

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 19th July 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 C Cunningham, Mrs M Dorrell, Mrs A Heath, R Mitchell, R Patient, D Weir and Mrs M Weir.

- 37. To receive apologies for non attendance at meeting:**
Cllrs D Eede (work), Mrs J Fern (called home), Mrs H Glynn (another meeting), District Cllr D Stansby (another meeting) and Jo McPherson (another meeting).
Members accepted the apologies tendered.
- 38. Declarations of Interest:**
Cllr Mrs Chippette advised that she may have a prejudicial interest in item 10. Parks Update. Cllrs Mr & Mrs Weir declared a prejudicial interest relating to item 12. Donation request from Rochford Old Peoples Welfare Committee.
- 39. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 21st June 2010 and to approve the destruction of the manuscript notes in respect of that meeting:**
Cllrs Mrs Heath queried minute 33. General Purpose Committee report and requested a correction of fact. The Clerk clarified that Cllr Mrs Heath nominated Cllr Mrs Glynn as Chairman, not Cllr Mrs Chippette nominated Cllr Mrs Heath as Chairman. Subject to that correction, Members approved the Minutes of the Meeting of Hawkwell Parish Council held on 21st June 2010 and approved the destruction of the manuscript notes in respect of that meeting.
- 40. Financial Report (June 2010):**
The Clerk reported he was happy that finances for June were on target but he had one concern regarding an over spend on grants which would be touched on later in items 45. and 48. There were no questions and Members accepted the Financial Report.
- 41. Receive Internal Audit Report and adopt the following motion:**
The Chairman read out the motion and proposed from the Chair **“That Council notes the comment by the Internal Auditor that the motion adopting the precept in January 2010 should have specified the monetary value of the precept and accordingly formally record that the monetary value for the precept approved was a total of £136,494”**. The Chairman invited the Clerk to make additional comment and the Clerk referred to the Internal Audit Report 2009-10 (Final) and summed up that the Internal Auditor regarded that as a prerequisite. **The Chairman asked Members for a show of hands in acceptance of the motion and it was carried unanimously.**

42. Action List Update:

The Chairman went through the progress report.

Parish Identity – the Chairman advised the ordered equipment was expected within the next few weeks.

Parish Plan – restart – the Chairman reported all was going really well and thanked Cllr Mrs Weir for the work she had put in.

CIF Bid – Youth Project – Cllr Mrs Heath pointed out there were a few Members that were unable to attend the meeting on Friday 23rd July fixed by the Chair of General Purposes. The Chairman requested that those Members contact the Clerk in the office the following morning to discuss whether to rearrange. Cllr Weir questioned why Members were not consulted before the date was arranged and the Chairman confirmed the Chair of GP fixed the date.

The Power of Wellbeing – Members agreed to leave item on action list.

Parish Footpath Signs – the Clerk advised it was in hand.

Purchase of equipment for dealing with inclement weather – ongoing.

Rep from David Wilson homes to forward copy of plan showing green areas – ongoing.

Clerk to send letter of thanks to Keith Holmes – Letter sent, item to be removed.

Clerk to advertise a vacancy ex Keith Holmes – see below.

Clerk to advertise a second vacancy and send a letter of thanks to Alan James

– Cllr Mrs Heath asked if Mrs Chambers would be contacted regarding a vacancy.

The Clerk advised Mrs Chambers would be contacted but the legal process required 14 days publication of the vacancy from Council's acceptance of Alan James's resignation and if no election was called it made sense and proved more efficient to organise the co-option of both vacancies together. Members were content for the Clerk to hold co-options for both vacancies in September.

Clerk to invite Sarah Brind from Rochford Housing Association to September meeting – Cllr Dickson said he understood that they had proper plans for parish involvement and Members concurred that the Clerk invite S Brind to September meeting.

