

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 18th January 2010 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 T Bateman, Mrs E Chippette, Mrs M Dorrell, Mrs J Fern, Mrs H Glynn, Mrs A Heath, K Holmes, A James, R Mitchell, R Patient, D Weir and Mrs M Weir.

1. **To receive apologies for non attendance at meeting:**
Cllrs Mrs C Cunningham (prior appointment) and D Eede (prior appointment). District Cllrs D Stansby and M Starke had given their apologies.
2. **Declarations of Interest:**
Cllr Mrs Heath declared a prejudicial interest regarding item 7. Agree Artwork for Parish Signs - as she knew the artist. Cllr Mrs Weir declared a prejudicial interest regarding Rochford Old Peoples Welfare Committee under item 15.
3. **To approve as a correct record the Minutes of the Extra-Ordinary Meeting of Hawkwell Parish Council held on 9th November 2009 and to approve the destruction of the manuscript notes in respect of that meeting:**
Cllr Mrs Heath pointed out that her apologies were not noted and the Clerk was asked to include her apologies to the Minutes. Subject to the amendment above, Members approved the Minutes of the Extra-ordinary Meeting of Hawkwell Parish Council held on 9th November 2009 and approved the destruction of the manuscript notes in respect of that meeting.
4. **Action points – progress report:**
The Chairman went through the progress report.
Parish Identity – Ongoing as per update list.
Parish Plan – restart – Ongoing as per update list.
CIF Bid – Youth Project – Ongoing as per update list.
Recycling – The Chairman advised that Members had already agreed at the last meeting for the presentation to be pursued and asked the Clerk to act accordingly. Cllr Mrs Glynn requested it be recorded that she disagreed.
Review of Vexatious Complainants Register – Item to be removed.
Audit Commission – Item to be removed.
The power of Wellbeing – In view of the meetings being cancelled due to ill health and the forthcoming election Cllr Dickson expressed it would be pointless pursuing the project at the moment. The Chairman asked Members if they were content to bring it back after May 2010 and they were.
Explanation of Financial System & review of expenditure to date to be included on Finance Committee agenda in near future – Item to be removed.

Approval of Height barrier installations, costs to be allocated to cost centre 4035 – as per update list.

Rochford Area Action Plan – Item to be removed.

Residents complaint about parking in Sunny Road – Cllr James asked the Clerk if he had written to ECC requesting yellow lining and he confirmed the letter had been sent.

Clerk to write to Chief Constable as per RNIB draft – Item to be removed.

Breakdown of Criminal Damage budget – See Agenda item 5. Financial Report.

Chairman to attend Planning re David Wilson Homes – Ongoing as per update list. Cllr Mrs Glynn added that David Wilson Homes had come back to talk to officers regarding the appeal, the document was in the public domain and if anyone wished to view it they could access it on the internet. The Clerk advised he had the relative reference for it in the office.

5. **Financial Report:**

The Clerk went through the Criminal Damage Budget, he asked if there were any questions and there were none. He went through the Financial Report and advised as at 31st December 2009 HPC were considerably under spent and by 31st March 2010 unless any major changes HPC would be below budget. There were no questions and Members accepted the Financial Report.

6. **Precept for 2010/11**

a) **Note Tax Base for 2010/11 (Letter from RDC):**

Members noted.

b) **Approve Budget for 2010/11 and set Precept:**

The Chairman asked for a show of hands to approve the Budget for 2010/11 and set Precept and the motion was carried.

7. **Agree Artwork for Parish Signs:**

The Clerk displayed the map and pointed out the footpaths were yet to be marked. Cllr Mrs Glynn thought footpath 27 had been omitted and the Clerk said he would add it on. Members passed around the paintings to be used to embellish the map, the Chairman pointed out the paintings were not detailed as they were to be reduced in size. Cllr Mrs Heath said that the Whitehart Pub was on the boundary of the Parish. The Chairman asked Members if they were content with the artwork. Cllr Dickson expressed that he felt Hawkwell needed to be put on the map; he supported the initiative and **moved that the artwork be approved.** The Chairman seconded the motion and Members were content. Cllr Mrs Glynn wished to congratulate the artist Gary Morley on his work. The Clerk asked Members to choose whether to use the picture of the Gatehouse instead of Clements Hall and they decided to stick with the original plan of using the picture of Clements Hall. Cllr Holmes asked how the paintings would be transposed onto the map and the Clerk confirmed digital photographs would be taken of the pictures and they would be produced onto a map with icons and he confirmed the artist's name would be mentioned.

