

**Minutes of the meeting of  
HAWKWELL PARISH COUNCIL  
held on  
Monday, 20<sup>th</sup> January 2014 at 7.30pm  
in the Committee Room, Freight House, Bradley Way, Rochford**

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

**Also Present:** District Cllr Mrs H Glynn and Mr M Webb.

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

Cllr Mrs L Haskew (another appointment), Cllr R Mitchell (unwell), Cllr J Tutton (holiday) and District Cllrs Mrs L Butcher, Mrs C Mason, Mr J Mason, Mrs J McPherson and County Cllr Mr T Cutmore. Members accepted the apologies tendered.

**97. Declarations of any:**

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

**on any matter on the agenda for 20<sup>th</sup> January 2014:**

None were declared.

**98. Public Forum:**

The Chairman welcomed District Cllr Mrs H Glynn and Mr Mike Webb. At the end of the meeting Cllr Mrs Glynn congratulated Cllr Mrs Weir on being honoured with the Member of the British Empire award and wished Members a Happy New Year. The Chairman announced congratulations had been given at Committees last week but for the Full Council Minutes stated that Cllr Mrs Weir well deserved the award for her sterling work in the Parish and District and Members applauded her.

**99. Resignation from Cllr Mrs C Cunningham (letter tabled at meeting):**

The Clerk distributed copies of the letter of resignation. Members accepted Cllr Mrs Cunningham's resignation and were sorry to see that she was resigning due to ill health. The Clerk was instructed to write a letter of thanks for her years of service.

**100. To approve as a correct record the Minutes of the meeting of Hawkwell Parish Council held on 4<sup>th</sup> November 2013 and to destroy the notes in respect of that meeting:**

The minutes of the Meeting held on 4<sup>th</sup> November were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

**101. Financial Report (November & December 2013):**

The Clerk reported the percentage of budget spent so far was 77% which was on track despite the Parks Committee being over spent. There were no questions and Members accepted the Financial Report.

**102. Action List Update – January 2014:**

102.1 Members agreed to leave the John William Bobin point on the list ongoing.

102.2 Members agreed to remove the review of subscriptions.

102.3 The Clerk was requested to make contact with Cllr Mr T Cutmore to obtain any updates.

Members accepted the report and agreed to remove completed items from the list.

**103. Set the Precept for 2014/15:**

**1. Note the Tax Base for 2014/15**

The Clerk referred to the letter from RDC Head of Finance which explained how the changes would affect the tax base for Hawkwell, the LCTS grant and future grant funding. **Members noted that RDC had set the tax base for Hawkwell for 2014/15 at 4,341.9.**

**2. Set the Precept**

The Clerk advised that Members of Finance Committee had considered the proposals for 2014/15 Precept at their meeting on 13<sup>th</sup> January and recommended that the Average Band D figure be increased by 5% from £31.06 to £32.61. The grant figure for Hawkwell Parish Council would be £9,048; a reduction from 2012/13.

The Clerk explained the result of increasing the Band D equivalent by 5% to £32.61 would yield £141,589.36. By adding on the grant figure of £9,048 produced a precept figure of £150,637.36. The total budget requirement presented by the Standing Committees was £150,445 thus by increasing the Band D figure by 5% the precept would produce an excess of income over expenditure of £192.36.

**The Chairman moved to Set the Precept at £150,637.36 and Cllr Mrs Shaw seconded the motion. Members voted and the motion was carried unanimously.**

**3. Adoption of the Precept and approval to notify RDC**

The Chairman moved the motion **‘that Council approves a 5% increase on the Band D equivalent at £32.61 giving a total precept (including a grant of £9,048) of £150,637.36 for the tax year 2014/15 and instructs the Clerk to advise Rochford District of the approved precept.’ Cllr Mrs Shaw seconded the motion; Members voted and the motion was carried unanimously.**

**104. Note Change of Date for February meetings:**

Cllr Patient queried whether this would put meetings out of sync and whether other dates would remain the same taking into consideration people’s diaries. The Chairman advised it was a suggestion only and Council had the choice to reject the change but that would mean Council would meet again in 2 weeks. There was a discussion about the effect of the Christmas break on January meetings and it was **agreed to give more consideration to setting the January meeting dates at the Annual meeting. Members agreed to note the Change of date for February meetings.**

**105. Report of alleged accident at the Adult Gym in Magnolia Park:**

The Clerk reported the Insurance Company were dealing with this matter at present and she reiterated the details in her report of there being no equipment defect found by the Inspector. The Clerk advised that in 2009 no guidelines were in place regarding siting of such equipment and any new guidance was not retrospective regarding distance from the Play Space. Members discussed the report and

expressed strong opinions about the length of time taken to report the claim, that the child should not have been playing in that area under 12 years of age and there was no problem with that equipment. It was pointed out that there were no reported incidents involving adults. **The Chairman recommended referral to Parks Committee to oversee the matter going forward and this was agreed.**

Installation of additional signage was raised and the Chairman recommended the current signage came with the equipment which was adequate at the time of installation and this was accepted.