43. Disputed RDC invoice for litter/dog bin collections:

The Clerk went through his report and asked Members to consider and advise which course of action they would prefer to pursue. **Cllr Mrs Heath proposed the Clerk be authorised to try to negotiate a reduction in the bill and pay the balance if that was achieved. Cllr Patient seconded, Members agreed and the motion was carried.**

44. Village Fayre – Verbal Update (Formal report to General Purposes meeting in September):

The Chairman suggested that overall the event was a success; Greensward did a remarkable job with the entertainment, the Rugby Club took nearly £1K more on the day than they would have on a normal Saturday and the arena events went smoothly. He summed up that all in all it was hard work but showed the parish off in the right light. Cllr Mrs Barney commented unfortunately there were conflicting events on the same day and the Chairman agreed that the Robin Hood display at Garons Park was very well publicised and St Teresa's had held their summer fete but overall Council came in about £1K under budget on the day.

45. **Motion on Notice from Cllr Vic Leach:**
“That this Council agrees to donate the sum of £50 to Rochford Primary School for the generous loan of stage, that Council donates £100 to Greensward Academy for the fine performance of over 30 young people, and that Council donates £25 to Hawkwell Village Hall for the loan of tables and chairs for use at the summer fayre”. The Chairman read out the motion and declared that having put the motion on notice he had recognised that as a Governor of the school he had a personal interest and he would therefore make no comment nor vote on the issue. Cllr Mrs Heath noted the Chairman’s comments but felt the motion should nevertheless be considered and accordingly she **proposed that the motion be accepted. Cllr Mitchell seconded.** Cllr Dickson asked if the donations could come from the summer fayre budget as the Chairman had previously advised it was under spent. **Cllr Mrs Heath proposed an amendment to her motion “That this Council agrees to donate the sum of £50 to Rochford Primary School for the generous loan of stage, that Council donates £100 to Greensward Academy for the fine performance of over 30 young people, and that Council donates £25 to Hawkwell Village Hall for the loan of tables and chairs for use at the summer fayre and the grants be taken out of the summer fayre budget.” Cllr Mitchell seconded the amended motion. Members were asked to vote on the amended motion and it was carried.** The Clerk advised that the grants would be made under Sec 137.

46. **Parks Update:**

The Chairman requested it be noted that Cllr Mrs Chippette left the meeting. The Clerk referred Members to the Parks Update report and Cllr Mrs Heath passed on positive messages from parishioners who were pleased with the adult gym. The Chairman reminded Members of the ongoing anti-social behaviour in Magnolia Park and asked Members to consider proposals for resolution in the Clerk’s report. Members debated the issues and proposals at length and points of discussion are bullet pointed as follows:-

- Cllr Mrs Heath asked if an article could be placed in the next newsletter stating if people abuse Parish Council land they will be reported to the Police and she added she would raise the issue at the next NAPs meeting. The Chairman agreed it ought to be published that Council were forced to take action because of the mindless behaviour of a bunch of morons!
- Cllr Mrs Dorrell asked what course of action should be taken relating to being contacted in the early hours of the morning to report the debris and the Chairman responded that would become clear once a resolution had been made.
- Cllr Mrs Weir had spent time over the last few days clearing debris but had found mainly litter and no glass.
- Youth presence was inconsistent, they tended to hang out somewhere for a couple of weeks and moved on around Clements Hall, Rochford and Ashingdon.
- Members felt there was a health & safety issue with Councillor’s litter picking glass.
- The use of the grounds man’s time as a fully qualified craftsman clearing debris with 90 acres of land to manage.
- Litter picking tools/tools to pick up glass.
- Unplanned expenditure of employing someone and purchasing equipment.
- Danger to public.

- Potential litigation.
- Publicity.
- Impending School holidays.
- Unable to use pay back team due to health & safety.
- Cllr Patient wished to place on record his thanks to the Grounds man for his service and felt as a skilled worker he should not be litter picking.

