

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 2nd April 2012
in the Committee Room, Freight House, Bradley Way, Rochford
at 7.30pm**

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

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

The Chairman welcomed all to the meeting then asked everyone to stand for a formal one minute silence in memory of the late Councillor John Dickson and this was respectfully observed.

The Chairman then spoke of how he would miss John Dickson and that as Vice Chairman he had been a genuine asset to the Council; he had always reminded Council of what it should be doing.

Cllr Patient paid tribute that he was a tremendous Councillor and a caring man. After knowing John Dickson for 40 years he had learned so much more about his achievements that John had never let on about, after attending his funeral. He set about to help people and care about people and he did, he was a perfectionist and would be sadly missed.

The Clerk also paid tribute to John Dickson saying he was a real aid when he had first taken up his role in office and he had survived in his job because of John Dickson and his great support.

154. Apologies for Absence:

Apologies were received from Cllr A Williams (ill) which were accepted.

155. Declarations of Interest on any matter on agenda for 2nd April 2012:

There were none.

156. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 5th March 2012 and to destroy the manuscript notes in respect of that meeting:

Re. Minute 147, Cllr Mrs Heath informed her advance notice of absence referred to the Parks Committee meeting on the 16th April and not the AGM and this was noted. Subject to that amendment, the Minutes of the Meeting of Hawkwell Parish Council held on 5th March 2012 were approved as a correct record and Members agreed to destroy the manuscript notes in respect of that meeting.

157. Financial Report (End of Financial Year):

Referring to the reverse of page 1, the Clerk pointed out 99.8% of the budget had been spent which was very good budgeting and he congratulated Diane Scrivener on her efforts in keeping the books. Cllr Mrs Heath thanked the Clerk for keeping Council on the straight and narrow. There were no questions and Members accepted the Financial Report.

158. Action List Update:

The Clerk went through the report and updated on progress.

- **Parish Footpath Signs/Noticeboard Signs** – The Clerk expected the project would be completed by 15th May.
- **Clerk to arrange for a sign on the Ashington Road at the entrance to footpath 7** – Chris Brown agreed to mount a new finger post on the existing pole at the entrance to footpath 7.
- **John William Bobin** – Chair of Council pursuing item.
- **Contact Margaret Chambers re photos for 2012 summer fayre** – Photo search ongoing.
- **Delegation of monitoring role for the HPPG Parish Plan Action Points to Standing Committees** – GP Committee had met with co-optees and another meeting was planned for 5th April 2012.
- **Committees to consider co-opting to gain expertise re. Action Plan monitoring** – GP Committee actioned, Parks considering the same.

159. Proposal to Upgrade the Office computer system:

The Chairman thanked Diane Scrivener for her comprehensive report adding that he had been aware of flaws in the computer system since it was installed and he went through the main issues. The Chairman invited Diane to speak and she advised going forward the office should have a capable computer system to ensure processes were run efficiently.

Cllr Patient commended the report and was in total agreement; **he moved the proposal 'to upgrade the Office computer system as set out in the document that Council vire £2,580 into the Finance budget before the new budgets are entered into the system'**. Cllr Weir expressed caution and urged that expert advice be sought to ensure Council were looked after properly and received the best service. The Chairman reassured Members that Keith Fullick worked extensively with building systems, he was working with RDC and he had confidence in him. After discussion, Members agreed the system was due for renewal and found the costing to be reasonable. Cllr Mrs Heath queried from whence the budget would come and the Clerk clarified General Reserves. **Cllr Mitchell seconded Cllr Patients proposal and, after a show of hands, the motion was carried.**

160. Draft complaint letter to RDC Planning re. Consultee Process:

The Chairman explained he had asked that the letter come from Council rather than the Planning Committee to add weight. Cllr Mrs Weir advised it came about as a result of the committee's contribution in response to the proposal for the Fire Station being completely ignored. She was also asked to attend a meeting last week but was not allowed to speak.

