

**Minutes of the meeting of
HAWKWELL PARISH COUNCIL
held on
Monday, 9th June 2014 at 7.45pm
in the Committee Room, Freight House, Bradley Way, Rochford**

Councillors Present: Chairman V Leach, Vice Chairman R Patient, K Binding, Mrs L Haskew, L Sampson, Mrs L Shaw, D Weir and Mrs M Weir.

24. To receive apologies for non-attendance at meeting:

Cllr R Mitchell (unwell), Cllr Mrs A Heath (Work) and Mrs P Young (Work). District Cllrs Mr & Mrs Mason, Mrs L Butcher, Mrs J McPherson and County Cllr Mr T Cutmore. Members accepted the apologies tendered.

25. Declarations of any:

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

on any matter on the agenda for 9th June 2014: None were declared.

26. Public Forum: None Present.

27. To approve as a correct record the Minutes of the Annual Meeting of Hawkwell Parish Council held on 12th May 2014 and to destroy the notes in respect of that meeting: The minutes of the Annual Meeting held on 12th May 2014 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

28. Financial Report (May 2014):

The Clerk reported expenditure was on track and highlighted Membership, Insurance and Professional Fees. She updated that the second tranche of Precept was paid in early June and would show on next month's report. The Clerk clarified donations received and answered a question relating to the mobile phone. Members **accepted** the Financial Report.

29. Action List Update:

The Chairman went through the list and updates were given.

29.1 It was agreed to leave the John William Bobin item on the list as an ongoing parish identity issue and Cllr Leach advised it was a case of pulling the information together.

29.2 Agreed to remove item 2 relating to several highway reports.

The List was **noted** and **approval** was given for completed items to be removed.

30. Accept and Approve for Despatch the Annual Accounts & Annual Return for the year ended 31st March 2014:

The Chairman commended the Clerk and her Assistant for the excellent job in keeping Council finances in order. The Chairman sought Members approval of the Annual Statement of Accounts; **this was given and the Chairman and Clerk signed the document.**

The Clerk referred to the Review of Effectiveness of System of Internal Control document highlighting that it included one amendment and this was **noted**. 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 Clerk reported that the Internal Auditor had attended the office on 15th May and he had signed his part of the Audit to his satisfaction; the internal report would be seen next week at Finance Committee.

The Chairman sought Members approval of the signing and despatch of the Annual Return to the Audit Commission; this was given unanimously and the Clerk and Chairman signed the document.

31. Approve Hawkwell Parish Council's Policy Statement on Employer Discretions under the new Local Government Pension Scheme (2014) - Recommendation from Personnel Committee:

Cllr Patient commended the Clerk for the research she had done in preparing the document for Personnel Committee. Cllr Patient proposed approval of the Policy to Full Council and Cllr Mrs Shaw seconded the proposal. After a show of hands the Policy was **approved** unanimously.

32. List of Committee Membership & Representatives on Outside Bodies for 2014/15:

The lists were accepted.

33. Correspondence:

- 1. Minutes of the Rochford Community Safety Partnership Meeting held on 10th March 2014** – the Minutes were noted.
- 2. Email from RDC re. Training for Parish/Town Councilors and Clerks on Members' conduct, standards and the requirements around pecuniary and non-pecuniary interests - Wednesday, 9th July 2014 at 10.30am - Civic Suite, Rayleigh** – the content and delivery of courses run by RDC were commended together with the importance of keeping up to date with changes and Members were asked to contact the Clerk if they wished to attend.
- 3. Delegate Notes of EALC Executive Meeting held on 15th May 2014** – noted.
- 4. Invitation from Rochford & Rayleigh Citizens Advice Bureau to attend their Annual Open Meeting on Wednesday, 16th July 2014, 8pm at the Civic Suite** – Members wishing to attend to notify the Clerk.
- 5. Email from RDC Member Services regarding Independent Remuneration Panel re. Parish/Town Council Allowances** – Cllr Leach asked that Members, wishing to submit any specific issues for the Panel, contact the Clerk.
- 6. Invitation to attend Southend permit consultation drop-in at the Rochford Hotel, Bradley Way, Rochford on Monday 9th June 2014 between 2pm-7pm** – Cllr Mrs Haskew fed back that she had felt reassured by the Environment Agency but was surprised to learn they had been monitoring this for 2 years. Cllr Leach described the two types of effluent emitted and reported from the Liaison Committee that this had no or minimum impact on the environment. Cllr Mrs Weir commented on a newspaper report that that consultation would have to be extended due to incorrect figures and Cllr Weir expressed some strong opinions. Cllr Leach advised an email address was provided for individuals to comment but Council had not been invited to respond as a consultee.
- 7. Minutes of the Parish Transport Meeting (Rochford & Castle point) held on 31st October 2013** – the Minutes were noted.

