

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 6th July 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 C Cunningham, Mrs M Dorrell, Mrs J Fern, Mrs H Glynn, Mrs A Heath, K Holmes, A James, R Patient, Mrs M Weir, Mr D Weir and District Councillor D Stansby.

1. **To receive apologies for non attendance at meeting:**
Cllrs Mrs T Bateman (work), Mrs E Chippette (holiday), D Eade (work) and R Mitchell (unwell). Also District Councillors M Starke and J Mason apologised as they had meetings 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 17th June 2009 and to approve the destruction of the manuscript notes in respect of that meeting:**
Cllr James queried minute 5 'To approve the recommendation from the Personnel Committee'. He felt the minutes should state what the recommendation related to. Cllr Leach said he was happy to put an amendment in the minutes that the recommendation was held in confidence and it related to staff salary increases. Cllr Leach asked the Clerk to make the amendment.
Subject to the amendment noted above Members approved the Minutes of 17th June 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.
Parish Identity – Meeting held on 11th June. Image agreed for referral to GP on 13th July and then to Full Council. The Clerk asked Members if they felt it would be more appropriate to refer the image to Finance rather than GP and Members agreed to refer the image to the Finance Committee.
Parish Plan – Article in Spring Newsletter asking for expressions of interest, no responses received. Cllr Mrs Glynn asked if the meeting was to take place. Cllr Leach responded HPC were merely the facilitators to the Group and the Parish Plan relied upon parishioners, without a response a meeting could not be held. **Cllr Holmes proposed, given that it was the second attempt to rekindle the Parish Plan without success, the item be closed on the Agenda.** Cllr Patient seconded. Cllr Mrs Weir expressed disappointment,

there were people interested previously but they folded due to lack of funding. She said she had understood that a meeting was to be set up and people invited to attend rather than just calling for expressions of interest in the newsletter. The Chairman responded that County Council withdrew funding and the Parish Plan was not for HPC to fund, merely facilitate. He asked Members to vote on the proposal to desist from future involvement in the Parish Plan, not to say that it could not be revisited. Cllr Dickson stated 'it could be pursued then if a group came forward' and the Chairman clarified 6 Members could get together and put forward a motion to rescind. **Members voted on the proposal to desist from the Parish Plan at this time and the motion was carried.**

CIF Bid – Youth Project – The Chairman asked Members to note the Clerk's comments that the new round was launched on 6th July, applications in by 6th November.

Recycling – Cllr Mrs Weir queried why the presentation was necessary. The Chairman responded that Hawkwell North were the first to start recycling and HPC could look at how best Council could work with RDC. Members discussed the issue and generally felt a few points needed to be made and the presentation should go ahead. The Chairman asked the Clerk to invite the representative to present at Full Council in September.

Clerk to request a copy of insurance cover from Hawkwell Hornets – No response – ongoing. **Cllr Holmes stated that the Clerk had written to them formally advising that HPC would not accept liability and would now propose that this item be closed.** Cllr Patient seconded. Members discussed at length the potential for injury, that there was no way of policing the activities in the public park and liability. The Chairman asked Members to vote on the proposal to close the item and the motion was carried.

Residents parking on verges – Members agreed to remove item from Action list.

Spring Newsletter – Members agreed to remove item from Action List.

Refresher on Standing Orders at AGM – Item 7 on the Agenda.

Dog bin emptying – Members agreed to remove item from Action List as referred to Parks Committee.

Review of Vexatious Complaints Register – Members agreed to remove item from Action List.

NAPs Committee – Members were content with the inclusion of NAPs in the information reports.

Audit Commission – Clerk & Chair of Finance with EALC to find approach to press Audit Commission to bring audit in line with the precept. Papers to be despatched in line with precept level – Members Noted.

5. **Financial Report:**

The Clerk went through the Financial Report and advised HPC were in line with spending. There were no questions and Members agreed and accepted the financial report.

