

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 2nd November 2009 in the Committee Room,
Freight House, Bradley Way, Rochford
at 7.30pm**

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

The Chairman welcomed 2 Members of the public to the meeting and thanked them for attending. He went through the fire regulations and advised that the Council would address items 1 to 3 on the Agenda before adjourning the meeting for public participation.

1. **To receive apologies for non attendance at meeting:**
Cllrs Mrs M Dorrell (holiday) and D Eede (work). District Cllrs D Stansby and M Starke had given their apologies.

2. **Declarations of Interest:**
Cllr Leach declared a prejudicial interest regarding Correspondence item 1 Letter from RNIB re car parking on pavements as his wife was registered partially sighted. Cllr Mrs Glynn said she would declare any interest that occurred as the meeting progressed.

3. **To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 5th October 2009 and the Minutes of the Extra-ordinary meeting of Hawkwell Parish Council held on 6th October 2009 and to approve the destruction of the manuscript notes in respect of those meetings:**
Cllr Mrs Chippette had sent her apologies for being unable to attend the meeting on 6th October 2009 but they had been omitted. The Clerk noted the amendment.
Cllr Holmes wished to record a note of thanks to the minute taker for the minutes of the Extra-ordinary meeting held on 6th October 2009. Cllr Mrs Weir referred to the proposal at end of the minutes and queried exactly what response was sent to RDC. The Chairman clarified the whole set of minutes of the Extra-ordinary meeting together with the Residents Concerns were sent to RDC directly.
Cllr James reminded that the list of items were to be put on the website but the Clerk had not sent them to him as yet. The Clerk noted. Subject to the amendment above, Members approved the Minutes of the Meeting of Hawkwell Parish Council held on 5th October 2009 and the Minutes of the Extra-ordinary meeting of Hawkwell Parish Council held on 6th October 2009 and to approve the destruction of the manuscript notes in respect of those meetings:

The Chairman adjourned the meeting at this point to allow members of the public to speak.

4. **Action points – progress report:**

The Chairman went through the progress report.

Parish Identity – Members approved the recommendations of the Working Group, awaiting delivery of labels and banner for height barrier at Magnolia.

Parish Plan – restart – Members approved Minutes of 17th September 2009. Meeting in the East to be fixed for November 2009.

CIF Bid – Youth Project – Council agreed to submit CIF bid in order to undertake management study for stage 2/3 of youth project. Bid completed and submitted.

Recycling – Cllr Mrs Glynn announced that RDC had received a nationwide award for recycling, coming top of the whole of England and Wales. Cllr James expressed frustration that Members had been asking since February for a representative from RDC to give a presentation on recycling at an HPC meeting and they had been unable to attend. The Chairman responded they had been invited but they had declined due to sickness and workload.

Review of Vexatious Complainants Register – Ongoing agreed to bring forward in 6 months.

Audit Commission – Audit has been completed and Clerk has publicised the notice in line with regulations.

The power of Wellbeing – Meeting arranged for 27th October, cancelled due to sickness.

Explanation of Financial System & review of expenditure to date to be included on Finance Committee agenda in near future – Finance Meeting on 9th November will deal with issue.

Approval of Height barrier installations, costs to be allocated to cost centre 4035 – The Clerk advised Members that fences and gates were not covered by insurance.

Rochford Area Action Plan – Cllr Holmes questioned if HPC had logged their objection. The Chairman clarified the RAAP was specific to Rochford Town Centre. Cllr Mrs Glynn queried if Council had sent a response to the RAAP and Cllr Mrs Weir confirmed it would consider and respond in line with the deadline.

Residents complaint about parking in Sunny Road – Cllrs James made contact with the 2 people who had emailed the parish and also contacted the headmistress of Sunny Road School to seek their views. He reported they would like 15 metres of double yellow lines. He had brought this up at the Partnership to Success-Crime & Disorder meeting. The Fire Brigade had agreed to run a fire engine down the street to test out the restriction. He had also raised it at the CAC with Cllr Mrs Glynn. He was awaiting a written response on that from the CAC. Cllr Mrs Glynn confirmed the information was taken away by the County Highways Officer and would be looked at. Cllr Mrs Weir stated that the Highways people had said they did not know anything about it previously and was pleased it had been passed on.

5. **Financial Report:**

Before going through the Financial Report the Clerk commented that he understood that some concern had been expressed at the last meeting that

budgets were overspent and he wished to clarify Council were under spent. He had previously said that this years budget would be very tight, significant monies were being drawn from reserves to match the budget but Council were not over spent. He went on to invite any Member not on the Finance Committee to come along to the next meeting on 9th November at 7.30pm should they like to see a presentation on the accounting system.

Cllr Holmes questioned the overall report criminal damage 4035 and wondered if it showed height barrier repairs, was it included in the £2260 actual year to date. The Standing Committees did not total that amount and where was that particular sum coming from within criminal damage. What was generating the figure? The Clerk said he felt that the height barrier would not be in the system yet, it depended whether an invoice had been received before the close down. Without having an analysis he couldn't say and he would check and bring an analysis to the Finance meeting on Monday. There were no further questions and Members accepted the Financial Report.

