

ASHINGDON PARISH COUNCIL



Clerk to the Council: Mrs Karen Boyce
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Minutes of the Parish Council Meeting held at Rochford Day Centre, Back Lane, Rochford on Tuesday 7th September 2021.

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

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

Officers: Karen Boyce, Parish Clerk

District Councillors: Cllr. C. Weston.

Members of press and public: None

21/127 Apologies for Absence

Apologies were received from Cllr. S. Chittenden and Cllr. T. Flowers.

RESOLVED that the apologies be accepted.

21/128 Minutes

RESOLVED that the minutes from the Parish Council Meeting held on the 5th July 2021 be approved as a correct record and signed by the Chairman.

21/129 Progress Report

- 20/138 The Clerk sent a copy of the co-option policy to the Council. Councillors approved and adopted the policy.
- 21/014(c) The Clerk has set a date for the financial working group to have a meeting, this is set for 14th September 2021. They will investigate an alternative bank/s other than Barclays to reduce the large deposit in the Community account, only £85k is covered by the FSC protection of bank deposits. Any information can then be represented to the Full Council.
- 21/019 The Clerk sent another email to Talent on the 3rd September for any updates on Ulverston Road/Radnor Road. Awaiting a reply.
- 21/058 The Clerk sent a letter to Marcus Hotton on the 2nd July 21, via email, regarding a gravel footpath around the King George Playing Field, also around the play areas.
- 21/083 The Clerk was asked to contact RDC with regards to the village sign at the bottom of Ashingdon Hill, on arranging a survey to see if repairs are needed. The Clerk received a reply on the 05.07.21 from RDC to say that they only deal with name plates. The Clerk has now got to approach ECC.
- 21/083 The Clerk has confirmed that 'the Pedestrians in the road' joint signage request, with Canewdon Parish Council, had been submitted on the 26th July 2021.
- 21/088 The Clerk informed the Council that there had been more damage to the metal basketball framework, the Clerk is now to contact Rochford District Council regarding replacing the basketball court.
- 21/106(j) The Clerk sent a report to Councillors on quotes for a Tree survey. The Council made a decision on a Company. The Company that they decided on was Place services. The Clerk will inform Place services to undertake the tree survey.
- 21/117 The Clerk sent a report to Councillors on quotes from companies for the changes to the Council's website to meet Accessibility Regulations and ongoing management of the site. The Clerk received 3 quotes back to which the Council decided to employ Company 'B',

Which was Weave a web. The Clerk will inform Weave a web to undertake the management and changes of the website.

21/130 Declaration of Interests and Dispensations

Cllr. G. Dryhurst declared a pecuniary interest in item 10(c) as he is Trustee for Wyvern Community Transport, he took no part in the discussion or decision of that item.

21/131 Public participation session

None present.

21/132 District Councillor's Report

Cllr. C. Weston attended the meeting.

21/133 Co-option

There are two vacancies in Ashingdon ward; and one in vacancy in Ashingdon (west) – (this ward is in the Hockley area). One candidate was present to observe the meeting.

Mrs. C. Weston, has attended two previous meetings and has shown an interest into being co-opted onto the Council.

RESOLVED that Mrs. C. Weston be co-opted onto the Council. Mrs. C. Weston met all the requirements of eligibility for becoming a Parish Councillor for Ashingdon (west) ward.

21/134 Co-option Policy

Members adopted the recently produced Co-option Policy.

21/135 Finance

Members received the schedule of payments for approval along with the payments made in August 2021 and the bank reconciliation figures for June and July 2021. Cllr. T. Flower checked the Bank reconciliation figures for June and Cllr. G. Dryhurst still needs to check the Bank reconciliation figures for July.