8. **Invitation to attend Essex Wildlife Trust 2014 AGM and Members' Day on Saturday, 21st June 2014 at 9.30am – noted.**
9. **Invitation to International Tree Foundation's Annual Supporters Meeting on Saturday, 21st June 2014 – noted.**
10. **Invitation from Essex & Suffolk Community Rail Partnership, Greater Anglia, Churches Together, Bridge Task Force and Burnham Art Trail to attend Burnham-on-Crouch Station for Thanksgiving to celebrate 125th Anniversary of the Crouch Valley Lines on 21st June - 10am – noted.**
11. **Press Release from RDC re. New Chairman – For Information – Cllr Mrs Weir recommended sending a letter of congratulations to Cllr Mrs H Glynn on her appointment as Vice Chairman of RDC as a previous Member of Hawkwell Parish Council and Hawkwell resident and this was **agreed**. Cllr Patient suggested an invitation to Cllr Mrs Glynn to attend the Summer Fayre and Cllr Leach referred this to the next Summer Fayre Committee Meeting scheduled in the office at 7pm on the following day.**

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

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

Planning Committee:

Cllr Mrs Weir moved the minutes of the meeting held on 19th May 2014 which were **accepted**.

Parks Committee:

Cllr Sampson moved the minutes of the meeting held on 19th May 2014 which were **accepted**.

General Purposes Committee:

Cllr Patient moved the minutes of the meeting held on 19th May 2014 which were **accepted**.

Finance Committee:

Cllr Mrs Haskew moved the minutes of the meeting held on 19th May 2014 which were **accepted**.

35. Representatives Reports:

Hockley & Hawkwell Old Peoples Welfare committee - Cllr Mrs Weir reminded that the Committee were holding a fete between 12 and 4 on Saturday.

Rochford Old Peoples Welfare committee – Cllr Mrs Haskew – no meeting.

Rochford Hundred Ass. of Local Councils - Cllr Leach/Cllr Mrs Weir – no meeting.

Hawkwell Village Hall – Cllrs Mrs Weir/Mrs Young – no meeting.

Ashingdon & East Hawkwell Memorial Hall MC - Cllr Mrs Weir - meeting next week.

Public Transport Liaison Group – Cllr Mrs Weir - next meeting scheduled for 26th June.

Robert Sudbury Charity – Cllr Mrs Weir/Cllr Mrs Young. Cllr Mrs Shaw asked for an outline of the Charity and the Clerk gave a full explanation and reported she would call a meeting of Trustees in the near future.

Community Safety Partnership – Cllr Mrs Young – Minutes received in 33.1.

Triple H Community Choir – Cllr Mrs Haskew reported the Choir were to perform at the O2 in London on the 28th June which was exciting for them and Cllr Leach asked her to pass on Council's congratulations. It was noted that their request for a donation would be discussed at Finance Committee next week.

Information Reports -

Neighbourhood Meeting Reports (NAMS) – Cllr Mrs Young. Cllr Binding reported a meeting was held in Kilnwood House on the Foundry Estate which was well attended; crime in the area was down and another meeting was scheduled for next week.

36. 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.

37. Summary of Decisions Taken:

- Clerk to despatch Annual Accounts & Annual Return for the year ended 31st March 2014.
- Approved Hawkwell Parish Council's Policy Statement on Employer Discretions under the new Local Government Pension Scheme (2014).
- Agreed to leave John William Bobin on action list until resolved.
- Agreed to remove action list item 2 relating to highway reports.
- Letter of congratulations to be sent to Cllr Mrs H Glynn.
- Summer Fayre Committee to discuss invitation to Cllr Mrs H Glynn.
- Cllr Mrs Haskew to pass on congratulations to Triple H Community Choir.

The Chairman declared the meeting closed at 8.20pm

Chairman