

**Minutes of the Meeting of  
HAWKWELL PARISH COUNCIL  
held on  
Monday, 8<sup>th</sup> June 2015 at 7.30pm  
in the Committee Room, Freight House, Bradley Way, Rochford**

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

- 27. To receive apologies for non-attendance at meeting:**  
District Cllrs Mrs L Butcher, Mrs J McPherson, Mrs H Glynn, Mr M Webb. Members accepted the apologies tendered.
- 28. Declarations of any:**  
**1. Disclosable Pecuniary Interest;**  
**2. Other Pecuniary Interest; or**  
**3. Non-Pecuniary Interest**  
**on any matter on the agenda for 8<sup>th</sup> June 2015:**  
None were declared.
- 29. Public Forum:**  
None Present.
- 30. To approve as a correct record the Minutes of the Annual Meeting of Hawkwell Parish Council held on 11<sup>th</sup> May 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.
- 31. Financial Report (May 2015):**  
The Clerk reported 22% of the budget was spent as opposed to 35.2% as the figures were skewed by the playground refurbishment expenditure where funding was due to come back in; expenditure to date should be 16.6% but was higher due to large payments in May e.g. Annual Insurance. There were no questions and Members **accepted** the Financial Report.
- 32. Action List Update:**  
The report was accepted with one closed item agreed to be removed.
- 33. Accept and Approve for Despatch the Annual Accounts & Annual Return for the year ended 31<sup>st</sup> March 2015:**  
Members showed hands to approve the Annual Statement of Accounts and the **Chairman and Clerk signed the document.**  
The Chairman read through the Annual Return Section 2 – Annual governance statement, paragraphs 1 to 8 (9 being not applicable) and Members gave their agreement item by item.  
**The Chairman sought Members approval of the signing and despatch of the Annual Return; this was given unanimously** and the Clerk and Chairman signed the document. The Chairman commended the office staff.

**34. List of Committee Membership & Representatives on Outside Bodies for 2015/16:**

The lists were **accepted**.

**35. Correspondence:**

1. **EALC Councillor Training Update** – the Chairman went through the list of courses. Cllr Mrs Shaw to consider Chairman Course and notify the Clerk.
  2. **Email from RDC re. Invitation to Rochford District Parish & Town Council Summit on Wednesday, 24<sup>th</sup> June at the Rayleigh Club 2pm-5.30pm** – Cllrs Mrs Young, Mrs Shaw and the Clerk to attend.
  3. **Letter from The Local Government Boundary Commission re. Electoral Review of Rochford: Final Recommendations (maps & booklet available in the office)** – Cllr Mrs Shaw reported that a map was now available and she had requested a copy.
  4. **Email from Malcolm Elson** – Cllr Patient was appalled by some of the comments made in the email and some strong opinions were expressed.
  5. **Letter from Larry Sampson** – the Chairman emphasised the offer of assistance in future with some events. Cllr Binding was keen to ensure that lessons were learned and processes would be in place to avoid further losses of Members of such high calibre. Members expressed opinions and the comments were noted.
  6. **Invitation and Agenda for the Larger Local Council Forum – 23<sup>rd</sup> June 2015 at the Murray Hall in Loughton 10am-12.30pm** – the Chairman and Vice Chairman felt the subjects being covered were irrelevant to Council therefore they would decline and review each invitation on its own merit for future. This was **accepted**.
  7. **Local Community Meeting for Rochford, Hawkwell North, Hawkwell South, Ashingdon, Canewdon & Stambridge – 21<sup>st</sup> May 2015** – Cllr Binding attended the Hockley meeting and queried whether he should attend the Ashingdon meeting also; Cllr Mrs Young clarified that it invariably clashed with Council meetings. Members wishing to raise any issues following the report to advise the Clerk in time to insert on the General Purposes agenda.
  8. **Email from RDC Member Services re. Training Courses for Parish/Town Councils** – Members to advise the Clerk in order for seats to be booked.
  9. **EALC Legal Update** – The Chairman read through the main points and recommended Members view the EALC website for broader information.
  10. **Email from Sue Leadbetter, District Based Youth & Community Commissioner** – Cllr Mrs Weir raised that there was confusion in the mention of a club at Clements Hall and this information was out of date. It was agreed that time would be given for Susan to get her team established and she would be invited to return in the future.
  11. **Email from EALC re. Chairman Nomination for Buckingham Palace Garden Party** – **agreed** to put forward a nomination for Cllr Mrs Young.
- Members noted the information available to read in the office.**

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

**Planning Committee:**

Cllr Mrs Weir moved the Minutes of the Meeting held on 18<sup>th</sup> May 2015 which were **accepted**.

**Parks Committee:**

Cllr Mrs Young moved the minutes of the meeting held on 18<sup>th</sup> May 2015 which were **accepted**.

**General Purposes Committee:**

Cllr Patient moved the minutes of the meeting held on 18<sup>th</sup> May 2015 which were **accepted**.

**Finance Committee:**

Cllr Mrs Shaw moved the minutes of the meeting held on 18<sup>th</sup> May 2015 which were **accepted**.

**Personnel Minutes:**

Cllr Patient referred to minute 6 and reported that Linda Parish was due to start in the office next week. Cllr Patient moved the minutes which were **accepted** as set out.

**37. Representatives Reports:**

**Robert Sudbury Trust** – nothing to report.

**Hockley & Hawkwell Old Peoples Welfare committee** – nothing to report.

**Rochford Old Peoples Welfare committee** – Cllr Mrs Shaw was unable to attend and Cllr Mrs Weir had nothing to report.

**Rochford Hundred Ass. of Local Councils** – next meeting 16<sup>th</sup> July 2015.

**Hawkwell Village Hall** – next meeting scheduled for Wednesday, 17<sup>th</sup> June.

**Ashingdon & East Hawkwell Memorial Hall MC** – no invite received as yet.

**Public Transport Liaison Group** – meeting next week.

**Information Reports:**

**Community Meetings** – Cllr Mrs Young and Cllr Binding reported burglaries in Hockley, Hawkwell and Rochford, most during the day, there were reports of a suspicious white van, the Community team were urging people to sign up to Community Messaging and use of social media photographs, postings etc. was alerting burglars that people were away on holiday. The Chairman asked Cllr Mrs Young to liaise with the Police Officer in the West to provide 50 words for the next edition of the newsletter. Cllr Mrs Shaw relayed reports of a green Corsa which may have false plates being seen following burglaries in the area. Cllr Mrs Young advised that out of 12 PCSO's for the area, only 4 were available to work at present and this was discussed.

**38. Payment of Accounts**

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

**39. Summary of Decisions Taken:**

- Annual Accounts and Annual Return approved for despatch.
- Cllrs Mrs Young, Mrs Shaw and the Clerk to attend RDC/Town Council Summit.
- Agreed to nominate Cllr Mrs Young for Buckingham Palace Garden Party.
- Cllr Mrs Young to liaise with PCSO re. 50 words for Newsletter.

The Chairman declared the meeting closed at 8.14pm.

Chairman