

**Minutes of the Meeting of the  
GENERAL PURPOSES COMMITTEE  
held on Monday 12<sup>th</sup> November 2018 at 8:24pm  
in the Committee Room, Freight House, Bradley Way, Rochford.**

**Cllrs Present:** Chairman R Gardner, K Binding, S May, R Patient, Ms A Rees-Jones, M Strubel, Mrs M Weir, S Wootton & Mrs P Young

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

Cllr Mrs E Gadsdon had given apologies.  
Members **received** the apologies tendered.

**13. Declarations of any:**

- a) **Disclosable Pecuniary Interest;**
- b) **Other Pecuniary Interest; or**
- c) **Non-Pecuniary Interest**

**on any matter on the agenda for 12<sup>th</sup> November 2018:**

None were declared.

**14. Public Forum:**

No members of the public were present.

**15. To approve the Minutes of the meeting held on 21<sup>st</sup> May 2018 meeting:**

The Minutes of the Meeting were **approved** and Members agreed to the destruction of the notes in respect of that meeting.

**16. Action Update List – March 2018:**

16.1 Members noted the request from a resident to install a suitable sign at Thorpe Road to deter HGVs had resulted in the Clerk contacting the new LHP Chairman and that a bid had been submitted. The scheme had gone to the June meeting, but the validation process had not been completed. It was taken to a further meeting in September where engineers agreed that a sign would be acceptable. However, the next stage would be that the LHP would start to create a list of approved works for the next financial year at the December meeting and during that process the panel would decide whether to fund the scheme. Members enquired about the cost of the sign installation and the Clerk explained prices would likely to be known at the final stage. Members were unhappy with the process and felt the amount of time it took was inexcusable. Members agreed it would be beneficial to add an article to the next 'Hawkwell i' newsletter to make residents aware of the difficulties with the scheme and how long it took, along with the costs incurred.

16.2 Members were referred to Agenda item 8 (Minute 19).

Members noted the Action Update List and **agreed** to the removal of closed items.

**17. Financial Report – October 2018:**

There were no questions and Members **accepted** the Financial Report.

**18. Parish Street Lighting: P6 Holyoak Lane (Bluebell Cottage); request from resident for removal/relocation of the lighting column:**

Members noted the Clerk's report and agreed it was only in the interests of the actual resident(s) to have the light relocated six feet away from its existing location. Cllr Mrs P Young proposed that permission for the light to be relocated be granted on the proviso that the resident would incur all costs involved and arrange accordingly with no expense or time/work to Council. This was seconded by Cllr R Patient with all Members in agreement.

**19. Christmas Parcels Working Group:**

**a) Receive notes of the meetings held on the 9<sup>th</sup> July 2018, 17<sup>th</sup> September 2018 and 8<sup>th</sup> October 2018:**

Members approved the notes.

**b) Update on progress/assistance required from Members:**

Cllr M Strubel offered to do a maximum of 15-20 deliveries. Cllr S Wootton offered to carry out deliveries along the Rectory Road area. Cllr S May requested his delivery list include the Holt Farm area. Cllr R Gardner offered to help assist with deliveries and Cllr Mrs P Young enquired if the Clerk had been in contact with Mr Titmuss who had previously been a Cllr and had indicated he would like to help in future initiatives. Cllrs Ms A Rees-Jones and Mrs N Shaw would be delivering the biscuits to those in Suffolk Court, Norwich House and Norfolk House and would collect the biscuits from the office in due course with the aim to deliver them during the beginning of December. It was noted that a Christmas card would need to be placed on each biscuit box and that Cllr Mrs N Shaw was in the process of adding the labels to the Christmas cards.

The Clerk informed Members that packing of the parcels was set for the 10<sup>th</sup> December at the Rochford Day Centre. The Clerk would be meeting with Waitrose the following day to arrange for the contents to be ordered and delivered. It was noted there was a total of 154 parcels, down from 190 the previous year. The Clerk further informed Members that the Waitrose Community Matters scheme had raised £177 towards the cost of the food and that Waitrose had committed to a further 15% discount on the total purchase. The Clerk estimated that the cost of the parcels would therefore be approximately £1,450. It was noted the budget would be underspent, but the Clerk pointed out that was mainly due to the lower number of parcels and reminded Members the cost for the current year was significantly higher than what had been achieved in previous years.

Those who would be distributing would preferably need to collect their parcels on the 10<sup>th</sup> December, following the packing. The office would be in receipt of the electoral register on the 1<sup>st</sup> December 2018 and would be able to do one last sweep of the delivery list to ensure there had been no removals.

**20. Receive Notes of the Christmas Lights Working Group meeting held on 1<sup>st</sup> October 2018:**

Members received the Christmas Lights Working Group notes.

**21. Agree General Purpose Budget 2019-20 (Bid 1) for recommendation to the Finance Committee:**

Members went through the budget (bid 1) line by line, noting an overall increase of £8,300 from £28,300 for 2018-19 to £36,600 for 2019-20. It was noted the largest allocation increase was within Street Lighting/Capital Projects for a phased programme of

LED street light replacements.

Members discussed the street lights and noted that when all lights would be changed to LED there would be a reduction in energy costs and they would be eco-friendly.

Members enquired if there was a contingency for the maintenance following the change of lights and the Clerk reminded Members that they had agreed to a five-year contract with the lighting contractor which included an annual maintenance programme. Cllr Mrs P Young proposed that the Street Lighting/Capital budget be increased from £15,000 (bid 1) to £30k which was seconded by Cllr S May with all Members in agreement.

Members also agreed to increase the Christmas Lighting Ceremonies budget given they had had engaged a new lighting contractor and had the intention to purchase further lights. In that regard, Members also increased the Capital projects budget (bid 1) by a further £2k to £5k for new lighting pieces.

Members noted a reduction in the Health & Safety budget given that some of the equipment would be discontinued and that the Playground Inspection Reports had been less than previously budgeted for.

Members noted some new initiatives which had been raised in the year, such as the installation of defibrillators and briefly discussed historic processes where Members would meet to discuss budgets and look at possible work programmes and initiatives. It was noted there appeared to be no reason those working groups had ceased and some Members further commented that they were not looking at new things. The Clerk pointed out the importance of budget planning and Members agreed it would be prudent to meet in the future to discuss ideas for the budget.

Members approved an increase in the General Purposes budget of £17k from bid 1, giving a total budget of £53,600 for recommendation to the Finance Committee.

**22. Agree Youth Budget 2019-20 (Bid 1) for recommendation to the Finance Committee:**

Members agreed to keep the Youth Budget at £1k but noted that more focus was required when it came to what was and could be done for the Parish's youth. It was agreed when new Council was formed in 2019, further consideration was needed. Cllr R Patient gave apologies and his reasons for his inaction in relation to the Working Group. Members approved the budget for recommendation to the Finance Committee.

**23. Summary of Decisions:**

- Article on LHP Thorpe Road sign process to be added to next 'Hawkwell i' Newsletter.
- Permission granted for the light (P6) located in Holyoak Lane to be relocated, on condition that the resident incurs all costs involved and makes all necessary arrangements.
- Cllrs Gardner, Strubel & Wootton to assist with Christmas Parcels distribution, additional to Working Group. All those involved in distribution to collect parcels on 10<sup>th</sup> December 2018 or to let office know when collection is possible.
- General Purposes budget approved for recommendation to the Finance Committee.
- Youth budget approved for recommendation to the Finance Committee.
- Members to be proactive in meeting regarding future budgets; Youth Working Group to consider new ideas/ways forward following new Council in 2019.

The Chairman declared the meeting closed at 8:56pm

Chairman