

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 7th February 2011 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 E Chippette, Mrs C Cunningham, Mrs M Dorrell, Mrs H Glynn, Mrs A Heath, R Mitchell, R Patient, D Weir, Mrs M Weir and Mrs P Young.

Also Present: Mr L Barratt, Hawkwell Parish Plan Group.

111. To receive apologies for non attendance at meeting:

Cllr D Eede (work). Cllr Mrs Glynn notified that no apologies had been received from any District Councillors; this was noted and Members accepted Cllr Eede's apology for absence.

112. Declarations of Interest:

Cllr Dickson declared a prejudicial interest relating to Item 117.2 – Letter from The Royal British Legion and Cllr Mrs Glynn said she would make it known should an interest arise.

113. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 10th January 2011 and to approve the destruction of the manuscript notes in respect of that meeting:

Members approved the Minutes of the Meeting of Hawkwell Parish Council held on 10th January 2011 and to the destruction of the manuscript notes in respect of that meeting.

114. Financial Report (January 2011):

The Clerk advised, as he had said before, that the budget was very tight. He went through the headline figures and reported there was £10,622 in the budget with 2 months of the financial year to go; there was some grant income not reflected in the budget figure and if spending was kept tight it would be ok by the end of the year, as planned. Cllr Mrs Glynn asked if salaries were to be taken out of the £10,622. The Clerk confirmed that was the total budget but there was £20,000 received in grants that wasn't showing in the budget so there was around £30,000 gross. There were no further questions and Members accepted the Financial Report.

115. Action List Update:

The Clerk went through the progress report.

Parish Identity – The Clerk exhibited an illustration and informed that the final measurements had been taken and action had been promised fairly quickly. Cllr Mrs Glynn asked if the funds were to be taken from the current budget of £10,622 and the Clerk confirmed it would.

Parish Plan – restart – See Agenda item 116. The Clerk advised that it was likely to be too late for the questionnaire to be published with the February Newsletter. This led onto the Clerk calling for any articles to be put forward for the Newsletter and he noted the information presented (see February Newsletter below).

CIF Bid – Youth Project – The Clerk advised that the grant was now lost; he had left messages with Sally-Anne Thallon at the CIF with no response as yet. Members discussed that the grant was planned to be utilised specifically for the proposed next phase of the consultation which wasn't taken forward; the item had been on the action list since September 2008 and it was agreed that the matter be closed.

The Power of Wellbeing – Cllr Mrs Glynn queried if there were funds available in the budget for that action after the elections. Cllr Dickson advised that Council could not use money from the precept to fund anything to do with that and Members would learn about it from the Policy Committee.

Parish Footpath Signs – Ongoing as per report.

HPC Notice board – Ongoing as per report.

Crime & Disorder Reduction Partnership meeting (now Community Safety

Partnership) – Cllr Mrs Young reported in respect of the East Area NAP that there was a clash of meeting dates with HPC meetings therefore they could not be attended at present but there was discussion to change the meeting dates and this would be monitored. The next meeting of CSP was scheduled for May.

Clerk to distribute CIF Fund 2010/11 document to Chair of Parks and General

Purposes – The Clerk announced good news that the CIF had granted Council £6,000 for the Parish signs. Cllr Mrs Glynn said that there was money left over in the CIF Fund and it was sad that the Ashingdon & East Hawkwell Memorial Hall did not put in for a bid for their roof fund.

Clerk to arrange for a sign on the Ashingdon Road at the entrance to footpath 7
- Ongoing as per report.

Clerk to write a letter of thanks to Lyn Harvey – Letter despatched, Members agreed to close item.

Acceptance of Precept – Precept letter despatched, Members agreed to close item.

Clerk to explore electronic banking – Ongoing as per report.

Establish Policy Committee – Ongoing as per report.

Diamond Jubilee Celebrations – Cllr Mrs Glynn asked if funds were available. The Chairman answered that the item would be on the February GP Agenda, a provision of £2,000 had been budgeted for a summer fayre and it was for the GP Committee to discuss if they wished to use that.

February Newsletter – Cllr Dickson advised he would be putting forward information for an article regarding the Localism Bill and the Hawkwell Parish Plan Questionnaire. Cllr Mrs Glynn asked for the inclusion of an article on the bad weather issue and an explanation as to why the Christmas Lights Celebrations were cancelled. She also sought agreement for a note to be published informing of the death of lady in the horse fraternity - a very well known figure and this was agreed and noted.

Core Strategy – The Clerk gave out copies of Cllr Mrs Weir's submitted response. Item to be closed.

Purchase of racking for store – Cllr Mrs Glynn thanked and congratulated the Clerk and the Grounds Man for their effort in a job very well done. Cllr Mrs Weir asked if the Village fayre notice boards had been located in the store but they were not found. Item to be closed.

116. Hawkwell Parish Plan Group – Questionnaire for information and comment:

The Chairman reminded Members they each had a copy of the draft questionnaire in their papers and he invited Mr Barratt to speak, he asked for comments from the floor. Members discussed the questionnaire and ascertained it was to be delivered to

every household in Hawkwell together with a prepaid envelope for return. It was felt the questionnaire was thoroughly comprehensive, it embraced the Localism Bill and the PPG should be congratulated. Members agreed that Council should express in the February Newsletter how important it was for residents to take the questionnaire seriously to enable a good base of information for the Parish Plan to work with for the future of the Parish. Some Members felt strongly that an accompanying letter would be necessary to stress that importance and Mr Barratt said the committee would look into it. It was noted that many residents in the east did not believe they lived within the Parish of Hawkwell; Mr Barratt agreed this was a problem and it had been addressed on the front of the questionnaire and an outline of the Parish would be accompanying it. It was asked if areas not receiving the Hawkwell 'I' Newsletter could be discovered and Mr Barratt informed that there was a group looking into it.

