to the public going out in the Newsletter, then it would be clear if it was practical to call a meeting.

CIF Bid – Youth Project – Ongoing.

Recycling – The Chairman advised the representative from RDC had returned from holiday and did not have time to prepare for the June meeting. The Clerk to rearrange presentation.

Clerk to request a copy of insurance cover from Hawkwell Hornets – Members requested the Clerk write to the organiser to state that they were playing without the permission of HPC until such time as they produce a copy of their insurance document to prevent HPC being held liable. The Clerk noted.

Donation request from Ashingdon & East Hawkwell Memorial Hall – Cllr Mrs Chippette updated that a meeting was held on Thursday and she expressed disappointment that she had not heard anything. The Treasurer did not attend but he had sent a message that he would be getting the accounts completed up to the end of May, he also had the quotes required and he would be bringing them forward. The Clerk asked Members' permission to remove the item from the Actions list until the application was received and Members agreed.

Residents parking on verges – The Clerk had spoken to Steve Joynes and informed any action was very difficult to pursue unless a specific problem was identified. Members discussed the issue at length. Cllr Mrs Glynn proposed that HPC put forward a recommendation to the Central Area Committee for them to address the problem. Cllr Patient seconded, the Chairman asked for a show of hands and the motion was carried unanimously. The Chairman summarised the proposal was carried for the Clerk to formally write to ECC and RDC to open the debate specifically on not parking on footpaths.

Newsletter – Draft completed – issue within the next 2 weeks.

Refresher on Standing Orders at AGM – Members were unanimous in their agreement for the Clerk to organise a refresher session on Standing Orders. Members accepted the progress report.

5. **Financial Report:**

The Clerk went through the Financial Report. Cllr Mrs Heath raised that HPC were still paying for dog bins to be emptied and they were not being emptied satisfactorily. The Clerk advised he had spoken to RDC and was assured that the bins were being emptied twice per week but he agreed that when he visited to assess the bins, they were overflowing. Cllr Mrs Heath had monitored the bins and witnessed one had been left half full after bin emptying. Members discussed the possibilities of holding back payment or sourcing an alternative contractor. The Chairman asked Members if they were happy for the Clerk to write to RDC and they were. Cllr Holmes advised this issue was being monitored on the Parks & Open Spaces Actions list. The Chairman asked Members for their agreement to place the item on the Parks Agenda for debate on what action to take and Members agreed. There were no further queries and Members agreed and accepted the financial report.

6. **Computer Update Report:**
The Clerk referred to his report and Cllr Mrs Weir proposed Members accept the recommendations in the Clerk's report, Cllr Mrs Heath seconded. The Chairman asked Members if they agreed, the response was unanimous and the motion was carried.
7. **Review of Register of Vexatious Complainants:**
Members discussed the issue at length and Cllr Mrs Glynn proposed the complainant remain on the register, Cllr Mitchell seconded. The Chairman asked Members for a show of hands, Members were unanimous and the motion was carried. The Chairman advised the register would be reviewed again at Full Council in September 2009.
8. **Correspondence:**
1. **RDC – Health & Safety Plan 2009/10 & Food Safety Service Plan 2009/10 (full report available in office)** - Members noted.
 2. **RAVS – AGM and Awards Evening – 3rd June 2009** – The Chairman advised Members they were welcome to attend if they so wished and Members noted.
 3. **Hanningfield Awards 2009 – Application Form** – The Chairman informed that if Members knew of any worthy person, they may be nominated and Members noted.
- Members noted the information available in the Office.
9. **Receive Committee/Working Party Reports since last meeting:**
There were no working party reports to be received but Cllr Mrs Glynn wished to make a comment that a boy was injured in Magnolia on his bicycle. Cllr Mrs Heath also wished to comment that a young man had been practicing throwing javelin in Magnolia. Members noted both comments.
10. **Representative Reports:**
Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir – no meeting.
Rochford Old Peoples Welfare committee – Cllr Dickson absent.
Rochford Hundred Assn of Local Councils – Cllr Dickson/Cllr Mrs Dorrell – no meeting.
Hawkwell Village Hall – Cllr Eade/Cllr Mrs Weir – nothing to report.
Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette had given her update in item 4. Action point's progress report above and she added that the committee were still discussing subsidence and tree damage.
Public Transport Liaison Group – Cllr Mrs Weir – meeting date moved to a later date in June. Cllr Mrs Glynn asked if there were any updates regarding bus services 7 & 8 and Cllr Mrs Weir responded she had not received any information.
Partnership to Success: Crime & Disorder – Cllr James said there should be a meeting in June but had not received any notification as yet. Cllr James asked if the Neighbourhood Action Panel had been dropped as it was not on the agenda. The Chairman clarified HPC did not have a representative on that committee. Cllr James suggested that HPC write to the Neighbourhood

Action Panel and ask for a formal invitation for a Member of HPC to attend that committee. The Clerk noted.

Central Area Committee – Cllr Mrs Weir – nothing to report.

School Governing Bodies:

Holt Farm Infants School – Cllr Mrs Chippette queried whether she should still report due to her being a Community Governor now and the Chairman confirmed the information reporting process was still necessary as HPC had a financial interest in the school. Cllr Mrs Chippette had nothing to report.

Holt Farm Junior School – Cllr Mrs Dorrell reported a meeting was scheduled for 17th June 2009.

11. **Payment of Accounts:**

Cllr Patient queried Holmes Place appearing more than once and asked if it was a duplication. The Chairman responded 2 to 3 appear per month and that HPC were invoiced separately for Committee Meetings but he asked the Clerk to clarify. Cllr Mrs Heath said she thought there was no charge for the room hire for Committee Meetings. The Chairman confirmed that was the case however HPC were charged for coffee and that was the reason Members ceased having biscuits with coffee. Members accepted and agreed the Payment of Accounts.

12. **Summary of Decisions Taken:**

- Minutes of the Meeting of 12th May 2009 were accepted subject to amendments above.
- Anti-climb paint not to be applied to the Youth Shelter
- Costs involved in Youth Shelter repairs to be brought to next meeting.
- Agreed to consider practicality of holding a public meeting re Parish Plan once any response was received from publication of Newsletter.
- The Clerk to re-organise for Recycling visit to Full Council.
- The Clerk to write to the organiser of the Hawkwell Hornets football team.
- Remove donation request from Ashingdon & East Hawkwell Memorial Hall until application received.
- The HPC rep on CAC to ask them to consider the issue of parking on footpaths and verges.
- The Clerk to organise a refresher on Standing Orders.
- Debate on course of action to take regarding failure of dog bin emptying to be put on Parks & Open Spaces Agenda.
- Proposal to update the Office computing system accepted.
- Agreed to leave complainant on the register of vexatious complainants, to be reviewed at September Full Council.
- Clerk to write to NAPs to ask for a formal invitation for a Member of HPC to attend the committee.
- The Clerk to check payment of accounts, meeting expenses for Holmes Place.

Chairman

Note Subsequent to the meeting the issue of inclusion of NAPS and School Representative Reports on the agenda. It was agreed to change the School Representative Reports to a new section where information from informal reps could be reported. The title of this section to be determined for the next meeting. This to include the NAPS reps.