

**Minutes of the meeting of  
HAWKWELL PARISH COUNCIL  
held on  
Monday, 10<sup>th</sup> January 2011 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 E Chippette, Mrs C Cunningham, Mrs M Dorrell, Mrs H Glynn, Mrs A Heath, R Mitchell, R Patient, D Weir, Mrs M Weir and Mrs P Young.

**Also Present:** Mr & Mrs Harris and Mr E Short, Members of the Hawkwell Parish Plan Group.

**97. To receive apologies for non attendance at meeting:**

Cllr D Eede (work). Members accepted Cllr Eede's apology for absence.

**98. Declarations of Interest:**

None.

**99. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 8<sup>th</sup> November 2010 and to approve the destruction of the manuscript notes in respect of that meeting:**

Cllr Mrs Dorrell reported that her name had been omitted from 'Councillors Present' and the Clerk made a note to amend. Subject to that amendment Members approved the Minutes of the Meeting of Hawkwell Parish Council held on 8<sup>th</sup> November 2010 and approved the destruction of the manuscript notes in respect of that meeting.

**100. Financial Report (December 2010):**

The Clerk went through the report and advised Council were in the last quarter and although it was reasonably tight, all should be okay. There were no questions and Members accepted the Financial Report.

**101. Action List Update:**

The Clerk went through the progress report.

**Parish Identity** – See Agenda item 103.

**Parish Plan – restart** – The Chairman asked Mr Eddie Short, the Chairman of the HPPG to give an update. Mr Short announced the Big Questionnaire was going to print; it would soon be delivered to every home in Hawkwell and he was hoping to avoid a clash with the Census going out. Cllr Leach thanked Mr Short.

**CIF Bid – Youth Project** – The Clerk informed a meeting had been scheduled to take place in the Parish office.

**The Power of Wellbeing** – Ongoing.

**Parish Footpath Signs** – Cllr Mrs Glynn informed that just a stake remained at the beginning of the footpath by the Victory Pub and she asked if the sign could be put back; the Chairman clarified it was footpath 7. The Clerk made a note and the Chairman thanked Cllr Mrs Glynn. The Clerk informed approval from ECC of the locations to site the Parish Footpath signs had been sought and was awaited however staff changes were being made at ECC and as a result things were moving slowly.

Cllr Mrs Glynn requested a letter of thanks be written to Lynn Harvey – ECC

Highways for the work she had done over the years for HPC; this was agreed and the Chairman instructed the Clerk accordingly. Cllr Mrs Heath queried why staff changes were being made and the Chairman advised it was due to cut backs, redundancies and retirements. Cllr Mrs Glynn added there would be one person in charge overseeing the whole of Essex in future and the Chairman thanked her for her comments.

**HPC Noticeboard** – Approval sought from ECC, awaiting response (as above).

**Crime & Disorder Partnership meeting** – The Clerk to forward meeting dates to Cllrs Mitchell and Mrs Young. Cllr Mitchell reported he had spoken to Steve Joynes and there was a possibility that he may return to Hawkwell.

**Clerk to distribute CIF Fund 2010/11 document to Chair of Parks and General Purposes** – Members noted the CIF 2010/2011 papers were attached and distributed with the minutes.

**102. Set Precept for 2011/12:**

- **Note Tax Base for 2011/12:**
- **Formal acceptance of precept:**

The Chairman referred to the Clerk's report and he read out items 1 and 2:-

- 1) **The Tax Base for 2011/12:** Rochford District Council set the tax base as 4572.12 for the year 2011/12. This is a marginal increase on last year of 8.62.
- 2) **Setting the Precept for 2011/12:** Members considered the recommendation by Finance Committee at the Full Council on 8<sup>th</sup> November 2010. Following debate it was agreed to adjust the increase in precept to 1.5% overall. The precept for 2010/11 was £136,494 and a 1.5% increase results in a total of £138,541. In order to formalise setting the precept Members are therefore asked to consider the following motion that **“Council approves an increase in precept of 1.5% per annum giving a total of £138,541 for the tax year 2011/12. Council instructs the Clerk to advise Rochford District Council of the approved precept”**.