RESOLVED that

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

HM Revenue & Customs	IBSEP21/1	£126.91
A&J Lighting Solutions	IBSEP21/2	£502.80
Essex Pension Fund	IBSEP21/3	£342.13
Information Commissioners Office	IBSEP21/4	£ 40.00
J&P Prior Cleaning Services	IBSEP21/5	£105.00
Viking Direct	IBSEP21/6	£ 25.86
Viking Direct	IBSEP21/7	£208.10

(b) the following payments made in August 2020 be ratified:

HM Revenue & Customs	IBAUG21/1	£126.71
A&J Lighting Solutions	IBAUG21/2	£609.60
A&J Lighting Solutions	IBAUG21/3	£254.34
A&J Lighting Solutions	IBAUG21/4	£148.00
Constable Landscapes	IBAUG21/5	£105.00
Essex Ass. Of Local Councils	IBAUG21/6	£168.00
Essex Pension Fund	IBAUG21/7	£342.13
St. Andrews Church Hall Fund	IBAUG21/8	£ 33.00

Mr. D. Catchpole	IBAUG21/9	£ 51.02
Vaughtons	IBAUG21/10	£ 25.15
Viking Direct	IBAUG21/11	£ 53.96
J&P Prior	IBAUG21/12	£105.00

- (c) The bank reconciliation figures for June 2021 be approved and accepted
- (d) The bank reconciliation figures for July 2021 could not be approved or accepted, deferred to October meeting.
- (e) It was confirmed that Cllr. D. McCarthy, will be claiming his allowance, this will be coming out of the general reserves.
- (f) Audit Solutions were appointed the Internal Auditors for the Council.
- (g) It was confirmed that Cllr. D. Constable, Cllr. T. Flowers, Cllr. G. Dryhurst, Cllr. P. Hennessy and Cllr. D. Catchpole had claimed their allowances.

Cllr. D. Constable	100006	£350.00
Cllr. T. Flowers	100007	£350.00
Cllr. G. Dryhurst	100008	£350.00
Cllr. P. Hennessy	100009	£350.00
Cllr. D. Catchpole	100010	£350.00

21/136 **Grant Applications**

RESOLVED that

- (a) The Grant application from Hockley and Hawkwell Day Centre for £500.00 to help towards the cost of the Centre's refurbishment kitchen

Hockley and Hawkwell Day Centre	100011	£500.00
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- (b) The Grant application from St. Mark's Food drop in for £100.00 to help provide lunches for families in the school holidays.

St. Mark's Food Drop In	100012	£100.00
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- (c) The Grant application from Wyvern Community Transport, for the sum of £500 was refused for the help towards the costs of the ongoing volunteer's expenses.

21/137 **Community Defibrillator**

A letter was received from the Trustees of Ashingdon & East Hawkwell Memorial Hall agreeing to the Installation of a Community Defibrillator at the Hall by the parish council.

RESOLVED that the quotation received from Cllr. S. Osborne for the purchase and installation of a Community Defibrillator was agreed by members.

21/138 **Planning**

RESOLVED that

- (a) the minutes from the Planning Committee meeting held on 5th July 2021 be noted;
- (b) the list of applications determined by Rochford District Council in July 2021 be noted.
- (c) the minutes from the Planning Committee meeting held on 20th July 2021 be noted;
- (d) the minutes from the Planning Committee meeting held on 2nd August 2021 be noted;
- (e) the list of applications determined by Rochford District Council in August 2021 be noted.

21/139 **Litter Picker/Handyman**

Consideration was given on whether to employ a new Litter picker/Handyperson for the Ashingdon Parish.

RESOLVED that the title of the position be changed to Highway Ranger. The personnel committee are to meet and discuss a new contract. They will then bring back to the Full Council to make a final decision.

- 21/140** **Memorial Plaque**
Discussions took place on the re-varnishing of the plaque.

RESOLVED that Cllr. G. Dryhurst has agreed to re-varnish the plaque.
- 21/141** **Battle of Ashingdon Display Board**
To confirm that Cllr. S. Chittenden had now treated the timbers around the display board.
- 21/142** **Tree Survey**
The Clerk had contacted seven different companies for quotes on a tree survey for the Ashingdon Parish. Four quotes had been received. The quotes were put to the Council for consideration. The Council decided on Company 'B'.

