

**Minutes of the meeting of  
HAWKWELL PARISH COUNCIL  
held on  
Monday, 2<sup>nd</sup> June 2008 in the Committee Room,  
Freight House, Bradley Way, Rochford  
at 8.30 pm**

**Councillors Present:** Chairman V Leach, Mrs J Barney, Mrs E Chippette, Mrs C Cunningham, J Dickson, D Eede, Mrs J Fern, Mrs H Glynn, Mrs A Heath, K Holmes, A James, R Mitchell, R Patient, Mrs M Weir and Mr D Weir.

1. **To receive apologies for non attendance at meeting:**  
Mrs M Dorrell (unwell). 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 Annual Meeting of Hawkwell Parish Council held on 12<sup>th</sup> May 2008:**  
Members agreed the Minutes were a true record and they were approved and signed by the Chairman.
4. **Representations by Members of the Public:**  
Members noted the 'Massive Project' Presentation given by Jan Snelling and Kathy Munser. Clerk to respond in writing.  
  
The Chairman reminded Members of the debate at a previous Council meeting that the council is highly committed this year and it agreed to look at giving support with sports equipment in their second year.
5. **Action Points – progress report:**  
The Clerk updated Members on the progress.
6. **Financial Report - verbal report by the Clerk:**  
The Clerk went through the Financial Report. Members accepted and agreed the report.
7. **Verbal Update on Village Fayre:**  
Cllr Mrs Glynn updated Members on the progress. A Village Fayre meeting was held on Friday, 30<sup>th</sup> May 2008. The layout of the field had been distributed and agreed at the meeting. The pitches would be 15ft by 15ft and pitch holders would be able to park one car behind each plot. Cllr Mrs Glynn gave out to each Member a draft leaflet advertising the event and if Members agreed the content it would go to print. Cllr Mrs Heath confirmed Model Cars would be in attendance. Members approved the leaflet. Cllr Mrs Glynn thanked Members for their input and notified the next task was to get the signs out advertising the event 3 weeks before.

Cllr Holmes asked if the Council had liability insurance to cover the event. Cllr Leach confirmed liability insurance was in place.

8. **Annual Report – publication by 30<sup>th</sup> June 2008:**

Cllr Dickson referred to item 6 of the report and asked the Chairman to include the R&P account in the Report. Cllr Dickson thanked the Clerk, Cllr Holmes and Cllr James for their help in producing the final report.

The Chairman, Cllr Leach suggested hard copies of the report be sent to both Libraries and the Doctors Surgeries in the Parish and a copy be sent to the Members room at RDC. It was suggested that an inclusion to the report be added that it is to be published on the website for further viewing. All Members were in agreement with the above.

9. **RDC Independent Remuneration Panel:**

The Chairman reiterated that the Clerk had been asked to attend the meeting in July with the current views of the Council and stated if a change of view was felt at a later time the Council could go back to them in November.

Members were reminded that, as part of the trial for electronic transmission of papers, the Clerk was to provide a ream of paper and a black and white ink jet cartridge to those Members who volunteered to undertake the trial. Cllr Mrs Heath suggested the Council should be thinking now of the costs involved for the 2009/10 budget. Cllr Leach suggested that the trial would end before the budget round which would give time to look at it then and make an informed judgement.

Cllr James mentioned the increasing costs in fuel and the cost to Councillors of attending meetings. The Chairman reiterated these issues would be considered during the budget round at the end of the year and a proposal would be put forward in November.

10. **Complaint by member of public re clearance of site adjacent to cemetery:**

The Chairman suspended Standing Orders to give Members time to read and digest the complaint and give comments thereafter.

The Chairman reinstated Standing Orders and advised Members that The Echo intended to publish an article on the story on Tuesday, 3<sup>rd</sup> June 2008. The Chairman distributed to each Member a draft written statement he had prepared, for the content to be discussed and decided upon, to act as a press release from the Council in response to the complaint.

The wording was discussed and amended accordingly and the Members authorised the letter to be sent as a press release.

11. **Correspondence:**

**SE Essex Organic Gardeners re. Food for Life Partnership:** Clerk had responded.

**Essex Wildlife Trust – Invitation to attend AGM and Annual Members Day on 7<sup>th</sup> June 2008 at Abbots Hall Farm:** Members noted the letter. Cllr Mitchell volunteered to represent the council and attend, diary permitting.

**Available in Office:**

1. RAVS News – Spring 2008.
2. ‘The Playing Field’ – Spring 2008.
3. ‘The Edge’ – The National Youth Agency – Spring 2008.
4. ‘Youth Action’ Magazine – The National youth Agency – Spring/Summer 2008.
5. ‘The Clerk’ – Journal of SLCC – May 2008.

Members noted the information available in the Parish Office.

12. **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 12<sup>th</sup> May 2008 be accepted, this was agreed.

**Finance Committee**

Cllr Mitchell as Chairman of Finance moved that the minutes of the meeting held on 19<sup>th</sup> May 2008 be accepted, this was agreed.

**General Purposes Committee:**

Cllr Mrs Glynn as Chairman of General Purposes moved that the minutes of the meeting held on 19<sup>th</sup> May 2008 be accepted, this was agreed.

**Parks Committee:**

Cllr Holmes as Chairman of Parks gave a verbal report of the meeting held on 2<sup>nd</sup> June 2008.

13. **Representative Reports:**

**Hockley & Hawkwell Old Peoples Welfare committee** – Cllr Mrs Weir reported no meeting was held.

**Rochford Old Peoples Welfare committee** – Cllr Dickson had nothing to report.

**Rochford Hundred Assn of Local Councils** – Cllr Dickson reported no meeting was held.

**Hawkwell Village Hall** – Cllr Eede had nothing to report.

**Ashingdon & East Hawkwell Memorial Hall MC** – Cllr Mrs Chippette reported that she had passed on the community initiative information to the group. Cllr Eede reported plans in place for repairs to the roof.

**Public Transport Liaison Group** – Cllr Mrs Weir reported that there is funding available if the Council wanted to apply referring to the bus shelter by Holt Farm School and she had passed the information to the Clerk. Members felt that the cleaning of bus shelters was not being carried out and asked the Clerk to make a note.

**Partnership to Success: Crime & Disorder** – Cllr James had nothing to report.

**Parish Plan:** The Chairman Cllr Leach announced the Parish Plan Group had folded.

**Central Area Committee** – Cllr Mrs Weir reported a meeting was scheduled to be held at the end of the month.

**School Governing Bodies:**

**Holt Farm Infants School** – Cllr Mrs Chippette reported a meeting was scheduled to be held at the end of the month.

**Holt Farm Junior School** – Meeting scheduled to be held on 16<sup>th</sup> June 2008.

14. **Summary of Decisions Taken:**

- Clerk to respond in writing to Jan Snelling, Massive Project.
- Village Fayre Leaflet approved.
- To include R&P account under item 6 in the Annual Report.
- Inclusion to Annual Report that it is to be published on the website.
- Two Hard copies of the Annual Report to be sent to both Libraries and Doctors Surgeries in the Parish and a further copy to be sent to the Members room at RDC.
- Clerk to provide ream of paper and black and white ink jet cartridge to those Members undertaking the trial to receive minutes via electronic mail.
- Consider Member's increasing costs for fuel, paper and printer inkjets during the budget round at the end of the year.
- Partnership Essex Wildlife Trust – Invitation to attend AGM and Annual Members Day on 7<sup>th</sup> June 2008 at Abbots Hall Farm - Cllr Mitchell to check diary and attend if possible.
- Bus shelters not being cleaned - Clerk to make note.

Chairman