

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 6th April 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 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 Mrs C Cunningham, (family bereavement), J Dickson (another meeting), D Eede (work) and Mrs H Glynn (another meeting). Also District Councillor D Stansby apologised as he 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 2nd March 2009 and to approve the destruction of the manuscript notes in respect of that meeting:**
Members requested the following amendments to the Minutes of the Meeting:-
Councillors Present - Cllr Mrs Dorrell to be added.
Item 1. - Spelling of Scott Irvine to be corrected to Irving.
Item 11.1 Correspondence – 3rd line of 1st paragraph to be amended to ‘against runway expansion’.
Item 13. Representative Reports, Neighbourhood Action Plan - Cllr Mrs Heath to replace Cllr James - she had attended the meeting and given the report.
Comments made after closure of the meeting – to be put onto a separate sheet.
Subject to the amendments noted above Members approved the Minutes of 2nd March 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 had received an email from Scott Irving that day and he read it out to the meeting that he planned, if Members approved, to make preparations to paint on 17th April 2009 and paint on 18th April 2009. He provided a date of 23rd May 2009 for works to commence in Magnolia. Cllr James asked if it would be feasible to cover the shelter ceiling with anti-climb paint. The Chairman replied there would be a risk of someone innocently getting the paint on them and HPC would be liable. Cllr Mrs Heath suggested putting a disclaimer notice up advising people it was there. The Chairman said it would be left to the Clerk to consider.

Parish Plan – Cllr Holmes put forward an idea of calling a public meeting by way of an invitation in the parish newsletter and asked if it would be worth thinking about a date to give to the Newsletter Committee. The Chairman felt it made sense. A discussion took place that County Council employed a facilitator for the Parish Plan but ceased funding the post. The Clerk advised that the Rural Community Council for Essex had provided the funding but their budget was cut back and they had stopped funding the field officers, however there were other sources of funding. Cllr Mrs Weir said Council now knew the procedure to be followed, it was a case of going through the processes again and getting people on board that wanted to do the job. Bearing in mind the proposal to publicise the re-start in the newsletter and the publication date of early May it was felt that a meeting in the first week in June should be arranged. Cllr Mrs Fern questioned if the public understood what the Parish Plan was and suggested an explanation of the Parish Plan be placed in the newsletter also. Cllr Mrs Bateman agreed as she was unsure of its purpose. The Chairman reminded that HPC were the facilitators of the Parish Plan Group, it was for parishioners to say how they would like the parish developed and the development of the plan was to be managed by the parishioners. The Chairman noted that a meeting of the Newsletter Editorial Committee would be called in April and the item would be tabled for inclusion. He asked Members if they were content and they were.

CIF Bid – Youth Project – The Clerk said there was a need to get on with it now if HPC wanted to start stage 2 and the Working group needed to reconvene to consider options. The Clerk to call a meeting of the Youth Working Group to liaise with Cllr Patient.

Presentation from Wyvern Community Transport – Members decided to give priority to a presentation on Recycling in June 2009.

Recycling – The Clerk to organise for Recycling visit in June 2009.

Donation request from Ashingdon & East Hawkwell Memorial Hall – Cllr Mrs Chippette reported that she and Cllr Mrs Glynn had attended a meeting with the Management Committee and Members of Ashingdon Parish Council. Cllr Mrs Glynn took the Chair and did an excellent job in explaining what needed to be done. She had instructed the main points were to get the accounts up to date and obtain 3 quotations. Cllr Mrs Chippette attended a further meeting on 31st March and unfortunately the Treasurer was not there and they still had not got 3 quotations. She went on to say it was left that the group would convene again and it was in their hands. The Chairman thanked Cllr Mrs Chippette for her report.

Newsletter – The Chairs of each Standing Committee and Cllr Mrs Bateman to confirm to the Clerk their attendance at the meeting suggested to be held on 16th April 2009 at 2pm.

Tractor – deal completed and working well.