6. **Motion on Notice (Cllr J Dickson):**

'Council resolves to undertake the necessary steps and training to enable it to meet the requirements to add 'The Power of Wellbeing' to our capacity to serve the community of Hawkwell.' Cllr Dickson moved the

proposal be accepted and Cllr Mrs Dorrell seconded. The Chairman expressed there was a need for it to be debated in a small group with all the paperwork relating to it. Cllr Mrs Weir asked for an explanation of the motion and Cllr Dickson read his report to Members as follows:-

‘I begin by drawing attention to the Standing Orders of the Council contained in the papers for this meeting, following the changes made at the AGM in May 2009, I refer to Standing Order 3 (functions), the functions of the Council shall be:-

- (a) to exercise such powers and duties as are laid upon it by statute;
- (d) to protect enhance and promote the environment of the area;
- (d) to protect enhance and promote the collective interests and well being of the residents of Hawkwell.

The local Government Act 2000 amended by the local Government and Public Interest in Health Act 2007 has extended the power of well being, initially enjoyed by principal authorities, to local Councils, able to meet certain criteria, to become eligible to exercise this new power.

As a Quality Council it is considered that we should be well placed to become eligible if it was our wish to do so. The power can be used to enable us as an authority to do any thing which it considers likely to achieve or improve the economic, social or environmental well being of the area. It is a power to spend on well-being related:-

- (1) to the whole or part of the area;
- (2) any person in the area including those who live, work or visit the area;
- (3) any person’s activity provided that it promotes the area’s well being.

I now wish to ask the Chairman, if he wishes to invoke Standing Order 13(e) which refers the subject matter of this motion to either a Standing Committee, or a sub Committee of the Council, to examine the matter and report back any recommendations it may make. The statutory guidance for local Councils is a 6 chapter document and an in depth examination and report with recommendations to Full Council can then be debated by Members on the basis of greater and fuller knowledge of the issue.’

Cllr Mrs Glynn proposed it be referred to a Working Group and Cllr Mrs Weir seconded. Members began a heated debate and the Chairman then invoked Standing Order 13 (e) and suggested the mover and seconder of the motion (Cllrs J Dickson and Mrs M Dorrell), Cllr Holmes, Chair of Finance R Mitchell and Chair of Full Council V Leach be part of a Working Group to study the Power of Wellbeing. The Chairman summarised the working group would report back to Full Council and Members would have a clear understanding of what it was about. Cllr Mrs Glynn advised RDC’s autumn training programme would be coming out soon for representatives from each Parish Council.

7. **Standing Orders – presentation by the Clerk:**

The Clerk went through the main points of Standing Orders and took questions as follows:-

- How many Councillors have to request a named vote?
- Where was it written that a quorum was 50% of the Committee?
- Could a Member be removed from Council if apologies were given for 6 months?
- Did the 6 months have to be consecutive?

- It was thought that in RDC during 6 months a Member would have to be physically in attendance at one meeting. The Clerk to check and clarify.
- Clarify direct negative to amendment.
- Members discussed at length 'Point of Order'.
- Cllr Mrs Weir wished it to be noted that at the previous meeting a Member asked for an explanation of a motion from the Finance Committee, a proposal was made during the explanation and it was left unfinished. The Chairman said the point was taken and Council should now have a better understanding of Standing Orders.
- Should Members have a copy of Standing Orders with them at meetings?
- Could a Member be removed from a meeting for disorderly conduct?
- Could a Member be thrown off the Council?
- Even though the Chairman and Vice Chairman were automatically on every committee, could they vote or must they be a Member of that Committee?
- Request on Standing Order 28 (k) could the Chairman of a Standing Committee invoke Standing Order 14 and extend the time for speaking?

8. **Youth Shelter costings for repair:**

The Clerk reported he was still awaiting the invoice but at present the total cost to date was £1,230 + VAT.

9. **Despatch of Annual Accounts – Update:**

The Clerk updated that the Annual Accounts had to be despatched by 13 July 2009. There was an emerging debate about how to tackle the Audit Commission and should HPC be charged £20 per letter received from them, Council would endeavour to bill them back £20 for each letter issued in response if the request was as a result of the erroneous designation as an intermediate council.

