

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 5th October 2009 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, Mrs M Dorrell, D Eede, Mrs J Fern, Mrs H Glynn, Mrs A Heath, K Holmes, A James, R Mitchell, D Weir and Mrs M Weir.

1. **To receive apologies for non attendance at meeting:**
Cllrs Mrs J Barney (another appointment), Mrs T Bateman (holiday) and R Patient (unwell). District Cllrs D Stansby and M Starke had given their apologies as District Cllr Stansby had another meeting and District Cllr Starke was unwell.
2. **Declarations of Interest:**
Cllr Dickson declared a prejudicial interest regarding Correspondence item 8.1 Letter from British Legion re. Poppy Appeal 2009.
3. **To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 7th September 2009 and to approve the destruction of the manuscript notes in respect of that meeting:**
Members approved the Minutes of 7th September 2009 as a true record and agreed to the destruction of the manuscript notes.
4. **Action points – progress report:**
The Chairman went through the progress report.
Parish Identity – Notes of meeting held on 30th September 2009, agenda item 9.
Parish Plan – restart - Notes of meeting held on 17th September 2009, agenda item 9.
CIF Bid – Youth Project – Council agreed to submit CIF bid in order to undertake management study for stage 2/3 of youth project. Bid to be made by 6th November 2009.
Recycling – Alan Lovett from RDC was scheduled to present to Council but cancelled due to illness and there was no-one else available to step in. Members were disappointed that RDC was unable to provide a presentation. Cllr Mrs Glynn said the majority of the District was now recycling and were the best achievers in the area. She went onto say that District Cllr Starke had been unwell and that, together with changes being made within the department at RDC, was likely to be why a representative was unavailable. **Cllr Holmes said in light of Cllr Mrs Glynn’s comments he proposed that the item be closed off the action list and brought back at a later date if need be.** Cllr Mitchell seconded. Some Members expressed discontentment and felt the item should remain. A discussion ensued that any pressing questions could be

put to District Cllr M Starke when he next attends Full Council, questions could be put to the Central Area Meeting next week but some Members still wanted a presentation at Full Council. **The Chairman reminded the proposal had been properly seconded and asked Members to vote on the removal of the item from the action list. Members voted and the proposal to remove the item from the action list fell.** Cllr Mrs Glynn requested it be noted that she took no part in the vote.

Review of Vexatious Complainants Register – Agreed to review in 6 months time.

Audit Commission – See Agenda item 7.

The power of Wellbeing – The Chairman to speak to Cllr Dickson after the meeting to arrange a Working Group meeting with a view to reporting back to the November Full Council Meeting.

5. **Financial Report:**

The Chairman went through the Financial Report. He advised HPC were slightly over half of the budget spent and half way through the year and he was content that Council were on track in a general sense. The Chairman asked Members if there were any questions, there were none and Members accepted the Financial Report. Cllr Dickson asked if the Finance Committee would carry out an in depth evaluation at a future meeting and he would request that to take place. The Chairman agreed a review of budgets to date would take place at a future Finance Meeting.

6. **Approve retrospectively new Height Barrier installation:**

The Chairman gave an account of the circumstances and referred Members to his letter dated 22nd September 2009 and emails from ABP Hire providing quotes. Cllr Mrs Weir asked if the incident would be covered under the insurance policy and the Chairman recommended that the Clerk look into that on his return. The Chairman said he had spoken to Steve Joynes a number of times concerning the issue and it had been recorded as a crime therefore a claim would be justified should that be the case. Cllr Mrs Glynn queried the gate being secured with a chain and lock and asked if that was temporary or permanent and she raised the issue of how many keys would be made available and raised the issue of holding lots of keys for different locks. The Chairman confirmed the chain and lock was temporary and that he was in the process looking to sort out all the padlocks across the Parish with a view to getting uniformed locks. He went onto say the Parish locks are not Fire Brigade approved padlocks and they are cut off in the event of an emergency. Cllr Mitchell suggested contacting Nicholls & Clarke of London, the suppliers of Fire Brigade locks throughout the country, the information was noted. The Chairman advised a number of keys were required and there would be one key made available to the neighbour to the left of Magnolia Park who had legal right of access to the rear of his property. **Cllr Dickson moved that the executive action taken by Cllr Leach be endorsed by Council and Members unanimously agreed.** Cllr Holmes asked if the costs would be allocated to cost centre 4035 and the Chairman confirmed that it would.

