

**Minutes of the meeting of  
HAWKWELL PARISH COUNCIL  
held on  
Monday, 2<sup>nd</sup> September 2013 at 7.30pm  
in the Committee Room, Freight House, Bradley Way, Rochford**

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

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

The Clerk informed that Cllr Mrs Cunningham could not manage the stairs from the car park to the building whilst she had a bad knee therefore she was unable to gain access as the concrete slope at the other end of the building had no hand rail and this was noted.

Cllr Patient pointed out that the lift from the lobby to the Committee Room had been locked and the Clerk was asked to speak to the management.

Apologies were received from Cllr Mrs Cunningham (ill), Cllr Mrs A Heath (ill) and District Cllr Mr J Mason, District Cllr Mrs C Mason, District Cllr Mrs J McPherson, District Cllr Mrs L Butcher and County Cllr Mr T Cutmore. Members accepted the apologies tendered.

**56. Declarations of any:**

**1. Disclosable Pecuniary Interest;**

**2. Other Pecuniary Interest; or**

**3. Non-Pecuniary Interest**

**on any matter on the agenda for 2<sup>nd</sup> September 2013:**

Cllr V Leach declared a non-pecuniary interest relating to Agenda item 9.1 (Minute 63.1).

**57. Public Forum:**

None Present.

**58. To approve as a correct record the Minutes of the meeting of Hawkwell Parish Council held on 8<sup>th</sup> July 2013 and to destroy the notes in respect of that meeting:**

The minutes of the Meeting held on 8<sup>th</sup> July were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

**59. Financial Report (July & August 2013):**

The Clerk advised that the percentage figure of expenditure at 45.8% was misleading as the money for the tractor cab would come back at the end of the year from reserves and grant funding towards the draining solution works was expected. The Clerk recalculated the figure which was likely to be 38.7%

Members queried page numbering of the reports and the Clerk explained that there was a run of months after recess whereas normally there would only be one report but she would ensure they were clearly marked.

**Members accepted the Financial Report.**

60. **Action List Update – August Report attached (For Information):**  
Members noted the report.
61. **Agreed National Pay Award – 1% for staff (For noting):**  
The Chairman reported the proposal for the national pay award was for 1%. He asked for those Members in favour to show hands in support of the national agreement for ratification and **Members were unanimous in their approval of the Pay Award.** The Chairman related that Council had always followed the national convention and had recently introduced staff appraisals to give more flexibility.
62. **Ex-officio membership of Committees (For decision):**  
The Clerk explained her report in detail and sought Members considerations as to the need to add a note in Standing Orders. Members were content that the system had worked for years and were happy to continue with the status quo. The Clerk was instructed to create a form of words that would formalise the current working practice to ensure the Standing Orders were correct (prior to next Annual Meeting).
63. **Correspondence:**
1. **Receive Email enquiry from Dean Muslin re. Opportunity to join Hawkwell Parish Council** – The Chairman declared a non-pecuniary interest in knowing the family. The Chairman reported Council currently had 3 vacancies and asked how Council wished to respond. After debate it was resolved to invite Mr Muslin to provide a resume in writing and attend the October Council meeting for interview.
  2. **Email from EALC re. New Publications Available** – After discussion **a motion was moved by the Chairman to order 5 copies of the latest edition of the Good Councillors Guide**, which Cllr Mrs Haskew offered to collect following training, **and 1 copy of Local Councils Explained** and this was agreed.
  3. **Minutes of RDC Extraordinary Council Meeting (1<sup>st</sup> August 2013) re. Appointment of Mr Amar Dave to the position of Chief Executive** – Members noted the appointment and gave approval for the Chairman to send a retirement card to Paul Warren on behalf of the Parish.
  4. **Email from Kelly Holland, Clerk to Ashingdon Parish Council re. Ashingdon & East Hawkwell Memorial Hall Gate** – A debate ensued that Council were fortunate in having the assistance of volunteers for gate closures in Elizabeth Play Space and Magnolia Park and without having any idea of costs of funding a contractor Council could not refer to Finance or come to a decision. It was resolved that Council would advertise in the next Newsletter a call for local volunteers to assist with the gate closure and ask Ashingdon Parish Council for an idea of the costs of employing a contractor. The Clerk was asked to respond accordingly.
  5. **Invitation to attend RRAVS AGM at 9.30am on 4<sup>th</sup> September 2013 at Hullbridge Sports and Social Club and/or RRAVS Community Forum following at 10.30am to 12.30pm** – Members noted the invitation to contact RRAVS should they wish to attend.
  6. **Minutes of the Rochford Hundred Association of Local Councils (RHALC) AGM held on 18<sup>th</sup> July 2013** – the minutes were noted and Members were invited to pass any comments to the representatives, Cllrs Leach/Mrs Weir.
  7. **Letter from Rochford & Rayleigh Citizens Advice Bureau re. Annual Report 2012-2013 and donation request** – Members discussed the valuable contribution of the CAB within the Community and the Clerk advised the amount Council had donated to the CAB previously. **Cllr Mrs Haskew recommended Council invite**