Hockley Area Action Plan – The Clerk updated he had nearly completed the minutes.

Members accepted the progress report.

5. **Financial Report:**

The Clerk went through the Financial Report and concluded HPC would be £10K under spent. There were no questions and the Chairman commended the

Clerk and the system of bookkeeping. Members agreed and accepted the financial report.

6. **Letter from Chairman:**

The Chairman referred Members to his letter and asked if they were content for the Clerk to provide a refresher on Standing Orders during the Annual Council Meeting. Members agreed they were content. Cllr Patient raised a question regarding the referral process and how a Member who did not sit on a Standing Committee and who disagreed with a decision taken, might challenge that. He reiterated that anyone could take a matter of contention up with the Chairman of the Standing Committee before the meeting and if still dissatisfied could ask at the meeting of Full Council for the minutes or that part of the minutes to be referred back for re-consideration. A debate followed. Cllr Weir expressed concern that he felt the reporting process of a working party set up to report to a standing committee which then reported to Full Council did not always work and he emphasised he wanted to see that Council follow the constitution step by step. The Chairman said advice had been sought from the EALC and they had advised that a challenge on anything other than a matter of accuracy of what was recorded should be dealt with by a motion put by the person who had wished to challenge the minute. He had concluded that HPC had adequate Standing Orders in place. He clarified the Council was the final arbiter of all decisions made by Committees and he confirmed HPC did have a clear reporting route.

7. **Draft response to JAAP:**

The Clerk summarised he had written a draft response in light of the Planning Committees comments and informed the response deadline was 9th April 2009. Cllr Mrs Weir as Chair of Planning commended the Clerk for the draft response and said he had done a fantastic job reflecting the actual feelings of the working party and Planning Committee. Cllr James agreed. Cllr Mrs Heath agreed and felt in her opinion it should be sent off. The Chairman stated as a Councillor he fundamentally disagreed with the report and expressed concern that it was too negative. A lengthy debate took place. Cllr Patient questioned with such a short timescale to the deadline of 9th April was it possible to include any of the topics mentioned in the debate in the proposed response and the Chairman felt in view of the deadline it would not be practicable. Cllr Mrs Heath proposed the draft response be accepted and Cllr Mrs Weir seconded. Members voted and the motion was carried. The Chairman announced the draft would now become Hawkwell Parish Council's response to the JAAP. Cllr Mitchell pointed out a spelling error on the first page and the Clerk made a note.

8. **Correspondence:**

1. **Notes on Shop Local Meeting – 24th March 2009** – The Chairman proposed from the Chair that HPC support the initiative to support local traders and asked Members to show hands. The vote was unanimous and the motion was carried. Cllr Holmes referred Council to the last line of the notes requesting HPC to formally appoint a representative. The Chairman advised he had attended for time convenience and asked if Members were content that

he continue or did Members wish to nominate another. Members were content for the Chairman to represent Council.

2. **RDC – Strategic Housing Land Availability Assessment (2009-2024). Do Members want to respond (further documents available in office)** – Members noted.

3. **ECC Consultation Exercise: Parking Standards, Design and Good Practice (Document available in office)** – The Chairman referred to housing in Magnolia Road where residents were unable to get their cars in their garage. Cllr Mrs Weir said she would welcome a return to the original parking standards that used to be in place. Members expressed a wish to revert back to the earlier standards on parking. The Clerk advised the current parking standards were Government Policy. Cllr Patient expressed it was unreasonable to suggest anyone living by a station did not need a car. Cllr Mrs Heath felt if a response went to appeal, they would look at the Government policy and do what the Government say.

4. **RDC re. Rochford Local Strategic Partnership – Monday 20th April 2009** – Cllrs V Leach, Mrs A Heath, A James and Mrs M Weir volunteered to attend. The Clerk to put names forward by 9th April 2009.

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

Finance Committee

Cllr Mitchell as Chairman of Finance moved that the minutes of the extraordinary meeting held on 2nd March 2009 be accepted, this was agreed.

