

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL**

held on

Monday, 9th July 2012

**in the Committee Room, Freight House, Bradley Way, Rochford
at 7.30pm**

Councillors Present: Chairman V Leach, Mrs E Chippette, Mrs K Cooke, Mrs C Cunningham, Mrs L Haskew, Mrs A Heath, R Mitchel, 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 (HPPG).

40. Apologies for Absence:

Apologies were received from Cllr Mrs J Barney (holiday) and Mr L Barratt – HPPG. Members accepted the apologies tendered.

41. Members to sign new Register of Members' Interests form:

The Chairman thanked the Clerk for her excellent preparation.

- i) Individual Register of Members' Interests form (for completion prior to 9th July if possible & for signing at meeting on 9th July);**
Members signed the Individual Register of Members' Interests form and the Clerk collected the documents for her signature and return. The Chairman notified Members there was an obligation to publish the documents on the website and the Clerk clarified that it would be the responsibility of District Council to do so and not the Parish.
- ii) Letter from Legal Services of RDC regarding the new regulations;**
Members received the Letter.
- iii) Final version of Code of Conduct (now includes `Disclosable Pecuniary Interests Regulations` which were omitted from the draft version previously circulated);**
Members received the Code of Conduct.
- iv) Copies of some of the training material given by District Council at the Members' Training Session held on 19th June. This includes the new `Disclosable Pecuniary Interests Regulations 2012`, complaints procedure and assessment criteria, sanctions and Chapter 7, Standards (Localism Act 2011 c.20) relating to Offences.**
Members noted the information.

42. Declarations of any:

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

on any matter on the agenda for 9th July 2012:

There were none.

43. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 18th June 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 18th June 2012 and agreed to the destruction of the manuscript notes in respect of that meeting.

44. Financial Report (June 2012):

The Clerk advised the second tranche of the precept was paid into the current account at the end of June therefore the total precept had now been received. There was some income from the Summer Fayre of around £300-£400 still to be banked, some Summer Fayre expenses had gone through the accounts but other than that expenditure was on track and there was nothing particular to note. There were no questions and Members accepted the Financial Report.

45. Action List Update:

The Chairman asked Members to receive the report which gave Members a clearer idea of the current state of each point but the list should be viewed as the Clerk's update on progress and, as such, decisions could not be made on the back of it; items for debate and decision would be referred to Committees. Cllr Patient queried whether follow up to the action would still happen and be recorded in the following report after Members had noted it. The Chairman confirmed the item would reoccur with any progress noted within until it had been completed. Members accepted the Action List Update.

46. Notes of Informal Meeting between the Clerk, Groundsman & Chair of Council – 21st June 2012:

Staff and non-Members of Council were asked to leave the Chamber for Council to discuss the notes of the informal meeting which took place on 21st June 2012. Staff and non-Members of Council were invited back into the Chamber and the Chairman sought Members approval to receive the report and delegate items discussed to the appropriate Committees and this was agreed. Cllr Mrs Young recommended the Parks Committee be given extra time to avoid time constraints and the Clerk clarified the order of Committee agendas for the following week.

47. Approve Option for rental of compound toilet for groundsman:

Members debated the subject and costs at length with some strong opinions expressed. **Cllr Patient moved that Council purchase a toilet for £300 with a fortnightly empty as per the report. The Chairman seconded the motion and asked for a show of hands and the motion fell.**

Cllr Mrs Cooke proposed that Council rent on a rolling contract one toilet to be emptied fortnightly, until such time as alternatives could be properly researched, but with a review at September Full Council. The motion was seconded by Cllr Scrivener. Cllr Mrs Young queried the financing of it and the Chair of Council advised it would have to be vired from reserves as there was no budget for it until such time as Parks research a decision to go ahead or not for budgeting next year, which would then go to Finance Committee for approval and Full Council for absolute approval. Members debated the process but accepted the explanation. **The Chairman asked Members to vote on the motion on the table together with monies to be vired from reserves and the motion was carried.**

48. Correspondence:

The Chairman went through the correspondence one by one.

1. Notice of RRAVS Annual General Meeting – 18th July 2012: Members were asked to contact the Clerk should they wish to attend the RRAVS AGM.

