

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 18th June 2012
in the Committee Room, Freight House, Bradley Way, Rochford
at 7.30pm**

Councillors Present: Chairman V Leach, Mrs E Chippette, Mrs C Cunningham, Mrs L Haskew, Mrs A Heath, R Patient, J Scrivener, D Weir, Mrs M Weir and Mrs P Young.

Also Present: Members of the Hawkwell Parish Plan Group, Mr E Short and Mr J Hickman.

26. Apologies for Absence:

Apologies were received from Cllrs Mrs J Barney (unwell), Mrs K Cooke (holiday) and R Mitchell (holiday). Members accepted the apologies tendered.

27. Declarations of Interest on any matter on agenda for 18th June 2012:

There were none.

28. To approve as a correct record the Minutes of the Annual Meeting of Hawkwell Parish Council held on 14th May 2012 and to destroy the manuscript notes in respect of that meeting:

Members approved the Minutes of the Annual Meeting of Hawkwell Parish Council held on 14th May 2012 and agreed to the destruction of the manuscript notes in respect of that meeting.

29. Financial Report (May 2012):

The Chairman reported 20% of the budget had been spent which was about right for the time of the year and the Clerk pointed out the annual insurance premium was quite a large expenditure for that month. There were no questions and Members accepted the Financial Report.

30. Action List Update:

The Clerk went through the report and updated on progress.

- **Parish Footpath Noticeboard Signs** –no response from ECC regarding location approval as yet. Members were discontent with ECC's delay and the Clerk informed she would chase up a response.
- **Clerk to arrange for a sign on the Ashingdon Road at the entrance to footpath 7** – Chris Brown was looking into this but since ECC restructuring there had been long delays with cutting works as processes were still being put into place and his hands were tied at present. The Chairman informed since Tracey Chapman had stepped down as Cabinet Member for Transport he needed to check the name of the Member taking that role and he would get in touch directly to follow up response.
- **John William Bobin** – The Chairman had been in contact with the family and they were delighted to know their Grandfather's work was to be acknowledged locally. He could also confirm that John William Bobin had lived in Lincoln House in Lincoln Road and Cllr Mrs Heath said she would pass on the telephone number for the current resident to be contacted.

- **Contact Margaret Chambers re photos for 2012 summer fayre** – action point was closed.
- **Proposal to update Office Computer** – the Clerk informed there were two computers in the office that needed to be disposed of and asked if they could be passed potentially to one of the Day Centres. Cllr Patient felt certain that the hard drives would need to be destroyed and once the hard discs were out he suggested they be dumped; he advised that Local Government would have an organisation that would take anything electrical. Cllr Mrs Young thought they would probably be useless if a new hard drive was needed as it would be unlikely they would be compatible with new wares. Cllr Mrs Weir advised that the Rochford Day Centre would benefit from receiving a computer. Cllr Leach clarified that it was intended for the hard drives to be retained in the office. He suggested the Clerk liaise with Keith Fullick, Weaveaweb regarding feasibility and quote for a hard drive and for that to be passed onto the Day Centre through Cllr Mrs Weir.
- **Neighbourhood Working Group to be reviewed at Full Council in September** – diarised.
- **Clerk to liaise with Cllrs Mrs Chippette & Cllr Mitchell re. set date for inspection of leases & investments** – the Clerk to arrange.
- **Clerk to send copy of Shaun Scruttons letter dated 9th May to Mark Francois MP** – see Correspondence item 34.1.
- **Clerk to write to RDC re. removal of speed humps in Magnolia Road** – no reply, ongoing.
- **Cllr Mitchell to be added as cheque signatory** – in progress.
- **Clerk to write to two local MPs re. Empowering Town & Parish Councils** - response received from Mark Francois, too late to include with current meeting papers, and will be submitted under Correspondence for the July Meeting.

