

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 1st September 2008 in the Committee Room,
Freight House, Bradley Way, Rochford
at 7.30 pm**

Councillors Present: Chairman V Leach, Vice Chairman J Dickson, Mrs J Barney, Mrs E Chippette, Mrs C Cunningham, Mrs M Dorrell, Mrs J Fern, 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 D Eade (work) and Mrs H Glynn (unwell). 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 7th July 2008 and Minutes of the Extra-Ordinary Meeting held on 6th August 2008:**
Members agreed the Minutes were a true record and they were approved and signed by the Chairman.
4. **Action Points – progress report:**
The Clerk updated Members on the progress.
Youth Project: See Agenda item 10.
Parish Identity: The Chairman and the Clerk reported they were looking at prices for ironworks over gates at Magnolia and Spencers Park and prices for signboards. Information to be brought back to Committee.
Village Fete: Item to be removed from action list.
Quality Council status: The Clerk announced a change in the rules commencing 27th September 2008. Members were content to progress Quality Council status by the 26th September 2008.
Pension Fund changes Document: To be dealt with as necessary at Personnel Committee.
Removal of Spoil from Churchyard: See Agenda item 7.
Massive Project: Item to be closed.
Bus Shelters: Members agreed item to be moved to General Purposes Committee for audit of condition by Members.
5. **Financial Report:**
The Clerk went through the Financial Report. Members accepted and agreed the report.

6. **Parish Plan – Restart of Project (verbal report):**
The Chairman asked Members for their comments. Members agreed Hawkwell Parish Council should write to the individuals who had previously attended and publish an article in the Newsletter and on the website.
7. **Progress on clearance of site adjacent to churchyard (verbal report):**
The Clerk gave a verbal update that the work would be carried out full time with the additional help of a worker provided by Community Service. It was expected that clearance of the site would take until 27th September 2008 to complete and the Clerk confirmed evidence of managing the rubbish clearance was in hand with photographs and receipts from Ecologic.
8. **Policy on destruction of manuscript notes:**
Cllr Dickson asked if there could be an agenda item to say that the manuscript notes had been destroyed. Cllr Holmes endorsed the recommendation and asked if it should be put into the Standing Orders. The Chairman responded that it was viewed as a working practice. The motion was carried unanimously to include into the appropriate agenda item at each meeting that the manuscript notes were destroyed.

Cllr James asked how Members should destroy their Council Agendas and Minutes and the Chairman recommended it would remain a personal choice.
9. **Establishing a Complaints Committee:**
The Chairman asked, having established a complaints procedure, if Members wanted a separate complaints committee. A discussion took place and Members felt it would be prudent to make the Personnel Committee responsible. Cllr Dickson asked if the committee would determine their own terms of reference and the Chairman confirmed there were terms of reference established for it and at the next meeting of the Personnel Committee they would need to receive and approve the terms of reference of the Complaints Procedure. All Members agreed.
10. **Youth Project:**
 - a) **Appointment of Contractor:** Cllr Patient thanked the Clerk for his efforts and proposed Hawkwell Parish Council select D Wilson Builders. Cllr Mitchell seconded. The Chairman requested a vote and Members voted 4 in favour and 8 against. Cllr James proposed Hawkwell Parish Council select RCS Construction, subject to their work being scrutinised. Cllr Homes seconded. The Chairman requested a vote and Members voted 10 in favour and 2 against. The Chairman announced the motion was on the table to appoint RCS Construction as contractor and delegate the Clerk, together with Cllr Mitchell, to look at the contractor's previous work. The motion was carried.
 - b) **CIF Bid-next steps:** Cllr Patient proposed the Clerk be instructed to clarify the availability of the Jewson building for lease by Hawkwell Parish Council. Cllr James seconded. The Chairman asked for a show of hands and the motion was carried.
The Chairman stated for clarity, until such time that Hawkwell Parish Council get viability of the Jewson building we have nothing to bid for,

however we have got until the 16th January 2009 to make the second bid for costs associated with the Youth project. He proposed that once the Clerk had made the initial enquiry about the Jewson building the Youth Working Group would meet to make a plan. Cllr Patient seconded. There was a show of hands and the motion was carried.

11. **Co-option to fill vacancy:**

The Chairman announced an article would be put in the Newsletter and in the Echo inviting applicants to come along to the October meeting. Members agreed.

12. **Independent Remuneration Panel – Questionnaire:**

The Chairman asked Members if they were content to delegate the response to the questionnaire to the Clerk and Members agreed.

13. **Correspondence:**

1. **Complaints to the Audit Commission from local Residents (2 letters):** The Chairman sought approval of Council for the draft letter of response. Cllr James and Cllr Patient thanked the chairman for the excellent letter and Cllr James proposed the letter be accepted. Cllr Patient seconded and the motion was carried.
2. **RDC Charity Golf Day and Dinner:** Members noted.
3. **ECC Wildlife & Countryside Act 1981:** Members noted.
4. **ECC – Tidal Flood Sirens Test – 6th September 2008:** Members noted.
5. **RDC – Sports Award Nomination Form:** The Chairman informed Members nomination forms were available for anyone to be so nominated.
6. **Letter from Cllr Robinson re. Damage to vehicle:** Cllr Leach informed Members enquiries were underway at present and proposed this item be delegated to the Finance Committee. Cllr Patient seconded. Members agreed.

