

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 7th July 2008 in the Committee Room,
Freight House, Bradley Way, Rochford
at 7.30 pm**

Councillors Present: Chairman V Leach, Vice Chairman, J Dickson, Mrs J Barney, 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 and D Weir.

Also Present: District Councillor M Starke.

1. **Presentation by Andy Hill on Graffiti Project:**

PCSO Andy Hill apologised for missing the previous Full Council Meeting on 2nd June and he introduced Scott Irvine. Mr Irvine gave an account of his background and presented the artwork by the youth. He announced the theme they had chosen was 'The Forest Meets the Streets'.

Cllr Mrs Glynn asked who was paying for the materials and how long would the work take to be completed. Mr Irvine confirmed that funding had been secured by RDC and he expected it would take one full day.

Cllr Holmes felt the lettering in the display was too dominant and asked if it could be softened. Cllr Mrs Heath suggested adding Ivy around the lettering to soften the impact. Mr Irvine agreed.

Cllr Mrs Glynn proposed '**That Members accept the design, thank the artists and young people for their work and approve the painting of the mural as amended**'. Cllr James seconded the proposal. The Chairman, Cllr Leach congratulated PCSO Hill and Mr Irvine and asked Members if the general consensus was that the Council go ahead with the artwork subject to softening the lettering. Members voted in favour of the proposal.

Mr Irvine asked if the works could be done on the 12th July 2008 in conjunction with the Village Fayre. Members felt this would not be possible due to access and safety on the site. Mr Irvine and PCSO Hill proposed the works be carried out on 25th July 2008 and the Clerk would confirm the date and time with the artists and what involvement Members would have on the day.

Cllr Mrs Fern asked if there would be any publicity about the project. Cllr Leach confirmed there would be publicity; the Council would like to demonstrate how they were working with the Police and local youth service.

2. **Adjournment for representation by members of public:**

The Chairman suspended Standing Orders. Notes of the representations are attached

3. **To receive apologies for non attendance at meeting:**
Cllrs D Eade (work). Also District Cllrs D Stansby and Mason apologised as they had a meeting at RDC. Members noted and accepted the apologies tendered.

4. **Declarations of Interest:**
Cllr Mrs Glynn had previously declared that in respect of the agenda item 2, if any specific sites were mentioned she would leave the room but if the discussion was in general, she would listen but not make any comment.
Cllr Starke also recorded his role as a District Cllr and his inability to be involved in any debate.

5. **To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 2nd June 2008:**
Members agreed the Minutes were a true record and they were approved and signed by the Chairman.

6. **Action Points – progress report:**
The Clerk updated Members on the progress.

Youth Project – The Clerk announced the Council have been granted £5K by CDRP and now have a total of £10K towards the project.
Parish Identity – Date of meeting still to be fixed.
Village Fete – Verbal update see Agenda item 9.
Application for Quality Council Status – R&P account included under item 6 in the Annual Report. The Annual Report was posted on the website by 30th June 2008 as required.
Pension Fund changes Document – Personnel Committee do not need to meet yet - ongoing.
Removal of Spoil from Churchyard – see Agenda item 11.
Massive Project – Letter send 4th June 2008.
Bus Shelters not being cleaned properly – The Clerk had spoken to JVS and time permitting, would go around and have a look at them.

7. **Financial Report – 1st Quarter Report:**
The Clerk went through the Report and advised Members the detailed income and expenditure by account was on target and the second half of the precept was now in. Members accepted and agreed the report.

8. **Annual Return – Approval of Figures:**
The Clerk drew Members attention to his covering report and went through the requirements as set out in items 1-3. Cllr Mrs Heath raised a question on Page 4 of the Income and Expenditure Account of what the expenditure under ‘Tourism’ was for. The Clerk explained that this was the expenditure on the Christmas Lighting Ceremonies. Members noted and approved the figures for the Annual Return.
Cllr Leach went though Section 2, the Statement of Assurance, with Members and asked Members to affirm that, so far as they were aware, the questions

raised were all responded to in the affirmative. It was confirmed that no Trusts were managed as sole managing trustee. Members agreed and approved the signing of the Statement of Assurance and despatch of the Annual Return.

Cllr Dickson asked the Clerk under Section 4 of the annual return if the Council had sought approval from the Internal Auditors to have the Accounts publicised. The Clerk confirmed the Internal Auditor would complete section 4 before despatch to the External Auditors.

The Chairman, Cllr Leach asked Members if they accepted the Annual Return and Statement of Accounts. All Members agreed and accepted the Report.

9. **Verbal Update on Village Fayre by Cllr Mrs Glynn:**

Cllr Mrs Glynn updated Members on the progress.

