

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 7th April 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 L Haskew, R Mitchell, L Sampson, Mrs L Shaw, J Tutton, D Weir, Mrs M Weir and Mrs P Young.

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

Cllr Mrs A Heath (Work), District Cllrs Mrs L Butcher, Mrs J McPherson and County Cllr Mr T Cutmore. Members accepted the apologies tendered.

127. Declarations of any:

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

on any matter on the agenda for 7th April 2014: None were declared.

128. Public Forum: No Members of the public were present.

129. Resignation of Cllr Jim Scrivener:

Members accepted Cllr Scrivener's resignation with regret and agreed that the Chairman would write a letter of thanks for his contribution to Council.

130. To approve as a correct record the Minutes of the meeting of Hawkwell Parish Council held on 3rd March 2014 and to destroy the notes in respect of that meeting: The minutes of the Meeting held on 3rd March 2014 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

131. Financial Report - March 2014/Year End:

The Clerk reported the figures were almost complete bar a couple of invoices still to come through for March. The expenditure figure of 101% was on target and would go just a little higher after year end adjustment. The Chairman commended the Clerk and her Assistant for the work they had done maintaining the condition of the finances throughout the year. There were no questions and Members accepted the Financial Report.

132. Action List Update – April 2014:

The Chairman went through the list and Members **accepted** the report.

133. Local Council Risk Systems (LCRS) Report for Year 2013/14:

The Chairman informed that the actions related to Parks and **he moved from the Chair that they be referred to the Parks Committee which was carried.** The Clerk explained the only high risks flagged up by the report related to vandalism, everything else scored less than risk 4. Members **accepted the report.**

134. Risk Assessments (Verbal report by Chairman):

The Chairman explained the background information regarding implementation of the Risk Assessments (RA) and Cllr Patient reported that the Groundsman had expressed concern that the RA's had not been signed off. The Clerk advised that Council's Insurers recommended signing a Master Copy of each RA at the beginning of the Civic year and she would seek further advice at Council's Insurance review meeting scheduled for April. The Clerk raised the enormity of the task in signing back copies of RA's and sought Council's instruction. **Members discussed the matter and agreed that it was the responsibility of the Proper Officer to sign the RA's and the Clerk would obtain further advice from the Insurers regarding extent of signing required going forward.** Cllr Sampson pointed out the RA's were working documents and were required to be in the store for referral. **It was resolved that the Groundsman would be asked to bring the files to the Office for the Clerk to examine and sign during the Groundsman's holiday and any queries would be referred to Parks Committee.** Cllr Mrs Young, Chair of Parks offered to assist the Clerk should any queries arise.

135. Summer Fayre (Verbal Update by Chairman):

Notes of Working Group Meeting held on 31.3.14 to be tabled at the meeting.

The notes were circulated and the Chairman went through them in detail.

- Cllr Mrs Weir reported her presence at the meeting had been omitted and this was noted.
- Cllr Leach reported that Southend Airport had offered a prize for the raffle in the form of a 'Tour for 2' of the Control Tower.
- The next meeting would be held at the Rugby Club at 7pm to ensure they were happy with the arrangements and Cllr Mrs Shaw would arrange to take a copy of the SAG forms to the meeting.
- Cllr Leach confirmed St Johns Ambulance had been invited.
- Cllr Patient reported he had 9 Hi Viz jackets.
- Thanks were placed on record to Cllr Mrs Haskew for all her efforts and to the Assistant for the request to Rochford District Matters which had received a favourable response.
- It was ascertained that no other Members were likely to be away during the Fayre.
- Members were asked to consider having a display board to advertise the Fayre outside their homes and advise Cllr Mrs Weir as soon as possible.

136. Consider Draft Newsletter:

Amendments to the draft were agreed:-

- Replace Baron with Lord.
- Summer Fayre stall holders to apply via Hawkwell Parish Council's email (for forwarding onto Cllr Mrs Shaw).
- Extend thanks to all of the contributors to the 'Friends of Magnolia'.

Cllr Mrs Haskew was commended for the excellent quality of the Newsletter and the Clerk would amend the document ready for print.

137. Personnel Committee:

1. Note Minutes of Meeting held on 24th March 2014:

Cllr Patient went through the Personnel minutes reporting gratitude to Cllr Sampson for his involvement in the Appraisal process. He summarised the conclusions of the Personnel meeting in relation to staff training, staff meetings,

CiLCA training and apprenticeships. He pointed out the Chairman of Council was not present at the meeting and Cllr Leach advised that Standing Orders obligated staff with a grievance to appeal to the Chairman of Council and his involvement at Personnel meetings would negate his input if staff wished to make any appeal. Cllr Patient clarified the first point of contact should be Personnel Committee with appeal to the Chairman of Council thereafter. **Cllr Patient moved the notes of the meeting which were accepted.**

- 2. Recommendation to Full Council to approve the recommendations therein:**
The Chairman read out the proposals for staff pay as from 1st April 2014 and asked for a show of hands to approve the recommendations to Full Council therein **which were carried.**

138. Policy Committee:

- 1. Note Minutes of Meeting held on 31st March 2014:**

Cllr Leach went through the minutes. He pointed out the decision taken to cease recommending memorial plaques and a new scheme would be discussed further by the Clerk and Groundsman where Parishioners may donate a specific tree to Council for planting in remembrance. The Minutes of the meeting were **noted.**

- 2. Recommendation to Full Council Council to approve and adopt the following revised Policies:**

a) Computer Use Policy – the revised Policy was approved.

b) Protocol at Meetings for Public involvement – Members approved the Policy pending amendments.

