

**Minutes of a meeting of the  
GENERAL PURPOSES COMMITTEE held on  
Monday, 16<sup>th</sup> July 2012  
in the Committee Room, Freight House, Bradley Way, Rochford.**

**Committee Present:** Chairman Cllr R Patient, Vice Chairman Cllr Mrs P Young, Cllr Mrs C Cunningham, Cllr Mrs L Haskew, Cllr Mrs A Heath, Cllr R Mitchell, Cllr J Scrivener, Cllr D Weir, Cllr Mrs M Weir, ex-officio Cllr V Leach and Mr E Short - HPPG.

**Also Present:** Cllr Mrs E Chippette, Cllr Mrs K Cooke and Mr A Woodley – Wyvern Community Transport (WCT).

**18. Presentation by Andrew Woodley of Wyvern Community Transport regarding community transport and Hawkwell Bus Services:**

Andrew Woodley was welcomed to the Chamber and he presented a detailed update on the services offered by Wyvern Community Transport. A question and answer session was held. Emanating from that, the Minute Clerk was asked to post an article on HPC's website calling for volunteer drivers together with a link through to WCT website and Cllr Mrs Haskew was asked to advertise for volunteer drivers in the Newsletter.

The Chairman thanked Mr Woodley for his presentation and he left the Meeting.

**Cllr Patient moved from the Chair that item 7. be moved up the Agenda to enable Cllr Jim Scrivener to fill the vacancy on the GP Committee and this was agreed.**

**19. Cllr Jim Scrivener to fill vacancy on General Purposes Committee:**

Members approved the appointment.

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

Mr L Barratt – HPPG presented his apologies which were accepted.

**21. Declarations of interest:**

Cllr Mrs Heath declared an interest relating to Agenda item 11/minute 26 as she knew the resident.

**22. To approve the Minutes of the Meeting held on 18<sup>th</sup> June 2012 and to approve the destruction of the manuscript notes in respect of that meeting:**

Members approved the Minutes of the Meeting held on 18<sup>th</sup> June 2012 as a true record and agreed to the destruction of the manuscript notes in respect of that meeting.

**23. Action Update List:**

Mr E Short asked if there was any further progress to report regarding ECC approval for HPC signage. The Clerk advised Council may have to go through ECC's Legal Department but it would eventually become resolved. Cllr Leach had emailed Cabinet Member Ray Howard who informed that the business was in hand but if ECC were now bringing in the spectre of putting it before their Legal team he felt Council ought to take further action and he would liaise with the Clerk the following day.

Members noted the progress report.

**24. Financial Report (June 2012):**

There were no questions and Members accepted the Financial Report.

**25. Approve Notes of Xmas Lights Working Group (2<sup>nd</sup> July 2012):**

The Chairman went through the notes and had a further update on the state of the Xmas Tree and Xmas Lights.

He felt that Council did have enough lights to dress other trees on the common, should this be agreed.

The Chairman then gave the latest update regarding the Xmas Tree. He referred to an email from the Clerk that she had received confirmation from Essex & Suffolk Water that there were no water leaks in the vicinity, they carried out several tests including correlation tests with nearby pipes to gauge water pressures, listening tests and after inspecting the tree and others around the common they concluded that the Xmas tree was in a `poor drainage` area. RDC had also confirmed that they tested for sewage and found none. It seemed that the tree was in a natural flood area and it could be seen that the tree was dying. The recommendation from RDC was that Council pull out the tree, fill in the hole and cover it over. **Members discussed the findings and resolved to approve the recommendation from RDC.** The Clerk advised a contractor would need to be engaged to remove the tree in one lot which would be costly together with reinstating the same type of clay and finally re-turfing the area; she expected this would exceed the £500 which was proposed at Full Council. Cllr Weir felt strongly that 3 quotes should be obtained and a list of expenditure put together detailing the total cost of the Xmas Tree however nothing was agreed. Members discussed whether the tree could be chopped and removed in pieces to keep costs down. Members discussed the possibilities. **The Chairman expressed concern that with the recess and holidays looming, Council needed to move on this quite quickly; he recommended the Clerk investigate the best way forward using professional people and that the Chairman together with Cllr Leach make the final decision based on those findings and this was approved.** It was suggested that a note be published in the Newsletter to notify Parishioners that the tree would be removed and this was agreed.

The Chairman sought Members views on cutting back on provision of a Marquee at the Xmas Celebration due to potentially exceeding the budget. Members debated this and felt a marquee was needed due to the seasonal weather. Cllr Mrs Haskew proposed Council approach the Hawkwell Baptist Church to seek the loan of their recently purchased marquee; this was thought to be a good idea, the Church could hold a stall within it for the Event and from this Members felt there were other options to explore. **It was resolved to continue with the provision of a marquee as the status quo and loaning options would be researched, initially with the Chair of Council making an enquiry with Richard Isles, Minister of Hawkwell Baptist Church.**

**Members approved the notes of the Working Group meeting held on 2<sup>nd</sup> July.**

**26. Newsletter: Cllr Mrs Haskew has offered to facilitate the production of the Council Newsletter:**

The Chairman thanked Cllr Mrs Haskew for offering to facilitate the Newsletter. The Clerk circulated a list put together by Cllr Mrs Haskew for discussion of potential articles for inclusion. Mr E Short referred to a proposed article from the Planning Committee and raised a question in relation to a bypass, increased development and inadequate road infrastructure. The topic was discussed in

more detail and Mr Short inquired if HPC would allow HPPG to compose a letter, with wording agreed by HPC, on HPC headed paper. Cllr Leach advised it would need to be properly debated at Full Council and the matter was not discussed further.

