

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 3rd November 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, D Eade, Mrs J Fern, Mrs A Heath, K Holmes, A James, R Patient, Mrs M Weir and Mr D Weir.

Also Present: Mrs T Bateman and Mrs S Chambers.

1. **To receive apologies for non attendance at meeting:**
Cllrs Mrs H Glynn (unwell), R Mitchell (unwell) and District Cllrs M Starke and J Mason (another meeting). 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 6th October 2008 and to approve the destruction of the manuscript notes in respect of that meeting:** Members approved the Minutes of 6th October 2008 as a true record and agreed to the destruction of the manuscript notes.
4. **Co-option to fill member vacancy:**
In accordance with Standing Orders the candidates, Tracy Bateman and Sheila Chambers, were interviewed separately.
Members discussed the candidates and a ballot took place. The Chairman appointed the Minute Secretary to count the votes and Cllr Dickson and the Clerk to be scrutineers. The result was a tie. The Clerk announced there was no provision in the Standing Orders for a dead heat and recommended the Chairman seek opinion of Council as to whether the Chairman should exercise the deciding vote. **Cllr Patient moved that the Chairman exercise the deciding vote** and Cllr James seconded. Cllr Mrs Weir disagreed and **proposed a toss of a coin.**
Cllr Mrs Dorrell asked if it was possible to co-opt both candidates and the Chairman replied not.
Cllr Weir requested clarification from the Clerk and he advised that there was no provision in the Standing Orders to deal with a dead heat. He noted that two solutions had been put forward, firstly the Chairman could exercise a casting vote and secondly Cllr Mrs Weir's suggestion of toss of a coin. Members should therefore vote on which method to adopt.
The Chairman reiterated Cllr Patient's proposal, seconded by Cllr James and asked Members to raise hands in favour, 11 Members showed hands and the motion was carried. Cllr Mrs Weir's proposal therefore fell.

The Chairman then announced his casting vote in favour of Mrs Bateman. Cllr Holmes stated there was a need to amend the Standing Orders and **Cllr Leach moved from the Chair that the Standing Orders would be reviewed at the next AGM.** Cllr Mrs Heath seconded. There was a show of hands and the motion was carried.

Mrs Bateman and Mrs Chambers were invited to return to the meeting and the Chairman announced Mrs Bateman was the successful candidate. He went on to say it was a very close decision and asked Mrs Chambers if she was content for HPC to keep her name on record for future vacancies, she agreed. Cllr Patient said he totally agreed with that comment but he wished to advise Mrs Chambers that the same process would have to be followed. The Chairman confirmed there was a legal process that the Council had to go through in co-opting Members.

5. **Action Points – progress report:**

The Clerk updated Members on the progress.

Youth Project: The Contractor advised work should be finished mid week. A date would be fixed for a formal opening when an actual completion date was known.

Parish Identity: Cllr Holmes expressed concern that this issue had drifted on since January 2008, he was conscious of budgeting in the next few months as to which committee was going to fund boards and signs. He felt as there was a working group in place they should sit down and work out prices. The Chairman responded that he had some prices and some were quite surprising costs. He had asked the Clerk to include sums of money within the Finance budget, where it ended up was up to Members. Initially, £3-5K was suggested to assist with the Parish Identity Group. He confirmed that to be the current position and that no budget existed for this year. He thanked Cllr Holmes for his comment.

Pension Fund changes Document: Address next week at Personnel Meeting.

Removal of Spoil from Churchyard: Evidence despatched to RDC awaiting certificate of completion. Cllr Weir requested the Clerk to provide a full cost of removing the spoil from the churchyard.

Massive Project: Ongoing.

Parish Plan - restart: Letter drafted to original signatories.

Establishment of Complaints Committee: Terms of reference to be addressed next week at Personnel Meeting.

Co-option to fill vacancy: See Agenda item 4.

CIF Bid: Cllr Patient asked if there was any further information available and the Chairman answered that the Council was awaiting a response from the Agents. Ongoing.

Financial Planning – 2009/10: See Agenda item 9.

Emergency Planning Presentation – November 2008: Cancelled.

Christmas Lights: Cllrs Mrs Chippette, Mrs Heath and Cllr Patient agreed to decorate the truck.

Cllr Patient requested the date the lights were to be switched on and the Chairman confirmed 6th December 2008.

The Chairman asked Cllr Eede to play the role of Father Christmas and he agreed.

Cllr James asked if anything had been organised for the Christmas tree planting and the Chairman responded that would be done in time for HPC to gain an answer by February 2009.

The Chairman instructed Members that a working group meeting was due.

Presentation from Wyvern Community Transport: Noted that he was to be invited early in 2009.

Recycling: Ongoing.

Local Area Agreements: See Agenda item 7.