Parks Committee:

Cllr Mrs Heath as Vice Chairman of Parks moved that the minutes of the meeting held on 9th March 2009 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 9th March 2009 be accepted, this was agreed.

Planning Committee:

Cllr Mrs Weir as Chairman of Planning moved that the minutes of the meeting held on 26th March 2009 be accepted, this was agreed. Cllr James raised the NHS PCT 5 Year Plan and reminded the Clerk he was going to look at preparing a response by 10th April 2009. The Clerk said he would look into it.

Parish Identity Working Group:

Cllr Leach went through the notes in detail. He said the first steps would be labelling for bus stops and lamp posts with HPC's telephone number and he formally asked from the Chair for approval of £100 to be spent initially. Cllr Mrs Heath seconded, Members agreed and the motion was carried. Cllr Leach asked for any comments. Cllr Mrs Weir thought the map was nice. Cllr Holmes apologised that he was unable to attend the meeting due to holiday and questioned was there any decision made in updating the boards, repainting them and looking at the office signage under the Village Hall notice board. Cllr Leach responded if Council were in a position of confirming the artwork at the next Full Council meeting then, once decisions were made on the font and colour, it would sensible to go forward, he felt the notice boards were a shambles and money needed to be spent. He said once Council settled on the above then it could organise for labelling the notice boards and have them sign written and all that could happen in May/June. Cllr Holmes felt the focus

point was the Clerk's office noticeboard, that it should feature on its own and be funded separately. Cllr Leach replied that Council had £2.5K in the budget and these things needed to be addressed fairly quickly to achieve new signage and consistency throughout once the font and colour had been chosen, it was a case of following the logical route and it would come back to Council in May. Cllr Mrs Weir said Council had had a lot of good ideas before the budget was cut but there's a lot HPC could do this year and she mentioned the height barrier at Magnolia and having a place for the sign. Cllr Leach responded Council was working its way towards that. He went on to say that he was unable to attend the next Parish Identity Working Group meeting scheduled for 9th April as he had to attend a funeral. Members felt it was important that Cllr Leach attended for continuity of information and the date was changed to 15th April 2009 at 2.30pm. It was agreed Members attending the meeting were Cllrs Mrs Heath, K Holmes, V Leach, R Mitchell and Mrs Weir. Cllr Leach said he would ensure he had brochures available at that meeting. Cllr Mrs Chippette asked how long the labels on the street furniture would be expected to last. Cllr Leach responded there were new adhesives that would hold and not peel off and it could be specified as to what material the label was going to be stuck onto. Cllr Mrs Chippette asked if the labels would be laminated and Cllr Leach replied the design would be up to Council. Members were content and accepted the report.

Hockley Area Action Plan Working Group:

The Chairman asked Members if they were happy once the Clerk had finished the notes to be delegated to the Planning Committee to agree and sign off. Members agreed.

10. **Representative Reports:**

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir – meeting next week.

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. Cllr Mrs Weir reported she had attended a meeting and handed over to the Clerk to provide an update. The Clerk informed there was some debate about trees. They had some problems with getting heaters fixed that were necessary from a health & safety point of view. The heaters were being stored in HPC store room until they could be fitted. The Hawkwell Village Hall Committee had adopted the constitution. Cllr Mrs Heath said she had understood they had called for people to come forward to sit on the committee, yet she knew of 2 people who had put themselves forward and they had not heard anything from them. The Clerk responded if the individuals still wanted to be considered he felt sure the committee would accept them.

Cllr Weir raised an issue of declaration of interest and the Chairman replied the question should be addressed to them and that HPC Members on that committee were free to raise at their next meeting.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette gave her report in item 4. Action points – progress report, see above.

Public Transport Liaison Group – Cllr Mrs Weir – meeting to be held in May 2009.

Partnership to Success: Crime & Disorder – Cllr James said there was no meeting since his last report, there should be a meeting due in April but he did not have the date as yet.