7. **External Audit 2008/9:**
The Chairman advised the external audit for 2008/9 had been approved with one minor issue to update the risk assessment programme and that was the only comment raised. Cllr Dickson asked had HPC met the legal requirements in publishing the accounts and the Chairman responded the accounts would be published on the return of the proper officer.
8. **Correspondence:**
1. **Letter from British Legion re. Poppy Appeal 2009** - Cllr Dickson left the room. Members approved Poppy Wreaths and small donation as in previous years for Remembrance-tide. Cllr Dickson rejoined the meeting.
 2. **Email from Rayleigh Town Council re. Junior Schools Quiz** – The Chairman felt the email was essentially to note. Cllr Mrs Dorrell said she was surprised Holt Farm School was not included, she had asked in the school and it was unknown to them.
 3. **Letter from RDC re. Countryside Alliance Awards** – Members noted.
 4. **Two Pieces of Correspondence from RDC. Suggest calling a Planning meeting to discuss:-**
 - a) **Core Strategy Pre-Submission Consultation** - Members agreed to the Planning Meeting to take place at 7pm prior to committee meetings on Monday 12th October 2009.
 - b) **Rochford Area Action Plan – Issues and Options Consultation** – Cllr Mrs Glynn said she would like HPC look at that paperwork and put forward the views of the Parish. Cllr Mrs Glynn said she would pass a copy of the document to the office for members to have a look at. Cllr James asked if a meeting should be held to consider the Action Plan and Cllr Mrs Dorrell advised the closing date for any comments was 30th November 2009. The Chairman said he would try to get a few more copies and he would liaise with the Chair of Planning, Cllr Mrs Weir, with a view to meeting in good time before the closing date.
 5. **Wyvern Community Transport – Notice of AGM 29.10.09** – Members noted.
 6. **RDC – Opportunities to Learn and Develop – Programme for Members Oct-Nov 2009** – The Chairman advised Members to contact the Office Administrator as soon as possible should anyone wish to attend any courses listed.
 7. **Letter from Wyvern Community transport re. Minibus hire register** – Members noted.
 8. **Letter from Essex Police Authority/Rochford Crime & Disorder Reduction Partnership re. Public Meeting on 14.10.09** – Cllr Mrs Heath asked if the information could be posted on the website and Cllr James advised he had already done so. Members noted.
 9. **Minutes of Central Area Committee on 10.9.09** – Members noted.
 10. **Email from Resident re. Parking in Sunny Road** – The Chairman advised he would communicate with ECC notifying them this matter had been brought to the attention of HPC. Cllr Mrs Heath advised similar issues had been raised at the Partnership to Success - Crime & Disorder meeting and there were officials going round talking to people parking in these areas at present.
Members noted the information available in the Office

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

Planning Committee:

Cllr Mrs Weir as Chairman of Planning moved that the minutes of the meeting held on 7th September 2009 be accepted, this was agreed.

Parks Committee:

Cllr Holmes referred to item 6. Adult Gym and drew Members attention to it. Cllr Dickson was pleased to see a grant application was to be made and questioned if it was from the CIF and Cllr Holmes clarified it was other organisations as well as CIF. Cllr Holmes moved the minutes of the meeting held on 14th September 2009 be accepted and this was agreed.

General Purposes Committee

Cllr Mrs Glynn as Chairman of General Purposes moved that the minutes of the meeting held on 14th September 2009 be accepted, this was agreed.