2. **Notice of Rochford & Rayleigh Citizens Advice Bureau Annual Open Meeting – 25th July 2012:** This was noted.
3. **Letters of response from two MPs re. Sustainable Communities Act:** The responses were noted and the Clerk informed a further letter had been received from Mark Francois that day and she went through the content.
4. **Letter from Essex Police re. Estate Disposal Process:** Cllr Mrs Young referred Members to paragraph 2, which she read aloud, and reported following on from attending NAPs that there was quite a deficiency in Policing on the ground at present. Cllr Mrs Young gave a detailed update regarding the current situation of local policing on the ground, redeployment, centralising control and one to one cell watch for self-harming prisoners. Cllr Mrs Young added the letter was also to be addressed at the Community Partnership Meeting. Members expressed concerns and requested Council's views be put in a letter of response and it was agreed to delegate the letter to General Purposes to properly discuss and consider. Cllr Leach reported an incident in Magnolia involving upper school boys being a nuisance during grass cutting. Cllr Leach had contacted the Police and was pleased with their response.

Members noted the information available in the Office.

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

Planning Committee

Cllr Mrs Weir moved that the minutes of the meeting dated 26th June be approved and this was accepted.

Parks Committee

Cllr Mitchell referred to minute 19. and questioned the amount quoted of £2K for a rotavator. The Clerk explained some general costings had been obtained. Cllr Leach advised the minutes were accurate in terms of a record of what was said and the Wild flower Garden item was to be brought back to Parks in the future for further research. **Cllr Mrs Young moved that the minutes of the meeting dated 18th June 2012 be accepted and this was agreed.**

General Purposes Committee

Cllr Patient referred to minute 15. bullet point 2 re. Hawkwell Common Xmas tree, he advised an update would be given to the Committee the following week but for the benefit of Full Council he gave an up to date verbal report on the situation. **The Chairman of Council was happy to move from the Chair that authority be delegated to the General Purposes Committee to take the most appropriate action for the tree with an expenditure up to the value of £500. Cllr Leach asked Members for a show of hands in support of the motion and it was carried. Cllr Patient moved that the minutes of the meeting dated 18th June 2012 be approved as set out and this was accepted.**

Finance Committee

Cllr Mrs Chippette moved that the minutes of the meeting dated 18th June 2012 be accepted and this was agreed.

50. Representative Reports:

Hockley & Hawkwell Old Peoples Welfare committee – Cllr Mrs Weir. Meeting next week.

Rochford Old Peoples Welfare committee – Cllr Mrs Haskew. Meeting scheduled for Wednesday of that week.

Rochford Hundred Assn of Local Councils – Cllrs Leach/Mrs Weir. Meeting scheduled for Thursday, the following week.

Hawkwell Village Hall – Cllrs Mrs Weir/Mrs Young. Meeting scheduled for next week.

Ashingdon & East Hawkwell Memorial Hall MC – Cllr Mrs Chippette reported the Hall Management Committee had agreed for the Hall to be added to the Register of Memorials.

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

Community Safety Partnership – Cllr Mrs Young. Next meeting 2nd August 2012.

Parish Plan Group – Cllrs Leach/Mrs Weir. Eddie Short informed he intended to call a meeting for Thursday and Cllr Leach said he would like to discuss that after Full Council as he needed to check his diary.

Community Forum (formerly Central Area Committee) – Cllr Mrs Weir. No meeting.

51. Information Reports:

NAMs Reports – Cllr Mrs Young reported Members were being advised to be a little more vigilant around the area and encourage more neighbourhood watch groups to be set up within the district due to increased crime. Cllr Mrs Young asked the Clerk to contact neighbourhood groups with a view to raising the profile and encourage them to get more engaged.

52. Payment of Accounts (June):

Cllr Patient queried the payment to Dr Mahmud and Cllr Mitchell clarified this related to the next Talk to be given on Dementia/Memory Loss at 6.30pm in the Hockley Royal British Legion on 23rd July and this was accepted. There being no further questions, **Members accepted the payment of accounts paid since the last meeting (June payments) and approved to pay any accounts due before the next meeting.**

53. Summary of Decisions Taken:

- Items from notes of informal meeting delegated to the appropriate Committees.
- Approved rent on a rolling contract for one toilet to be emptied fortnightly until alternatives could be properly researched but with a review at September Full Council with monies to be vired from Reserves.
- Letter from Essex Police re. Estate Disposal Process to be referred to GP Agenda for consideration to be given for a response.
- Authority delegated to GP to take the most appropriate action required for the Xmas tree with an expenditure up to the value of £500.
- The Clerk to contact neighbourhood groups to raise the profile of neighbourhood watch awareness.

The meeting was closed at 8.10pm

Chairman