

**Minutes of the Meeting of  
HAWKWELL PARISH COUNCIL  
held on Monday 7<sup>th</sup> March 2016 at 7.30pm  
in the Committee Room, Freight House, Bradley Way, Rochford**

**Councillors Present:** Chairman V Leach, Vice Chairman R Patient, R Gardner, K Binding, Mrs L Shaw, M Strubel, D Weir, Mrs M Weir & Mrs P Young.

**Also present:** Mrs L Corsham & Mrs E Gadsdon

**125. Apologies for non-attendance at meeting:**

District Cllrs Mr & Mrs Mason, Mrs J McPherson, Mrs L Butcher, Mrs H Glynn and M Webb had given apologies.

Members **accepted** the apologies tendered.

**126. Declarations of any:**

a) **Disclosable Pecuniary Interest**

b) **Other Pecuniary Interest; or**

c) **Non-Pecuniary Interest**

**on any matter on the agenda for 7<sup>th</sup> March 2016:**

None were declared.

**127. Public Forum:**

One person present.

**128. To approve as a correct record the Minutes of the Meeting of Hawkwell Parish Council held on 1<sup>st</sup> February 2016 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.

**129. Lyn Corsham (North Ward) & Eileen Gadsdon (West Ward) to sign**

**'Declaration of Acceptance of Office' and 'Register of Members' Interests':**

Lyn Corsham and Eileen Gadsdon signed the Declaration of Acceptance of Office and Register of Members' Interests, witnessed by the Clerk.

**130. Co-option of new Councillor – Mr Stephen May:**

Mr May underwent a Q&A session (noted separately) and was asked to leave the Chamber upon completion of the interview. Members discussed the candidate and unanimously **agreed** to his co-option, subject to eligibility requirements. Mr May was then invited back into the Chamber and informed of Council's decision. He accepted the invitation to stay for the remainder of the meeting as a member the public forum and was requested to liaise with the Clerk at an appropriate time to confirm if he would accept the invitation to be a new Councillor.

**131. Financial Report - February 2016:**

The Clerk reported 80.76% of the budget was spent, taking into account the CIF grant. Finance was on track, with both General Purposes and Parks underspent. This was noted and Members **accepted** the Financial Report.

**132. Action List Update – March 2016:**

- 132.1 Members noted this item and were referred to Agenda Item 5 (Minute 129) The item was agreed to be closed following the co-option of Mrs Corsham and Mrs Gadsdon.
- 132.2 Members noted the banking provider switch was underway with a switch completion date imminent and agreed to close the item.
- 132.3 Chairman V Leach gave a brief update to Members following his visit to the Larger Local Council Forum. Members noted this update and set the item as closed.
- 132.4 Members noted Chairman V Leach was to attend the RDC Civic Dinner and agreed to the closure of this item. The Chairman informed Members he would provide them with an update following his attendance.
- 132.5 Members were reminded that the EALC short course training would take place on the 20<sup>th</sup> June 2016. Cllr R Patient commended the EALC trainer and encouraged the new Councillors to attend the course.

The report was **accepted** and Members agreed to the removal of closed items from the list.

**133. Spring Newsletter:**

Members **agreed** the articles for inclusion and the authors of those articles:

<b>Article/Item</b>	<b>Author</b>
2016-2017 Council Tax for Hawkwell	The Clerk
New co-opted Members	The Clerk
New Parish sign installation update	The Clerk
Bridleway awareness	Cllr Mrs Young
Public behaviour towards Council staff	Cllr V Leach
Christmas parcel update	Cllr Mrs Shaw
New bus shelter update	Cllr Mrs Weir
Car parking charge increase info	Cllr Mrs Shaw
Community information	The Clerk

Members **agreed** that all articles be sent to the office by 24<sup>th</sup> March and a copy would be ready for proofing at the April meeting.

**134. Correspondence:**

**1. Open Letter to Parish Councils from Chairman of NALC**

Members discussed the letter and raised questions about the role of NALC. The Chairman explained that Parish Councils would raise any relevant issue with EALC who then raise it with NALC. Members noted this update.

**2. EALC Legal Update – February 2016**

Members noted the EALC Legal Update.