31. Councillor Vacancies

a) Note resignation from Cllr A Williams

Members noted the resignation of Cllr A Williams.

b) Declaration of Vacancies

The Chairman informed two vacancies were to be advertised caused by the sad passing of Cllr John Dickson and resignation of Cllr Arthur Williams. The Clerk would put up a formal notice for two weeks; should no one come forth after two weeks Council may then co-opt. **The Chairman requested a show of hands to formally approve the vacancies and Members showed their approval.**

c) Consequential vacancies on Committees

The Chairman advised Cllr Mrs Cooke wished to join the Finance Committee, he called for Members to fill two vacancies on Planning and one on General Purposes but none came forth. The Chairman asked Members if they were satisfied and they were.

32. Accept and Approve for Despatch the Annual Accounts & Annual Return

The Chairman sought Members approval of the Annual Statement of Accounts and this was given.

He advised that the Annual Accounts for 2011/12 needed to be signed by the previous Clerk, Stuart Mennell, as they were under his regime and once that had happened the document would be despatched to the Auditors.

The Chairman read through Section 2 – Annual governance statement paragraphs 1 to 8 (9 being not applicable) and Members confirmed their agreement item by item. The Clerk was invited to speak and she informed the Auditor had attended the office on Thursday 14th June 2012 and he had signed his part of the Audit to his satisfaction. **The Chairman sought Members approval of the Annual Return to the Audit Commission and this was given;** he advised he would sign the document in the Office the following day.

- 33. Localism Act 2011 – The New Standards Regime/Adoption of Code**
`The Parish Council resolves to adopt the same Code of Conduct as Rochford District Council, as appended subject to amendments to be made by the District Council to take account of the provisions of forthcoming regulations relating to registration and disclosure of interests. The Code of Conduct to be effective from 1st July 2012 or such other date as may be appointed by the Secretary of State for the provisions of Section 27 of The Localism Act 2011 to come into force.

The Parish Council will agree to be bound by the Code and any finding of the Standards Committee in respect of its Members. `

The Chairman stated, for the record, his discontent at having to move this motion in its format whilst being aware new regulations within the code were yet to be written. He clarified, that to continue business, adoption of the code was required by 1st July 2012 to avoid default and he felt it was an insult to Local Authorities that they had been asked to agree something that was incomplete. A discussion of the implications took place. **Cllr Leach then read out the resolution, as set out above, and moved from the Chair that Council accept it. Members showed hands and the motion was carried.** The Clerk informed Members that together with Cllr Mrs Haskew and Cllr Leach she would be attending a training session the next afternoon at the Civic Suite, Rayleigh and Members would be required to sign the Code, which would not contain any revisions, within 28 days and this was noted.

34. Correspondence:

The Chairman went through the correspondence one by one.

- 1. Letter from Rt. Hon Mark Francois MP re. response to our letter enclosing Shaun Scrutton's of 9th May 2012 –** The Chairman read aloud the letter. Cllr Patient pointed out the letter said little other than to acknowledge receipt and he was appalled that no further comment had been made. Cllr Mrs Heath suggested Council go back and ask Mark Francois for his views. The Chairman thought the most convenient way forward would be to send an email to him asking for any observations on the communications which had gone back and forth and this was agreed.
- 2. Invitation from Greensward Academy Art & Photography Dept. to attend 2012 Exhibition – 25th June 2012 5-7pm –** The Chairman commended the Art & Photography Department for their work stating they were producing remarkable works in the arts and that he would probably attend. Members noted the invitation.
- 3. Email re. Wind Turbines –** The Chairman read through the email and the information was noted.

Members noted the information available in the Office.

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

Planning Committee

Cllr Mrs Weir recapped items 6, 7 and 8 and moved that the minutes of the meeting dated 21st May be approved and this was accepted.