10. **Correspondence:**

1. **Email from Belchamps re. Firework Display** – Paragraph 1, donation towards firework display to be referred to Finance Committee. Cllr Mrs Glynn queried how much money was budgeted for donations and the Clerk responded there was £500 budgeted in 137 - Grants. Cllr Mrs Heath queried if Belchamps profited from the event where did the profits go and the Chairman responded any surplus would go to the Scouts.
Paragraph 2, The Chairman asked the Clerk to reply HPC would carry the news of the 75th Anniversary in the Newsletter at the appropriate time if the editorial group felt it appropriate. Cllr James added that news of it could also be posted on the HPC website.
2. **Information Commissioner's Office, DVD available in office** – Members noted.
3. **Rochford & Rayleigh Citizens Advice Bureau, Opening times and survey** – The Chairman notified Members a form had been attached to the Minutes for completion. Cllr Mrs Weir reported many parishioners

had complained about the opening hours and Members went on to discuss at length that the opening hours were considered insufficient, no evening surgery and the difficulty in getting through on the universal telephone number. Cllr Mrs Dorrell reminded that the staff are volunteers. Cllr Mrs Glynn wished to make a proposal that HPC make a point that the number is often unobtainable and Cllr Mrs Weir seconded. The Chairman felt that given that District Council were prime supporters of the CAB it would be appropriate that the issue be raised at the CAC. District Cllr Stansby advised there was a meeting taking place the next day where Paul Warren was to be the guest speaker with Sue Murray and he suggested they would take questions from the floor and the issues could be raised at that meeting. The Chairman added that there was an invitation to that meeting on the 8th July 2009.

4. **Email from Councillor Ian Cresswell, for information** – Members noted.
5. **RSBP/Wallasea Island Wild Cost Project, update** – Members noted.
6. **Email from Steve Joynes re. stolen bank notes** – Members noted.
7. **Email from resident re. Information about Street names** – The Chairman referred Members to the interesting information, that it would be double checked for accuracy and the content could be included in the Newsletter.

Members noted the information available in the Office.

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

Planning Committee:

Cllr Mrs Glynn pointed out a typing error in the Minutes and the Clerk made a note to amend. Subject to that amendment Cllr Mrs Weir as Chairman of Planning moved that the minutes of the meeting held on 1st June 2009 be accepted, this was agreed.

Parks Committee:

Cllr Holmes notified that plans were being made to finalise the route along Spencers bridle path and there was a need for HPC to work in conjunction with RDC. The Clerk advised a site meeting had been organised in Spencers on Friday 10th July 2009 at 10am with RDC, Cllr Holmes as Chairman of Parks, the Clerk and the Groundsman and opened the invitation to any Members wishing to attend.

Cllr Mrs Glynn referred to item 5 Action list – Adult Gym and notified Members gym equipment had been placed in Priory Park, and was up and running and she thought it was absolutely super and felt strongly that HPC should pursue getting the equipment, a discussion followed. Cllr Holmes suggested Cllr Mrs Glynn attend the next Parks meeting where the issue would be discussed.

Cllr Holmes as Chairman of Parks moved that the minutes of the meeting held on 8th June 2009 be accepted, this was agreed.

Finance Committee

The Clerk apologised for the error on the Agenda indicating the General Purpose Report would be received but instead it should have referred to the Finance Committee Report. Cllr Dickson as Vice Chairman of Finance drew

Members attention to the proposals in items 9, 10 and 11 and moved that the minutes of the meeting held on 17th June 2009 be accepted, this was agreed.

12. **Representative Reports:**

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir – unable to attend the meeting as it clashed with a meeting about housing in the Rochford district.

Rochford Old Peoples Welfare committee – Cllr Dickson was unable to attend the meeting as he had an operation.

Rochford Hundred Assn of Local Councils – Cllrs Mrs Dorrell/J Dickson – nothing to report.

