

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 6th June 2011
in the Annexe, Hawkwell Village Hall, Main Road, Hawkwell
at 8.00pm.**

Councillors Present: Chairman V Leach, Vice Chairman J Dickson, Mrs E Chippette, Mrs C Cunningham, Mrs A Heath, R Mitchell, R Patient, D Weir, Mrs M Weir, A Williams and Mrs P Young.

The Chairman welcomed Members and in particular Arthur Williams to his first meeting of the Parish Council and he informed that the next meeting would be held at the Freight House as usual.

25. Apologies for absence:

Cllr Mrs J Barney (family appointment) and District Cllrs Christine Mason, John Mason and Jo McPherson. Members accepted the apologies tendered.

26. Declarations of Interest on any matter on agenda for 6th June 2011:

None.

27. To approve as a correct record the Minutes of the Annual Meeting of Hawkwell Parish Council held on 9th May 2011 and to approve the destruction of the manuscript notes in respect of that meeting:

Cllr Mrs Heath advised that her absence at the AGM had been due to holiday and not work as the record stated and the Clerk made a note to amend minute 4. Members approved the Minutes of the Annual Meeting of Hawkwell Parish Council held on 9th May 2011, subject to the above amendment, and approved the destruction of the manuscript notes in respect of that meeting.

28. Financial Report (May 2011):

The Clerk advised that the reverse of the first page summed up the report, showing as predicted, the total actual year to date expenditure being £22,774 out of current annual budget of £138,854 and he advised the other 50% of the precept was expected in June. The Chairman asked Members if they accepted the report and they did.

29. Action List Update:

The Chairman went through the progress report.

Parish Identity – The Chairman reported that the rear of the overhead sign was 2” too long and needed guillotining one end which could be done. He informed one negative complaint had been received from a parishioner however he felt the signage served its purpose and Cllr Mrs Heath said she thought it looked good. The Chairman added he would have to ask the neighbouring property for permission to clear a bush before the sign for the wall could be erected.

Parish Plan – restart – Ongoing.

Parish Footpath Signs – The Clerk had received acknowledgement from ECC of receipt of the applications he had made and ECC had come back with some questions, therefore, he was pleased to report action had been kick started again.

HPC Notice board – As above.

Clerk to arrange for a sign on the Ashingdon Road at the entrance to footpath 7 – As above.

Clerk to explore electronic banking – The Chairman advised that as Barclays were discontinuing cheques they would be looking into other possibilities.

Clerk to ask HPPG to consider joining Parish Identity Group – Letters sent to members for consideration at their next meeting. The Chairman stated this would be a useful step forward.

30. Advertise Vacancies:

The Clerk referred Members to his report and read out “**under Section 21 of the Representation of the People Act 1985 Members may now co-opt person or persons to fill the vacancies and Council is therefore asked to approve co-option as per Standing Order 4(c)(iii)**” and he went through his recommendations for advertising the vacancies.

Cllr Dickson questioned whether applicants would have to go through a polling vote and the Clerk advised at this stage procedure allowed Council to co-opt without further election, if there were 6 applications and 5 vacancies it would be up to Council to choose which members they wanted; there would be no election, only co-option. Cllr Dickson thanked the Clerk for his answer. Cllr Mrs Heath suggested placing advertisements in both Post Offices and the British Legion in addition to the suggestions in the Clerks report, this was thought to be a good idea and the Clerk noted. **Members approved the Clerk’s recommendations and the Chairman delegated to the Clerk that he contact the Echo to run an article calling for people willing to serve.**

31. Vacancies on Committees:

The Clerk informed this was a method to give Cllr Williams a chance to join committees. The Chairman went through the Committees and vacancies and invited Cllr Williams to liaise with the Clerk on this outside of the meeting and Members were content.

32. Motion on Notice: Cllr Leach: That Hawkwell Parish Council seeks a change in name that reflects the fact that the majority acreage of ‘Hockley’ Woods is within Hawkwell Parish Council boundary.