Cllr Patient referred to Health & Safety Policy and raised that the Groundsman had been without a mobile phone for 42 days. The Chairman clarified that the Groundsman had been content to use his own mobile phone in the past and then Council took the decision to provide a mobile phone contract. The issues following the BT mobile phone failure were discussed in detail. The Clerk reported she had kept the Groundsman up to date throughout the problems and that a new mobile phone contract was now in place which had resolved the matter. Cllr Weir stated that correct procedure should be followed and this did not appear to be happening. Strong words were expressed regarding an implication that the Authority was misbehaving and Cllr Weir was told to 'shut up' by the Chairman who then stood. The report was accepted and the matter was closed.

139. Correspondence:

- 1. Email from Stobart Air re. copy of the Consultation Report for LSA ACP can be found on www.southendairport.com/news/controlled-airspace/ -**
the Chairman advised this would take 4/5 years to achieve and this was noted.
- 2. Email from Rochford Parish Council's Clerk re. Arrival bus route 7/8 –** Cllr Mrs Weir raised concern that this may present difficulty for people coming from East Street; it was pointed out that the change would not affect every bus. **It was resolved to refer the matter to General Purposes** and Cllr Patient asked the Clerk to request more information which the Clerk would follow up for May.
- 3. Electoral review of Rochford District Council – copy of Presentation given to District Councillors –** the feeling was that RDC would do what they wanted and the document was essentially for note.

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

Planning Committee:

Cllr Mrs Weir moved that the Minutes of the meetings held on 10th & 24th March 2014 be accepted and this was **agreed**.

Parks Committee:

Cllr Mrs Young moved that the Minutes of the meeting held on 10th March 2014 be accepted as set out and this was **agreed**.

General Purposes Committee:

Cllr Patient moved that the Minutes of the meeting held on 10th March 2014 be accepted as set out and this was **agreed**.

Finance Committee:

Cllr Mrs Haskew moved that the Minutes of the meeting held on 10th March 2014 be accepted as set out and this was **agreed**.

141. Representatives Reports

Hockley & Hawkwell Old Peoples Welfare committee - Cllr Mrs Weir: meeting on 24th April.

Rochford Old Peoples Welfare committee – Cllr Mrs Haskew: reported the numbers had dropped for meals which affected income. An advertisement had gone out in the Newsletter previously and it was recommended to publicise it again in the Autumn. Cllr Mrs Weir explained many people attending were over 90 and it was difficult to replace the people that had been lost despite advertising locally and it was suggested to advertise in the District Council Offices also which was noted.

Rochford Hundred Ass. of Local Councils - Cllr Leach/Cllr Mrs Weir: meeting on 24th April.

Hawkwell Village Hall – Cllrs Mrs Weir/Mrs Young: announced a quiz night celebrating their 50th anniversary had been arranged for 23rd May and suggested that Council consider putting together a team which was noted.

Ashingdon & East Hawkwell Memorial Hall MC - Cllr Mrs Weir: no invitation received – follow up required.

Public Transport Liaison Group – Cllr Mrs Weir: no report.

Community Safety Partnership – Cllr Mrs Young: crime had significantly dropped and Cllr Mrs Young was awaiting the minutes from the last meeting.

Triple H Community Choir – Cllr Mrs Haskew: no update.

Information Reports -

Neighbourhood Meeting Reports (NAMS) – Cllr Mrs Young: had information available for purchasing reasonably priced lights together with green reflector strips for the Police bike tagging event as per the Hockley Parish Council event.

142. Payment of Accounts:

Cllr Patient queried which budget funded £768 for Draining Works and the Clerk clarified it was attributed to Parks. Cllr Mrs Young questioned the Christmas Lighting payment and the Clerk explained the bill was split between Lighting Maintenance as well as Christmas Lights. Members were content and payment of accounts paid since the last meeting (March payments) were **approved together with agreement to pay any accounts due** before the next meeting

143. Summary of Decisions Taken:

- LCRS actions referred to Parks Committee.
- Risk Assessment's to be brought to the Office for the Clerk to examine during the Groundsman's holiday.
- Note Cllr Mrs Weir's presence on the Summer Fayre meeting notes – Cllr Leach.
- Clerk to amend Newsletter as agreed.
- Clerk to follow up bus route 7/8 proposals for referral to General Purposes in May.
- Council to consider putting together a team for the Hawkwell Village Hall 50th Anniversary quiz night.
- Follow up meeting schedule with Ashingdon & East Hawkwell Memorial Hall Committee.

The Vice Chairman declared the meeting closed at 8.45pm.

Chairman