Parish Plan: Moribund.

Neighbourhood Action Panel – Cllr Mrs Heath reported a male had gone berserk with a machete and a policewoman hurt. Tazors were used in his apprehension, vandalism on car mirrors and walls and local shops had had a lot of shoplifting, specifically Somerfield.

Central Area Committee – Cllr Mrs Weir had attended a meeting at Hullbridge where the Hockley Town Centre Plan was discussed. There were not many in attendance, a few members of the public and a member of the Hawkell Residents Association. NHS PCT 5 year plan was referred to.

School Governing Bodies:

Holt Farm Infants School – Cllr Mrs Chippette reported she had attended a Governors meeting and everything was going fine.

Holt Farm Junior School – Cllr Mrs Dorrell had attended 2 meetings regarding their partnership plan, she felt it was not very clear of how this might develop.

11. **Payment of Accounts:**

Members accepted and agreed the Payment of Accounts.

12. **Summary of Decisions Taken:**

- **Minutes of the Meeting of 2nd March 2009** - The Clerk to amendment as follows, Cllr Mrs Dorrell to be added to Councillors Present. Item 1. Spelling of Scott Irvine to be corrected to Irving. Item 11.1 Correspondence, 3rd line of 1st paragraph to be amended to ‘against runway expansion’. Item 13. Representative Reports, Neighbourhood Action Plan, Cllr Mrs Heath to replace Cllr James (Cllr Mrs Heath had attended the meeting and given the report). Comments made after closure of the meeting to be put onto a separate sheet.
- **Youth Project** –Scott Irving to make preparations to paint shelter 17th April and paint 18th April 2009. Works to commence in Magnolia 23rd May 2009.
- The Clerk to consider the feasibility of covering the shelter ceiling with anti-climb paint together with erecting a disclaimer notice.
- **Parish Plan** – Newsletter Committee to discuss publishing an invitation to a public meeting in the parish newsletter together with an explanation of the Parish Plan. To be further discussed at Committee Meeting on 20th April 2009.
- **CIF Bid – Youth Project** –The Clerk to call a meeting of the Youth Working Group to liaise with Cllr Patient.
- **Presentation from Wyvern Community Transport** – On hold - Members decided to give priority to a presentation on Recycling in June 2009.
- **Recycling** – The Clerk to organise for Recycling visit in June 2009.
- **Newsletter** – The Chairs of each Standing Committee and Cllr Mrs Bateman to confirm to the Clerk their attendance at the meeting suggested to be held on 16th April 2009 at 2pm.
- **Letter from Chairman – Refresher on Standing Orders** - The Clerk to provide a refresher on Standing Orders during the Annual Council Meeting.

- **Draft response to JAAP** – Members were content to accept that the draft would now become Hawkwell Parish Council’s response to the JAAP. The Clerk to correct spelling error on the first page and despatch.
- **Notes on Shop Local Meeting – 24th March 2009** – Members agreed to support the initiative to support local traders and were content for the Chairman to represent Council.
- **RDC re. Rochford Local Strategic Partnership – Monday 20th April 2009** – Cllrs V Leach, Mrs A Heath, A James and Mrs M Weir volunteered to attend. The Clerk to put names forward by 9th April 2009.
- **Planning Committee** - Cllr James raised the NHS PCT 5 Year Plan and reminded the Clerk he was going to look at preparing a response by 10th April 2009. The Clerk to investigate.
- **Parish Identity Working Group** – Members approved initial cost of £100 for labelling bus stops and lamp posts with HPC’s telephone number. Next meeting date changed to 15th April 2009 at 2.30pm. Members to attend - Cllrs Mrs Heath, K Holmes, V Leach, R Mitchell and Mrs Weir. Cllr Leach to organise for brochures to be available at the meeting.
- **Hockley Area Action Plan Working Group** – On completion of the minutes the Clerk to pass the notes to the Planning Committee to agree and sign off.

Chairman