Cllr Leach moved from the Chair that **“Council approves an increase in precept of 1.5% per annum giving a total of £138,541 for the tax year 2011/12. Council instructs the Clerk to advise Rochford District Council of the approved precept”** and Cllr Patient seconded the motion. The Chairman asked Members to vote and the motion was carried with one abstention from Cllr Mrs Glynn who requested that her abstention be recorded. Cllr Dickson asked if the formal motion would satisfy the Auditors and the Chairman confirmed it would.

**103. Parish Identity – verbal report by Chairman:**

The Chairman reported he had spoken to Recognition Express and the boards were due within 7-10 days. He would be asking the Clerk to confirm the order to make it legal and instruct the Clerk to speak to the Lighting Engineers in order for the signs to be pop riveted and/or glued to the lamp posts and bus shelters. The Chairman added he would be giving a general update next Monday at the meeting of the General Purposes Committee. Members were content.

**104. Cheque Signatories – clarification:**

The Clerk went through his report items 1 to 5. **Cllr Mrs Glynn, having listened to the Clerks report, proposed that his recommendations be put into place that “in order to deal with the demise of the cheque as an instrument of payment, that Council explore the move to electronic banking as a matter of urgency, and, to**

**amend the Finance Regulations to appoint a deputy in the absence of the RFO. Cllr Patient seconded.** Cllr Patient asked if his understanding was correct that the Clerk and the Chairman would have a password and those 2 would have to be submitted. The Clerk clarified that the RFO would send a message to the bank after 2 authorised signatories had signed to agree. Cllr Patient was content and further asked how far in advance in the future were Council going to revert the systems to enable Diane Scrivener to act as RFO in the Clerk's absence to avoid matters coming to a full stop? The Chairman asked that Council delegate to the Finance Committee the approval for the procedures, then the Finance Committee could consider and instruct the Clerk. Cllr Weir said he would like to see it formally on paper before Council commit but was willing to leave it to the Finance Committee. Members agreed. The Chairman clarified that the register of payments would still have to be counter signed and the current method of keeping a register of payments available for Members to look at any time would continue. Cllr Mrs Heath queried if it was illegal to make the payments electronically where did Council stand with the Auditors and would Council inform its governing body? The Clerk responded that providing the system was robust with appropriate safeguards in place there was no cause for concern and the Chairman added that Council governed itself. The Clerk thought it would be a good idea to gain from the EALC how many other Parishes used electronic banking. Cllr Mrs Weir questioned how secure was electronic banking and the Chairman replied that it was as safe as houses. **The Chairman reiterated the motion 'that the Clerk explore the move to electronic banking as a matter of urgency, and, to amend the Finance Regulations to appoint a deputy in the absence of the RFO but the Clerk would report back to the next meeting of the Finance Committee'** and he asked Members to vote. The motion was carried with one abstention and Cllr Mrs Cunningham had left the room due to an urgent telephone call.

**105. Motion on Notice:**

**Motion proposed by Cllr Dickson: 'That Council requests the Policy Committee to consider the Localism Bill put before parliament by the Secretary of State for the Department of Communities and Local Government and report on the implication for Hawkwell Parish Council'.**

Cllr Dickson spoke in support of the motion, he read out information pertaining to the motion together with an article in the Hockley Residents Association Newsletter and urged that Hawkwell ought to follow as Hockley were already doing this. **Cllr Mrs Glynn seconded the motion**, she said she was very pleased this had been raised; there was likely to be a dramatic change in how the parish would work, she spoke of cut backs coming into Rochford and local Government of up to £1.5Million but monies could be applied for within the Localism Bill. Cllr Mrs Glynn added to bring the Parish into the 20<sup>th</sup> Century she would like to explore new premises within the Parish to lease or buy within easy public access and would like to see a motion go forward for the AGM. The Chairman advised it should be referred to the Policy Committee which would not come into effect until after the AGM, however, he added there was nothing to prevent an 'ad-hoc Policy Committee' before then. Members felt 5 Committee Members would be a sensible number and the Chairman asked for volunteers to be part of that Committee; Cllrs Dickson, Patient, Weir, Mrs Weir and Mrs Young volunteered to become full Members forming the Committee and Cllr Leach, ex-officio. This was agreed with a view to holding a meeting in January. **The Chairman asked Members to vote and the motion on notice was carried unanimously.** Cllr Dickson commented further on the benefit of funds, the 'Big

