

**Minutes of the meeting of  
HAWKWELL PARISH COUNCIL  
held on  
Monday, 21<sup>st</sup> June 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, D Eede, R Mitchell, R Patient, D Weir and Mrs M Weir.

- 22. To receive apologies for non attendance at meeting:**  
Cllrs Mrs M Dorrell (holiday), Mrs J Fern (unwell), Mrs H Glynn (another meeting) and Mrs A Heath (work).
- 23. Declarations of Interest:**  
Regarding item 28. Cllr Eede declared a personal interest as a shareholder in Aviva.
- 24. To approve as a correct record the Minutes of the Annual Meeting of Hawkwell Parish Council held on 10<sup>th</sup> May 2010 and to approve the destruction of the manuscript notes in respect of that meeting:**  
Members approved the Minutes of the Annual Meeting of Hawkwell Parish Council held on 10<sup>th</sup> May 2010 and approved the destruction of the manuscript notes in respect of that meeting.
- 25. To note resignation of Cllr Alan James – notice of vacancy:**  
The Chairman wished to thank Alan James for his service declaring that he had worked hard behind the scenes; he gave good feedback from various groups he attended and had updated the HPC website. The Chairman asked Members' permission to write a thank you letter to Alan James and for the Clerk to advertise the vacancy and Members gave their approval.
- 26. Financial Report (May 2010):**  
The Clerk went through the report and advised the total expenditure for Full Council. He explained during the first month of the new financial year expenditure was low as one would expect, the second month was playing catch up and he had no concerns at the moment. There were no questions and Members accepted the Financial Report.
- 27. Action points – progress report:**  
The Clerk referred Members to the progress report.  
**Parish Identity** – the Chairman advised it was planned to adhere labels to the Council's property displaying HPC's contact number and he would be chasing up that process after the Summer Fayre.  
**Parish Plan** – the Clerk reported good news that the group had been awarded £10K from the lottery fund. The Treasurer, Chairman and Secretary had all been in the office to get things up and running, they were doing very well and it was a good start.

**CIF Bid – Youth Project** – Members agreed for the Clerk to fix a meeting for end of July for the next steps to be taken.

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

**Parish Footpath Signs** – ongoing.

**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** – to be sent tomorrow.

**Clerk to advertise notice of vacancy** – 2 responses to newsletter – the Clerk to make contact.

**Clerk to check Cllr Heath’s record of attendance** – attendance record correct – item to be removed.

**Members to contact Clerk if they wish to attend any RDC courses** – none advised – item to be removed.

**28. Approve Annual Return & signing of the 2009/10 Accounts:**

The Chairman asked Cllr Dickson as Chair of Finance to lead and advised he or the Clerk would answer any questions.

Cllr Dickson drew attention to the pages to be considered. **He asked members if they agreed with the figures set out in the Annual Return Statement of Accounts and Members approved them.**

**Cllr Dickson went through the Statement of Assurance t line by line and Members agreed to each item individually.**

**Cllr Dickson asked Members if they would accept and give authority to the Chairman of Council and the Clerk, as proper officer, to sign the Annual Return and the Annual Accounts. There was a show of hands and the Chairman announced that the motion was carried unanimously.**

The Clerk referred to the Balance Sheet as an interesting and crucial document and he went through the Balance Sheet and Annual Accounts. He informed of Capital & Reserves effectively the bottom line at 31/3/10 was £3K less than last year. He reiterated Council’s fiscal policy requiring 20% of expenditure in general reserves and announced Council had achieved that objective. The Clerk advised Members the issue for the current year was that if a draw on general reserves was necessary, no more than £7K could be spent to ensure compliance with the reserve policy. Cllr Mrs Weir queried if anything had been heard from the new government whether Councils were allowed to increase council tax and the Clerk replied he had not heard anything yet but there was no legislation currently that allowed government to cap the Parish Council’s precept. He went on to say however that next year Government would be looking to Councils to not increase precept. The Chairman advised that any relevant information would be fed into the Finance Committee. Cllr Dickson proposed that the Chairs of standing committees be asked to avoid approving unbudgeted projects that would require taking from reserves. Cllr Leach suggested that Chair of Finance, prior to the budgeting period for the Finance Committee, look at seriously and advise committees of their position as at September/October. This was questioned due to the burden on the Finance Committee with regard to risk management and financial regulations at that time and the Chairs of committees were asked to be prudent not to draw on reserves for projects that had not been budgeted for. **The Chairman asked Members if they accepted the balance sheet and to approve the signatures from the Chair and**