117. Correspondence:

1. **Email from Essex Playing Fields Association re. Queen Elizabeth II Fields Challenge** – agreed referral to Parks Committee for consideration.
2. **Letter from The Royal British Legion – ‘Great Poppy Party Weekend’ (brochure available in office)** – agreed referral to GP Committee for consideration. The Chairman requested it be recorded that Cllr Dickson, having declared a prejudicial interest, made no comment relating to this whatsoever.
3. **Letter from ECC re. Definitive Map Modification No. 465 (Bridleway 36 re. Park Gardens, Hawkwell Park Drive, Hawkwell)** – The Chairman asked Members to note the slight re-route. Cllr Mrs Glynn reported that through her the horse fraternity wished to thank HPC for getting the bridle path through.
4. **Email from Essex Rural Community Council of Essex – re. Community Volunteers** – Members considered inclusion in the Newsletter but it was decided to find out more information about it. The Clerk to action.

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

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

Planning Committee

Cllr Mrs Weir, as Chair of Planning, moved that the minutes of the meetings dated the 17th and 31st January 2011 be approved and this was accepted. Cllrs Mrs Weir was congratulated on her response to the HAP. Cllr Mrs Glynn requested it be recorded that she took no part and made no comment relating to the above whatsoever.

Finance Committee

Cllr Dickson, as Chair of Finance, wished to refer Members to minute 5 within the Policy Committee notes and minute 50 within the Finance Committee notes; he advised both motions related to mileage allowance and questioned whether Members should take a decision as to which one was preferable. This was examined and the Chairman of Council clarified there was no conflict and both sets of notes could be approved. Members were content to move the Finance Minutes and the Minutes of the meeting dated 17th January 2011 were approved.

Parks Committee

Cllr Mrs Weir moved that the minutes of the meeting dated 17th January 2011 be approved and this was agreed.

General Purposes Committee

Cllr Mrs Glynn went through items 46 – 55 and moved that the minutes of the meeting dated 17th January be approved, this was agreed.

Personnel Committee

The Chairman of Council reminded that he would invoke Standing Orders 24 and 38 should any debate come about. There were no comments made as to the decisions of the Personnel Committee but Cllr Mrs Glynn commended the Grounds Man on his excellent work. Cllr Mrs Glynn moved that the minutes of the meeting dated 31st January 2011, items 1 through to 6, be approved and this was agreed.

Policy Committee

Cllr Dickson went through the minutes of the ad hoc Policy Committee; the Clerk had produced draft terms of reference for discussion and once agreed a Policy Committee with the agreed terms of reference would be put to the AGM for ratification. He referred to minute 5 **Consider Members/Mileage Allowances** and informed Members of the long debate. Further detailed discussion was had and concerns were voiced and it was pointed out that there was a parallel route to address the subject via the Finance and Policy Committees. This was again scrutinized and it was agreed that the Policy Committee would look at it and adjudicate. Cllr Dickson moved that the minutes of the meeting dated 31st January 2011 be approved and this was agreed.

Youth Working Group

The Clerk referred to item 4; he advised that Rebekah Abrams had given her apologies and he would liaise with her to reorganise a presentation at Full Council. Cllr Patient moved that the minutes of the meeting dated 31st January 2011 be approved and this was agreed.

119. Representative Reports were not available; due to an error they were excluded from the agenda.

120. Information Reports:

Holt Farm Infants School – Cllr Mrs Chippette attended a meeting of School Governors and reported they were still hopeful for the pre-school to go ahead and would be submitting again.

Holt Farm Junior School – Cllr Mrs Dorrell reported there was a Headmaster's performance meeting.

NAPs Reports – Cllr Mrs Heath informed that she had not been able to attend due to work and as Cllr Mrs Young was able to she suggested that Cllr Mrs Young take over the reporting process and Cllr Mrs Young agreed. Cllr Mrs Young advised there were two groups of NAPs; one group's meetings clashed with Council meetings however there was talk of rescheduling and she would report back.

121. Payment of Accounts:

There were no questions and Members approved the January Payment of Accounts.

122. Summary of Decisions Taken:

- Items to be removed from Action Point Update List:-
 - CIF Bid – Youth Project,
 - Clerk to write a letter to Lyn Harvey,
 - Acceptance of Precept,
 - Core Strategy, and
 - Purchase of racking for store.

- Articles for inclusion in February Newsletter, as noted by the Clerk.
- Email from Essex Playing Fields Association re. Queen Elizabeth II Fields Challenge to be referred to Parks Committee for consideration.
- Letter from The Royal British Legion – ‘Great Poppy Party Weekend’ to be referred to GP Committee for consideration.
- The Clerk to gain more details regarding Email from Essex Rural Community Council of Essex – re. Community Volunteers.
- Policy Committee to adjudicate in consideration of Members/Mileage allowance.
- The Clerk to liaise with Rebekah Abrams for presentation reschedule.
- Cllr Mrs Young to take over reporting process for NAPs.

The meeting closed at 8.40pm.

Chairman