

**Minutes of a meeting of the
GENERAL PURPOSES COMMITTEE held on
Monday, 23rd November 2009
In the Committee Room, Freight House, Bradley Way, Rochford**

Committee Members Present: Chairman Cllr Mrs H Glynn, Cllrs Mrs C Cunningham, K Holmes, V Leach, R Patient, D Weir and Mrs M Weir.

1) Apologies for non-attendance at meeting:

Cllrs Mrs A Heath (another meeting), Cllr Mrs Fern, R Mitchell (another meeting) and A James (holiday). Members noted and accepted the apologies tendered.

2) Declarations of interest:

There were no declarations of interest.

3) To approve the Minutes of the Meeting held on 12th October 2009 and to approve the destruction of the manuscript notes in respect of that meeting:

Members approved the Minutes of 12th October 2009 as a true record and agreed to the destruction of the manuscript notes.

4) Financial Report:

The Clerk went through the Financial Report for the end of October and advised even with considerable spend in December, because of Christmas, Council should be at or below budget for GP and Youth at the end of the year. There were no questions and Members accepted the Financial Report.

5) Actions List Update:

The Clerk went through the action point update list.

- **Village Plan Project:** Leaflets advertising public meeting went out with Newsletter.
- **Clerk to identify seats in need of repair and seek new locations for seats:** Ongoing.
- **Cleaning of bus shelters:** Members agreed to close item.
- **Gain permission to decorate 2/3 trees with Xmas lights/Request permission to erect Seasonal Decoration over the highway:** Contractor unable to comply. Need to re-think for next year. The Chairman wished to congratulate the Groundsman David Abrams for his efforts in obtaining a Christmas Tree and organising for it to be erected, all Members agreed and the Chairman also thanked the Clerk for his work. The Chairman updated that she was very pleased with the Father Christmas and sleigh. The Clerk informed that the Contractor had suggested that we put specific posts in the ground for next year's lighting and provision would need to be considered for that in the budget. The Chairman gave an update of the Christmas Lights Ceremony taking place on 5th December 2009.
 - Council would hopefully light a real Christmas tree and/or put the imitation one up as well.
 - The marquee and sound system had been booked and the Chair of Council would perform the duty of Master of Ceremonies.
 - The British Legion would be providing drinks for the children and a burger and drinks stall.
 - Westrings School PTA to have a small stall.
 - Members agreed for a banner to be displayed 'shop locally at Christmas'.

- Floodlight from the store to be used to illuminate Father Christmas giving out sweets. Quality of lighting was discussed.
- Cllrs Holmes, Leach, Mrs Glynn and Mrs Cunningham volunteered to act as Stewards to arrive at 3pm. One more volunteer required.
- The tractor and trailer to be decorated with lights and decorations on Friday 4th December at 11am, Cllrs Holmes and Glynn volunteered, Cllrs Mrs Cunningham and Weir to advise if they could help also.
- Cllr Patient questioned if it was legal for the Father Christmas to travel in the trailer and the Chairman confirmed he would not be.
- Cllr Mrs Weir confirmed the Christmas Parcel meeting was set and she had tins of biscuits. The Clerk advised he had the boxes and he had received some responses from the newsletter.
- **Village Fayre:** Awaiting next steps by working group after Christmas.
- **Hourly bus service:** Cllr Mrs Weir confirmed she would be attending the Transport Liaison Group Meeting on 1st December 09.
- **Financial Planning 2010/11:** See agenda item 6.
- **Request from parishioners for improvements to lighting in village hall:** To be left on review and raised at next meeting of hall management committee due in January.
- **Clerk to check progress of light out in alleyway at Hawkwell Chase:** The Clerk advised the light belonged to HPC, it was powered by a flying supply which at the time of installation was a legal power supply but a flying supply was now classed as illegal. A new supply would have to be installed by the electricity supplier to fix the light but they would not fix a supply of power that was illegal. Members discussed at length the obligation to provide light due to the security issue of it being a dark alleyway, the feasibility of lighting it from the ground, the cost and possibility of it being redundant. Members asked the Clerk to come back to committee with risk analysis and cost to get light back up and running.
- **Clerk to email highways re poor lighting at zebra crossing by co-operative shops:** Members felt Council had done what it could, ECC had set standards of lighting to achieve and they were being met, the item would be closed once Cllr Mrs Bateman had informed the parishioners that had raised the issue that Council had done what it could. Item to be closed.

6) **Set Budget for 2010/11:**

Members debated the issue of lighting in the alleyway at Hawkwell Chase and Cllr Holmes raised putting a light between Briar Close and Spencers and he would like to raise a project for that putting £5K aside. The Chairman advised it had been brought up before but the residents did not want it near their properties either side, she asked Members if they agreed to put this to one side for consideration and Members agreed.

Cllr Holmes requested provision of a new Hawkwell Parish Council sign for the Office and the Chairman moved that £2K be allocated to budget. Cllr Holmes seconded and Members agreed £2K be set aside under account code 209 Projects GP cost centre 4921 CP(GP)1.

Members considered the budget cost centre by account code one by one and the budget was set as per the attached.

The Chairman asked Members for a show of hands to approve the new budget, all showed and Members were content to put it to Finance.

7) **Summary of actions/decisions:**

- Members agreed for 'shop locally at Christmas' banner to be displayed at Christmas Light Ceremony.
- One more volunteer required to act as Steward at Christmas Light Ceremony.

- Cllrs Mrs Cunningham and Mrs Weir to advise Cllr Mrs Glynn should they be able to help decorate the tractor and trailer 11am 4th December 2009.
- The Clerk to come back to committee with risk analysis and costing to get light up and running in alleyway at Hawkwell Chase.
- Cllr Mrs Bateman to inform parishioners that Council had emailed highways regarding poor lighting at zebra crossing by co-operative shops, item to be closed off action list.
- Project to be put aside for consideration to put a light between Briar Close and Spencers.
- Members approved £2K provisioned in budget under Cost Centre 209 Projects GP account code 4921 CP(GP)1 for a new Hawkwell Parish Council sign for the Office.
- Members set the new budget for 2010/11 and approved for it to be put to Finance.

Chairman