**the Clerk. There was a show of hands, the motion was carried unanimously and Cllr Dickson advised it was formally approved.**

**29. Village Fayre Update:**

The Chairman referred to his report. He updated that the stall numbers were well up, numbering 40 stalls and there was a full programme for arena events. Cllr Leach went through the budget, there was income to be made from the Rossi ice cream van and 10% of the bouncy castle takings and he was fairly confident it would cost £2K to put on a really good Summer Fayre for the community. He went through the programme and Members briefly discussed the leaflet content. Cllr Leach advised he wanted to give emphasis to the attractions but he would be removing the names and make reference to the types of stalls and charities etc., leaflets would be going to print this week. Cllr Mrs Weir reported she had visited the shops asking for sponsorship and she had been promised a fish & chip meal for 2, £25 hairdressing voucher and voucher from the Chinese takeaway. The Chairman thanked Cllr Mrs Weir for her efforts and asked Members to confirm who would be available on the day.

**30. Update Bank Mandate forms:**

The Clerk advised there was a need to review the Bank Mandate forms and he asked Members if they were content for the signatories to remain as Cllr Mrs Chippette, Cllr Dickson, Cllr Leach and Cllr Mrs Weir and they were. **Cllr Dickson proposed the names (Cllrs Mrs Chippette, Dickson, Leach and Mrs Weir) be formally noted for the minutes as signatories for Bank Mandate forms and Cllr Leach seconded. There was a show of hands and the motion was carried.**

**31. Subscription Renewals:**

- a. **Essex Playing Fields (£25)** – approved.
- b. **RCCE (£105)** – approved.

**32. Correspondence:**

1. **Letter from ECC Highways & Transportation re. Highways Community Initiative Fund (HCIF)** – Noted.
2. **Letter from Rochford Housing** - Members agreed to invite Sarah Brind, Senior Development Officer to the September Full Council Meeting when, it was hoped, results of the planning applications relating to the Core Strategy may be known. The Clerk to action.

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

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

**Planning Committee:**

Cllr Mrs Weir as Chair of Planning moved that the Minutes of the meetings held on 17<sup>th</sup> May and 14<sup>th</sup> June 2010 be accepted, this was agreed. Cllr Mrs Weir reminded the Clerk to provide her with the recommendations document from the audit trail relating to the Core Strategy and the committee documents relating to the Headingham Place application and the Clerk made a note to action.

### **Finance Committee**

Cllr Dickson as Chair of Finance referred to item 10 and asked the Clerk to give an explanation of the insurance renewal. The Clerk advised the policy with Aviva was £965 cheaper than renewal with Allianz with the same level of cover and in certain areas - increased cover. He felt it was a good saving and a good result. Cllr **Dickson proposed that Members formally, in retrospect, approve the Clerk's decision to take on the new insurance policy.** Cllr Eede declared an interest as a shareholder in Aviva and he would take no part in the debate or vote. **Members showed hands and the motion to approve the new insurance policy in retrospect was carried.** Cllr Dickson moved that the minutes of the Meeting held on 17<sup>th</sup> May 2010 be accepted, this was agreed.