- Friday the field would be marked out and pitches numbered.
- Saturday pitches would be labelled A-F.
- Classic Cars had placed an advertisement in their magazine.
- Entrances were ready.
- Cllr Leach to do the announcements in the arena.
- Both marquees to contain bottles of water for Members and Air cadets to drink.
- Boxes for members of the public to place their tickets for the prize draw would be placed in each marquee.
- History of Hawkwell pitch will be displaying photos and items loaned from the family of Reg James.
- Wood turners not coming.
- A representative from Cory Environmental Trust would be selling programmes to help the Parish.
- Yellow jackets would be provided for Members.
- Car parking for Members would be available in 'P' in Lincoln Road.
- Any car not parked behind a stall must be out of the field by 11.30am.

Cllr Mrs Glynn thanked Members for all their help and work so far and asked if Members would like to go along on Friday and help with the marking of the field.

10. **Parish Plan – Abandonment of Project:**

The Clerk gave a verbal update that when the Parish Plan Committee made an application for a grant to RCCE they (the RCCE) had their funding withdrawn and no funding would be available for this type of project. Therefore the Parish Plan Committee wrote to other Members that they were abandoning the project and they returned the £300 back to Hawkwell Parish Council which has been banked.

Cllr Mrs Weir stated that, as one of the signatories of the constitution, she had not received a letter or been called to a meeting.

The Chairman, Cllr Leach suggested that there was a need to get it back on the Agenda in September to create another Parish Plan Committee and get it up and running. Members agreed with this sentiment.

11. **Complaint by member of public re clearance of site adjacent to cemetery – Update:**

The Clerk went through the letter from District Council and the proposal to complete the work required. He explained the main issue was waste left behind by people placing flowers on graves.

The Chairman suspended Standing Orders to enable a member of the public to speak. The notes of this are attached.

Cllr Mrs Glynn felt the Council ought to enlighten the church that any waste from people visiting the graveyard was not the responsibility of the Parish Council to remove. The Chairman noted her comment.

Cllr Patient stated noted that the Clerk has kept Members informed all through this process and followed all correct regulations. It appears that RDC have been monitoring this rubbish for a number of weeks and he expressed surprised they did not contact us before. He was happy to agree with the plans in the Clerks proposal.

The Clerk stated that he had seen no asbestos whatsoever and none had been removed. There was no evidence of asbestos in the soil that HPC moved from the cemetery and he that had not been made aware of any asbestos by the person who drove the digger. He was not aware that a shed roof was taken down and that had the digger driver seen any asbestos he was sure he would have been advised.

Cllr Mrs Glynn referred to the third paragraph of the Clerk's proposal and proposed David Abraham's son '**be employed on a temporary basis by this authority for the next 6 months.**' Cllr Leach asked the Clerk for a proper time frame and it was recommended the employment be for 3 months to be reviewed at the end. Cllr Patient seconded.

Cllr Leach reminded Members 'the proposal is that we continue to employ David Abraham's son up until the end of September 2008 for specifically the clearing of the bund with the effect of meeting the deadline. To achieve the deadline imposed upon us by RDC to clear the bund and his employment will be reviewed at that time.'

Cllr James asked how much it would cost and the Clerk confirmed the cost would be £220 per week. Cllr Mrs Weir asked if the Council had looked at getting a company in to complete the work more quickly and cheaply. Cllr Leach stated the Council already had the tools to do the work. Cllr Mrs Heath was of the opinion that it would be more cost effective to follow the Clerk's proposal. Cllr D Weir asked for the Clerk to write a letter for quotes from a contractor. Cllr Leach responded that the Council had to meet the time frame given by RDC.

District Cllr Starke spoke as a private individual and not as a councillor and advised the survey alone for asbestos contamination was £600.

Cllr Leach stated that no one from the District Council had identified asbestos to the Parish.

Cllr Holmes reminded Members that our interest is to make sure that the site is ready for inspection by 29th September 2008. Disposal of the waste has to be recorded. As long as we had the proper records for the waste authority, it would be much more cost effective using our own person for £5.52 per hour using our own tools.’

Cllr Mrs Glynn was prepared to amend her proposal to the effect that the Council employ the person on a temporary basis until the end of September 2008 with a review thereafter. Cllr Patient seconded. The Clerk suggested that the employment should continue until 31 August with a view to completing the work by then. The Chairman agreed that this degree of flexibility should be adopted. The proposal was therefore **‘that HPC employ Sam Abrams to the end of August with an option to continue until 30 September if necessary’**. Cllr Patient as seconder was content with the amendment The Chairman asked for a show of hands and the motion was carried.

