

**Minutes of the meeting of  
HAWKWELL PARISH COUNCIL  
held on  
Monday, 8<sup>th</sup> November 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 E Chippette, Mrs C Cunningham, Mrs M Dorrell, Mrs H Glynn, Mrs A Heath, R Patient, D Weir, Mrs M Weir and Mrs P Young.

**Also Present:** District Cllr J McPherson.

**84. To receive apologies for non attendance at meeting:**

Cllrs D Eede (work), R Mitchell (another meeting) and District Cllr D Stansby (another meeting). Members accepted the apologies tendered. Cllr Mrs Young raised that she had presented her apologies for the recent committee meetings and they had not been passed on therefore Members retrospectively accepted them.

**85. Declarations of Interest:**

None.

**86. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 4<sup>th</sup> October 2010 and to approve the destruction of the manuscript notes in respect of that meeting:**

Cllr Patient wished to commend the Minute Secretary on the quality of the minutes of the last meeting due to the acrimonious nature of it and he requested sincere thanks to her be placed on record. Members approved the Minutes of the Meeting of Hawkwell Parish Council held on 4<sup>th</sup> October 2010 and approved the destruction of the manuscript notes in respect of that meeting.

**87. Financial Report (October 2010):**

The Chairman announced the year to date spend of £97,511 and there was just shy of £40K in the budget to carry Council over for 5 months so there would not be huge initiatives other than what had been planned and budgeted for. There were no questions and Members accepted the Financial Report.

**88. Action List Update:**

The Chairman went through the progress report.

**Parish Identity** – See Agenda item 91.

**Parish Plan – restart** – It was asked how many people attended the recent workshops and Cllr Mrs Weir reported approximately 100 people attended over the course of 3 workshops.

**CIF Bid – Youth Project** – Cllr Patient reported the intention of the working group in the near future to discuss with the Chair of General Purposes and feedback the next steps.

**The Power of Wellbeing** – Ongoing.

**Parish Footpath Signs** – Awaiting return of the Clerk.

**Purchase of equipment for dealing with inclement weather** – Members agreed for item to be removed.

**Article on National Domestic Awareness Week to be considered for next Newsletter** – Members agreed for item to be removed.

**HPC Noticeboard** – Ongoing, await for the Clerk to return. It was raised that the HPC noticeboard was going ahead through the GP committee and questioned if the item should be removed from the action list, the Chairman clarified that Members had a desire to put up a noticeboard for the office and it was a separate issue.

**RAVS Community Forum Breakfast** – Members agreed for item to be removed.

**Crime & Disorder Partnership meeting** – Cllr Mrs Young said she was awaiting meeting dates and District Cllr Jo McPherson said she would forward the dates to the Chairman to pass onto Cllr Mrs Young.

**Clerk to investigate why CAC rejected request for post and bar fencing on bridle path end of Hawkwell Park Drive** – Cllr Mrs Glynn asked if the fencing had been put in or not and Cllr Mrs Weir advised it was in the process of being done. Members agreed to remove item.

**Clerk to distribute CIF Fund 2010/11 document to Chair of Parks and General Purposes** – The Chairman said he would organise for the documents to be distributed in the Clerk's absence.

**89. Resignation of Councillor Mrs T Bateman:**

The Chairman referred to Cllr Mrs Bateman's letter of resignation and announced with regret that Council had lost a younger Member; he sought approval to write and thank Cllr Mrs Bateman for her contribution and this was given. Cllr Patient asked if Council had to advertise the vacancy now and the Chairman advised it would wait until May.

**90. Set Budget for 2011/12 – recommendation from Finance Committee:**

The Chairman reiterated the recommendation from Finance was to increase the precept by 3% to enable Council to hold a summer fayre if it was wished. **He proposed to amend the increase in precept to 1.5% and this was seconded by Cllr Patient.** The Chairman explained that the increase by 3% was to include the cost of the summer fayre but 3% gave more than was required; the cost of the fayre being £2.5K and by increasing the precept by 1.5% would provide enough funds. The Chairman reported the charge to stall holders was incredibly cheap; the average cost of £25-£35 could be charged for a pitch and it would increase funds coming in for the summer fayre if pitch prices were moved up from £10. The Chairman went onto say he was comfortable that by increasing the precept by 1.5% Council stayed well within inflation and it allowed the next Council the funding to hold a summer fayre next year. Cllr Mrs Glynn thought that increasing the charge to stall holders would deter charities, the Chairman responded that would be for the next working group to decide but there was no reason to not have one rate for charities and another rate for commercial stalls. Cllr Mrs Glynn wished to state as Chair of the GP committee that she disagreed that she proposed the 3% increase in precept and that Members approved the motion bearing in mind the extra little bit of money that would be left after the summer fayre budget would be used for unforeseen things to avoid money being taken from reserves. Cllr Weir wished to move the 1.5% increase in precept. Cllr Patient said he was confused with what Cllr Mrs Glynn had said and he went onto say that when the overall budget was discussed at the Finance committee it was gone through in some detail, line by line and it was Cllr Mrs Glynn that moved the increase to 3%. Cllr Patient said he had been naïve to have agreed to it as it was above inflation and he felt that, as an authority, Council should not increase precept

above inflation. The Chairman asked Members for a show of hands in favour of the motion to amend the recommendation from Finance and to increase the precept by 1.5%. After a show of hands Members carried the motion and the resolution of Council was to increase Parish precept for 2011/12 by 1.5% over 2010/1011. Cllr Mrs Glynn requested her opposition be recorded. Cllr Dickson made reference to reducing the recommendation from the Finance committee by £1K.