8. **To note Big Lottery Fund Grant and approve start of Outdoor Gym Project:**

The Clerk informed he had a discussion prior to the meeting with Cllrs Mrs Chippette and Mrs Glynn and it seemed a decision regarding the type of equipment needed to be taken. Members began a lengthy discussion bullet pointed as follows:-

- Disappointment expressed on lengthy timescale, equipment range and expense.
- Desire range of equipment for older people to have fun.
- Reject a gym workout.
- Prefer 2/3 pieces of choice rather than Rochford Option 1 – waste of money.
- Propose agree on 4/5 pieces to be bought by the end of the financial year.
- Cllrs Mrs Chippette and Mrs Glynn prepared photographs and prices, some already in use in Priory Park.
- Equipment in parks discussed on Breakfast television.
- Was Option 1 the only equipment available to HPC in accordance with the funding by RDC?
- Could the equipment be operated by just one person?
- Priory Park - Prom in the Park, people queuing up to use the skiing apparatus.
- Difference between muscular and cardiovascular equipment.
- Recommendation from Lisa Jeffries- RDC to go for muscular to avoid risk.
- Display signage stating the usage i.e. this equipment is cardiovascular and include disclaimer notices not accepting responsibility.
- Was the full funding available?
- 65% of funds available now and an indication that RDC would fund the balance.
- Need clarification from Lisa Jeffries - RDC to ascertain whether the balance would be available to HPC if the proposal for equipment was changed.
- Justify the change of equipment.
- Go directly to the Cabinet Member responsible for sport.
- Lisa Jeffries advice was in order to avoid litigation from a person using the equipment.
- Lisa Jeffries holds a budget for play spaces and is looking to allocate funds to the project from her budget.
- Need to be circumspect, find out if the advice to avoid cardiovascular is evidence or premise.
- Can HPC match like for like equipment in Priory Park – good enough for them, they have not removed it!
- Schedule is where it should be in terms of the standing committee's timescale, agreed to sort out the funding first - which has just come through.
- Cannot ignore professional advice.
- Have to live with the equipment and any consequences that become of it.

- Accept 5 pieces of equipment and put them to Lisa Jeffries to avoid losing the funds in March.
- Not the way to perform to take 2 years to discuss the project and try to make a decision in 2 weeks!
- ‘Adult’ has disappeared from the description of ‘Outdoor Gym’ – originally proposed as an Adult Outdoor Gym!
- Why is the equipment recommended by Lisa Jeffries different from what the other parks are offering in Southend and other areas in Essex?
- Has Lisa Jeffries seen the equipment that Members prefer? Yes.

As an outcome to the debate **the Chairman proposed the Clerk schedule an urgent meeting of a small working group involving the Chair Cllr Leach, Chair of Parks Cllr Holmes, Cllr Mrs Bateman in her expertise as a Fitness Instructor, Cllr Mrs Chippette, Cllr Mrs Glynn and Cllr Mitchell to meet with Lisa Jeffries - RDC. The Chairman asked Members if they were content to delegate to the working group the power to purchase the equipment on the findings of that meeting - there was a show of hands and Members agreed to the proposal from the Chair.** Members discussed the possibility of meeting on Friday, 22nd January 2010 – the Clerk to confirm.

9. **Finance Committee update, consider any actions and note minutes of meeting of the 9th November and 7th December 2009:**

Cllr Mitchell as Chair of Finance moved that the minutes of the Finance Committee meetings of 9th November and 7th December 2009 be accepted, this was agreed.

- Internal Audit Report Received, no significant action points. Report will be tabled at the February Finance Committee:**
Members noted.
- Subscription Renewal: Essex Wildlife Trust (£40):**
Members approved the subscription renewal of £40 to the Essex Wildlife Trust.
- Grant Request Rochford Bowling Club (Letter enclosed):**
Cllr Mrs Glynn suggested lots of Members of Rochford Bowling Club live in the Parish of Hawkwell and as **such she proposed the sum of £100 be granted. Cllr Patient seconded and the motion was carried.** Cllr Dickson asked the Clerk if that would be under power 137 and he responded HPC had £175 left in budget 135. The Clerk to confirm.

10. **Parks & Open Spaces Committee update, consider any actions and note the minutes of the meeting held on 23rd November 2009:**

Cllr Holmes brought to Members attention the purchase of the stump grinder and proposed the minutes be accepted. Cllr Mrs Fern requested it be noted that she had presented her apologies but they had not been acknowledged on the minutes - the Clerk to amend. Cllr Mrs Heath referred to Item 4. Footpath signs – ‘the Clerk to speak to Cllr Mrs Heath’ and pointed out that she had consistently declared a prejudicial interest due to her knowing the artist Gary Morley, the Clerk noted. Subject to the amendment above Members accepted

the Parks Minutes of 23rd November 2009 as a correct record and agreed to the destruction of the manuscript notes.