### **General Purposes Committee**

Cllr Patient in the absence of the Chair of General Purposes moved that the minutes of the meeting held on 17<sup>th</sup> May 2010 be accepted. Cllr Mrs Chippette, not being a member of the General Purposes Committee, questioned being noted as seconding the proposal to elect Cllr Mrs Glynn as Chairman. The Chairman asked the Clerk to refer to the notes taken and subject to that query being resolved, Members approved the minutes.

### **Parks Committee**

Cllr Mrs Weir as Chair of Parks moved that the minutes of the meeting held on 17<sup>th</sup> May 2010 be accepted, this was agreed.

## **34. Representative Reports:**

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

**Rochford Old Peoples Welfare committee** – Cllr Dickson – unable to attend the last meeting due to holiday.

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

**Hawkwell Village Hall** – Cllrs Eede/Mrs Weir – meeting Wednesday.

**Ashingdon & East Hawkwell Memorial Hall MC** – Cllr Mrs Chippette – meeting cancelled.

**Public Transport Liaison Group** – Cllr Mrs Weir attended the last meeting representing HPC, she reported that Cllr Mrs Glynn was in attendance representing Rochford and Cllr Mrs Glynn had announced that she had been checking up on the usage of services under review; she reported usage was low on certain buses (only 3 people on board). Cllr Mrs Weir reported County responded that they would review it. Cllr Mrs Weir expressed her disappointment and frustration viewing Cllr Mrs Glynn's action as negative when Members of the public had campaigned to keep the services running, writing letters and signing petitions and HPC had given their support. Cllr Mrs Weir added she was disappointed that Cllr Mrs Glynn was not present at the meeting of Full Council as she was unable to address the subject with her. The Chairman assured that her comments would be noted in the minutes.

**Partnership to Success: Crime & Disorder** – due to the resignation of Alan James, the Chairman asked any Members if they would like to represent HPC on the Partnership to Success: Crime & Disorder. Cllr Mrs Weir expressed an interest, diary permitting. The Clerk to advise Cllr Mrs Weir the dates of the meetings and if they were unsuitable, it would be bought back to Council.

**Parish Plan Group** – Cllrs Leach & Mrs Weir – meeting Tuesday, will report back at next meeting of Council.

**Central Area Committee** – Cllr Mrs Weir reported that residents of Hawkwell and Hullbridge had asked many questions regarding the implications of new government on the core strategy. She updated that back gardens would not be considered brown field sites any more to prevent crowding and the minimum density had come down to 30 per hectare. There would be a meeting in September for affordable housing to be heard and more about what was happening for the core strategy was awaited. The Chairman thanked Cllr Mrs Weir for her report.

**Information Reports:**

**Holt Farm Infants School** – Cllr Mrs Chippette - a Full Governors meeting had taken place and Cllr Mrs Chippette reported intake would be larger and they would be starting 9 classes again. The Pre-school development was looking promising and plans had been submitted. Cllr Mrs Chippette had been asked to remain a Governor for a further 4 years and she had accepted.

**Holt Farm Junior School** – Cllr Mrs Dorrell - absent.

**NAPs Reports** – Cllr Mrs Heath - absent.

**35. Payment of Accounts:**

There were no questions and Members were content to accept the payment of accounts.

**36. Summary of Decisions Taken:**

- The Chairman to write letter of thanks to Alan James.
- The Clerk to advertise councillor vacancy.
- The Clerk to fix a meeting for the CIF Bid-Youth Project for end of July.
- Members approved the balance sheet, Annual Return and signing of the 2009/10 Accounts.
- Members approved signatories for Bank Mandate forms.
- Subscription renewals approved - £25 Essex Playing Fields and £105 RCCE.
- The Clerk to invite Sarah Brind, Senior Development Officer from Rochford Housing to attend September Full Council meeting.
- Members approved in retrospect new insurance policy with Aviva.
- The Clerk to review manuscript notes of General Purpose meeting regarding item 1.
- The Clerk to inform Cllr Mrs Weir dates of Partnership to Success: Crime & Disorder meetings.

Chairman