12. **Community Shelter – Request for further Public Consultation (Papers attached):**

The Chairman, Cllr Leach asked Members to comment on the email and asked for Member’s corrections and amendments for the proposed reply. Cllr Glynn commented that the project had been in the public domain for 15 months. Cllr Patient stated he was grateful to the Chairman for the factual reply. The Chairman had passed on a letter to Cllr Patient at the beginning of the meeting which he opened and read, it contained a letter from the MP with a compliant on the same subject. Cllr Patient asked if all Members would agree to him using this draft in his response to the MP in Rayleigh. Members agreed. Cllr Patient reiterated that District Council gave notice at the Central Area Committee; it was in the press, in the Parish Council newsletter and felt there was no excuse for this member of the public not knowing about the project. Cllr Mrs Glynn requested the composer of the email be sent an official reply by letter as well as email.

Cllr Leach asked Members if they supported the motion . **‘The proposal is to respond as per the draft with one grammatical change to the last sentence. The reply will be in the most appropriate way by email and follow up by letter’**. All Members agreed.

13. **Correspondence:**

1. ECC re Introduction of 1 APP and Local Validation Checklists – Requirements for Supporting Information with Application for Planning Permission: Members noted.
2. Essex Air Ambulance – re our donation: Members noted general invitation.
3. Email and letter from CDRP re Funding Decision 2008/09: Had confirmation that the Council had been awarded £5K for this project.

4. Email from ECC re Fund of £2,000,000 to fund capital projects for young people: Cllr Holmes asked if the Council could meet the deadline. Cllr Leach replied it would be worthwhile contacting them to ask if the Council could put a holding application in.
5. Letter from RDC re Planning & Compulsory Purchase Act 2004 – Southend Environs Joint Area Action Plan Development Plan Document: Initial Consultation and Options: Members noted. Cllr Mrs Glynn announced she had a public document on airport plans which she would pass to the Clerk to put in the office for Members to peruse.
6. Email from Rochford Parish Council re joint pressure for Parish Liaison with RDC: Cllr Patient felt it was normal practice for officers to talk to each other from time to time and moved That the proposal contained in the email from Rochford PC be granted. Cllr James seconded. All Members showed hands and the motion was carried.
7. Letter from RDC re Central Area Committee – Additional Meeting Dates: Members noted.
8. Letter from RDC re Design, Heritage & Conservation Award Scheme: Members noted.

The Chairman read out the list of information available in the Parish Office and Members took note.

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

Parks Committee:

Cllr Holmes as Chairman of Parks moved that the minutes of the meeting held on 2nd June 2008 be accepted, this was agreed

Planning Committee:

Cllr Mrs Weir as Chairman of Planning moved that the minutes of the meeting held on 10th June 2008 be accepted, this was agreed. Cllr Mrs Weir gave a verbal report of the meeting held prior to Full Council. There were 8 items, 2 objections were raised and the others approved.

15. **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 Mrs Dorrell and Cllr Dickson reported no meeting was held.

Hawkwell Village Hall – Cllr Mrs Weir had nothing to report.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette had nothing to report.

Public Transport Liaison Group – Cllr Mrs Weir had nothing to report. Cllr Mrs Glynn reported a consultation was to take place for a change to the number 8 bus service. The Clerk notified the deadline to respond was by the end of the week. The Chairman delegated that he, together with Cllr Mrs Weir and the Parish Clerk, consult and reply appropriately on behalf of the Council due to the short deadline.

Partnership to Success: Crime & Disorder – Cllr James reported there had been a meeting that morning and the main topic of discussion was approval of funding.

Central Area Committee Cllr Mrs Weir reported she had attended Hawkwell Action Group meeting and therefore could not attend the CAC but from receiving the minutes the main topic was the bridle path at Spencers.

School Governing Bodies:

Holt Farm Infants School – Cllr Mrs Chippette had nothing to report.

Holt Farm Junior School – Full Governing Meeting was held with the main topic being Every Child Matters.

16. **Summary of Decisions Taken:**

- Graffiti artwork at Magnolia to be carried out on 25th July 2008. The Clerk to confirm date and time with the artists and what involvement Members would have on the day.
- Publicise graffiti art project.
- The Clerk to email Jamie Popperwell information about Village Plan Group.
- Parish Plan to go on September Agenda with a view to creating another Committee.
- David Abraham's son to be employed on a casual basis until the end of August 2008 with a review thereafter.
- Respond to complaint from member of the public regarding Shelter project with one grammatical change to the last sentence. Reply by email and follow up by letter.
- Email from ECC re Fund of £2,000,000 to fund capital projects for young people: Clerk to make contact to ask if the Council could put a holding application in due to short deadline.
- Email from Rochford Parish Council re joint pressure for Parish Liaison with RDC: Motion carried.
- Change to number 8 bus service: Cllr Leach together with Cllr Mrs Weir and the Clerk to consult and reply on behalf of the Council due to the short deadline.

Chairman

Notes of representations by members of the public at Item 2 of the Agenda re potential development in Hawkwell.

