

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 5th November 2012
in the Committee Room, Freight House, Bradley Way, Rochford
at 7.30pm**

Councillors Present: Chairman V Leach, Vice Chairman R Patient, Mrs K Cooke, Mrs L Haskew, R Mitchell, L Sampson, J Scrivener, D Weir and Mrs M Weir.

Also Present: Members of the Hawkwell Parish Plan Group (HPPG) – Mr L Barratt, Mr J Hickman and Mr E Short.

82. Apologies for Absence:

Cllr Mrs C Cunningham (no transport), Cllr Mrs A Heath (work) and Cllr Mrs P Young (holiday). After being advised that Cllr Mrs Cunningham was unable to attend the meeting due to lack of transport, the Chairman said he would look into arrangements to resolve the issue.

83. Declarations of any:

- a. **Disclosable Pecuniary Interest;**
- b. **Other Pecuniary Interest; or**
- c. **Non-Pecuniary Interest**

on any matter on the agenda for 5th November 2012:

None.

84. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 1st October 2012 and to destroy the manuscript notes in respect of that meeting:

Members approved the Minutes of the Meeting of Hawkwell Parish Council held on 1st October 2012 and agreed to the destruction of the manuscript notes in respect of that meeting.

85. Cllr Laurence Sampson to sign ‘Declaration of Acceptance of Office’ and ‘Code of Conduct’:

Cllr Sampson signed the Declaration of Acceptance of Office and the Code of Conduct.

86. Receive Resignation of Councillors:

- 1. **Mrs J Barney – Pressure of time.**
- 2. **Mrs E Chippette – Health issues.**

The above resignations were received with regret and the Chairman sought Members approval to **send a letter of thanks and flower bouquet to both ladies for their sterling service to the Parish and this was approved from the Chairman’s Fund.**

87. Declaration of Vacancies:

The Clerk declared 5 vacancies in total; 3 in the South and 2 in the North and that Council were required to display a formal notice for 14 working days, after which time should no applications come forward, Council would be free to co-opt in the normal way. The Chairman reported having seen an advertisement in The Echo declaring vacancies within Stambridge Parish and he would contact The Echo with a view to advertising vacancies.

- 88. Committee Membership: Fill vacancies on Parks Committee (2), Finance Committee (1) & Personnel Committee:**
Members approved the appointment of **Cllr Mitchell to Parks Committee, Cllr Sampson to Parks and Personnel and Cllr Scrivener to Finance and Personnel.**
- 89. Financial Report (October 2012) – (for noting):**
The Clerk reminded the total over-head percentage in the report was incorrect taking into account approximately £18K of earmarked reserves for the new truck, therefore 55% of the budget had been spent which was on target for end of month 7. There were no questions and Members accepted the Financial Report.
- 90. Action List Update (for noting):**
The Clerk responded to an enquiry referring to the length of time the parish footpath/noticeboard signs had been outstanding and she advised after receipt of awaited quotes Council would soon be in a position to install the signs. Formal approval was given for items that had come to a close to be removed from the list and Members noted the Action Updates.
- 91. Consideration of a Neighbourhood Plan:**
Members discussed points raised in the Clerk's report and the Clerk verbally added further information she had gained from her research. Cllr Leach moved from the Chair that a **Working Group be set up to consider a Neighbourhood Plan in depth** and he asked Members to think about participation with a view to **appointing a Working Group at January Full Council.** There was further debate but it was resolved to **carry the motion.**
- 92. Review of Subscriptions for 2013/14 Budget:**
The Clerk highlighted subscriptions which she felt were discretionary but advised there would not be much financial gain to the overall spending by cancelling the subscriptions. Members expressed that a saving on unnecessary subscriptions would be worthwhile and the Chairman sought Members approval to **authorise the Clerk to decide which subscriptions she felt could be relinquished for 2013/14** and this was approved.
- 93. Autumn Newsletter – Update:**
Cllr Mrs Haskew went through the articles for inclusion so far and the following was approved to be passed onto her by the end of the week:-
- Gritting advice;
 - Season's greetings, Christmas services and Parcels;
 - 100-150 words to promote voluntary scheme helping to assist settle vulnerable people discharged from hospital into their homes and finding out what those needs would be;
 - 'Friends of Magnolia';
 - Recognition of service to Mrs Barney/Mrs Chippette and welcome to Cllr Sampson;
 - Councillor Vacancies;
 - Health Talks – Cllr Mitchell;
 - U3A – Cllr Mitchell; and
 - Funding (sponsorship appeal 2013) – Cllr Sampson.
- 94. Correspondence:**
The Chairman went through the correspondence one by one.

1. **Email from Chairman of Hockley Residents Association re. HAAP pre-submission draft** – Members agreed to refer the draft to the **Planning Committee** to consider response.
2. **Email from Community Planning Officer, RDC re. Proposed Closure of Royal Mail Delivery Offices** – Members discussed the proposed closures and unanimously agreed to **write a letter strongly objecting to the proposals.**
3. **Notice of Wyvern Community Transport Annual General Meeting – 15th November 2012** – Noted.
4. **Letter of thanks from Sue Murray, District Manager - Rochford & Rayleigh Citizens Advice Bureau** – Noted.
5. **Citizen of the Year Award** – Members were asked to pass any considerations via the Clerk to RDC.
6. **EALC Chairmen's Day 3 (Module 5 – Chairing a Challenging Meeting/Module 6 – Visionary Leadership) – Thursday, 29th November 2012 £60 per delegate** – The Clerk advised there was no training budget presently but there would be next year and this worthwhile training was on a rolling programme which could be picked up at any time; anyone wishing to attend in the future should contact her.

