

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 4th November 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, Mrs A Heath, R Mitchell, L Sampson, Mrs L Shaw, D Weir, Mrs M Weir and Mrs P Young.

82. To receive apologies for non-attendance at meeting:

Cllr J Scrivener (another appointment - work), Cllr J Tutton (another appointment), 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.

83. Declarations of any:

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

on any matter on the agenda for 4th November 2013:

Cllr Mrs Heath declared an Other Pecuniary Interest due to her son's employment at Southend Airport and Cllr Leach declared a Non-Pecuniary Interest as a Member of the Airport Liaison Group for the RHALC.

84. Public Forum:

None Present.

85. To approve as a correct record the Minutes of the meeting of Hawkwell Parish Council held on 7th October 2013 and to destroy the notes in respect of that meeting:

The minutes of the Meeting held on 7th October were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

86. Financial Report (October 2013):

The Clerk reported the percentage of budget spent so far was 59.8%. There were no questions and Members accepted the Financial Report.

87. Action List Update – September:

- 87.1 Cllr Mrs Heath followed up her request to attend Health & Safety Training in May 2014 which would fall in next year's budget. The Clerk asked Members to decide whether they wished 2 Councillors to take part in the Health & Safety role due to the effect on the budget as Cllr Mitchell was already scheduled. Members agreed for 2 Councillors to take part and the Clerk would organise the bookings.
- 87.2 Members agreed to remove item re. LSA Airspace Change dealt with under agenda item 8.
- 87.3 Cllr Patient raised that Cllr Mrs Cunningham was not attending the meetings therefore no reports were available regarding Ashingdon & East Hawkwell Memorial Hall. Members discussed this and the Clerk was asked to

communicate protocol with Cllr Mrs Cunningham regarding attendance at meetings. The Chairman called for a volunteer to take over representation of the Memorial Hall Committee and Cllr Mrs Weir came forward. The Clerk was asked to inform the Ashingdon & East Hawkwell Memorial Hall of the change in representative.

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

88. CiLCA Qualification – Confirmation that Clerk has passed (For Noting):

Council congratulated the Clerk for passing the CiLCA qualification first time round and it was noted that the Clerk's salary scale would increase by one point.

89. Consultation for London Southend Airport Airspace Change Proposal – Response (referred from October Full Council meeting):

The Chairman gave some background information that LSA were seeking to re-establish the controlled airspace that they had in the 1990's and they were not seeking to have additional flights beyond those that had already been agreed. He added that every aircraft in that airspace would have to communicate with the tower therefore small aircraft without radio communication would need to install it.

Members **agreed** that it made sense for the LSA to have control of that airspace.

The Chairman **agreed to respond** via the Airport Liaison Group.

90. Newsletter - Draft November Edition (For Decision):

- The Chairman agreed to email the text for the vandalism article, photos were in the office.
- Cllr Mitchell recommended amendments to the Tudor Way article which were noted.
- Cllr Mrs Weir requested notification of a change in the timetable for Bus route Nos. 7 and 8 from 17th November 2013 and that copies of the timetable would be available from the bus companies. She added the request that parishioners could collect forms from the Library and Parish office to respond to the Bus Strategy Consultation.

Members **approved** the draft edition with the above amendments and the Chairman commended Cllr Mrs Haskew yet again for the quality of the Newsletter.

91. Correspondence:

1. **Email and Public Notice from Essex Highways re. The Essex County Council (Thorpe Road, Hawkwell) (Temporary Prohibition of Traffic) Order 2013** – the Clerk was asked to respond with the recommendation to keep the pedestrian access open and this was **agreed**.
2. **Email from RDC re. Shop at My Local 'Small Business Saturday' – 7th December 2013** – the Chairman advised that practically, the Parish could offer its noticeboards and website to facilitate this. Cllr Patient recommended asking Rochford District Council to postpone parking charges during that day and Members agreed this. The Chairman volunteered to follow up the recommendation with Sarah Moss, Business Support Officer.
3. **Minutes of the Rochford Community Safety Partnership Meeting – 19th August 2013** – received and noted.
4. **Letter of thanks from Sue Murray, District Manager – Rochford & Rayleigh Citizens Advice Bureau** – noted.
5. **Draft Minutes of the Rochford Hundred Association of Local Councils** –

17th October 2013 – the Chairman read out a request for funding for the Crucial Crew and the Clerk gave an explanation about the project. Members agreed to refer to Finance Committee.

Members noted the information available in the Office.