**3. E-mail from John Metcalfe, Neighbourhood Watch re. `Senior Safety Road Show`**

Members noted the e-mail.

**4. Minutes of the meeting of The Old People’s Welfare Committee for Rochford & District held on 10th February 2016**

Members noted the minutes.

**5. Minutes of the Annual General Meeting of `The Old People's Welfare Committee for Rochford & District` held on 10th February 2016**

Members noted the minutes.

**6. RDC Business Breakfast Agenda from meeting held on 11th February 2016 & `Devolution` Presentation given by RDC CEO**

Members noted the agenda and presentation.

**7. Email from London Southend Airport (LSA) re. 'Proposal to Introduce Standard Instrument Departure Procedures'**

Members discussed this item and Chairman V Leach informed Members that the outlined changes did not breach the existing Section 106 agreement and therefore there would be no impact on Hawkwell. Members noted this update.

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

**Planning Committee** - Cllr Mrs Weir moved the Minutes of the meeting held on 1<sup>st</sup> February 2016 which were **accepted**.

**Parks, Open Spaces, Conservation and Footpaths Committee** - Cllr Mrs Young moved the Minutes of the meeting held on 8<sup>th</sup> February 2016 which were **accepted**.

**Finance Committee** – Cllr Mrs Shaw moved the Minutes of the meeting held on the 8<sup>th</sup> February which were **accepted**.

**136. Representatives' Reports:**

**Hockley & Hawkwell Old People's Welfare Committee** – Cllr Mrs Weir reported there had been no meeting.

**Rochford Old Peoples Welfare Committee** – Cllr Mrs Shaw referred Members to the minutes which had been distributed to Members (Minutes 134.4/5).

**Rochford Hundred Association of Local Councils** – Chairman V Leach informed Members there had been no meeting.

**Hawkwell Village Hall** – Cllrs K Binding & Mrs Young informed Members that a meeting would occur in the week to follow.

**Ashingdon & East Hawkwell Memorial Hall MC** – Chairman V Leach told Members there had not been a meeting.

**Public Transport Liaison Group** – Cllr Mrs Weir offered her apologies as she had unfortunately missed a meeting. She told Members she would provide the minutes of the meeting once in receipt of them.

**Robert Sudbury Trust** – No meeting held. Chairman V Leach confirmed he would discuss this matter with the Clerk over the Spring/Summer period.

**Information Reports:**

**Community Meetings** – Cllrs K Binding and Mrs Young confirmed there would be a meeting on the 14<sup>th</sup> March 2016, which Mr Binding would attend.

**137. Payment of Accounts**

Attention was drawn to the Ernest Doe payment which was higher than average months. The Clerk informed Members the report presented could not display a detailed breakdown due to system reporting constraints. She explained the figure included the service parts required for the agricultural machinery and tools, which were serviced annually by the Groundsman. The Clerk reminded Members that the Groundsman's engineering background and skill meant that a substantial sum was saved in third-party service costs. In order to show Members the exact detail of the parts purchased, the Clerk agreed to bring copies of the Ernest Doe invoices to the next Finance Committee meeting. However, the Chairman stressed to Members

that if any concern arose about payments in future all invoices were available in the office for them to see at any time, or if there were any concerns or enquires with any payment(s) these could be discussed with the Clerk during office hours.

Cllr Mrs Shaw suggested that a review of the energy companies used could be beneficial to costs and the Clerk confirmed she had recently changed energy tariffs for the Magnolia store which would result in a reduction of energy costs.

The payment of accounts since the last meeting (February 2016) were **approved together with agreement to pay any accounts due** before the next meeting.

**138. Summary of Decisions Taken:**

- Mrs Lyn Corsham and Mrs E Gadsdon successfully co-opted.
- Members agreed to co-opt Mr Stephen May; Mr May to accept or decline invitation to join the Council and contact the Clerk.
- Newsletter articles and authors agreed with a deadline for article submission set for 24<sup>th</sup> March 2016.
- Chairman V Leach to discuss Robert Sudbury Trust with Clerk over Spring/Summer period.
- Clerk to provide copies of the February Ernest Doe invoices at the next Finance Committee meeting in April.

The Chairman declared the meeting closed at 8:25pm.

Chairman