The Chairman advised that Hawkwell Parish Council had developed policy at a specially convened meeting held before Christmas of 2007, he asked the Clerk to circulate copies of the policy document to the members of the public.

Cllr Mrs Glynn requested that it be noted she did not attend the special meeting when this policy document was formulated. Cllr Leach explained to the members of the public that planning is a legal process and District Councillors needed to take a great deal of care to avoid accusations of, for example, pre-determination. He went on to say if members of the public wanted to speak about specific sites District Councillors may have to leave the meeting.

Jamie Popplewell introduced himself and told Members that the Hawkwell Action Group was opposed to the 360 houses that may be allocated in Hawkwell. They had come along to the meeting to ask what the views of the Parish Council were regarding the housing and was the Council making a representation at meetings relating to it. He acknowledged that the document he had been handed answered some of their questions.

Cllr Leach responded, that in essence we had been involved in the first round. When District comes back with specific proposals we would expect to have input again. He felt it necessary to remind everyone that part of Districts role is to ask landowners if they want to sell land, this had happened and HPC had responded within that first process. Once HPC was advised of specific sites, the Parish would respond again. Our policy requires that the village footprint is not extended and we were asked to identify that.. It was the Parishes decision not to do so at this stage but 'to keep our powder dry'. We will fight those sites that we disapprove of. and may have to concede some of the site where we consider it sensible.

Cllr Mrs Glynn reminded those present of the existence of the Central Area of the RDC and that in each of the 3 areas there would be a public meeting with the public consultation invited. Those present should attend the Central Area Committee meetings on this matter..

Cllr Leach suggested that the focus of HAG's attention should be on District. We encourage the public to focus on District Council in this matter. The Parish is a Statutory Consultee but is not in itself a planning authority. HPC could support HAG views and give the group moral support etc. but the Parish is not the Planning Authority. HAG representatives need to get along to the Central Area Committee.'

Another member of HAG went on to say that they have formed the Hawkwell Action Group; it's a non political group. They had come along to introduce ourselves and to let the parish know who HAG was. All they wanted to do is to stop the 360 houses in Hawkwell West.'

Cllr Leach responded that anything that happens in the Parish affects Parish Councillors as much as it affects members of HAG. A Village Plan Group has a statutory voice. HAG could have a voice that has to be listened to by law if it formed a Village Plan Group. As a Village Plan Group you are entitled to create a plan that is in your vision. The Clerk can email one of you the information about Village Plan Group. Members of HAG declined to take up this offer.

Cllr Patient endorsed every word the Chairman said. He noted that HPC held a special meeting of Councillors once it first had the information. The Chairman put these notes together and he chaired that meeting. He sums up the Parish Council's view very well in the document he put together and has given out tonight. He further endorsed what the Chairman said about the Central Area Committee and urged the Hawkwell Action Group to go along to these meetings. If they advised the Central Area Clerk, he would put them on the Agenda for the meetings but you have a right to speak as members of the public.'

Cllr D Weir urged the members of the public find out who all your District Councillors are and find out what their views are.

Cllr Leach suggested they go on the RDC website where they would find the dates of the Central Area Committee meetings and where they are to be held.

Cllr Dickson stated that the East of England plan has been approved by the Secretary of State. He urged HAG to look at sustainability and recommended that they take on board the Village Plan Group. He urged them to master their brief; look up the local development framework and individuals rights.'

Another member of the public felt the land from Rectory Road to the Sports Centre was under threat. She felt it was her duty to protect what we have now and leave Hawkwell West as it is. She felt that 360 houses was the greatest threat to Hawkwell in her lifetime.'

Cllr Leach responded that general sites mentioned were pure speculation. No one knew at present what sites would be proposed. HPC, as a local authority found it difficult to respond to speculation. The Parish had supplied its policy document to The Echo and the Standard Recorder as a matter of course. The Parish had expressed its views publicly and had expressed them to every household. Once the sites were identified HPC would develop a response. The decision making process is starting from the Eastern Region. District Councillors have got to accommodate them somehow. The public may want to support some of them. But at present no one knew the number or the sites until such time we can provide a more specific response.

The Chairman reinstated Standing Orders.

Comment by Mr L Goulty re Item 11 of the Agenda Clearance of spoil at St Mary's Cemetery.

Mr L Goulty introduced himself and advised that a neighbour, Mr Everritt, had drawn the matter to his attention and had made a complaint. He went on to express his concern that he believed the 'bund' to be full of wire, broken glass and 'all sorts' including asbestos (which he believed had come from the shed roof beside the church) and was being removed without control. He also expressed concern that the work would have disturbed nesting birds and disturbed the wildlife in the area.

Cllr Leach advised that work had stopped before the birds were nesting. With regard to the material that was found HPC would conform with whatever RDC required.

He noted Mr Goulty's comments.

The Chairman reinstated Standing Orders.