6. **Correspondence:**

1. **Letter from RNIB re car parking on payments** – Cllr Weir felt very strongly he would like to see a response of support from HPC sent to RNIB. Cllr Mitchell said there were no powers to force anyone off the pavement but it was an offence to block driveways. Members discussed the issues of parking obstructions at length. Cllr Dickson referred to paragraph 4, he agreed there was a significant problem but he was unsure if that was a true statement of law. Cllr Mrs Weir said the Police told her they were able to issue a non-endorseable penalty if the pavement was obstructed. The Chairman stated the RNIB had provided a template and were asking HPC to write to the Chief Constable and he asked were Members in agreement for the Clerk to send the letter. Members agreed. The Clerk to respond.
2. **Letter from ECC re Telecar Home Safety System (flyers also available in office)** – Cllr Mrs Glynn requested this be referred to in the next Newsletter and the Chairman confirmed a note had been made.
3. **RSPB – Wallasea Island Project October update** – Cllr Mrs Glynn advised she had liaised with Wallasea Group not as a representative for HPC but in another capacity and she wished to give an update. Her main concern was traffic going through the parish to the site, most of the equipment was already in place with only a few more heavy items going there by road and the byelaws that had been created stated there could be no heavy traffic in the hours when the children were going to school.
4. **Letter from RDC re Bridle path at Clements Hall Playing Field (plans in the office)** – The Chairman advised the plans were in the office and Members noted. Cllr Mrs Glynn advised there was a closing date and the Chairman thanked her for the information.
5. **Email from RDC re byelaws** – The Chairman referred to the Clerk as the proper officer. Cllr Mrs Glynn asked if HPC could send Angela Law, Solicitor – RDC a copy of HPC byelaws and she could see if there was anything else the Council needed that could be done. The Chairman checked with the Clerk, he confirmed HPC had a copy of its byelaws and he would forward it to her.

6. **Email from PC Steve Joynes re youth nuisance** – Cllr James asked if a copy of the email could be put on the HPC website and Cllr Mrs Bateman added could it be included in the next Newsletter. The chairman confirmed both and the Clerk noted.

Members noted the information available in the Office

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

Planning Committee:

Cllr Holmes wished to raise a question relating to Minute 4. Rochford District Core Strategy Pre-Submission Document in the minutes of 12th October 2009. Should HPC consider its presence at that meeting to put forward the views of the whole community. The Chairman said he could ask the Chair of Planning to speak on behalf of HPC and Cllr Holmes felt strongly that the Chairman of Council should represent HPC and be seen to be leading the objection. Cllr Mrs Glynn thought the meeting being held would cover 2 planning applications and the Chairman confirmed that the Committee Section at RDC had informed HPC that because of the number of people likely to attend these planning applications would be considered on different nights. He confirmed that he would attend the meeting on 3rd December 2009 and Cllr Holmes thanked the Chairman.

Cllr Mrs Weir as Chairman of Planning moved that the minutes of the meetings held on 5th and 12th October 2009 be accepted, this was agreed.

Parks Committee:

Cllr Holmes referred to item 4 Research provision of allotments and drew Members attention to the proposal that was accepted. Cllr James asked if the proposal had been carried out and the Chairman confirmed it had. Cllr Holmes moved the minutes of the meeting held on 12th October 2009 be accepted and this was agreed.

General Purposes Committee

Cllr James queried item 9 'Request for a memorial plaque on the seat at top of Mount Bovers Lane'. He requested an amendment to the minute that should one wish to place a plaque on a seat they may buy the seat. The Clerk clarified the issue. Cllr Mrs Glynn as Chairman of General Purposes moved that the minutes of the meeting held on 12th October 2009 be accepted, this was agreed.

Finance

Cllr Mrs Glynn referred to item 7 'Financial Planning 2010/11' and asked the Chairman to advise what the consequences of the policy on the financial budgets might be in the new year and the budgets thereafter bearing in mind this year we have taken significant money out of reserves. The Chairman pointed out the proposal was amended, seconded, voted on and carried '**That Council adopts a fiscal policy for 2011/11 based on prudence whereby there be minimal increase in precept and no significant withdrawal from reserves**'. Cllr Mrs Glynn felt this was a fundamental change and a debate ensued. Cllr Mrs Heath brought to Members attention that an error had been made as she had been noted as seconding the proposal in the Minutes yet she was not present at that meeting. The Clerk said he would liaise with the Minute Secretary to check the manuscript notes. Cllr Mrs Weir said she

remembered seconding the proposal at that meeting. The Chairman advised the minute would go back to the finance Committee for ratification.

8. **Representative Reports:**

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

Rochford Old Peoples Welfare committee – Cllr Dickson – nothing to report.

Rochford Hundred Assn of Local Councils – Cllr J Dickson – nothing to report.

Hawkwell Village Hall – Cllr Eede/Cllr Mrs Weir – nothing to report.

Ashington & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette reported a quiz night had been held on Saturday night to raise funds and the evening was very good. More events were planned.

Public Transport Liaison Group – Cllr Mrs Glynn advised there were no changes to Hawkwell bus routes, they remained the same.

Partnership to Success: Crime & Disorder – Cllr James -

Central Area Committee – Cllr Mrs Weir felt the questions put to the meeting were not answered sufficiently well. Cllr James said he was still waiting for answers to his questions. Cllr Mrs Glynn advised there would be answers on their way to people.

Information Reports:

Holt Farm Infants School – Cllr Mrs Chippette – no meeting

Holt Farm Junior School – Cllr Mrs Dorrell – absent

NAPs Reports – Cllr Mrs Heath reported damage to cars was mainly discussed.

9. **Payment of Accounts:**

The Chairman invited Members to put forward any questions, there were none and Members accepted the payment of accounts.

10. **Summary of Decisions Taken:**

- Cllr Mrs Chippette had advised of absence on 6th October – this to be recorded;
- Clerk to write to Chief Constable in line with RNIB draft;
- Clerk to provide a breakdown of Criminal damage budgets;
- Old peoples care line system (correspondence item 2) to be mentioned in the next Newsletter;
- Email from Steve Joynes to be included in the next newsletter;
- Chairman to attend planning meeting and make representation on behalf of HPC;
- Clerk to research manuscript notes re which Member seconded motion of fiscal prudence.

Chairman