

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 7th September 2009 in the Committee Room,
Freight House, Bradley Way, Rochford
at 7.30pm**

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

1. **Presentation by Gary Morley – Pictures for Footpath signs:**

The Clerk advised that Gary Morley was unable to attend the meeting, he had sent his apologies and asked the Clerk to present the artwork in his absence.

- The Clerk presented the map and advised the emerging artwork was a faithful representation of the Parish with the exception of one minor change to the boundary.
- He pointed out the boundary, major roads and railway line displayed.
- Footpath numbers were to be detailed on the map.
- The map would be the main emphasis displayed on the noticeboard with a choice of 6 painted icons/sites around the border of the map for embellishment.
- The Clerk asked if Members felt this was on the right track and which iconic buildings did they wish to include.
- Members discussed at length iconic buildings and suggested Sweyne Cottage, the pond in Magnolia, the Victory Pub, replica house being built in the Chase, St. Mary's Church, the White Hart Pub, Clements Hall Leisure Centre and the Priest's house at St Teresa's.
- The number of decorative paintings was discussed and Members agreed that 6 paintings would be appropriate.
- A compass would be added to the artwork showing North.
- Parish sign to be removed from the top corner of the map.
- An indicator showing 'You are here' to appear on map.
- 'Hawkwell' to be removed from the artwork (as it appeared on the notice board).
- The Chairman asked Members if they felt the general thrust of the work was on the right track and Members agreed.

Cllr Mrs Glynn proposed the proof be accepted with the amendments above and the 6 paintings include St Mary's Church, Clements Hall Leisure Centre, the Pond in Magnolia, the Victory Pub, the White Hart Pub and the Priest's house at St Teresa's. This was seconded by Cllr Mrs Chippette. The Chairman summarised the concept of the map with the 6 decorative paintings around the border and asked Members if they agreed with the proposal put forward, they did with none dissenting and the motion was carried.

2. **To receive apologies for non attendance at meeting:**
Cllrs Mrs J Barney (holiday), Mrs C Cunningham (another meeting), D Eede (work), Mrs A Heath (another meeting) and R Mitchell (another meeting).
The Chairman referred back to the July meeting when Cllr Mrs Bateman had emailed her apologies however they were overlooked and he asked Members in retrospect to accept those apologies, Members agreed, noted and accepted the apologies tendered.
3. **Declarations of Interest:**
There were no declarations of interest.
4. **To approve as a correct record the Minutes of the Extra-ordinary Meeting of Hawkwell Parish Council held on 3rd August 2009 and to approve the destruction of the manuscript notes in respect of that meeting:**
The Chairman asked Members if the minutes could be amended to reflect the fact that Cllr Mrs Heath did arrive at that meeting however she had arrived later than the start and due to the short agenda the meeting had closed. Members agreed and the Chairman asked the Clerk to make the amendment. Subject to the amendment above Members approved the Minutes of 3rd August 2009 as a true record and agreed to the destruction of the manuscript notes.
5. **Action points – progress report:**
The Clerk went through the progress report.
Parish Identity – Agenda item 7.
Parish Plan – restart - Cllr Mrs Weir would be giving out flyers advertising the public meeting on 17th September 2009 at the Hawkwell Village Hall.
CIF Bid – Youth Project – Agenda item 8.
Recycling – Alan Lovett from RDC to attend October Full Council Meeting.
Review of Vexatious Complainants Register – Agenda item 9.
NAPs Committee – Minutes of Meeting held on 11th August 2009 included in the information reports.
Audit Commission – The Clerk awaiting response.
The power of Wellbeing – Agenda item 11.
Query on Standing Order regarding Cllrs attendance at meetings – Clerk researched query and confirmed that an apology offered and accepted negates absence in respect of 6 month rule.
Request from Belchamps: donation and advertisement of firework display - See item 8 Correspondence. Article included in current newsletter.
Information on Street Names – No room in current Newsletter, defer to next edition.
6. **Financial Report:**
The Clerk went through the Financial Report and referred to the new layout which Members were content with. The Clerk advised HPC were on target and he expected there would be some marginal overspends at the end of the year but with an overall spend at or below budget. Members accepted the Financial Report and there were no questions.