Society’ and the ‘Community Right to Build’. The Chairman added as an ad-hoc committee it would be sensible to advise the Hawkwell Parish Plan Group of the meeting date if they would like to send a member along and this was agreed. Cllr Mrs Glynn asked if a formal notice would be displayed and the Chairman confirmed that all of Council’s formal meetings were notice advertised.

**106. Correspondence:**

- 1. Letter from Dept of Culture, Media & Sport re. Queen’s 2010 Diamond Jubilee.** Cllr Mrs Glynn gave an account of actions for the previous jubilee and proposed that an area be allocated to be planted as a rose garden in the Parish identical to the one in Magnolia which she informed always received good feedback from parishioners. Cllr Mrs Heath suggested a Diamond Jubilee fete. The Chairman sought Members’ approval to pass a Diamond Jubilee memorial to the Parks Committee and Diamond Jubilee event to the General Purposes Committee for their consideration. Cllr Mrs Glynn suggested it would be a good idea for the Committees to consider the options after the AGM when a new Council was elected. Cllr Weir queried funding and the Chairman advised part of the debate for precept allowed £2K for a fete. Members agreed for the new elected Council and respective committees to consider the options and the Chairman said there was no reason why the new elected Council and respective committees could not set aside an additional sum if they felt it appropriate and it was for the next committees to decide, put in writing and come back to Council.
- 2. Email from RDC re. Polling Place Review (Polling Places Tables available in office).** The Chairman asked Members to note the information and Cllr Mrs Glynn gave an update that it had been proposed and agreed by members of the council that run the polling station that there would be bigger signs directing where to vote at St Teresa’s .
- 3. Letter from ECC re. Mobile Library Service from 4<sup>th</sup> January 2011.** Cllr Dickson wished to complain that despite Hawkwell being the largest Parish in Rochford district, just short of Rayleigh Town, it had not got a Library! The Chairman commented that the Mobile Library Service visited East Hawkwell and asked Members to note the new timetable. The Clerk advised the new timetable had been updated on the HPC website. Members pointed out that the Mobile Library Service attended 3 areas of Hawkwell and questioned if the Library Service should be notified to rename the areas as within the Hawkwell Parish on the timetable but Members didn’t want to risk losing any of the services; it was strongly felt that the service must be maintained as it was well used. Members agreed the timetable to the 3 areas within Hawkwell Parish should be publicised in the newsletter and the Chairman reminded that a newsletter was due to be published in February and any ideas should be passed to the Clerk. Cllr Patient thought it would be worthwhile commending the work of the Groundsman and any other colleagues involved in the work carried out during the snow and this would also inform Hawkwell parishioners of the facility that Council had in place to deal with inclement weather. Cllr Dickson congratulated the Chairman on the article published in the Echo Newspaper. Cllr Mrs Heath suggested the reason why the Christmas Celebrations were cancelled could be noted in the newsletter.

**Available in Office:**

The Chairman read out the list of information available in the Parish Office and Members noted.

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

**Planning Committee**

Cllr Mrs Weir moved that the minutes of the meeting dated 16<sup>th</sup> November 2010 be accepted and this was approved. Cllr Mrs Weir moved that the minutes dated 22<sup>nd</sup> December 2010 be approved; Cllr Mrs Glynn requested it be recorded that she took no part, no vote or had anything to do with it whatsoever and this was noted. Cllr Patient wished to commend Cllr Mrs Weir as the Chair of the Planning Committee for her excellent response, he congratulated her and urged Members that it would be worthwhile to get a copy if they had not seen it and Cllr Mrs Heath requested a copy. The Chairman thanked Cllr Mrs Weir and said it was a job well done. Members accepted the minutes of 22<sup>nd</sup> December 2010.

