

ASHINGDON PARISH COUNCIL



Clerk to the Council: Mrs Karen Boyce
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Minutes of the Annual Parish Council Meeting held at Ashingdon and East Hawkwell Memorial Hall on Monday 10th May 2021 at 7.30pm.

Present: Chairman: Cllr. D. Catchpole Vice Chairman: Cllr. D. McCarthy

Councillors: Cllr. D. Constable Cllr. G. Dryhurst
Cllr. P. Hennessy Cllr. T. Flowers
Cllr. S. Osborne

Officers: Karen Boyce, Parish Clerk

District Councillors: Cllr. R. Constable sent his apologies.

Members of press and public: One

Election of Chairman

RESOLVED that Cllr. D. Catchpole be elected as Chairman of Ashingdon Parish Council for the ensuing municipal year.

The Parish Council thanked Cllr. T. Flowers for his hard work whilst he was Chairman of the Council.

21/047 Chairman's Declaration of Acceptance of Office

Cllr. D. Catchpole made the statutory Declaration of Acceptance of Office as Chairman.

21/048 Election of Vice Chairman

RESOLVED that Cllr. D. McCarthy be elected as Vice Chairman of Ashingdon Parish Council for the ensuing municipal year.

21/049 Apologies for Absence

Apologies were received from Cllrs. S. Chittenden.

RESOLVED that the apologies be accepted.

21/050 Minutes

RESOLVED that the minutes of the Virtual Parish Council meeting held on the 12th April 2021 be approved as a correct record and signed by the Chairman.

21/051 Progress Report

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| 20/144 | The Clerk had asked members, when they would like to hold the Christmas Buffet this year. It was decided to hold on Thursday 9 th December, from 12.00pm to 3.30pm. |
| 20/180 | Members received the Memorandum of Agreement form from Youth Services with the commencement date of 24 th May 2021. |
| 21/014(c) | Members had decided to set up a Finance working group, so that the Clerk can investigate with the working group the best rate of return on the finances. |
| 21/019 | The Clerk had contacted Rochford District Council on the matter of Green Belt Land at Ulverston Road/Radnor Road. Awaiting a reply. |
| 20/024 | The Clerk had been asked to purchase 2 x large Union Jack flags, the Clerk wanted to check size required. |

21/052 Declaration of Interests and Dispensations

None declared.

21/053 Public participation session

One resident present.

21/054 District Councillor's Report

None present.

21/055 Co-option

There are three vacancies in Ashingdon ward; no candidates were present to observe the meeting.

21/056 Finance

Members received the schedule of payments for approval along with the bank reconciliation figures for March 2021. Cllr. S. Osborne had checked the bank reconciliation figures.

RESOLVED that

(a) the following payments/cheques be approved for payment and signed:

HM Revenue & Customs	IBMAY21/1	£ 126.71
Constable Landscapes	IBMAY21/2	£ 444.00
EE Mobile	IBMAY21/3	£ 22.46
EE Mobile	IBMAY21/4	£ 27.46
EE Mobile	IBMAY21/5	£ 22.46
EE Mobile	IBMAY21/6	£ 22.46
EE Mobile	IBMAY21/7	£ 22.46
EE Mobile	IBMAY21/8	£ 22.74
Essex County Council	IBMAY21/9	£1360.38
Essex Pension Fund	IBMAY21/10	£ 342.13
J&P Prior	IBMAY21/11	£ 105.00
Office Furniture Online	IBMAY21/12	£ 60.00
Office Furniture Online	IBMAY 21/13	£ 24.00

- (b) The year end bank reconciliation figures be approved and accepted;
- (c) The financial year end 2020/21 carried forward figure of £170,239.16 be approved;
- (d) Section one of the Annual Governance and Accountability Return for 2020/21 be approved;
- (e) Section two of the Annual Governance and Accountability Return for 2020/21 be approved;
- (f) A Thank you letter was received from Ashingdon & East Hawkwell Memorial Hall for the donation of £500.00, they received from Ashingdon Parish Council.