7. **Parish Identity – Approval of logo:**
The Chairman referred Members to the logo and reminded that the Working Group had been asked to outline the church. The Chairman gave a background of the concept of placing St Mary's church in the centre of the logo, other ideas had been researched whilst not wishing to give the impression of a parochial parish but the reality was that the church was an iconic building dating back to at least the 14th Century. There was a debate and Members generally felt that the church was the most historic building of any consequence in the parish and that it was appropriate in terms of antiquity. **Cllr Mrs Glynn proposed that Council accept the logo and Cllr Mrs Weir seconded.** Cllr James queried the wording had been moved from the previous proof and the Chairman explained the wording had been placed around the edge of the logo as the Working Group felt it looked fussy in the triangle. Cllr James requested to make another proposal and the Chairman clarified it would negate the proposal on the table that had been properly seconded and needed to be voted upon. Members voted to approve the logo as presented and the motion was carried.
8. **Youth Project – next steps:**
The Clerk went through his report and reminded Members should they wish to submit a CIF bid it had to be in by 6th November 2009. Members discussed the issue at great length, revenue costs, expenditure, doubling the precept for and against, Parish office needs, whether there was a need for another community building, more housing development in future years, putting any monies into the Massive Project instead and the Massive Project was discussed. The Chairman summarised the point of doing the research brief was to find the best way to spend the money, applying to the CIF for a grant to undertake a further survey to look operationally at how Council could bring forward stage 2/3 and employ a company to do that. It was suggested to reconvene the Youth Working Group but it was felt there was a tight schedule in view of the Clerk being away for 4 weeks. **Cllr Mrs Glynn proposed that Council request a CIF bid to undertake a management study to see if stage 2/3 was viable and Cllr Patient seconded.** Members voted and the motion was carried.
9. **Review of Vexatious Complaints register:**
It was decided to maintain the entry at present but review again in 6 months.
10. **Correspondence:**
1. **Email from Belchamps re. Firework Display – Finance not meeting until October so please can Full Council consider donation request for Firework display (£250 donated last year). Cllr Leach moved from the Chair that Council grant Belchamps £250 and Cllr Patient seconded.** There was a show of hands and the motion was carried. Cllr Mrs Glynn requested it be noted that she was opposed to the donation to Belchamps. The Chairman notified that 2nd Hawkwell Scouts had made a verbal request for a donation and he sought the advice of the Clerk. The Clerk stated the item was not on the agenda and the correct process would be to pass the request to the Finance Committee when they meet in October.

2. **Letter from RDC re. Parish/Town Council Allowances** – Members noted.
 3. **EALC – Buckingham Palace Garden Party Awards** – Members noted.
 4. **Letter from ‘The Massive Project’ re. donation request** – The Chairman felt this had been discussed in the earlier debate on item 8 the youth project – next steps and the request would be deferred.
 5. **Letter from ECC re. Wildlife & Countryside Act 1981, sec 53. Definitive Map Modification No. 415 (Bridleway 29 Hawkwell & Bridleway 32 Rochford) Order 2009** – Members accepted and noted.
 6. **Letter from Southend YMCA, re. opportunities to join Board of Trustees** – The Chairman advised Members to contact the Clerk the next day should they be interested.
 7. **Wallasea Island Wild Cost Project, August 2009 update** – Members noted.
 8. **Letter from Rochford & Rayleigh CAB re. services, highlights of last year, challenges. 2008-9 Annual Report available in office** – Members noted.
 9. **Rochford District Sports Award 2009** – Cllr Mrs Glynn wished to nominate a local person but after some discussion it was realised that unfortunately they did not meet with the criteria of county level or above. Members noted the information available in the Office.
11. **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 3rd August 2009 be accepted, this was agreed.
- Parks Committee:**
Cllr Holmes as Chairman of Parks moved that the minutes of the meeting held on 13th July 2009 be accepted, Cllr Mrs Glynn wished to discuss item 4 Action list – Pond clearance and Adult Gym and Cllr Holmes suggested Cllr Mrs Glynn attend the next Parks meeting where the issues would be discussed. Members accepted the minutes of 13th July 2009.
- General Purposes Committee**
Cllr Mrs Glynn as Chairman of General Purposes moved that the minutes of the meeting held on 13th July 2009 and Extra-ordinary meeting held on 20th July 2009 be accepted. Cllr Mrs Weir notified the Clerk that a panel of the bus shelter by the shops was broken and the Clerk advised the matter was in hand. Cllr Mrs Glynn advised regarding the Xmas Lights Working Party that the photographs for the British Legion were agreed and thanked all involved. Members accepted the minutes of both meetings.
- Finance Committee**
Cllr Leach asked Members if they agreed for him to go through the Finance Minutes in Cllr Mitchell’s absence and Members agreed. Cllr Leach moved that the minutes of the meeting held on 13th July and 3rd August 2009 be accepted and this was agreed.
- ‘Power of Wellbeing’ Working Group**
Cllr Dickson moved the notes of 12th August 2009 be accepted. Cllr Mrs Weir felt the notes were too brief and the Chairman reiterated it was agreed each Member of the working group digest the guidance document and another meeting be called with a view to developing a response for Full Council to