Cllr Patient congratulated the Clerk for composing such a letter, adding the Planning Committee owed him a debt of gratitude for it. He suggested it would be useful to send a copy to Ward Councillors and, to publish it in the

Newsletter in due course explaining why it took place to keep parishioners informed. Cllr Mrs Heath agreed, adding the letter should also be sent to Mark Francois and Eric Pickles.

The Clerk suggested an amendment to the penultimate paragraph of the draft which was agreed.

The Chairman asked Members if they were happy for the letter to be sent to Ward Councillors, Mark Francois, Eric Pickles and the RHALC and they agreed they were.

161. Motion on Notice from Chairman:

‘That Hawkwell Parish Council supports the efforts of Rev. Brenda Guberlet in ensuring that drivers considered unfit for medical reasons to drive are formally disqualified by medical opinion and not rely on voluntary declaration.’ The Chairman advised the niece of Rev. Brenda Guberlet, a professional young woman, was knocked down and killed by a resident of Canewdon who turned out to be blind in one eye with loss of vision in the other.

Cllr Mrs Cunningham reported a lady suffering from Alzheimer’s had abandoned a car in the middle of the road in Harewood Avenue; no relatives of the lady could be found and residents had pushed the car to the road side where it had remained for 3 months. Despite contact with the Police, nothing had been done to remove the car. The Chairman felt the Police would take action as the road tax had expired and thanked Cllr Mrs Cunningham for her report.

The Chairman sought Councils approval to support Reverend Guberlet’s campaign and the motion on notice was carried.

162. Donation (suggest £50) for the late John Dickson’s nominated charity ‘Poppy Appeal’:

Full support was given and the donation approved.

163. Correspondence:

The Chairman went through the correspondence one by one.

- 1. Letter from Lionel Barratt, Secretary – HPPG –** The Chairman thanked the Clerk for getting the Hawkwell Action Plan off to an incredible start and thanked HPPG for the letter which would be held on file. Cllr Patient added that the work on the Action Plan was continuing and as Chair of GP he was indebted to the Clerk for the work he had done. Members were pleased to note the letter.
- 2. Emailed questions from HPPG for consideration and response –** Members were content that Question 1 was being dealt with by way of the complaint letter to RDC Planning re. Consultee Process and it was agreed the 2nd paragraph be passed to the GP Committee for consideration.
- 3. Letter from Southend Area Bus User Group (SABUG) –** Cllr Mrs Weir queried SABUG Membership and the Clerk confirmed Council were not Members – that Councils voice went through Cllr Mrs Weir as the Public Transport Liaison Representative. **However, the Clerk recommended that it may be useful for Council to apply for Membership pointing out the subscription was only £4.00 per annum. Cllr Leach moved the recommendation and with Cllr Mitchell seconding, the motion was**

carried. The Clerk was instructed to apply for Membership and post the SABUG AGM information on the Parish website.

4. **RSPB Wallasea Island Wild Coast Project 2012 Events** – Cllr Mrs Cooke advised she was a volunteer of this very exciting project and urged Members to visit, stating it was the biggest wetland project in the whole of Europe, and this was noted with interest.
5. **Email from Hayley Blookfield, Clerk to Rawreth Parish Council** – Members noted the kind condolences expressed from Rawreth PC.

The Chairman read through the list of information available in the Office.

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

Planning Committee

Cllr Mrs Weir reported the meeting on the 5th March was virtually taken up by the presentation from David Wilson Homes and she congratulated the Clerk on the Minutes. **Cllr Mrs Weir moved that the minutes of the meetings dated 5th March and 26th March 2012 be approved and this was accepted.**

Finance Committee

Cllr Mrs Young moved that the minutes of the meeting dated 12th March 2012 be accepted and this was agreed.

