

**Minutes of the Meeting of  
HAWKWELL PARISH COUNCIL  
held on  
Monday, 7<sup>th</sup> September 2015 at 7.35pm  
in the Committee Room, Freight House, Bradley Way, Rochford**

**Councillors Present:** Chairman V Leach, K Binding, Mrs L Shaw, D Weir, Mrs M Weir, Mrs P Young.

**54. To receive apologies for non-attendance at meeting:**

Cllr R Patient (Holiday), Cllr R Gardner (Holiday)  
District Cllrs Mr & Mrs Mason, Mrs L Butcher, Mrs H Glynn, Mrs J McPherson  
and M Webb.

Members accepted the apologies tendered.

**55. Declarations of any:**

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

**on any matter on the agenda for 7<sup>th</sup> September 2015:**

None were declared.

**56. Public Forum:**

None Present.

**57. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 6<sup>th</sup> July 2015 and to destroy the notes in respect of that meeting:**

The minutes of the Meeting were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

**58. Financial Reports (July & August 2015):**

The Clerk reported at the end of Month 5 the headline figure showed 53% expenditure against the target figure of 42%. The Clerk explained that expenditure for July and August had been particularly heavy. There were no questions and Members **accepted** the Financial Report.

**59. Action List Update:**

Cllr Leach went through the action list.

- a) Item awaiting Newsletter
- b) Deadline has now passed.
- c) Ongoing – awaiting newsletter publication
- d) Actioned
- e) Actioned

The report was **accepted** and closed items to be removed.

**60. Personnel Committee:**

It was noted that Cllr Patient had resigned as Chairman of this Committee but remains as a member.

Cllr R Gardner had requested becoming a member of the Personnel Committee and this was **agreed**.

**61. Newsletter.**

The Chairman outlined the procedure for the compilation of the items for the Newsletter in the past and it was suggested that Larry Sampson might be willing to take on this task. After some discussion the Chairman proposed that further inquiries be made through the Clerk and this was **agreed** by a show of hands, 4 in Favour and 2 Against.

**62. Council Award Scheme.**

The Chairman explained the free accreditation year for the Foundation Level of the new Council Award Scheme expires in January 2016. To have continuous accreditation from the previous Quality Council Status, Council would need to submit proof of meeting the Foundation Level criteria by November 2015. Cllr Leach proposed that the Council looks at applying for the Foundation status in the new Civic year with a gap in the accreditation period. The Clerk confirmed that she meets the Development points required. This was **agreed**.

**63. E-mail Correspondence – RDC request Emergency Planning contact numbers**

Members were asked if they were willing to allow their contact numbers to be passed to the RDC Emergency Planning team so that in the event of an emergency in Hawkwell they could be contacted. It was noted that the Chairman and Clerk have keys to the annexe if this were required. Cllr Mrs Shaw offered her mobile number as a contact in the event of an emergency and this would be passed on along with the Chairman and Clerk's numbers. Cllr Mrs Young to raise the matter of access in an emergency to the main Village Hall at the next Management committee meeting.

**64. Correspondence:**

1. **Parish & Town Council Summit** – members to contact Clerk with any items to be considered at the next Summit by 18<sup>th</sup> September.
2. **Probation Service** – this item to be referred to Parks committee.
3. **Civic Service 22.9.15.** - Cllr Mrs Shaw to represent the Parish Council.
4. **Minutes of Old Peoples Welfare Committee meetings 9<sup>th</sup> July and 12<sup>th</sup> August.** – noted.
5. **Thank you letter** from Denise Hodgson – noted.
6. **ECC/EALC Annual Afternoon Conference/AGM.** 24/9/15 – Cllr Leach to attend.
7. **RRAVS Invitation to attend Community Breakfast 23.9.15.** Noted.
8. **RRAVS Invitation to attend AGM 28.9.15** – Cllr Mrs Weir to attend.

**Members noted the information available to read in the office.**

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

**Planning Committee:**

Cllr Mrs Weir moved the Minutes of the Meeting held on 6<sup>th</sup> July and 6<sup>th</sup> August 2015 which were **accepted**.

**General Purposes Committee:**

Cllr Mrs Shaw moved the Minutes of the meeting held on 6<sup>th</sup> July 2015. Cllr Mrs Young pointed out an error regarding Item 24. (Apologies) and it was agreed this would be amended. Cllr Mrs Weir expressed concern regarding the proposed new location for the bus stop at White Hart; the Clerk to follow up. The Minutes were **accepted** with the agreed revision.

**Personnel Committee:**

Cllr Mrs Shaw moved the Minutes of the meeting held on 6<sup>th</sup> July and 17<sup>th</sup> August 2015 which were **accepted**.

**66. Representatives Reports:**

**Hockley & Hawkwell Old Peoples Welfare committee** – Cllr Mrs Weir couldn't attend

**Rochford Old Peoples Welfare committee** – Cllr Mrs Shaw. Minutes received.

**Rochford Hundred Ass. of Local Councils** – Cllrs Leach/Mrs Shaw. Next meeting in October.

**Hawkwell Village Hall** – Cllr Binding. Next meeting on 16<sup>th</sup> September.

**Ashington & East Hawkwell Memorial Hall MC** – Cllr Leach had not received a notice of meeting.

**Public Transport Liaison Group** – Cllr Mrs Weir attended the meeting which talked about the strategy and attendees undertook a workshop which was mirrored in the afternoon for the public. Awaiting results of consultation.

**Robert Sudbury Trust** – no action at present.

**Information Reports:**

**Community Meetings** – it was reported that statistics locally are no longer available but it was noted that crime figures had dropped. The Sergeant was keen to keep neighbourhood Police.

**67. Payment of Accounts**

There were no questions and the payment of accounts paid since the last meeting (July & August 2015) were **approved together with agreement to pay any accounts due** before the next meeting.

**68. Summary of Decisions Taken:**

- Agreed to combine Summer Newsletter with an Autumn edition and Clerk to follow up contact for compilation.
- Agreed Cllr R Gardner to become a member of the Personnel Committee.
- Agreed that contact numbers of Cllrs Leach and Mrs Shaw and the Clerk would be forwarded to the RDC Emergency Planning team.
- Agreed to look at the Council Award Scheme in the next Civic Year
- Probation Service issue to be referred to Parks Committee.

The Chairman declared the meeting closed at 8.15pm.

Chairman