Members noted the information available in the Office.

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

Cllr Mrs Weir **moved that the minutes** of the meeting dated 8th October 2012 be accepted and this was agreed.

Referring to the Notes of Decisions Taken on 25th October, Cllr Patient questioned why the meeting had gone ahead, inquorate, with only 2 Members present. The Chairman raised the difficulty at times in meeting RDC's response deadlines and the importance to have a voice in the planning process. Cllr Patient argued that Councillors must have reasonable notice in arranging meetings and he expressed strong opinions on past and present procedure. After a lengthy debate it was resolved to refer the topic of scheduling of Planning Meetings to the next Planning Committee to consider.

Cllr Mrs Weir **moved the notes of decisions taken on 25th October 2012** and they were approved.

General Purposes Committee

Cllr Patient **moved that the minutes** of the meeting dated 8th October 2012 be accepted as set out and this was agreed.

Parks Committee

In the absence of the Chair, Cllr Patient **moved that the minutes** of the meeting dated 8th October 2012 be accepted and this was agreed.

Finance Committee

Cllr Mrs Cooke reported that the Clerk had done a lot of work on the budgets bringing them down in line with requests and this was noted. Cllr Mrs Cooke **moved that the minutes** of the meeting dated 8th October 2012 be accepted and this was agreed.

96. Representative Reports:

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir reported things were going reasonably well with no immediate problems and some decorating had been done which looked nice.

Rochford Old Peoples Welfare committee – Cllr Mrs Haskew shared her earlier report given for the Newsletter relating to the volunteer scheme to assist vulnerable

people which was being pursued by one of the Nurses at the Centre and more could be read in the Newsletter article.

Rochford Hundred Assn of Local Councils – Cllrs Leach/Mrs Weir reported the main issue on the agenda related to dog fouling but there were no updates to report. The question of sharing a Health and Safety Officer had been posed and the response given was that Health and Safety was the responsibility of the Clerk and could not be passed to a Member of the Council. The Clerk was asked to seek clarification with the EALC.

Hawkwell Village Hall MC – Cllrs Mrs Weir/Mrs Young – Cllr Mrs Weir reported bookings were slightly down which was attributed to the economic climate but they had continued to make money and were refurbishing.

Ashingdon & East Hawkwell Memorial Hall MC – The Chairman reported as a result of Mrs Chippette's resignation a vacancy had opened for Council representation on the Committee which met quarterly. He reminded that Council had made a major contribution to the building and had supported it since. No-one came forward and the Chairman asked Members to consider the position and advise at the next meeting.

Public Transport Liaison Group – Cllr Mrs Weir reported Wyvern Community Transport had given a presentation similar to that given at Council recently; there were no changes to the bus services in the area at present and representatives had been asked to bring along a copy of their Parish Newsletter for appraisal.

Cllr Mrs Haskew advised she would approach Wyvern Community Transport to seek an article of 150 words for use when needed and this was noted.

Community Safety Partnership – Cllr Mrs Young – not present.

Parish Plan Group – Cllr Leach hoped that the Hawkwell Parish Plan Group would become involved with the Neighbourhood Plan Working Group scheduled to be set up in January and it was indicated that they would.

Community Forum (formerly Central Area Committee) – Cllr Mrs Weir reported the main topics were the Sutton Road Bridge works which had been completed and the Police were present to talk about their changes. One question had been asked about finances and cut backs and Cllr Mrs Weir was impressed with Castle Point Council who had voted to have a decrease in their allowances to enable the voluntary sector to get their grants, whereas RDC had not had their allowances cut; they were finding ways of saving money. The Chairman queried who attended the meeting and Cllr Mrs Weir went through the attendance list.

97. Information Reports:

NAMs Reports – Cllr Mrs Young – not present.

98. Payment of Accounts (October):

Cllr Patient queried the two payments to A & B Plant Ltd and the Clerk clarified they were both for the remedial works to the Xmas Tree Site but as the invoices hadn't come in together two cheques had been produced. The Clerk advised the costs had escalated as expected due to the weather causing delays but the area was scheduled for turfing that week. Members **accepted the payment of accounts** paid since the last meeting (October payments) and **approved to pay any accounts due** before the next meeting.

99. Summary of Decisions Taken:

- Cllr Leach to discuss transport arrangements with Cllr Mrs Cunningham.
- Letters of thanks and flower bouquets to be sent to Mrs Barney and Mrs Chippette.
- Cllr Leach to explore advertising Councillor vacancies in The Echo.
- Committee Membership vacancies were filled.

- Neighbourhood Plan Working Group to be appointed at January Full Council.
- Clerk authorised to consider which subscriptions to relinquish for 2013/14.
- Newsletter articles for inclusion:
 - Gritting advice;
 - Season's greetings, Christmas Services and parcels;
 - Voluntary Scheme to assist settle people discharged from hospital;
 - 'Friends of Magnolia';
 - Recognition of service (Mrs Barney/Mrs Chippette) and welcome to Cllr Sampson;
 - Councillor Vacancies;
 - Health Talks and U3A – Cllr Mitchell; and
 - Funding (sponsorship appeal 2013) – Cllr Sampson.
- HAAP pre-submission draft referred to Planning Committee for response.
- Strong letter of objection to be sent to Royal Mail re. proposed closures.
- Suggestions for Citizen of the Year to be passed via the Clerk.
- Decision on Scheduling of Planning Meetings to be referred to Planning Committee.
- Clerk to seek clarification with EALC regarding responsibility for Health and Safety.
- Members to consider representation on Ashingdon & East Hawkwell Memorial Hall M/C.

The meeting closed at 8.30pm

Chairman