

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL**

**held on
Monday, 6th October 2008 in the Committee Room,
Freight House, Bradley Way, Rochford
at 8.30 pm**

Councillors Present: Chairman V Leach, Vice Chairman J Dickson, Mrs E Chippette, Mrs C Cunningham, Mrs M Dorrell, Mrs J Fern, Mrs H Glynn, Mrs A Heath, K Holmes, A James, R Mitchell, R Patient, Mrs M Weir, Mr D Weir and District Cllr M Starke.

1. **To receive apologies for non attendance at meeting:**
Cllrs Mrs J Barney (unwell), D Eade (work) and District Cllr D Stansby (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 Meeting of Hawkwell Parish Council held on 1st September 2008 and to approve the destruction of the manuscript notes in respect of that meeting:** Members approved the Minutes of 1st September 2008 as a true record and agreed to the destruction of the manuscript notes.
4. **Action Points – progress report:**
The Clerk updated Members on the progress.
Youth Project: The Clerk reported the contractor had completed the foundations. The Chairman asked if there was any likelihood of the project being finished by half term for a formal opening. He responded that the contractor had said he would be finished by then and the Chairman asked the Clerk to reconfirm that with the builder. Cllr Mrs Glynn asked the Chairman to ensure Cory Environmental and Crime and Disorder people be invited and reminded Members of their donations. Cllr Patient agreed saying HPC wanted to acknowledge that. Cllr Mrs Glynn asked for money to be put aside to provide hospitality on the day. Cllr Dickson requested the author of the Smith report be invited. Cllr Leach proposed from the Chair he would draw up a list of appropriate people to invite and suggested that HPC allow £100 for soft drinks. Cllr Mrs Glynn seconded. Cllr Dickson asked what budget it would come from and the Chairman confirmed it would come from the youth budget.
Parish Identity: Ongoing.
Quality Council status: The Chairman advised members that HPC have been notified that they are now a properly accredited Quality Council and he thanked the Clerk for getting HPC through it.
Pension Fund changes Document: The Clerk advised he had received a document in the last few days from County Council and he would put it to the Personnel Committee when it next meets.

Removal of Spoil from Churchyard: The Clerk reported David Sargent was very pleased with the works completed and will sign it off once he has seen photographs and receipts. Cllr Patient reiterated the importance of the endorsement and asked that the Council publish that.

Parish Plan: Cllr Mrs Weir agreed to take over.

Establishment of Complaints Committee: Terms of reference would be picked up together with pension fund changes at next Personnel Meeting.

Co-option to fill vacancy: The Clerk advised he had received phone calls in response. Ongoing.

CIF Bid: Await info re Jewson and consider bid for round 2 in January 2009.

Independent Remuneration Panel Questionnaire: Clerk responded as instructed (no change to current policy).

Complaints to Audit Commission: See Agenda item 6.

Letter from P. Robinson, damage to vehicle: The Chairman announced this would go before the Committee in November 2008. Cllr Mrs Glynn asked the Chairman if the Council could find out the name of his insurer. Cllr Mrs Weir said if there was a fault with the ramp the Council needed to get it sorted for next year before re-using it. The Chairman said it was a valid point and would be taken on board. He went on to say regarding insurance, the Council needed to ensure it was not doubly indemnified but HPC needed to satisfy themselves that there was no admission of liability at this time. If the Finance Committee feels it is a claim worthy of fulfilling HPC must make sure they are not falling foul. Cllr Homes felt HPC ought to write to its insurance company indicating there was a claim pending. District Cllr Starke said normally insurance companies want the identity of the other insurance. The Chairman thanked Councillors for their comments and replied that he was content to leave it to the proper officer to keep his eye on it.

5. **Financial Report:**

The Clerk went through the Financial Report and announced it was a half year report. The Chairman asked if there were any questions, there were none and Members accepted and agreed the report.

6. **Responses to Audit Commission re. letters of complaint:**

The Chairman advised Members the letters were essentially to note and the Clerk had responded by the deadline. Cllr Patient commended the Clerk's content of his notes as being very appropriately put. Cllr Chippette seconded. The Chairman asked Members if they agreed and Members confirmed their agreement.