Village Plan Meeting

Cllr Leach referred to the notes and reiterated 10 volunteers had put themselves forward to form a steering group and a lady offered to be secretary. He congratulated Cllr Mrs Weir for her hard work and thanked all Members involved that had supported her and put in a really good effort. Members accepted the notes of the meeting of 17th September 2009.

Parish Identity Working Group

Cllr Leach went through the notes of the meeting of 30th September 2009 and **proposed from the Chair to move the recommendations of the Parish Identity Working Group to purchase 250 labels at a cost of £1.61 each, one steel banner for Magnolia Park height barrier at maximum £200 and to co-ordinate painting gate posts.** Members agreed unanimously and Cllr Mitchell offered to assist the Groundsman in pot riveting the labels to the lamp posts and bus shelters. The Chairman thanked Cllr Mitchell and moved that the notes be accepted, this was agreed.

10. **Representative Reports:**

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir reported Members of the Committee were invited to attend a celebration to mark the 20th anniversary and meals would be provided for £1.50 for a week.

Rochford Old Peoples Welfare committee – Cllr Dickson was unable to attend the meeting.

Rochford Hundred Assn of Local Councils – Cllr J Dickson – attended the AGM of the EALC and said it was quite interesting.

Hawkwell Village Hall – Cllr Eede – reported there was a meeting at the end of September and business was down by £7K. Cllr Mrs Weir reported the pre-school now only use the small hall and there was a need to advertise for business.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette reported the committee had applied for 7 grants from various places, they held a table top sale and were planning fundraising events such as charity ball and quiz night. Cllr Mrs Glynn advised the committee were advertising the events and Cllr Eede added they would be advertising via the radio.

Public Transport Liaison Group – Cllr Mrs Weir – nothing to report.

Partnership to Success: Crime & Disorder – Cllr Mrs Heath attended a conference on behalf of Cllr James. The conference was well attended by

Police, Neighbourhood Watch and the Probation Service. Cllr Mrs Heath gave a few points discussed and advised she had papers available should Members wish to go through them.

Central Area Committee – Cllr Mrs Weir reported a campaign had been launched against parking around schools and parking on verges.

Information Reports:

Holt Farm Infants School – Cllr Mrs Chippette – reported the School Governors meeting and training session were cancelled.

Holt Farm Junior School – Cllr Mrs Dorrell – advised a new PTA had started up and seemed to be quite successful.

NAPs Reports – Cllr Mrs Heath reported burglaries in the area had been discussed.

11. **Payment of Accounts:**

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

12. **Summary of Decisions Taken:**

- Recycling presentation to remain on action list to take place when a representative from RDC became available.
- Cllr Dickson to call a meeting of the Power of Wellbeing Working Group in good time to come back and report to November Full Council.
- Review of budgets to date to be included on Finance Committee Agenda in the near future.
- Council approved the height barrier installation and costs to be allocated to cost centre 4035.
- The Clerk to look into whether to process an insurance claim for the replacement height barrier.
- The Clerk to comply with the audit commission act in regards to publishing the notice of conclusion of audit and right to inspect the annual return.
- Members approved Poppy Wreaths for Remembrance-tide, Clerk to action.
- Planning Meeting to be held at 7pm prior to committee meetings on Monday 12th October 2009 to discuss Core Strategy Pre-Submission Consultation.
- Cllr Leach to source more copies of Rochford Area Action Plan – Issues and Options Consultation – and to liaise with Cllr Mrs Weir with a view to meeting before the closing date of 30th November 2009.
- Cllr Leach to communicate with ECC regarding email from Resident re. Parking in Sunny Road.
- Members approved the recommendations of the Parish Identity Working Group to purchase 250 labels, one steel banner for Magnolia Park height barrier and to co-ordinate painting gate posts.

The meeting closed at 8.30pm. Following the closure of the meeting there was an informal discussion regarding Members getting together for a Christmas meal including partners in the New Year. Cllr Leach suggested a buffet at the British Legion and Members agreed for Cllr Leach to follow it up and update in November.

Chairman