Cllr Dickson seconded the motion on notice from Cllr Leach. Cllr Leach advised that, with Council’s permission, he intended to send a letter to RDC, with a copy to the Echo, asking them to acknowledge the above. Cllr Mrs Heath suggested at the very least the name could be shared. Cllr Dickson recounted some history of the woods. Cllr Patient questioned whether a name change would cost Council and the Chairman thought not as the woods were maintained by the RDC Parks Department. The Clerk felt it would show courtesy to advise Hockley Parish Council of the intention and the Chairman agreed to contact the Chairman of Hockley PC. Cllr Mrs Cunningham felt Hawkwell identity was an ongoing problem that HPC would always come up

against; some people living in Lascelles Gardens still would not accept they lived in Hawkwell when their postal address was Ashingdon and the Chairman agreed the postal codes were at fault. Cllr Mrs Cunningham recalled contacting RDC when she moved to the area stating she lived in Ashingdon and RDC staff did not correct her to inform her she lived in Hawkwell and she added that the Estate Agents promoted that property sold better with an Ashingdon address; Members debated this strongly. Cllr Mrs Heath asked if more HPC signs could be put up and the Chairman said it was something to be looked at for next years budget. **The Chairman sought Members approval of the motion on notice, seconded by Cllr Dickson, with the addition of copying the letter to the Echo and Cllr Leach informing the Chairman of Hockley Parish Council as a courtesy. Members voted and the motion was carried unanimously.**

- 33. Accept & Approve for Despatch Annual Accounts & Annual Return:** The Chairman invited Cllr Dickson as Chair of Finance to speak and he referred Members to their papers. Cllr Dickson informed that the Finance Committee accepted the Annual Accounts and Annual Return and recommended that Full Council accept the reports. He read out the balance carried forward this year as £66,061 and advised it was a slight increase in the balance. He referred Members to the Annual Return and went through the figures in Section 1, one by one, Members approved these. **Cllr Dickson sought Members approval for the Annual Accounts advising they would be signed by the Chairman of Council and the RFO once approved. Members were unanimous in their approval and the Chairman and the Clerk signed the Annual Accounts.** Cllr Dickson referred to the 4 sections within the Annual Return for the year ended 31st March 2011 informing Section 1 had been dealt with and he went through section 2, items 1 to 8, one by one, seeking Members approval for each item and this was given unanimously by a show of hands. The Chairman and the Clerk signed section 2, the Annual Governance Statement and the Clerk clarified regarding item 9 that HPC were not the sole trustees of any charity and therefore it was not applicable. Cllr Dickson informed that Sections 3 and 4 completed the document and would be signed when the time came and **he asked Members to show hands to accept and approve for despatch the Annual Return and this was agreed unanimously.**

- 34. Parish Identity – John William Bobin – Past Resident of Note:** The Chairman declared a slight interest being a friend of one of John William Bobin's descendants and he gave some background history informing that his descendants continued to work with books but rather in book sales. Cllr Leach sought Councils permission to contact the current owner of the property to see if they would be willing to have a form of acknowledgement to say he was from Hawkwell **and Cllr Mitchell seconded the motion. The Chairman asked Members to vote and the motion was carried.**

- 35. Correspondence:**
The Chairman went through the correspondence one by one.

1. **Rochford & Rayleigh Citizens Advise Bureau – Invitation to Annual Open Meeting (1st July 2011)** – The Chairman referred Members to the invitation and return slip should any one wish to attend and this was noted.
2. **ECC – Wildlife & Countryside Act 1981, sec 53, Definitive Map Modification No. 421 (Footpaths 15 and 2 Ashingdon and Footpath 7 Hawkwell (part) – Bridleways 43 Hawkwell and 43 Ashingdon) Order 2010** – The Chairman asked Members to note the order unless they wished the matter to be referred to the Parks Committee; they did not and Members were content to note. Cllr Dickson asked if the documents had an official seal of approval on them and this was confirmed.
3. **ECC – Wildlife & Countryside Act 1981, sec 53. Definitive Map Modification No. 465 (Bridleway 36, Hawkwell) Order 2010** – Members noted the order.