**91. Parish Identity – verbal report by Chairman:**

The Chairman referred to the artwork, he gave a verbal report and advised similar signs would also be purchased to accommodate bus shelters and streetlights. Cllr Mrs Chippette suggested the wording ‘and nature reserve’ be added between ‘Magnolia Park’ and ‘Managed by Hawkwell Parish Council’. Members agreed this and the Chairman made a note.

**92. Cheque Signatories:**

The Chairman reported the problems encountered recently whilst the Clerk was in hospital regarding signing of cheques. **He proposed, essentially, in the absence of the Clerk that the Clerk’s assistant Diane Scrivener be made an authorised signatory.** Cllr Patient agreed that anyone admitted to hospital should not be disturbed with business and he requested clarification of the signatures required. The Chairman clarified 1 non member and 2 member authorised signatures were required. Cllr Dickson requested that the assistant to the Clerk be appointed the deputy RFO whilst the Clerk was ill and the Chairman was content to include that if Members agreed. Cllr Mrs Glynn queried whether this would result in a request for a wage increase and she reported this had happened in district council. The Chairman advised that Council were legally obliged to have a proper officer to enable it to be legal; it made sense to make Diane Scrivener the proper officer but it would only apply in the absence of the Clerk and he added that he was sure Diane would not be unreasonable and that she was quite aware of Council’s budget. The Chairman asked Members to vote on the proposal that Diane Scrivener become acting RFO and authorised cheque signatory in the absence of the Clerk and the motion was carried. Cllr Mrs Glynn requested it be recorded that she voted against the proposal.

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

**Planning Committee**

Cllr Mrs Weir moved that the minutes of the meeting dated 1<sup>st</sup> November 2010 be approved and this was accepted.

**General Purposes Committee**

Cllr Mrs Glynn challenged minute 41.a. from the meeting held on 1<sup>st</sup> November 2010 relating to the Budget. She believed that Cllr Mrs Heath ‘proposed that £3K be added to account code 209 (GP Projects) for Summer Fete next year’. Cllr Mrs Heath confirmed that she seconded the motion. The Chairman said he could not remember who proposed it therefore the Minute Secretary referred to the manuscript notes and read out that Cllr Mrs Glynn as Chairman of General Purposes moved the proposal from the Chair. Cllr Mrs Glynn said that she would accept that but she did not recall that she actually proposed it. Cllr Mrs Glynn then went through the minutes item by item and moved that they be accepted and they were.

**Finance Committee**

Cllr Leach had chaired the Finance Meeting in the absence of Cllr Dickson and he therefore moved that the Minutes of the meeting dated 1<sup>st</sup> November 2010 be accepted, this was approved.

**94. Information Reports:**

**Holt Farm Infants School** – Cllr Mrs Chippette reported that a finance meeting was scheduled to be held the next day. She advertised to Members that the Ashingdon & Hawkwell Memorial Hall Committee were holding another quiz night on 20<sup>th</sup> November 7.30pm for 7.45pm start, Cllr Mrs Chippette recommended the evening and the Chairman reminded Members of the need to support the local halls.

**Holt Farm Junior School** – Cllr Mrs Dorrell sadly informed of the death of the headmasters wife and that a new deputy head had been appointed.

**NAPs Reports** – Cllr Mrs Heath reported that generally things were quiet; the main problem at present was that the committee had no meeting place. The Chairman ascertained the number of people attending the meetings, that he may be able to assist with that and he asked Cllr Mrs Heath to talk to him about the issue separately.

**95. Payment of Accounts:**

Members approved the Payment of Accounts.

**96. Summary of Actions/Decisions Taken:**

- Agreed to remove from Action Update List, Purchase of equipment for dealing with inclement weather, Article on National Domestic Awareness Week to be considered for next Newsletter, RAVS Community Forum Breakfast, and Clerk to investigate why CAC rejected request for post and bar fencing on bridle path end of Hawkwell Park Drive.
- Approved to increase Parish precept for 2011/12 by 1.5%.
- Approved Parish identity sign to be amended with the addition Magnolia Park and Nature Reserve.
- Approved that Diane Scrivener be appointed cheque signatory and Acting RFO in the absence of the Clerk.

Note: Before the meeting closed the Chairman distributed an advertisement that he intended to place in the Evening Echo that “Hawkwell Parish Christmas lights are turned on at Hawkwell Common on the 4<sup>th</sup> December at 4 o’clock. No commercial stalls just fine singing of traditional Christmas carols and songs from Kids Choir 2000 and a visit from Santa Claus”. Members received the advertisement and were content.

Chairman