**106. Consider Draft letter to resident re. Boundary Wall adjacent to Elizabeth Close footpath:**

Cllr Patient recommended one amendment to the draft letter that the Clerk should remain the main contact and the Councillor's contact details should be removed. Concern was expressed about following correct procedure in that contact should go through the Clerk and reference was made to the legal nature of this matter. The Chairman commended Cllr Sampson on the quality of the letter and clarified that he had offered to assist the Clerk with the draft. The Chairman clarified procedure. **Members approved the letter with the amendment that contact would be made via the Clerk and the Clerk was instructed to send the letter to the resident.** It was raised that Council had intended to seek the resident's insurance details and Cllr Sampson gave a verbal update and advised that the resident's Solicitor had responded that the deeds were silent as to who owned the boundary wall. Cllr Patient expressed concern about investigations unknown to him as Chair of General Purposes and the Chairman assured that the Clerk would ensure he was kept fully up to date.

**107. Autumn Newsletter – Feedback:**

The Chairman went through the feedback one by one and Members were content that the Clerk had appropriately responded. With regard to the request from the South Essex Group of The Institute of Advanced Motorists Members **agreed an advertisement would be placed on the website** only as it was against policy for Commercial advertising in the newsletter.

**108. Correspondence:**

1. **Email of Introduction from Lynn Rackley, Civic Officer, RDC – Noted.**
2. **Letter from RDC Planning Policy Team re. Rochford Area Action Plan submitted to Secretary of State – Noted.**
3. **Minutes of the Rochford District Community Safety Partnership Meeting held on the 14<sup>th</sup> October 2013 – Noted.**
4. **Neighbourhood Watch Newsletter – Winter 2013 – Noted.**
5. **Southend Area Bus User Group Autumn 2013 Newsletter & Renewal –** The Chairman read out information regarding local services and the newsletter and the renewal was noted.
6. **Annual Report from James Duddridge, MP for Rochford & Southend East –** Members expressed strong opinions about including party political propaganda with Council papers. Members argued that the report came in as an item of legitimate correspondence and Members could choose to ignore it or note it. A debate followed and **it was resolved that any such material would go into 'Available in the Office' in future.**

7. **Rochford District Citizen of the Year Award – Cllr Mrs Weir proposed the nomination of Mr Eddie Short and this was seconded by Cllr Mrs Heath.** Members carried the motion unanimously and Cllr Mrs Weir agreed to compose the nomination. Cllr Mrs Shaw raised a query relating to Rochford District and the Chairman explained the tiers of District.
8. **Minutes of the Parish Transport Meeting held on 31<sup>st</sup> October 2013 – Noted.**
9. **Email from Carole Shorney, SE Essex Organic Gardeners re. Provision of future allotment space in Hockley and Hawkwell –** The Clerk advised that 2 emails were received in feedback from Mrs Shorney's Newspaper articles. The Chairman recommended that the email be noted until further notice and **this was agreed.**
10. **Snow and Ice “Contingency Plan” from RDC –** The initiative from RDC was acknowledged and the Chairman stated that the Groundsman had done a sterling job looking after the vulnerable areas in the Parish. Members discussed the vulnerable areas. Cllr Mrs Heath queried liability and the Chairman clarified that as long as an Authority had done the best job it could, it was believed that no-one was liable; an accident would be classed as such. Cllr Sampson recommended that the Golden Cross shopping area become a lower priority for the Groundsman, should he be required to prioritise, in light of RDC's initiative and the Contingency Plan was noted.
11. **Minutes of the Rochford District Community Safety Partnership Meeting held on the 9<sup>th</sup> December 2013 – Noted.**
12. **Letter from Cllr Michael J Steptoe re. Summary of discussions/development of the district's walks/footpaths –** The Clerk updated that an invitation for Parish Footpath representatives was received after papers were distributed for 19<sup>th</sup> February. The Chairman recommended this was a matter for General Purposes and the Chairman of GP noted the date in his diary and the Clerk was asked to forward the email to Cllr Patient.
13. **Email from resident re. complaint re. drainage problems –** The Chairman informed Members that 2 verbal complaints had also been received and he recommended referral to Parks Committee as the Clerk and Groundsman had identified some issues that might need addressing within the boundaries of Glencroft. This was agreed and the Clerk was instructed to have a site meeting with the residents and bring report back to the next meeting of Parks Committee.
14. **Letter from Shaun Scrutton, RDC re. Traffic Regulation Orders – Funding –** The Clerk asked Members whether they wished to make an official comment in response to the letter and the Chairman suggested, having approved the Precept, Council had made no allowance for the Parish to make any provision for Traffic Orders but it may wish to consider it in the future **and this was agreed.**
15. **Email re. Larger Local Council Forum (13<sup>th</sup> February) and Minutes of last meeting –** The Chairman advised that due to time limit the Clerk had booked 2 Member places and sought Members approval for the Chair and Vice Chair to attend; **this was given** and the Clerk would consider her attendance.