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

36. Receive Committee/Working Party Reports since last meeting:

Planning Committee

Cllr Mrs Weir, as Chair of Planning, moved that the minutes of the meeting dated the 26th April 2011 be approved and this was accepted.

Parks Committee

Cllr Mrs Weir pointed out a typo on the title of the minutes and the Clerk made a note for it to be corrected. **Cllr Mrs Weir, as Chair of Parks moved that the minutes of the meeting dated 16th May 2011 be approved, subject to one amendment, and this was accepted.**

General Purposes Committee

Cllr Patient as Chair of General Purposes made reference to minute 6 and advised the Xmas Working Party met last week and a detailed report of that meeting would be coming to committee next week. Cllr Mrs Heath queried whether some of the trees along Main Road were to be taken out as result of the Xmas Tree planting. Cllr Patient responded that was not a recommendation of the Working Party and the Clerk clarified that the trees on Main Road were likely to die and may be removed because of rot; their removal had nothing to do with the Xmas tree project. He added that RDC may be more amenable if the trees were to come out but the likelihood was about 4-5 years away. **Cllr Patient moved that the minutes of the meeting dated 16th May 2011 be approved and this was accepted.**

Finance Committee

Cllr Dickson as Chair of Finance drew attention to minute 7 and he informed the procedures mentioned had to be dealt with by the RFO. Regarding minute 8, Cllr Dickson advised the insurance renewal had been undertaken and he requested that it be noted in the Full Council Minutes. **Cllr Dickson moved that the minutes of the meeting dated 16th May 2012 be accepted and this was agreed.**

37. Representative Reports:

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

Rochford Old Peoples Welfare committee – Cllr Dickson attended a good event on 13th May but had nothing to report.

Rochford Hundred Assn of Local Councils – Cllrs Dickson/Leach – meeting next month.

Hawkwell Village Hall – Cllr Mrs Weir/Mrs Young – no meeting.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette attended a meeting on 19th May and reported that the committee had at last got 3 quotes for the roof all between £50K-£60K. They now had between 8-12 people to contact to apply for grants and £5K in the fund themselves. The Chairman asked Cllr Mrs Chippette to pass on Councils good wishes to the committee and Cllr Dickson drew attention to the fact of the name being Ashingdon & East Hawkwell Memorial Hall!

Public Transport Liaison Group – Cllr Mrs Weir – no meeting.

Community Safety Partnership – Cllr Mrs Young – next meeting in July.

Parish Plan Group – Cllrs Leach/Mrs Weir – calling a meeting soon for the outcome of the questionnaires that went out. Cllr Dickson asked if Council should consider having a neighbourhood plan once the results were published and the Chairman advised Council would be reviewing the document and he was looking forward to doing so.

Community Forum (ex Central Area Committee) – Cllr Mrs Weir – waiting to hear.

38. Information Reports:

NAMs Reports – Cllr Mrs Young attended a meeting on the 16th May. She reported it had been quiet for a couple of months for crime overall and this was possibly related to the succession of bank holidays; there was a reduction in numbers of community policing and a couple of instances of significant speeding on Main Road where the new crossing lies and that would be monitored.

39. Payment of Accounts:

There were no questions and **Members approved the list of payments by a unanimous show of hands** and gave approval to pay any accounts due before the next meeting.

40. Summary of Decisions Taken:

- Minute 4 to be amended to show Cllr Mrs Heath's apology for absence being due to holiday.
- Members approved advertising vacancies as per the Clerk's recommendation and in addition in both Post Offices and the British Legion.
- Cllr Williams to liaise with the Clerk re joining committees.
- Approved Cllr Leach's motion on notice to write to RDC to seek name change of Hockley Woods, copy letter to the Echo and Cllr Leach to contact Chair of Hockley PC.
- Accepted and approved for despatch the Annual Accounts & Annual Return.

- Permission granted for the Chairman to contact owners of property re. J W Bobin.
- Typo to be corrected in the heading of Parks Minutes.

The meeting closed at 8.40pm.

Chairman