- a) Suggested articles for submission from General Purposes Committee (e.g. Summer Fayre, increased car vandalism, donation to U13 rugby team, volunteer drivers required for Old People's Day Centre).** Cllr Mrs Young to provide article re. Neighbourhood Watch, Cllr Mrs Haskew to include information and call for volunteer drivers for Wyvern Community Transport and Cllr Leach to provide an article on the Summer Fayre.
- b) Volunteers to write and submit articles to Cllr Mrs Haskew by 31<sup>st</sup> July 2012.** Noted.

**27. Health & Safety issues:**

The Chairman advised that some of the issues had been passed onto the Parks Committee for consideration. He had previously received an email from the Clerk and used that as a basis to go round and look at some of the issues and he went through the list with comments bullet pointed:-

- The PAT Test was essential and required each year.
- The Office would be inspected in the near future.
- The Chairman recommended replacement of the Compressor, Welder and Heater; the welder was archaic and Dave Abrams required a welder to maintain machinery rather than replace it.
- The Chairman explained the importance of the Compressor for use in blowing the equipment clean of grass and debris. Members queried and discussed in detail the specification for the Compressor; questioning the need for such a high pressure or large tank; some Members thought 100p.s.i. ought to be adequate. The Chairman said it would need to be investigated. Cllr Mitchell offered to assist the Clerk should she need any help.
- The Health & Safety Board still referred to Stuart Mennell's predecessor, Mrs L Parrish and this required updating.
- Cllr Mrs Heath said she had some appropriate H&S signage that she was happy to donate.
- Members discussed the need for individual first aid kits for machinery or whether a portable kit could be provided which would also be a saving as the on costs were keeping the kits stocked and in date. This would need to be further researched for clarity.
- Financing was queried and the Clerk informed there was no budget for health & safety; all funds would have to be vired.
- Cllr Leach advised that the Finance Committee would be formally approached to fund the replacement of items so that money could be vired across from General Reserves to go to Committees and a costing would need to be worked out for this. He suggested allowing the Clerk a reasonable amount of time do this and with the permission of the Chair of Finance, call a meeting of the Finance Committee with Health & Safety on the Agenda.
- It was agreed for the Clerk to obtain costs as soon as possible with help offered from Cllrs Mitchell and Patient if required.
- The Chairman suggested that alternative suppliers could also be explored and the Clerk advised that Council received a good discount from Ernest Doe and held an account with them.

**28. Letter from resident re. footpath between Spencers and Briar Close:**  
After discussion it was resolved that the Clerk acknowledge receipt of the residents letter informing that it would be appropriate for street-lighting to be installed in the alleyway in question but there was no budget for it at present. However, the overriding factor was that RDC were currently in the process of looking into ownership of alleyways, therefore, HPC could take no action until such time as responsibility was identified and the matter would be reviewed in September.

**29. Letter from Essex Police re. estate disposal process (referred from Full Council 9.7.12):**

Cllr Mrs Young reported on the current state of local policing following on from attending the recent NAMs meetings. Members discussed the information and expressed concerns. **It was resolved that the Clerk would respond to the letter outlining the concerns raised.**

**30. Summary of Actions/Decisions:**

- Minute Clerk to post article on HPC website calling for volunteer drivers to contact WCT together with a link to their website.
- Approved RDC recommendation to remove Xmas Tree and reinstate ground to original condition.
- The Clerk to investigate the best way forward and costings in lifting out the Xmas Tree. Cllrs Patient and Leach to make the final decision based on those findings.
- Agreed status quo re. provision of marquee for Xmas Celebration and loaning options to be researched with Cllr Leach to make enquiries with Richard Isles, Hawkwell Baptist Church.
- Items for Newsletter:-
  - Cllr Mrs Young to provide article re. Neighbourhood Watch,
  - Cllr Mrs Haskew to include information and call for volunteer drivers for WCT,
  - Cllr Mrs Haskew to include note re Xmas Tree removal,
  - Cllr Leach to provide an article on the Summer Fayre.
- The Clerk to research commercial costings for replacement of the Welder, Compressor, Heater for Store and purchase of first aid kit/s.
- Formally request Finance Committee to fund replacement of above machinery/first aid kit/s to enable a vire of general reserves to go to GP.
- Cllr Mrs Heath offered to donate some health & safety signage.
- The Clerk to acknowledge receipt of residents letter informing that it would be appropriate for street lighting to be installed in the alleyway in question but there was no budget for it at present and RDC were currently in the process of looking into ownership of alleyways, therefore, HPC could take no action until such time as responsibility was identified; the matter would be reviewed in September.
- The Clerk to respond to the letter from Essex Police re. estate disposal process outlining the concerns raised.

The Chairman closed the meeting at 9.15pm.

Chairman

**Footnote to Members: Please recycle this document from within the Full Council Papers for use at the next Standing Committee Meeting.**