**Sue Murray to the next available Finance Committee meeting and this was agreed.**

- 8. Letters of thanks from Year 6 leavers, parents and carers re. donation for Holt Farm Junior School leaver's disco –** Members were grateful for the feedback.
- 9. Letter from Department for Communities and Local Government re. Post Office Community Enterprise Fund, (article placed on HPC website) –** Members discussed keeping local sorting offices open in light of the recent announcements for closure but these were managed by Royal Mail. Cllr Sampson recommended liaison with the local Postmaster to bid for funding to provide a storage facility as an alternative sorting office. Members noted there was a need to conduct a referendum on what the public would like to see. It was resolved that the Clerk would speak to the local Post Office Manager and feed back at the next meeting.
- 10. Invitation from David Wilson Homes to attend the launch of Clements Gate, Hawkwell on Monday, 23<sup>rd</sup> September 2013 at 11am –** Members expressed mixed views due to having opposed the development but realised the importance of representation to support its new parishioners and there was no objection to the Chairman attending the event to represent Council. Some Members had received individual invitations and expressed a wish to attend and this was debated. It was resolved that those Councillors having received an invitation were entitled to attend if they wished. The Chairman proposed organising identification badges for future use; this was agreed and the Chairman volunteered to organise photographs at the next meeting.

Members noted the information available in the Office.

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

Cllr Mrs Weir moved that the Minutes of the meetings held on 8<sup>th</sup> and 25<sup>th</sup> July and 14<sup>th</sup> August 2013 be accepted and **this was agreed.**

**General Purposes Committee:**

Cllr Patient moved that the Minutes of the meeting held on 8<sup>th</sup> July 2013 be accepted as set out and **this was agreed.**

**Finance Committee:**

Cllr Mrs Haskew moved that the Minutes of meeting held on 8<sup>th</sup> July 2013 be accepted and **this was agreed.**

**65. Representatives Reports**

**Hockley & Hawkwell Old Peoples Welfare committee** - Cllr Mrs Weir reported that the AGM had taken place in July when the Officers were re-elected en block, the hall and fundraising was running well with about £800 raised.

**Rochford Old Peoples Welfare committee** – Cllr Mrs Haskew reported the number of dinners they served had risen from 505 to 680 which may help bring in more funds.

**Rochford Hundred Ass. of Local Councils** - Cllr Leach/Cllr Mrs Weir. Cllr Leach as the Airport Representative for the Airport Liaison Committee asked for any issues to be addressed to him and he would ensure they would be raised. Cllr Mrs Weir had heard that Ashingdon Parish Council had dropped out of the shared dog warden scheme and Cllr Leach updated that he had arranged a meeting with Marcus Hotten (RDC) which would be reported back to enable a review of costings.

**Hawkwell Village Hall** – Cllrs Mrs Weir/Mrs Young – no meeting.

**Ashingdon & East Hawkwell Memorial Hall MC-** Cllr Mrs Cunningham – absent.

**Public Transport Liaison Group** – Cllr Mrs Weir – no meeting

**Community Safety Partnership** – Cllr Mrs Young reported she was unable to attend a meeting on 19<sup>th</sup> August due to work commitments but she would provide an update from the minutes when they were available.

**Triple H Community Choir** - Cllr Mrs Haskew reported that some of the meetings had clashed with Council meetings but there had been no recent meeting.

#### **Information Reports -**

Neighbourhood Meeting Reports (NAMS) – Cllr Mrs Young advised that she was waiting for new meeting dates and would continue to check the police website.

#### **66. Payment of Accounts**

July Payments to the Reliable Fire Protection Service, A&B Plant Services and Recognition Express were queried. The Clerk clarified the respective payments were for the Annual Fire Extinguisher Service and to reinstate the Magnolia Height Barrier and signage after damages which were the subject of an insurance claim. Members were content.

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

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

- Clerk to speak to the Freight House Management re. availability of lift.
- National Pay Award of 1% approved for staff.
- Members approved status quo re. ex-officio membership of committees - Clerk to formalise current working practice and ensure reflection in standing orders.
- Clerk to invite Mr D Muslin to send in his resume.
- Clerk to order 5 x Good Councillor Guides (Cllr Mrs Haskew volunteered to collect) and 1 x Local Council Explained.
- Chairman to send retirement card to Paul Warren.
- Clerk to respond to Ashingdon Parish Council re. gate closure and Cllr Mrs Haskew to advertise for volunteers in next Newsletter.
- Clerk to invite Sue Murray, CAB to next available Finance Committee.
- Clerk to contact local Postmaster re. Community Enterprise Fund.
- Approved Chairman's attendance to represent Council at Clements Gate launch.
- Chairman to organise id badges.

The Chairman closed the meeting at 8.25pm

Chairman