**Parks Committee**

Cllr Leach drew attention to minute 33 'approval to build a mezzanine floor in store'. He updated that the earlier options debated had turned out to be impractical and advised the Clerk had drawn up a paper which he then circulated. Members referred to the Clerk's report titled 'provision of racking in agricultural store' and were asked **to consider the recommendation to approve the purchase of the second hand equipment from UK shelving on the basis that used racking would be no detriment to the needs of the Council and bearing in mind the significant saving on cost.** Members discussed the report at length. Cllr Mrs Glynn congratulated the Clerk on the excellent report and **proposed that Members approve the Clerk's recommendation; this was seconded by Cllr Mitchell.** Cllr Weir questioned which budget the funding would come from and the Clerk confirmed it would be the Parks budget. The Chairman asked Members to vote, Cllr Dickson queried the cost **and the Chairman clarified the purchase cost of £1130 inclusive of supply, delivery and installation plus VAT which Council would reclaim.** There was a show of hands and the motion was carried.

Cllr Mrs Weir as Chair of Parks moved that the Minutes of the meeting dated 1<sup>st</sup> November 2010 be accepted and this was approved.

**108. Information Reports:**

**Holt Farm Infants School** – Cllr Mrs Chippette - nothing to report.

**Holt Farm Junior School** – Cllr Mrs Dorrell – nothing to report.

**NAPs Reports** – Cllr Mrs Heath – meeting cancelled due to weather.

**109. Payment of Accounts:**

There were no questions and Members approved the November and December Payment of Accounts.

**110. Summary of Actions/Decisions Taken:**

- Clerk to amend Minutes of 8<sup>th</sup> November 2010 to include Cllr Mrs Dorrell on 'Councillors Present'.
- The Clerk to arrange for sign to be replaced at the beginning of footpath 7 by the Victory Pub.
- The Clerk to write a letter of thanks to Lynn Harvey – ECC Highways.

- The Clerk to forward a copy of Crime & Disorder Partnership meeting dates to Cllrs Mitchell and Mrs Young.
- Members noted the tax base for 2011/12 and formally accepted the precept for 2011/12.
- Motion approved for the Clerk to explore the move to electronic banking and to amend the Finance Regulations to appoint a deputy in the absence of the RFO and to report back to Finance Committee at the next meeting on Monday 17<sup>th</sup> January 2011.
- Members approved the motion proposed by Cllr Dickson 'That Council requests the Policy Committee to consider the Localism Bill put before parliament by the Secretary of State for the Department of Communities and Local Government and report on the implication for Hawkwell Parish Council'.
- Members approved for an 'ad-hoc policy committee' to meet in January to discuss the Localism Bill' comprising Cllrs Dickson, Patient, Weir, Mrs Weir and Mrs Young as full members and Cllr Leach, ex-officio. Meeting date to be advised to the Hawkwell Parish Plan Group should they wish to attend.
- Diamond Jubilee Memorial and Event to be passed to Parks and General Purposes Committees for consideration respectively after the AGM.
- The Clerk to publish in the newsletter Mobile Library Service timetable to the 3 areas within Hawkwell Parish; commendation of the Grounds man and any other colleagues involved in the work carried out during the snow, making Hawkwell parishioners aware of the facility to deal with inclement weather and the reason why the Christmas Celebrations were cancelled.
- Further items for next newsletter due to be published in February to be notified to the Clerk.
- Cllr Mrs Weir's response to Core Strategy (Minute 4 – Planning Committee 22<sup>nd</sup> December 2010) to be copied to Cllr Mrs Heath.
- Members approved the purchase of the second hand equipment from UK shelving at cost of £1,130 plus VAT inclusive of supply, delivery and installation.

Chairman