7. **Financial Planning for 2009/10:**

The Chairman reiterated the Standing Committees would need to attend to financial plans on 10th November 2008 and he asked Members for any information to pass to the Clerk to discuss with the appropriate Chairman of that Standing Committee.

Cllr Mrs Glynn asked to bear in mind the rising cost of fuel.

Cllr Dickson asked if it was necessary for proposals to be fully costed for budgeting and the Chairman replied not. He said the process was a budgeting process of what HPC would like to spend next year. Cllr Dickson stated they would have to be reflected in the precept and the Chairman answered the

estimates that were made would need to be accurate figures. Cllr Dickson asked if HPC had conformed to the strategic plan and the Chairman confirmed HPC do need to take into account the strategic plan when drawing up the budgets.

8. **Approve Recommendation from Finance Committee re. vire in budget to purchase new Xmas lights & approve recommendation from General Purposes Committee regarding selection of lights:**

Cllr Mrs Glynn gave an update of the decisions made at the Christmas Lighting Committee meeting prior to the Full Council meeting taking place. Cllr Leach moved from the Chair that the HPC approves the budget of £6K to purchase Christmas lights but within that £6K HPC purchase a 20ft Christmas tree. Cllr Mitchell seconded the proposal. The Chairman asked for show of hands and the motion was carried.

9. **Correspondence:**

1. **Letter from ECC re. Pension Contribution Returns:** Members noted.
2. **Letter from ECC re. Local Government Pension Scheme:** Members noted.
3. **Email from RDC re. Emergency Planning Presentation:** The Chairman asked if Members wished to attend the training session on 12th November 2008 to let the Clerk know. Cllr Dickson asked if HPC have any policy with regard to flash flooding in the Parish. The Chairman responded that HPC had made the Emergency Planning Authority aware of the equipment that it had available for them to use freely in an emergency. Cllr Patient stated it was District Councils overall responsibility and reminded Members of the presentation given by Graham Lucas, RDC Emergency Planning Officer. Cllr Dickson said there was a difference between a responsibility and a strategy. Cllr Leach agreed but felt there was little point in working on a strategy if HPC couldn't facilitate it and the District do have resources to have a strategy. Cllr Patient stated it was a legal requirement for District Council to have a policy in place. Cllr Mitchell asked if RDC had a contact list to call upon Parish Councillors in such an emergency and the Chairman confirmed it did. Cllr Leach said 'now is the time, if Members feel strongly enough, to consider how much it would cost to be considered for 2010' and Members noted his comment.
4. **Letter from Royal British Legion re. Remembrance Sunday – 9/11/08:** Members noted.
5. **Letter from ECC re. Temporary Road Closure – Rectory Road:** Members noted.
6. **Letter from Wyvern Community Transport re. Presentation to Council:** Cllr Leach proposed in acknowledging the letter from Andrew Woodley HPC suggest he might like to visit next year. Cllr Patient seconded and Members agreed.
7. **Letter from RAVS re. 16th October 2008:** Cllr Mrs Glynn advised Members she had been to several of the forums and found them to be extremely interesting. The Chairman thanked her for her comment.
8. **NHS South East Essex. Notice of Stakeholder Conference – 10/11/08:** Members noted.

The Chairman went through the list of information available in the Parish Office and asked Members to note.

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

Parks Committee:

Cllr Holmes as Chairman of Parks moved that the minutes of the meetings held on 8th September 2008 and 29th September 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 8th September 2008 be accepted, this was agreed.

Finance Committee

Cllr Mitchell as Chairman of Finance moved that the minutes of the meeting held on 29th September 2008 be accepted, this was agreed.

Planning Committee:

Cllr Mrs Weir as Chairman of Planning moved that the minutes of the meetings held on 1st September 2008 and 29th September 2008 be accepted, this was agreed.

11. **Representative Reports:**

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

Rochford Old Peoples Welfare committee – Cllr Dickson reported he had been commissioned to write an article for Sentinel on how to save on expenditure and keep warm.