Available in Office:

1. Minutes of the Central Area Committee – 17th June 2008.
2. ‘Coastlines’ – June 2008.
3. ‘Oyster’ – RCCE Summer 2008.
4. ‘Making the Links’ – July 2008.
5. RDC Corporate Plan 2008-13.
6. ‘Action Essex’ – Newsletter of CPRE – July 2008.
7. Hockley Parish Plan Group – Draft Action Plan June 2008.
8. Essex Wildlife Trust – Autumn 2008.
9. ‘The Playing Field’ – Summer 2008.
10. ‘The Edge’ – Summer 2008.

Members noted the information available in the Parish Office.

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

Parks Committee:

Cllr Holmes as Chairman of Parks moved that the minutes of the meeting held on 14th July 2008 be accepted, this was agreed.

General Purposes Committee:

Cllr James as Vice Chairman of General Purposes moved that the minutes of the meeting held on 14th July 2008 be accepted after one amendment be added to item 2 of the minutes that Cllr Mrs J Fern gave her apologies for non-attendance at meeting. This was agreed.

Finance Committee

Cllr Mitchell as Chairman of Finance moved that the minutes of the meeting held on 14th July 2008 be accepted, this was agreed.

Planning Committee:

Cllr Mrs Weir as Chairman of Planning moved that the minutes of the meetings held on 7th July 2008 and 4th August 2008 be accepted, this was agreed.

15. **Representative Reports:**

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir reported she was waiting to hear the date of the Annual General Meeting.

Rochford Old Peoples Welfare committee – Cllr Dickson attended and reported suggestions were made to pensioners on how to cope with the rising fuel costs.

Rochford Hundred Assn of Local Councils – Cllr Dickson reported the date of the Annual General Meeting being 24th September 2008 and prior to it a number of presentations; Making the Links - the Annual Partnership Event, Partnership Event - National, Regional and County and The Community Empowerment White Paper, Developing Skills, The Parish Debate. The Chairman asked Members if they were content that Cllrs Dickson and Leach together with the Clerk be delegated to attend. Members agreed.

Hawkwell Village Hall – Cllr Mrs Weir reported there had been a meeting and that new windows had been put in place.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette reported no recent meeting had been held.

Public Transport Liaison Group – Cllr Mrs Weir reported no meeting had been held.

Partnership to Success: Crime & Disorder – Cllr James reported a meeting took place that morning but he had been unable to attend. The next meeting was scheduled for November 2008.

Parish Plan: See Agenda item 6.

Central Area Committee – Cllr Mrs Weir reported a meeting was still awaited.

School Governing Bodies:

Holt Farm Infants School – Cllr Mrs Chippette reported she would be attending a Planning meeting on 2nd September 2008.

Holt Farm Junior School – Cllr Mrs Dorrell. No update.

16. **Payment of Accounts:**

The Chairman asked Members for any questions, there were none and the Payment of Accounts was accepted.

17. **Summary of Decisions Taken:**

- **Parish Identity:** The Chairman and the Clerk to report back to Council with prices for ironworks and signboards.
- **Quality Council status:** Progress Quality Council status by the 26th September 2008.
- **Bus Shelters:** Item to be moved to General Purposes Committee for audit by Memembers.
- **Parish Plan – Restart of Project:** Letters to be written to individuals who had previously attended and an article to be published in the Newsletter and on the website.
- **Policy on destruction of manuscript notes:** To include into the appropriate agenda item associated that the manuscript notes were destroyed.
- **Establishing a Complaints Committee:** Personnel Committee to be responsible to deal with complaints and to receive the terms of reference of the Complaints Procedure.
- **Youth Project – Appointment of Contractor:** Appoint RCS Construction as contractor and delegate the Clerk together with Cllr Mitchell to look at their previous work.
- **CIF Bid – next steps:** The Clerk to clarify the availability of the Jewson building for lease by Hawkwell Parish Council. Once the Clerk has made the initial enquiry, the Youth Working Group to meet to make a plan.
- **Co-option to fill Vacancy:** An article to be placed in the Newsletter and Echo inviting applicants to come along to the October meeting.
- **Independent Remuneration Panel – Questionnaire:** The Clerk to respond.
- **Complaints to the Audit Commission from local Residents (2 letters):** Draft letter of response approved and agreed.
- **Letter from Cllr Robinson re. Damage to vehicle:** Delegated to the Finance Committee.
- **Receive Committee Reports – General Purposes:** Amend Minute item 2 to include Cllr Mrs J Fern’s apologies for non-attendance at meeting.
- **Rochford Hundred Assn of Local Councils –** Cllr Leach, Cllr Dickson and the Clerk to attend the Annual General Meeting on 24th September 2008.

Chairman