Cllr Patient moved that Members accept the proposals for resolution to employ someone on minimum wage to litter and glass pick on a Saturday, Sunday and Monday morning, 2 hours each day for the rest of the summer (until the end of September) and purchase a piece of equipment that would allow the proposed individual to clear the recreation ground in the time provided. Cllr Mitchell seconded the motion. Cllr Weir felt strongly costs should be investigated to ensure value for money; he recommended a trial and was conscious to avoid ‘jumping the gun’. It was ascertained that the machinery could not be hired and **Cllr Weir proposed an amendment to seek to refer the motion to the next meeting of the Parks Committee and this was seconded by Cllr Mrs Weir.** The Chairman sought the advice of the Clerk as to whether the amendment negated Cllr Patient’s proposal and the Clerk confirmed it did not. Members were asked to vote on the amendment put forward by Cllr Weir and the amendment fell.

Members were asked to vote for the proposal put forward by Cllr Patient “to accept the proposals for resolution to employ someone on minimum wage to litter and glass pick on a Saturday, Sunday and Monday morning, 2 hours each day for the rest of the summer (until the end of September) and purchase a piece of equipment that would allow the proposed individual to clear the recreation ground in the time provided” and the motion was carried.

47. General Purposes update:

Cllr Mrs Chippette rejoined the meeting. Cllrs Mr & Mrs Weir left the meeting to attend another and the Chairman confirmed Council remained quorate.

The Clerk went through the Action Point update list and all items remained as per the report with the exception of:-

Parishioner of the Year Award – Members agreed to delete the item and cease pursuance.

Youth Working Group to visit GW youth facility – Cllr Patient urged members to go along to view the youth facility in Great Wakering once a date had been fixed.

48. Donation request from Rochford Old Peoples Welfare Committee:

The Clerk advised Members that there was already an over spend on the budget however the day centre was a vital function for many of Hawkwell residents and as Proper Officer he felt Members should be support the Day Centre. The Chairman asked Members to acknowledge the Clerk’s comments and suggested the Clerk write to the committee expressing Council’s support but request that they be more specific regarding their requirements and provide Council with a figure. Members were content and agreed. It was asked if Council should request to view their accounts and the Chairman thought that was unnecessary.

Cllr Dickson asked if Council would fund a donation from section 137 and this was confirmed.

The Clerk to write a letter to Old Peoples Welfare Committee for Rochford and District.

49. **Vacancy on Planning Committee – Member requested:**
Cllr Patient called for a Member to volunteer to join the Planning Committee and explained there were 4 Members currently on the committee but if one was unable to attend the meetings became inquorate.
There were no volunteers and the Chairman asked the Clerk to make a note to raise it again at the next meeting.

50. **Correspondence:**

1. **ECC – Concessionary Fare (English Bus Pass) responsibility changes. Public Consultation** – Noted.
2. **ECC – Notice of (Temporary Prohibition of Traffic) Order 2010. Various roads in Rochford District** – Noted.
3. **ECC – Mobile Library Service to Parish (From June 30th 2010)** – The Clerk to publish in next newsletter. Cllr Dickson felt strongly that Hawkwell, being the biggest parish in Rochford district, should have a Library and requested Council formally write to the Library Service. Members were content for Cllr Dickson to construct a letter for the Clerk to send on behalf of Council.
4. **Email from RDC re. Monitoring Officer** – Noted.
5. **Letter from Oakway Acquisitions Services re. Proposed Telecommunications Base Station Upgrade at Hawkwell Hall Farm, Rectory Lane, Hawkwell** – Noted.
6. **RDC Charity Quiz Night – 7th August 2010** – Noted.

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

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

The Clerk pointed out a typing error in the apologies for absence and Members agreed for him to amend the minutes. In the absence of the Chair of Planning, Cllr Patient moved that the Minutes of the meeting held on 13th July 2010 be accepted subject to the amendment above and this was agreed.