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

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Glynn reported attending a meeting at the hall together with Cllrs Mrs Chippette and D Eede and Members of Ashingdon Parish Council. The Chairman of the committee and the trustee arrived late, they were asked to present their last years audited accounts and 3 quotes for the repairs to the whole of the roof but the 3 estimates were incomplete. The work is likely to cost £20K to £30K. They were asked what funding they had in place and they responded they had £1K towards the works but they had not done any fundraising as yet. Cllr Mrs Glynn expressed disappointment and added that the committee had been given until the end of the July to produce the information required. The Clerk added he would distribute the minutes of the meeting to Members.

Public Transport Liaison Group – Cllr Mrs Weir – unable to attend. Cllr Mrs Glynn reported forms had been issued at the Group for bus users to complete and return giving their comments on the services. Cllr Mrs Glynn had circulated the forms and notified Members they were available and the Clerk had copies in the Office. Cllr Mrs Glynn went on to give an update on the number 7 bus service.

Partnership to Success: Crime & Disorder – Cllr James – meeting to be held next Monday.

Central Area Committee – Cllr Mrs Weir reported she had raised the issue of people parking on curbs and pavements and whether a bye-law could be introduced in the Parish. A discussion took place at the meeting and the Group would investigate and come back with some answers.

Information Reports:

Holt Farm Infants School – Cllr Mrs Chippette – absent.

Holt Farm Junior School – Cllr Mrs Dorrell attended a Governors meeting and reported lowering of school numbers was discussed and whether they should reduce teachers, partnership schemes were requested for all Governors.

NAPs Reports – Cllrs A Heath/A James – Cllr Mrs Heath reported a number of car thefts in the area, particularly targeting KA's and taking the radios and people having the contents taken from their cars as a result of leaving their cars unlocked. The Clerk added he had a copy of the report in the Office.

13. **Payment of Accounts:**

Cllr Holmes questioned the cost and use of the plastic pockets binding Full Council Minutes and asked if it would be time and cost efficient to cease using the pockets and purchase a heavy duty stapler to collate the Minutes. The

Clerk agreed it would save time. The Chairman asked Members if they were content to cease using the plastic pockets after the current stock had expired and for the Clerk to purchase a heavy duty stapler. Members agreed.

Cllr Mrs Glynn added it would be useful for Members to recycle the A4 addressed envelopes returning them to the Clerk to be used again and Members agreed.

Members accepted and agreed the Payment of Accounts.

14. Summary of Decisions Taken:

- Minutes of the Meeting of 17th June 2009 were accepted subject to one amendment.
- Parish Identity image to be referred to Finance Committee.
- Members agreed to desist from involvement in the Parish Plan at the present time.
- The Clerk to arrange for presentation on Recycling at September Full Council.
- Members agreed to close the issue of insurance cover from Hawkwell Hornets and remove from the action list.
- Residents parking on verges to be removed from action list.
- Spring Newsletter to be removed from action list.
- Dog bin emptying to be removed from action list.
- Vexatious complaints register to be removed from action list.
- Members accepted and agreed the financial report.
- Members accepted item 6, the Motion on Notice from Cllr Dickson and agreed the item would be referred to a working group made up of Cllrs J Dickson, Mrs M Dorrell, K Holmes, V Leach and R Mitchell to report back to Full Council.
- Clerk to clarify query on Standing Orders (during 6 months a Member would have to be physically in attendance at one meeting).
- Donation for Belchamps firework display to be referred to Finance.
- 75th Anniversary of Belchamps to be passed to Editorial committee to consider inclusion in Newsletter and Cllr James to post on HPC website at appropriate time.
- CAB insufficient opening hours to be raised at RDC meeting on 8th July and forms to be completed and returned.
- Information re Street names to be checked for accuracy and passed to the editorial committee for inclusion in the Newsletter.
- Planning Minutes of 1st June 2009 approved subject to one amendment.
- Parks Minutes of 8th June 2009 approved.
- Finance Minutes of 17th June approved.
- Cease the use of plastic wallets collating Full Council Minutes once stocks expire.
- The Clerk to purchase heavy duty stapler.
- Members to return addressed A4 envelopes to the Clerk for re-use.
- Members accepted and agreed the payment of accounts.

Chairman