The Clerk went through the Action Update List. Cllr Mrs Glynn reported she had been told by the Chief Executive of RDC that as far as allotments were concerned RDC could do the legal work but HPC would have to pay for that and buy the land. RDC had no money or consideration at this time for allotments. Members wished to discuss the issue, Cllr Patient proposed the information be noted and be open for discussion at the next Parks Meeting scheduled in 2 weeks time. Cllr Leach agreed and asked the Chair of Parks if there were any urgent issues to address. Cllr Holmes referred to the purchase of 3 larger dog bins and dog bin collections, the dog bins were still not being emptied sufficiently and he was embarrassed by the amount of dog waste bags piled around the current bins. The Clerk responded he was in the process of ordering bigger bins and he had routinely complained to RDC about the poor collection service. He added that if HPC pursue RDC there was a risk HPC would lose the contract. Cllr Leach asked Members if they accepted the update as noted and they agreed.

Cllrs Patient, Weir and Mrs Weir left the meeting due to another appointment.

The Chairman suspended standing orders for a coffee break. During the break the Chairman referred to the Clerk's letter dated 15th January 2010 and sought Members views on whether to cancel the February Full Council Meeting and hold Standing Committees as normal on the second Monday in February. Members agreed to both therefore the Standing Committees to meet on Monday, 8th February 2010 and the next Full Council to be held on Monday 1st March 2010.

The Chairman re-instated standing orders.

11. **General Purposes Committee Update and any actions and note the minutes of the meeting held on 23rd November 2009:**

Cllr Mrs Glynn congratulated all the people that attended the Christmas lighting ceremony and praised the fun that was had. She moved that the Minutes of the meeting be approved. Cllr Mrs Fern requested her apologies be noted - the Clerk to amend. Subject to that amendment Members accepted the Minutes of the General Purposes Meeting of 23rd November 2009 as a correct record and agreed to the destruction of the manuscript notes.

Cllr Leach asked Members to note the Action Update List only unless the Chairman felt there was anything that required urgent attention. Cllr Mitchell requested a progress report on the light out in the alleyway at Hawkwell Chase and the Clerk responded he was instructed to get a costing on underground supply which had not been done yet. Cllr Mrs Heath referred to Correspondence item 1. ECC-Letter re Street Lighting Private Finance Initiative and the Clerk advised it was not applicable.

12. **Letter from Chairman re Emergency Action in periods of adverse weather:**

The Chairman advised that Cllr Dickson as Vice Chair had circulated a motion which Cllr Leach was happy to move from the Chair exactly as laid out that **"In times of crisis for vulnerable people in the Parish, caused either**

vagaries of the weather or other causes, Council will implement a prepared plan to be set in motion by the Clerk after consultation with the relevant bodies concerned with the welfare of the aged or infirm. The plan will be an organised way of providing logistical assistance to deliver basic needs to those identified as being vulnerable and housebound. It will be the responsibility of the welfare aid bodies, ward councillors and others to identify those considered to be in greatest need so as to assist the Clerk in implementing the plan effectively and speedily. The prepared plan could be code named “operation assistance” to set it in motion without delay”. Cllr Mrs Glynn seconded the motion. Cllr Holmes thought ‘to be set in motion’ was a duplication of words and was not needed. Cllr Mrs Heath asked where the plan was and the Chairman replied a plan would not be made it would be a case of the Clerk telephoning day care centres and Members to ask if they had anyone desperate for help. The Chairman asked, with the exception of the words ‘to be set in motion’, did Members approve the motion **“In times of crisis for vulnerable people in the Parish, caused either vagaries of the weather or other causes, Council will implement a prepared plan by the Clerk after consultation with the relevant bodies concerned with the welfare of the aged or infirm. The plan will be an organised way of providing logistical assistance to deliver basic needs to those identified as being vulnerable and housebound. It will be the responsibility of the welfare aid bodies, ward councillors and others to identify those considered to be in greatest need so as to assist the Clerk in implementing the plan effectively and speedily. The prepared plan could be code named “operation assistance”.** Members showed hands and the motion was carried.

Cllr Mrs Glynn requested thanks be recorded to the Clerk, David Abrams and anyone else that helped parishioners during the bad weather. She went on to raise the issue of salting major footpaths and roads and the Chairman suggested Cllr Mrs Glynn place that issue on the next General Purpose Meeting Agenda.