21/057 Community Defibrillator

Discussions were held on purchasing a Community Defibrillator, with a view to placing it into the external porch area at Ashingdon & East Hawkwell Memorial Hall.

RESOLVED that Cllr. S. Osborne enters into discussions with the management of Ashingdon & East Hawkwell Memorial Hall.

21/058 Gravel Footpath

Members considered approaching Rochford District Council regarding a gravel footpath around the King George Playing Field also around the outside of the play areas.

RESOLVED that Cllr. D. McCarthy and the Clerk liaise on the approach to Rochford District Council.

21/059

Constitution

RESOLVED that

- (a) the Parish Council continue to have a planning committee and that Cllrs. D. Catchpole, S. Chittenden, D. McCarthy, G. Dryhurst and T. Flowers be appointed onto it;
- (b) Cllrs. G. Dryhurst, T. Flowers, D. Constable and P. Hennessy be appointed onto the personnel committee;
- (c) the following members be "Leading Councillors" for the following subjects:
 - (i) Planting and Green Areas – Cllr. G. Dryhurst;
 - (ii) Transport – Cllr. G. Dryhurst;
 - (iii) Public Rights of Way – Cllrs. G. Dryhurst, P. Hennessy, D. McCarthy
 - (iv) Welfare and Elderly – Cllr. D. Constable;
 - (v) Community Safety and Youth – Cllr. D. McCarthy, S. Osborne
 - (vi) Community Groups – Cllr. D. Constable.
- (d) the following members be appointed onto the following outside bodies:
 - (i) Rochford Hundred Association of Local Councils – Cllr. D. Constable.
 - (ii) Old Peoples Welfare Committee – Cllr. D. Constable;
 - (iii) Memorial Hall Committee – Cllr. S. Chittenden, Substitutes - Cllr. D. McCarthy, Cllr. G. Dryhurst
 - (iv) Local Community Meeting – Cllr. T. Flowers;
 - (v) RSPB Local Liaison Group – Cllr. G. Dryhurst;
 - (vi) River Crouch Coastal Community Team – Cllr. G. Dryhurst.
- (e) Cllrs. S. Chittenden, T. Flowers and S. Osborne be appointed onto the Financial working group.

21/060

Parish Council Policies

RESOLVED that

- (a) the Standing Orders be approved;
- (b) the Financial Regulations be approved;
- (c) the Internal Controls be approved;
- (d) the Complaints Procedure be approved;
- (e) the Risk Assessment Register be approved.

Planning

RESOLVED that

- (a) the minutes from the Planning Committee meeting held on 12th April 2021 be noted;
- (b) the minutes from the Planning Committee meeting held on 26th April 2021 be noted;
- (c) the list of applications determined by Rochford District Council in April 2021 be noted.

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Highways/PROW/Environment/Transport/Street Lighting

- (a) An update was received from Cllr. G. Dryhurst.
- (b) An update was received regarding the Parish Rooms/ Public Toilets at King George's playing field from Cllr. D. Constable.
- (c) An update was received from Cllr. G. Dryhurst.
- (d) An update was received from Cllr. G. Dryhurst.

21/062

Youth Services

It was noted that the Memorandum of Agreement form had been received from the Youth Services.

21/063 Crime and Anti-Social Behaviour

No report received.

21/064 Reports from the representatives for outside committees

- (a) Ashingdon and East Hawkwell Memorial Hall – Cllr. D. Catchpole; Cllr. D. McCarthy - Report received.
- (b) Rochford Hundred Association of Local Councils – Cllr. D. Constable;
No meeting.
- (c) Local Community Meeting – Cllr. T. Flowers;
No meeting.
- (d) RSPB Local Liaison Group – Cllr. G. Dryhurst
No meeting.
- (e) River Crouch Coastal Community Team Stakeholder Event – Cllr. G. Dryhurst
No meeting.

21/065 Date of next meeting

The next Parish Council Meeting is on Monday 7th June 2021 at 7.30pm.

The meeting was closed at: 21.45pm

Chairman's Signature

Dated
7th June 2021