Cllr Mrs Young referred to the minutes of 6th June querying that it seemed HPC were not planning to do anything about a Neighbourhood Plan. The Chairman responded that the advice of the previous Clerk was that it would be a waste of time to do a Neighbourhood Plan, at that time, after having been let down by RDC in respect of the Christmas Tree Farm as it was only rejected fully on design. The Chairman advised that he since believed a Neighbourhood Plan ought to be pursued and suggested the topic be brought back to the table at the September 2012 meeting to enable work to begin, once the Clerk had caught up. Cllr Mrs Young reiterated that the Parish Council would have to lead with it and Cllr Mrs Weir confirmed it would as well as having to endorse the Core Strategy which was previously one of the problems. The Chairman explained the Parish could not work in opposition to the District Planning Authority and the Neighbourhood Plan was published in respect of the Core Strategy, as it was at the time; 4 months ago. The Parish would have had to work with it as it was but there had since been a lot of changes. The Chairman asked Members if they were content for the Neighbourhood Plan to come back in September and they were.

Cllr Mrs Weir moved that the minutes of the meeting dated 6th June 2012 be approved and this was accepted.

Parks Committee

The Chair of Full Council moved that the minutes of the meeting dated 21st May 2012 be accepted and this was agreed.

General Purposes Committee

Cllr Patient moved the minutes of the meeting dated 21st May 2012 be approved as set out and this was accepted.

Finance Committee

Cllr Leach asked Members to note minute 9. and he moved from the Chair that the minutes of the meeting dated 21st May 2012 be accepted which they were.

36. Representative Reports:

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir. No meeting but they had a very successful fayre.

Rochford Old Peoples Welfare committee – Cllr Mrs Haskew requested contact information to enable her to get in touch with the Committee. Cllr Mrs Weir said she would give her the information and the Clerk was asked to inform the Committee Secretary that Cllr Mrs Haskew was the new representative.

Rochford Hundred Assn of Local Councils – Cllrs Leach/Mrs Weir. No meeting.

Hawkwell Village Hall – Cllrs Mrs Weir/Mrs Young. No meeting.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette. The Hall Committee had recently held a table top sale and barn dance to raise funds for the roof.

Public Transport Liaison Group – Cllr Mrs Weir. No meeting.

Community Safety Partnership – Cllr Mrs Young. Next meeting in September.

Parish Plan Group – Cllrs Leach/Mrs Weir. Cllr Leach questioned whether to remove this from the Representative Reports given that the Parish Plan had been

created and asked the Chairman of the Parish Plan Group if they were planning on having more meetings. Mr Short advised he would be calling a committee meeting regarding the Neighbourhood Plan as a result of discussions earlier. It was resolved to leave the Parish Plan Group on the Reporting list for the time being. **Community Forum (formerly Central Area Committee)** – Cllr Mrs Weir. No meeting – meetings 6 monthly.

37. Information Reports:

NAMs Reports – Cllr Mrs Young advised one meeting per month had been scheduled up until Christmas at the Hockley Community Centre in the evenings. She had received some comments about the Community Centre being far away and there was a lack of bus service from Hawkwell but she reported that no-one attending came by bus.

38. Payment of Accounts (May):

Cllr Patient queried the list of payments made to Makro to reimburse Cllr Mrs Weir for Summer Fayre expenses. The Clerk clarified that a cheque to Cllr Mrs Weir had been lost and cancelled with another issued in its place and one further entry was a keying error which had been corrected; the list tallied by cancelling each other out and this explanation was accepted. There being no further questions, **Members accepted the payment of accounts paid since the last meeting (May payments) and approved to pay any accounts due before the next meeting.**

39. Summary of Decisions Taken:

- The Clerk to chase ECC location approval for Parish Footpath/Noticeboard Signs.
- Chairman to make contact with new Cabinet Member for Transport to report delays in response from ECC.
- One Action List Update point to be closed.
- The Clerk to liaise with Keith Fullick re. hard drive for old office computer system and pass on quote to Rochford Day Centre.
- The Clerk to email Mark Francois asking for any observations he may have regarding the communications between the Parish and Shaun Scrutton.
- Neighbourhood Plan to be brought back to the table for September 2012 meeting for discussion on way forward.
- The Clerk to inform the Rochford Old Peoples Welfare Committee Secretary of Cllr Mrs Haskew's appointment as HPC Representative.

The meeting was closed at 8.10pm

Chairman