

**Minutes of the meeting of  
HAWKWELL PARISH COUNCIL  
held on  
Monday, 10<sup>th</sup> June 2013 at 7.30pm  
in the Committee Room, Freight House, Bradley Way, Rochford**

**Councillors Present:** Chairman V Leach, Vice Chairman R Patient, K Binding, L Sampson, J Scrivener, Mrs L Shaw, J Tutton, D Weir, Mrs M Weir and Mrs P Young.

**26. To receive apologies for non-attendance at meeting:**

Cllr Mrs C Cunningham (unwell), Cllr Mrs L Haskew (holiday), Cllr Mrs A Heath (unwell) and Cllr R Mitchell (holiday). Members accepted the apologies tendered.

**27. Declarations of any:**

1. **Disclosable Pecuniary Interest;**
2. **Other Pecuniary Interest; or**
3. **Non-Pecuniary Interest**

**on any matter on the agenda for 10<sup>th</sup> June 2013:**

There were no declarations of interest.

**28. Public Forum:**

None present.

**29. To approve as a correct record the Minutes of the Annual Meeting of Hawkwell Parish Council held on 13<sup>th</sup> May 2013 and to destroy the notes in respect of that meeting:**

The minutes of the Annual Meeting held on 13<sup>th</sup> May 2013 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

**30. Financial Report (May 2013):**

There were no questions and Members accepted the Financial Report.

**31. Action List Update - June Report attached (For Information):**

31.1 The Chairman advised that a meeting of the Neighbourhood Plan Working Group would follow the Full Council Meeting and this was noted.

31.2 The Chairman updated that Saturday, 13<sup>th</sup> July seemed to be the most appropriate date for the Park's tour. He advised that he was seeking clarification with regard to who could drive the minibus and he had also emailed Wyvern Community Transport as to whether they had any drivers and/or minibuses free as a back-up. The Clerk would confirm the arrangements in due course.

3.3 Members accepted the update and agreed to remove any completed items.

**32. Accept and Approve for Despatch the Annual Accounts & Annual Return for the year ended 31<sup>st</sup> March 2013 (For Action):**

32.1 The Chairman was pleased to inform Council that the Auditor had given Council a clean bill of health. The Chairman sought Members **approval of the Annual Statement of Accounts and this was given as presented** with no questions.

32.2 Members gave permission for the **Chairman and Clerk to sign the Annual Accounts for 2012/13 Balance Sheet** which they did.

32.3 The Chairman read through Section 2 – Annual governance statement 2012/13, paragraphs 1 to 9, (9 was not applicable) and **Members confirmed their agreement item by item.**

32.4 The Clerk informed that the Auditor attended the office on Tuesday, 4<sup>th</sup> June and he had signed the Internal Audit Annual Return.

32.5 The Clerk then referred Members to her paper 'Review of Effectiveness of System of Internal Control' and this was noted.

32.6 The Clerk advised in respect of the accounts that the level of general reserves had increased and she explained the reasons for this; the overall expenditure last year was higher due to inclusion of various capital replacement items and this was noted.

32.7 **The Chairman sought Members approval to Accept, Sign and Despatch the Annual Return for the year ended 31<sup>st</sup> March 2013 and this was given.**

**33. List of Committee Membership for 2013/14 (For Information):**

Members accepted the list of Committee Membership for 2013/14 with one amendment that Cllr Scrivener be added to the Personnel Committee.

**34. Newsletter (For Decision):**

34.1 The Chairman spoke in support of Mr Short's emailed request to include an article publicising his walk to raise funds for Little Havens Children's Charity and **Members approved the request.**

34.2 The Chairman referred to the dog attack poster relating the details of the serious incident in Magnolia Park where a dog was killed by another dog and that the matter had been reported to the police. Members were saddened by the news and discussed the responsibility of dog owners to keep their dogs under control and as such recommended erecting signage. Cllr Sampson suggested that as dogs were not totally compliant at all times they should be kept on a lead in the parks. Cllr Mrs Shaw recommended the signage state "please keep your dog on a lead". It was recognised that Council may not be able to enforce owners keeping dogs on leads in the parks but **Members supported the recommendation of signage.**

34.3 Cllr Leach updated that RDC were now considering employing a dog warden which Parishes could rent in partnership and he hoped Council would be able to secure a warden for 2-3 hours per week but discussions were in the early stages at present.

34.4 The Clerk advised she was looking into Bye-Laws at the moment and the Chairman **recommended that the Clerk contact Angela Law, RDC Legal Services** to investigate Bye-Laws relating to dogs.

34.5 **Members gave support for a Newsletter article** relating to the dog attack and calling for owners to keep their dogs under control.

34.6 Cllr Mrs Weir asked for the **Chairman's Report to be published again including the audited figures** and this was agreed.

**35. Confirmation that no Committees to be held on 17<sup>th</sup> June 2013:**

35.1 **Members agreed not to hold Committees on the 17<sup>th</sup> June and approved scheduling any required Committees for 24<sup>th</sup> June** following Members' Training Session, should the need arise.

35.2 **The Chairman moved that Committees be held on the same night scheduled for the July Full Council Meeting** should they be required as the agenda was expected to be light; he gave assurance that business would be conducted if needed and this was approved.