consider. He added there was a copy of the document in the office should any Member wish to view it. Members accepted the notes of 12th August 2009.

12. **Representative Reports:**

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir – no meeting.

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

Rochford Hundred Assn of Local Councils – Cllrs Mrs Dorrell/J Dickson – no meeting.

Hawkwell Village Hall – Cllr Eade/Cllr Mrs Weir – no meeting.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette reported the Committee had organised a quiz night but there had been no recent meeting and she had nothing further to report.

Public Transport Liaison Group – Cllr Mrs Weir – no meeting.

Partnership to Success: Crime & Disorder – Cllr James – meeting/conference scheduled in September but he would be unable to attend. The Chairman thanked Cllr James and asked him to provide the Clerk with the date of the meeting to enable another representative to attend.

Central Area Committee – Cllr Mrs Weir reported the Committee were meeting on Thursday, 10th September 2009.

Information Reports:

Holt Farm Infants School – Cllr Mrs Chippette – no meeting.

Holt Farm Junior School – Cllr Mrs Dorrell – no meeting.

NAPs Reports – Cllrs A Heath/A James. Cllr Mrs Weir referred to item 9 in the minutes of the meeting included in the information reports and she could not understand why the Police could not gain access through the gate to Clements Hall once the gates were closed. Cllr Mrs Glynn queried why HPC did not have a formal representative on the Committee and the Clerk clarified.

13. **Payment of Accounts:**

Cllr Holmes queried the payment to RCS Construction on the July payments and asked if £1,444.40 was cumulative for repairs to the youth shelter and the Clerk confirmed £1,444.40 was the total payment. Cllr Holmes further queried should HPC pay for the repairs or should Council make an insurance claim. The Chairman passed the query to the proper officer and the Clerk responded that should HPC wish to include the Youth Shelter on its insurance schedule, it would likely increase the premium considerably given its history of vandalism. Cllr Holmes was content with the response.

Cllr Mrs Fern queried August payments and asked if the litter bin for the churchyard was in situ and the Clerk confirmed that it was.

Members accepted and agreed the Payment of Accounts for July and August.

14. **Summary of Decisions Taken:**

- Members accepted footpath signs with amendments to include footpath numbers, compass, indicator showing ‘You are here’ and to remove Parish sign and ‘Hawkwell’. The 6 paintings to include St Mary’s Church, Clements Hall Leisure Centre, the Pond in Magnolia, the Victory Pub, the Whitehart Pub and the Priest’s house at St Teresa’s.

- Members accepted Cllr Mrs Bateman's apologies for the July meeting.
- The Clerk to amend minutes of 3rd August 2009 to include Cllr Mrs Heath.
- Parish Identity logo approved.
- Members approved the proposal to submit CIF bid in order to undertake management study for Youth Project – next steps and instructed the Clerk to do so.
- Approved donation of £250 to Belchamps for Firework display.
- 2nd Hawkwell Scouts verbal request for donation to be passed to October Finance meeting.
- Letter from 'The Massive Project' re. donation request deferred in relation to item 8 the youth project – next steps.
- Cllr James to advise the Clerk the date of the next Partnership to Success: Crime & Disorder meeting.

Chairman