Parks Committee

Cllr Mrs Young pointed out her name had been omitted from the 'Present Listing' and this was noted. Cllr Mrs Weir said she hoped to co-opt Members of the HPPG to the Parks Committee and **moved that the minutes of the meeting dated 12th March 2012 be approved, subject to the addition of Cllr Mrs Young to the 'Present List', and this was accepted.**

General Purposes Committee

Cllr Patient requested that Council endorse Minute 79. to formally agree the co-option and this was given. Cllr Patient updated that he and his Vice Chair, Cllr Mrs Young, had met with Eddie Short and Lionel Barratt and the next meeting was planned for 5th April. **Cllr Patient moved the minutes of the meeting dated 12th March 2012 be approved as set out and this was accepted.**

165. Representative Reports:

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir. No meeting.

Rochford Old Peoples Welfare committee – Cllr Mrs Weir informed that drivers were needed.

Rochford Hundred Assn of Local Councils – Cllr Leach. Nothing to report.

Hawkwell Village Hall – Cllr Mrs Weir reported there were some issues with regard to the process of cleaning that had been debated.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette. No meeting.

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

Community Safety Partnership – Cllr Mrs Young reported the meetings had been amalgamated and Cllr Mrs Jo McPherson had been elected Chairman and Cllr Mrs Young appointed as Vice Chairman. Members congratulated Cllr Mrs Young on her appointment. Cllr Mrs Young informed that the

Neighbourhood Watch people were quite low on Membership specifically for this area; therefore, they were putting together a map of areas which would be something they could work with.

Parish Plan Group – Cllr Leach informed an article would be published in the Autumn Newsletter to update on progress.

Community Forum (formerly Central Area Committee) – Cllr Mrs Weir informed the format was totally different from that of the CAC and there were no Members of the public present. She reported the forum discussed the new health bill and Police Inspector Chris Higgins was present to provide a briefing similar to the one given at Full Council in March. A complaint had come from Great Wakering regarding development; suggesting that, despite the Allocations Documents not being out yet, land was being made ready for building and the housing didn't seem to be phased in at all.

166. Information Reports:

NAMs Reports – Cllr Mrs Young attended a meeting recently and reported the representative was keen to work with everybody but the meeting was a little disjointed. There was an issue with regard to Constables having to return to Rayleigh Police Station between official breaks and it needed to be addressed as to how many hours they were on the ground. Cllr Mrs Heath queried why the Constables could not go to Rochford Police Station for their breaks and Cllr Mrs Young advised they had been told they had to return to Rayleigh.

In answer to a query raised at the last Full Council Meeting regarding mounted Police, Cllr Mrs Young clarified that many horse riders were wearing hi-visual jackets printed with 'Polite Notice' on the reverse together with checked hats and they looked like mounted police. This was noted.

167. Payment of Accounts:

Cllr Patient recommended the Office purchase 500 first class stamps prior to the substantial price increase announced to take place at the end of the month. Members agreed this would prove a saving in the long run and the Clerk agreed to make the purchase.

Members accepted the payment of accounts paid since the last meeting and approved to pay any accounts due before the next meeting.

168. Summary of Decisions Taken:

- Amend Minute 147.
- Proposal to update Office computer system approved as set out.
- Complaint Letter approved, subject to Clerk's amendment to penultimate paragraph for RDC Planning re. consultee process.
- Agreed above Letter also to be sent to Ward Councillors, Mark Francois, Eric Pickles and the RHALC.
- Motion on Notice from Chairman approved.
- £50 Donation approved for the late John Dickson's nominated charity 'Poppy Appeal'.
- Minute 163 (Correspondence), point 2 - 2nd paragraph to be passed to GP for consideration.
- Approved £4.00 subscription for Membership to SABUG and notice of SABUG AGM to be posted on the Parish website.

- Cllr Mrs Young to be added to the 'Present List' on Parks Committee Minutes dated 12th March 2012.
- The Clerk to purchase 500 1st class stamps prior to the price increase due at the end of April.

The Chairman closed the meeting at 8.15pm and invited comments from the Members of the Public.

Chairman