6. **Financial Report:**

The Clerk went through the Financial Report. He said he was confident it would be at or below budget and had no concerns. The Chairman asked if there were any questions, there were none and Members accepted the report.

7. **LAA Agreement – information:**

Cllr Dickson referred Members to the self-explanatory paperwork and urged Members to familiarise themselves and as a Council to play our part.

8. **Electronic Transmission of Papers to Members – Trial Run:**

The Clerk asked if all 8 Members who previously volunteered if they still wanted to take part in the trial and they confirmed they did.

9. **Financial Planning for 2009/10:**

Committees will set budgets on 10th November 2008. Members should put ideas forward beforehand so the Clerk can discuss with Committee Chairs. Members to note special Finance Meeting on 1st December 2008.

Cllr Dickson said there was a need to be careful in setting a precept and be aware of the financial climate and set a precept on the basis of need rather than expensive aspirations.

10. **Correspondence:**

1. **EALC - Re. Quality Parish Status (Award Presentation?):** Cllr Dickson said HPC should be aware of the fact that there is a new act of parliament. A Quality Council would have a much more important role to play in local democracy and suggested that HPC embrace the QPC status and use the logo. The Chairman noted.
2. **Letter from 'Hawkwell Hornets' re. Insurance for football training in Magnolia:** Cllr Mrs Heath requested that Council ask to see the policy. The Chairman asked the Clerk to write to Martin Tyrrell.
3. **E-mail from RDC regarding 'Place Survey':** Members noted.
4. **Letter from Ashingdon Parish Council re. Teen Shelter/Consultation:** Members noted.
5. **Central Area Committee Update - 16th October 2008:** Members noted.
6. **Letter from Ashingdon & East Hawkwell Memorial Hall re. donation request:** Cllr Leach moved from the Chair that this goes before the Finance Committee. Cllr Homes suggested the Council request a copy of their accounts. Cllr Eade advised they have £900 in the bank. The Chairman asked the Clerk to approach the committee for a copy of the accounts.
7. **Essex Police - NAP meeting date:** The Chairman asked Members to

note the meeting date. Cllr James said he and Cllr Heath were to attend these meetings and report back and was awaiting NAPs to be added to Representatives Reports. The Clerk to include NAPs on Representatives Reports.

8. **RDC, Southend Unt Community & Educational Trust and Sportessex - 'Blues Bodycare Fit for Life' Sessions:** Members noted.
9. **EALC/Essex Training Partnership - Calendar of Events 2009:** The Chairman asked Members to look through and advise the Clerk of any training needs.
10. **Speech by Chairman of RDC - 'Core Strategy Preferred Options':** Members noted.
11. **Essex Community Foundation - Grassroots Grants - £2m for Essex, Southend & Thurrock:** The Chairman advised Members this was initially to note and at some point be considered for Parish level.
12. **The High Sheriffs' Essex Volunteer Centres Award - Nomination Form (full - papers available in office):** Cllr Dickson asked the Chairman if a meeting of Council ought to be held to consider strategies. The Chairman agreed and asked Members if they were content to hold a specific meeting, Members agreed. The Chairman suggested the meeting be held at the Anne Boleyn Pub where Members would be able to speak freely. Cllr James advised that he had been refused a copy of consultation document. Cllr Patient asked the Chairman to request copies. The Chairman reported that he and the Clerk had emailed and asked for copies and in response was told HPC could have 3 copies. Cllr Mrs Dorrell said she had already asked and was told HPC could have 3 copies. Cllr Leach to follow up in the morning when in office.
13. **E-mail from resident re. Parking on Verges:** The Chairman said Council would send a generic letter to County Council. Cllr Patient felt this had to be addressed at County Council. Cllr Leach advised that photographs had been publicised in the newsletter a couple of years ago requesting parishioners not to park on verges. Cllr Patient asked if HPC could quote that it has been an article in the newsletter and Parish would like them to take action and that the Parish request a reply Cllr Mrs Heath said she had spoken to a Police Officer at NAPs and was told the law could only act if a vehicle was causing an obstruction. Cllr Leach said the Council would communicate with County Council and come back at next meeting.
14. **E-mail from RDC Youth Council re. Launch 'working in partnership':** Members wishing to attend to let the Clerk know.
15. **E-mail from Brian Guyett, Hockley Residents Association re. RDC Core Strategy:** The Clerk to put to the Planning Meeting to take into consideration.
16. **E-mail from David Fryer-Kelsey, Hockley Parish Plan Group re. Cuts in bus services:** The Chairman stated it was a County Council responsibility to subsidise the route if a service was underused and asked Members to note and be supportive of HPPG.
17. **E-mail from Stella Meesters, RCCE re. Invitation to attend 'Taking Actions Forward':** Members noted.
18. **Letter from Jan Snelling, The Ark 11 re. Application for Funding:** Cllr Leach moved from the Chair to put this to the Finance Committee. Members agreed.