13. **Correspondence:**

1. **ECC – Letter re. Street Lighting Private Finance Initiative (PFI) –** Move to General Purposes Committee for discussion.
2. **Email from Hawkwell Neighbourhood Policing Team re Anti-social Behaviour –** Noted.
3. **Email from Steve Shaw, Unlock Democracy re. Sustainable Communities Act Amendment Bill –** Noted.
4. **Wallasea Island Wild Coast Project: December 2009 Update –** Cllr Mrs Glynn advised as a Member of the committee if anyone was interested she would give a report at the next meeting, The Chairman thanked her.
5. **RDC Citizen of the Year Award –** Noted.

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

14. **Receive Committee/Working Party Reports since last meeting:**
Planning Committee:
 In the absence of the Chair of Planning Cllr Leach moved that the Minutes of the Planning meetings held on the 9th, 23rd and 24th November and 22nd December 2009 be accepted, this was agreed.
 Cllr Mrs Glynn asked if an application went to appeal did HPC receive a copy of the appeal for the Planning Committee to peruse and the Clerk confirmed that was the case.
15. **Representative Reports:**
Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir – absent. Cllr Leach commented that he had attended a Christmas dinner and it was an excellent event.
Rochford Old Peoples Welfare committee – Cllr Dickson – attended a Christmas event.
 Cllr Leach reported good feedback that the carers had done a remarkable job during the 2/3 weeks of poor weather. Cllr Mrs Glynn requested an official letter of thanks be sent to those people and the Chairman asked the Clerk to send a letter to both Welfare Committees.
Rochford Hundred Assn of Local Councils – Cllrs Mrs Dorrell/J Dickson – meeting on Thursday 21st January 2010.
Hawkwell Village Hall – Cllr Eede/Cllr Mrs Weir – absent.
Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette reported a meeting at the end of January. Cllr Mrs Glynn added quiz nights were to be held monthly during January, February and March, the next one being Saturday 23rd January 2010 and then 4 weeks after that.
Public Transport Liaison Group – Cllr Mrs Weir – absent.
Partnership to Success: Crime & Disorder – Cllr James attended a meeting in December, nothing significant to report, next meeting in March.
Central Area Committee – Cllr Mrs Weir – absent.
Information Reports:
Holt Farm Infants School – Cllr Mrs Chippette reported she had attended the Christmas functions and the School were looking into getting a building for a pre-school.
Holt Farm Junior School – Cllr Mrs Dorrell reported the meeting was postponed due to the adverse weather conditions.
NAPs Reports – Cllr Mrs Heath reported the meeting was cancelled due to the weather, however she gave an update from the November meeting and main topics of discussion were robbery problems, arrest in Harrow Gardens and Hawkwell, parking obstructions - notices being put on cars and a man approaching young girls. The next NAPs meeting scheduled for the following day, Tuesday, 19th January 2010.
16. **Payment of Accounts:**
 Members accepted the payment of accounts.
17. **Summary of Decisions Taken:**
- The Clerk to amend the E-O Full Council Minutes of 9th November 2009 to show Cllr Mrs Heath's apologies.

- The Power of Wellbeing project to be put on hold and brought back after May 2010.
- Members approved the Budget for 2010/11 and set Precept.
- The Clerk to add Footpath 27 to Parish Sign Map.
- Parish Sign artwork approved and Members agreed to use the picture of Clements Hall instead of the Gatehouse.
- The Clerk to schedule urgent meeting of Outdoor Gym working group to meet with Lisa Jeffries, made up of Cllrs Mrs Bateman, Mrs Chippette, Mrs Glynn, Holmes, Leach and Mitchell. Possible date of Friday, 22nd January 2010.
- Approved subscription renewal of £40 to Essex Wildlife Trust.
- Approved to grant £100 to Rochford Bowling Club from budget 135.
- The Clerk to amend Parks Minutes of 23rd November 2009 and General Purposes Minutes of 23rd November 2009 to include Cllr Mrs Fern's apologies.
- Letter from Chairman re Emergency Action in periods of adverse weather, motion approved.
- ECC – Letter re Street Lighting Private Finance Initiative (PFI) to be passed to General Purposes Committee for discussion.
- The Clerk to send a letter of thanks to Hockley & Hawkwell Old Peoples Welfare Committee and Rochford Old Peoples Welfare Committee to pass onto the carers for their work during the severe weather.

After the meeting closed it was asked when the Christmas get together at the British Legion would be re-scheduled to (postponed due to adverse weather) and the Chairman thought Easter would be an appropriate time.

Chairman