**Members noted the information available in the Office.**

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

Cllr Mrs Weir moved that the Minutes of the meetings held on 4<sup>th</sup> & 19<sup>th</sup> November, 9<sup>th</sup> & 24<sup>th</sup> December 2013 and 9<sup>th</sup> January 2014 be accepted and this was **agreed.**

**Parks Committee:**

Cllr Mrs Young moved that the Minutes of the meeting held on 11<sup>th</sup> November 2013 be accepted as set out and this was **agreed**.

**General Purposes Committee:**

Cllr Patient moved that the Minutes of the meeting held on 11<sup>th</sup> November 2013 be accepted as set out and this was **agreed**.

**Finance Committee:**

Cllr Sampson moved that the Minutes of the Meeting held on 11<sup>th</sup> November 2013 be accepted and this was **agreed**.

**110. Representatives Reports**

**Hockley & Hawkwell Old Peoples Welfare committee** - Cllr Mrs Weir had nothing to update. Cllr Leach had been invited for Christmas dinner and commended the catering. The Clerk was asked to write a letter of thanks and this was noted.

**Rochford Old Peoples Welfare committee** – Cllr Mrs Haskew was absent and Cllr Mrs Weir had nothing to report.

**Rochford Hundred Ass. of Local Councils** - Cllr Leach/Cllr Mrs Weir – reported that the Police Commissioner presented at the RHALC meeting which was very interesting; Essex Police was low on funding being in the bottom 3 Counties but Rochford was the safest place to live in the Country.

**Hawkwell Village Hall** – Cllrs Mrs Weir/Mrs Young attended a meeting last week and reported that the hall had made a loss but they had to pay for legal costs last year.

**Ashingdon & East Hawkwell Memorial Hall MC** - Cllr Mrs Weir attended the AGM in November and reported that she was bemused by the way the Committee operated and felt they were not democratic with regard to booking requests received from the Women's Institute and the Scouts in favour of dance classes and quiz night. The Chairman recommended, following Cllr Mrs Weir's report, that any requests from them for funding should only be considered in parallel to the Management Committee structure and Members agreed.

**Public Transport Liaison Group** – Cllr Mrs Weir had nothing to add and the Minutes had been received and noted under Correspondence 108.8 above.

**Community Safety Partnership** – Cllr Mrs Young was unable to attend the last meeting but the minutes would be circulated to Council under Correspondence.

**Triple H Community Choir** – Cllr Mrs Haskew - absent

**Information Reports -**

Neighbourhood Meeting Reports (NAMS) – Cllr Mrs Young reported a trend following theft from vehicles; 27 vehicles in all, but the majority of them had been left unlocked and **it was agreed to publish a note in the Newsletter to remind Parishioners to lock their cars**. The Neighbourhood Policing team had an event tagging bikes and Hockley Parish had contributed £100 towards putting lights on bikes. **Cllr Mrs Young suggested Hawkwell do something similar and the Chairman recommended referral to GP as it was focused on the youth and this was agreed**.

**111. Payment of Accounts**

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

## 112. Summary of Decisions Taken:

- Members accepted Cllr Mrs Cunningham's resignation and the Clerk was instructed to write a letter of thanks for her service.
- Agreed to remove the review of subscriptions from Action update list.
- The Clerk to contact Cllr Mr T Cutmore to obtain any updates.
- Members noted the Tax Base, set and adopted the Precept and instructed the Clerk to notify RDC.
- Noted change to February meetings and agreed to carefully consider setting of January meeting date taking the Christmas break into consideration.
- Agreed to refer alleged accident at Adult Gym to Parks to oversee.
- Draft letter re. Elizabeth Close issue approved subject to one amendment.
- Agreed Website article for The Institute of Advanced Motorists.
- Noted that any political literature corresponded to Council would be reported under 'Available in the Office'.
- Agreed nomination of Mr E Short for Citizen of the Year Award – Cllr Mrs Weir to compose.
- Agreed to note Carole Shorney's email re. allotment space.
- Clerk to forward emailed invitation re. Parish Footpaths for 19<sup>th</sup> February to Cllr Patient for diary as the matter was for GP.
- Drainage complaint re. Glencroft to be referred to Parks. Clerk to meet residents and report back to Parks Committee.
- Traffic Regulation Orders – Funding; consider for future budgeting round.
- Approved for Chair and Vice Chair to attend LLCF 13<sup>th</sup> February.
- Clerk to write thanks to Hockley & Hawkwell Old Peoples Welfare Committee.
- Future funding requests from Ashingdon & East Hawkwell Memorial Hall to be considered in parallel to Management Committee Structure.
- Reminder for Parishioners to lock their cars for Spring Newsletter.
- Refer to GP - Neighbourhood Policing Team bike tagging event, consider donation.

The Chairman closed the meeting at 8.50pm.

Chairman