Available in Office:

1. The National Youth Agency Magazine - Autumn/Winter 2008.
2. RDC - Local Development Framework Sub-Committee - 23rd September & 14th October 2008.
3. EALC - Briefing Report 4.

The Chairman went through the list of information available in the Parish Office and asked Members to note.

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

General Purposes Committee:

Cllr Patient moved that the minutes of the meeting held on 6th October 2008 be accepted, this was agreed.

Planning Committee:

Cllr Mrs Weir announced an amendment on item 6. Application No. 08/00787/FUL. She stated the Committee had no objection to the properties but did object to the footpath being put through the woodlands. Cllr Mrs Weir asked the Clerk to submit that to RDC and he confirmed he would do so the next day. Cllr Mrs Weir as Chairman of Planning moved that the minutes of the meeting held on 6th October 2008 be accepted subject to the amendment above, this was agreed.

Mrs Bateman declared a prejudicial interest in one of the applications to be considered in the Planning Minutes. The Chairman requested it be noted that Mrs Bateman took no part in the debate having declared an interest.

12. **Representative Reports:**

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

Rochford Old Peoples Welfare committee – Cllr Dickson did not attend.

Rochford Hundred Assn of Local Councils – Cllr Dickson and Cllr Mrs Dorrell attended and commended the speaker.

Hawkwell Village Hall – Cllr Eade reported a meeting was scheduled next week.

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

Public Transport Liaison Group – Cllr Mrs Weir reported the next meeting was due on 11th November 2008.

Partnership to Success: Crime & Disorder – Cllr James had nothing to report, next meeting due on 22nd November 2008.

Essex Police - NAPs – Cllr Mrs Heath and Cllr James. Nothing to report, next meeting due on 25th November 2008.

Parish Plan: Those who signed the original constitution would be approached.

Central Area Committee – Cllr Mrs Weir reported the CAC Update of 16th October was self-explanatory and Members had noted the contents.

School Governing Bodies:

Holt Farm Infants School – Cllr Mrs Chippette reported there had been no recent meeting.

Holt Farm Junior School – Cllr Mrs Dorrell reported a Full Governors meeting was due in a few weeks time.

13. **Payment of Accounts:**

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

14. **Summary of Decisions Taken:**

- Mrs Tracy Bateman was co-opted to become a Member of HPC.
- Mrs Sheila Chambers details to be kept on record for future vacancies.
- Standing Orders for Co-options to Fill Vacancies to be amended at AGM.
- Date to be fixed for a formal opening of youth shelter when actual completion date known.
- Pension Fund changes document to be addressed next week at Personnel Meeting.
- Cllr Weir requested the Clerk to provide a full cost of removing the spoil from the churchyard.
- Establishment of Complaints Committee - Terms of Reference to be addressed next week at Personnel Meeting.
- Cllrs Mrs Chippette, Mrs Heath and Cllr Patient agreed to decorate the truck for Christmas.
- Cllr Eade to play the role of Father Christmas.
- Christmas Lights Working Group meeting due.
- Electronic transmission of papers to Members – trial to commence.
- Committees to set budgets on 10th November 2008 and Members should put ideas forward beforehand so Clerk can discuss with Committee Chairs. Members to note special Finance Meeting on 1st December 2008.
- The Clerk to write to Martin Tyrrell, Hawkwell Hornets to request to see a copy of their insurance cover.
- Letter from Ashingdon & East Hawkwell Memorial Hall re. donation request to be put before Finance Committee.
- The Clerk to approach Ashingdon & East Hawkwell Memorial Hall Committee for a copy of their accounts.
- Essex Police – NAPs to be included in Full Council Representative Reports.
- EALC/Essex Training Partnership – Calendar of Events 2009 – Members to look through and advise the Clerk of any training needs.
- The High Sheriffs' Essex Volunteer Centres Award – Nomination Form – Meeting of Council to be arranged at Ann Boleyn to consider strategies.
- Cllr Leach to follow up with Planning Department to obtain copies of consultation document.
- Cllr Leach to communicate with County Council regarding residents parking on verges.
- Members wishing to attend RDC Youth Council re. Launch 'working in partnership' to advise the Clerk.
- The Clerk to pass email from Brian Guyett, Hockley Residents Association re. RDC Core Strategy to the Planning Committee to take into consideration.
- Letter from Jan Snelling, The Ark II re. Application for Funding to be put before Finance Committee.
- Amendment to Planning Committee Minutes dated 6th October 2008.
- The Clerk to submit the amendment to RDC that the Planning Committee has no objection to the properties but do object to the footpath being put through the woodlands.

Chairman