92. Receive Committee/Working Party Reports since last meeting:

Planning Committee:

Cllr Mrs Weir moved that the Minutes of the meeting held on 14th October 2013 be accepted and this was **agreed**.

Parks Committee:

Cllr Sampson moved that the Minutes of meeting held on 14th October 2013 be accepted as set out and this was **agreed**.

Finance Committee:

Cllr Mrs Haskew moved that the Minutes of the Meeting held on 14th October 2013 be accepted and this was **agreed**.

General Purposes Committee:

Cllr Patient moved that the Minutes of the meeting held on 21st October 2013 be accepted as set out and this was **agreed**.

93. Representatives Reports

Hockley & Hawkwell Old Peoples Welfare committee - Cllr Mrs Weir reported an increase in prices to make up the shortfall due to numbers being down but they still had a reasonable base. The Chairman recommended advertising the Centre in the Newsletter and this was noted if space was available.

Rochford Old Peoples Welfare committee – Cllr Mrs Haskew reported closure for 2 weeks whilst Cllrs Mr & Mrs Weir took their holiday, a Newsletter article for the Centre would be published to encourage attendance as numbers had dropped and the Committee was looking to replace Cliff Wallace (recently deceased).

Rochford Hundred Ass. of Local Councils - Cllr Leach/Cllr Mrs Weir reported receiving a presentation on a Community Engagement Scheme which Stambridge were participating in and Rayleigh and Hullbridge were considering; Hawkwell may have a presentation in the New Year for which there were some reservations but the Chairman of Stambridge Parish Council would contact the Clerk to organise.

Hawkwell Village Hall – Cllrs Mrs Weir/Mrs Young. Cllr Mrs Weir reported the vacancy for Caretaker had been advertised and there were no problems.

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

Public Transport Liaison Group – Cllr Mrs Weir had raised with the ECC and Arriva representatives that she hoped the subsidy from David Wilson Homes required under the Sec 106 Agreement would be ring-fenced to maintain the No. 8 bus service and both reported not knowing about the subsidy. Members discussed that a similar scheme on Hall Road would be phased and not come into action until a certain amount of houses were built which may explain the lack of knowledge as well as that it was the Planning Authority that commanded the 106 Agreement. **The Clerk was asked to communicate the information by email to District Councillors Mr & Mrs Mason, Ward Councillors for Hawkwell West as they had taken a great interest in the matter.**

Community Safety Partnership – Cllr Mrs Young – Cllr Mitchell was unable to attend the last meeting due to illness and Cllr Mrs Young was on holiday.

Triple H Community Choir - Cllr Mrs Haskew reported the date of the Christmas Community Concert as Friday, 20th December, 8pm at Hockley and Hawkwell

Methodist Church and Members agreed it would be appropriate to note the event in the Newsletter if space was available.

Information Reports -

Neighbourhood Meeting Reports (NAMS)

- Cllr Mrs Young reported that Cllr Binding had attended the last meeting; the next meeting was scheduled for the 18th November which she would attend; previously they had clashed with Council. Cllr Mrs Young reported that there seemed to be a lot of crime in Rochford and it was important to be aware of that and whilst crime figures for Hawkwell looked far better than a year ago the trend tended to go in cycles.
- No incidents were reported over Halloween.
- Cllr Mrs Shaw reported that a lot of meat crime had taken place in the Golden Cross Co-op and the Police were hoping to put up a table outside there to hand out leaflets as well as distribute free patio alarms, the date of this would be advised if possible. The Chairman advised that the Co-op had recognised it had logistical issues.

94. Payment of Accounts

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

95. Summary of Decisions Taken:

- Members agreed for 2 Councillors to take part in the Health & Safety Training - the Clerk to organise bookings.
- The Clerk was asked to communicate protocol with Cllr Mrs Cunningham regarding attendance at meetings.
- Agreed Cllr Mrs Weir to take over representation on the Ashingdon & East Hawkwell Memorial Hall Management Committee.
- Cllr Leach to report Council's approval for the return of airspace to London Southend Airport via the Airport Liaison Group.
- Amendments and additions to draft Newsletter agreed.
- The Clerk to contact Essex Highways to recommend Thorpe Road pedestrian access continues.
- Cllr Leach to recommend a free parking day for the Shop at My Local Small Business Saturday.
- Crucial Crew referred to Finance Committee.
- Clerk to pass on Representative's feedback from Public Transport Liaison Group to District Councillors Mrs & Mrs Mason.

The Chairman closed the meeting at 8.25pm

Chairman