35.3 The Clerk reminded Members that Joy Derby from EALC would provide **training on Monday, 24<sup>th</sup> June at 7.30pm** and there may be a **Planning Meeting** that evening at 7.05pm together with the **possibility of a Committee Meeting** following the training, should it be necessary.

**36. Correspondence (list attached):**

- 1. Email from RDC Community Services re. recruitment of new members for the South East Essex Independent Advisory Group (IAG) to the Police** – Cllr Mrs Young advised that the Group reported into several other of the policing groups. The Chairman pointed out that Council had not been invited to put in a representative on that body therefore he encouraged recruitment if anyone was interested and this was noted.
- 2. Invitation to attend Rochford & Rayleigh Citizens Advice Bureau Annual Open Meeting - 7.45pm on Wednesday, 3<sup>rd</sup> July 2013 at Council Chambers, Civic Suite, Rayleigh** – This was noted.
- 3. Chairmen's Day 2 (Module 3 – The Public & The Media/Module 4 – Conduct & Other Challenging Issues Conduct) on Wednesday, 24<sup>th</sup> July 2013 - £67 per delegate** – The Chairman confirmed that Cllr Mrs Haskew and Cllr Mrs Young were attending the Chairmen's Day 1 Training and they were asked to notify the Clerk if they would like to attend Chairmen's Day 2.
- 4. County Highways Course - £40 on Thursday, 11<sup>th</sup> July 2013 in the Committee Room 4, Civic Suite, Rayleigh** – The Clerk reported that the RHALC made the point that this training should be free and **Cllr Leach sought permission to write to the Chief Executive at RDC to express his displeasure at the £40 charge and this was agreed.**
- 5. Thank You Card from Karen Cooke** – The Chairman advised that Mrs Cooke was grateful to have received a card and plant.

**Available in Office:**

The Chairman read through the list of information available and this was noted.

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

**Planning Committee:**

Cllr Mrs Weir, Chairman of Planning **moved that the Minutes** of the Planning Committee meeting held on 20<sup>th</sup> May 2013 be accepted and this was approved.

**Parks Committee:**

Cllr Mrs Young, Chairman of Parks **moved that the Minutes** of the Parks Committee meeting held on 20<sup>th</sup> May 2013 be accepted and this was approved.

**General Purposes Committee:**

Cllr Patient, Chairman of GP **moved that the Minutes** of the General Purposes Committee meeting held on 20<sup>th</sup> May 2013 be accepted as set out and this was approved.

**Finance Committee:**

Cllr Sampson, Vice Chairman of Finance **moved that the Minutes** of the Finance Committee meeting held on 20<sup>th</sup> May 2013 be accepted and this was approved.

**38. Representatives Reports:**

**Hockley & Hawkwell Old Peoples Welfare committee** - Cllr Mrs Weir. Meeting next week.

**Rochford Old Peoples Welfare committee** – Cllr Mrs Haskew. Holiday.

**Rochford Hundred Ass. of Local Councils** - Cllr Leach/Cllr Mrs Weir. Meeting due.

**Hawkwell Village Hall** – Cllrs Mrs Weir/Mrs Young. Meeting next week; Cllr Mrs Young asked Cllr Mrs Weir to present her apologies and this was noted.

**Ashingdon & East Hawkwell Memorial Hall MC** - Cllr Mrs Cunningham. The Clerk confirmed that Cllr Mrs Cunningham was content to stand as representative and that Cllr Mrs Cunningham would remain the only representative on that Committee. Their constitution stated that there would be one representative from each Parish and whereas HPC appeared to have had two previously, this was because Cllr Eede had sat on the committee as a member of the public.

**Public Transport Liaison Group** – Cllr Mrs Weir. Meeting Thursday.

**Community Safety Partnership** – Cllr Mrs Young. Meetings now held quarterly with the next meeting due at the end of July.

**Triple H Community Choir** - Cllr Mrs Haskew. Holiday.

#### **Information Reports -**

Neighbourhood Meeting Reports (NAMS) – Cllr Mrs Young reported that she was unable to attend the last meeting as it was on Friday at 7.30pm and whilst she had asked to be updated on anything that happened she had not received any response.

#### **39. Payment of Accounts**

Members **accepted the payment of accounts** paid since the last meeting (May payments) and **approved to pay any accounts due** before the next meeting.

#### **40. Summary of Decisions Taken:**

- Clerk to circulate arrangements for Parks' tour once agreed.
- Approved Annual Accounts & Annual Return for year ended 31<sup>st</sup> March 2013.
- Committee list to be updated with Cllr Scrivener added to Personnel.
- Approved Eddie Short's request for Newsletter article.
- Approved Newsletter article re dog attack/call for dogs to be kept under control.
- Recommended "please keep your dogs on a lead" signage to be installed in Parks.
- Clerk to investigate Bye-Laws for dogs.
- Chairman's Report including audited figures to be published in Newsletter.
- Confirmed no Committee meetings on 17<sup>th</sup> June 2013.
- Planning may precede Training - 24<sup>th</sup> June with required Committees to follow.
- Committees to follow July Full Council if required (8<sup>th</sup> July).
- Members to consider recruitment in South East Essex IAG.
- Cllrs Mrs Haskew and Mrs Young to notify the Clerk re. attendance on Chairmen's Day 2.
- Approved for Cllr Leach to complain re. charge for County Highways Course.

The Chairman closed the meeting at 8.05pm.

Chairman