Rochford Hundred Assn of Local Councils – Cllr Dickson reported a meeting was due to be held on Thursday, 9th October 2008.

Hawkwell Village Hall – Cllr Mrs Weir reported no meeting was held.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette reported a meeting had taken place but there was nothing to report.

Public Transport Liaison Group – Cllr Mrs Weir reported the next meeting was due in November 2008.

Partnership to Success: Crime & Disorder – Cllr James reported he had attended a meeting where a crime stoppers presentation took place and he would pass on the leaflet and DVD to the Clerk.

Parish Plan: Moribund.

Central Area Committee – Cllr Mrs Weir reported she had attended a meeting and presented a petition for pedestrian crossing to the highway officials. Cllr Weir felt it was necessary for the appropriate elected Member to push the project at County level. The Chairman reminded Members that HPC had pushed for a pedestrian crossing for the last 15 years and had been turned down 3 times on the basis of road safety. Cllr Leach said he would email County Council the following day to remind the appropriate person.

Cllr Mrs Glynn congratulated District Cllr Starke on behalf of the Parish for the introduction of recycling. Cllr Patient seconded her comment and added it had been a total success. Cllr James reminded Members that he had asked that a representative from recycling be invited to attend a Full Council meeting. The Chairman said arrangements would be made so that Members have a better understanding of recycling and he reported District Council would be

delighted to send someone along after Christmas. Cllr Mrs Glynn reported that flats in the Parish had not started recycling yet and District Cllr Starke responded. He reported nearly all flats would receive a visit from an officer probably starting in one month's time to be rolled out to the whole district; every block of flats would be taken on an individual basis. The Chairman thanked District Cllr Starke.

School Governing Bodies:

Holt Farm Infants School – Cllr Mrs Chippette reported a short meeting had been held to incorporate a training session to take place on 'Impact of Monitoring'.

Holt Farm Junior School – Cllr Mrs Dorrell reported a Curriculum and planning meeting was due to be held Tuesday, 7th October 2008 and a Full Governors meeting after half term.

Cllr Dickson attended Local Area Agreements given by Chief Executive. He felt it was important as a Quality Council that Members know what LAA is. The Chairman asked Cllr Dickson to pass the papers to the Clerk for circulation and place on the Agenda once Members had a chance to look at the paperwork.

12. **Payment of Accounts:**

The Chairman asked Members for any questions, there were none and the Payment of Accounts was accepted.

13. **Summary of Decisions Taken:**

- **Youth Project:** The Clerk to reconfirm finish date with contractor to enable a formal opening by half term. Cllr Leach to draw up a list of appropriate people to invite and allow £100 from youth budget for soft drinks.
- **Pension Fund changes Document:** The Clerk to put it to the Personnel Committee when it next meets.
- **Parish Plan:** Cllr Mrs Weir agreed to take over.
- **Establishment of Complaints Committee:** Terms of reference would be picked up at next Personnel Meeting.
- **Letter from P. Robinson, damage to vehicle:** To go before the Finance Committee in November 2008.
- **Financial Planning for 2009/10:** Standing Committees to attend to financial plans on 10th November 2008 and Members to pass on information to the Clerk to discuss with the appropriate Chairman of that Standing Committee.
- **Approve Recommendation from Finance Committee re. vire in budget to purchase new Xmas lights & approve recommendation from General Purposes Committee regarding selection of lights:** HPC approves the budget of £6K to purchase Christmas lights and within that budget purchase a 20ft Christmas tree.
- **Email from RDC re. Emergency Planning Presentation:** Members wishing to attend the training session on 12th November 2008 to advise the Clerk.
- **Letter from Wyvern Community Transport re. Presentation to Council:** Acknowledge letter from Andrew Woodley and suggest he visit next year.
- **Partnership to Success: Crime & Disorder:** Cllr James to pass on Crime Stoppers leaflet and DVD to the Clerk.

- **Recycling:** Representative from recycling to be invited to attend Full Council meeting after Christmas.
- **Local Area Agreements:** Cllr Dickson to pass on papers to the Clerk for circulation and item to be put on the Agenda once Members had a chance to look at the paperwork.

Chairman