52. **Representatives Reports:**

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir – absent.
Rochford Old Peoples Welfare committee – Cllr Dickson – nothing to report.
Rochford Hundred Assn of Local Councils – Cllr Dickson as Chairman of the Association was invited to attend a meeting of the RDC Review Committee where he had explained the role of the RHALC. The Clerk advised that it had been reported to him that the RDC Members had been rude and dismissive to Cllr Dickson during this meeting and requested it be recorded that HPC took a dim view of District Councillors distasteful and bad tempered behaviour and Hawkwell Parish Council wished to record Members displeasure at such behaviour. Members were in full agreement. HPC continued to support the Rochford Hundred Association. Cllr Dickson further reported that at the subsequent meeting of the RHALC there was an attempt to hijack the meeting to be overtaken by the Members of the principle authority but it was resisted. There was to be a revocation of regional strategies and it was felt there was need to put this on an HPC agenda - the Chairman asked Cllr Dickson to pass the information to the Clerk.

Hawkwell Village Hall – Cllrs Eede/Mrs Weir – absent. The Clerk gave an update that he understood that the Management Committee had rejected the request for HPC to site its own Notice Board on their land therefore Council would have to re-visit placement of the sign. Members agreed the item be referred to the General Purpose Committee for action.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette – meeting Thursday but no agenda as yet.

Public Transport Liaison Group – Cllr Mrs Weir - absent.

Partnership to Success: Crime & Disorder – Cllr Mitchell said he may be able to provide representation and would liaise with the Clerk to ascertain if meeting dates were suitable.

Parish Plan Group – Cllr Leach reported that in a meeting he had attended the PPG had been talking almost exclusively about housing and development issues and he had pointed out that the Parish Plan was more about the shape of the village in the future and he felt they took it on board.

Cllr Dickson suggested that the Chairman and Secretary of the PPG be invited to attend September Full Council when the representative from Affordable Housing would be in attendance and Members agreed.

Central Area Committee – Cllr Mrs Weir - absent.

Information Reports:

Holt Farm Infants School – Cllr Mrs Chippette – attended the Summer Fair and the final Finance Meeting for the school year end and reported all looked good.

Holt Farm Junior School – Cllr Mrs Dorrell reported a full Governors meeting Wednesday.

NAPs Reports – Cllr Mrs Heath gave an update and reported a male impersonating a police officer attempting to pick up young girls was prosecuted receiving a 4 year sentence; a wave of break-ins was spreading from the Hockley area to Hawkwell and many attempts were being made to sort disputes between neighbours and they seemed to be working well.

53. Payment of Accounts:

There were no questions and Members were content to accept the June payments.

54. Summary of Decisions Taken:

- The Clerk to amend the minutes of the meeting of 21st June 2010 relating to item 33.
- Internal Audit Report received and motion adopted.
- Members were content for the Clerk to hold co-options for both vacancies in September.
- Clerk to invite Sarah Brind - RHA to September Full Council.
- Members authorised the Clerk to try to negotiate a reduction in the RDC bill for clearance of dog waste bins.
- The Clerk to write a letter to Old Peoples Welfare Committee for Rochford and District requesting their specific requirements.
- The Clerk to note article requested for next newsletter regarding anti-social behaviour – Magnolia Park.
- Motion approved to employ someone on minimum wage to litter and glass pick on a Saturday, Sunday and Monday morning, 2 hours each day for the rest of the summer (until the end of September) and purchase a piece of equipment that

would allow the proposed individual to clear the recreation ground in the time provided.

- Parishioner of the Year Award to be removed from GP Action Update list.
- Vacancy on Planning Committee to be raised again at next meeting.
- Cllr Dickson to construct letter to send to Library Service and pass to the Clerk.
- The Clerk to publish mobile library timetable in next newsletter.
- The Clerk to amend minutes of Planning Meeting held of 13th July.
- Cllr Dickson to pass revocation of regional strategies information onto the Clerk for agenda item.
- Placing of HPC Notice Board to be referred to General Purposes Committee after HVH committee refused sign on their land.
- Cllr Mitchell to liaise with the Clerk for dates of Partnership to Success: Crime & Disorder meetings.
- Clerk to invite Chair and Secretary of Parish Plan Group to September meeting to hear Sarah Brind – RHA.

Chairman