RESOLVED that Place Services quote be accepted to undertake a tree survey for the Ashingdon Parish at a cost of £625.00 (excluding VAT).
- 21/143** **Ashingdon Roadside Verges**
Cllr. G. Dryhurst to produce recommendations and costs to the council for the October meeting.
- 21/144** **Footpath sign post for: FP5, FP19, Roach Valley Way**
Consideration was given to re-install the 2 footpath indication signs, which are dislodged.

RESOLVED that Cllr. G. Dryhurst has agreed to re-install these sign posts and to give an update at the October meeting.
- 21/145** **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.
- 21/146** **Stambridge Fishing Project**
Due to Cllr. T. Flowers sending his apologies, this item has been deferred to the October meeting.
- 21/147** **Website**
The Clerk had contacted five different companies for quotes for the changes to the Council's website to meet Accessibility Regulations and ongoing management of the site. Three quotes had been received for changes and management to the website to meet Accessibility Regulations. The quotes were put to the Council for consideration. The Council decided on Company 'B'.

RESOLVED that Weaveaweb.co.uk quote be accepted to undertake making changes to the Council's website to meet Accessibility Regulations and the ongoing management of the site at a cost of £1045.50 + VAT.
- It was Resolved that the Standing Orders be suspended to allow the following business to be transacted**
- 21/148** **Youth Services**
A report was received from the months of June/July 2021.
- 21/149** **Basketball Frame and Backboard**
The Clerk had reported some damage that had been made to the basketball frame and backboard.

RESOLVED that the Clerk contact Rochford District Council to make them aware of the damages and to look into costings of a Basketball/ Football multi-sport area.
- 21/150** **Events/Celebrations**
A brief discussion took place on ways to commemorate the Queen's Platinum Jubilee in 2022.

RESOLVED that this item be deferred to the October meeting.
- 21/151** **Crime and Anti-Social Behaviour**

No report received.

21/152

Reports from the representatives for outside committees

- (a) Ashingdon and East Hawkwell Memorial Hall – Cllr. S. Chittenden; Cllr. D. Catchpole; - Report received from Cllr. D. McCarthy. AGM on the 23rd Sept 2021.
- (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
Report received.
- (e) River Crouch Coastal Community Team Stakeholder Event – Cllr. G. Dryhurst
Meeting 14. 09.2021.

21/153

Training and Events

Cllr. D. Catchpole has requested permission to attend the Chairman's Training Day 1, Modules 1&2 event on Tuesday 2nd November 2021 at a cost of £90 + VAT

RESOLVED that Cllr. D. Catchpole be authorised to attend the Chairman's Training Day 1, Modules 1&2 event on Tuesday 2nd November 2021 at a cost of £90 + VAT

Cllr. D. Catchpole has requested permission to attend the Chairman's Training Day 2, Modules 3&4 event on Tuesday 30th November 2021 at a cost of £90 + VAT

RESOLVED that Cllr. D. Catchpole be authorised to attend the Chairman's Training Day 2, Modules 3&4 event on Tuesday 30th November 2021 at a cost of £90 + VAT

Cllr. D. Catchpole has requested permission to attend the Chairman's Training Day 3, Modules 5&6 event on Tuesday 7th December 2021 at a cost of £90 + VAT

RESOLVED that Cllr. D. Catchpole be authorised to attend the Chairman's Training Day 3, Modules 5&6 event on Tuesday 7th December 2021 at a cost of £90 + VAT

Cllr. D. Constable has requested permission to attend the Community Special Briefing event on Thursday 16th September 2021, this is a FREE Course

RESOLVED that Cllr. D. Constable be authorised to attend the Community Special Briefing event on Thursday 16th September 2021, this is a FREE Course

Cllr. D. Catchpole has requested permission to attend the Essex Highways Multi Topic Briefing online event on Thursday 7th October 2021 by EALC at a cost of £20 + VAT

RESOLVED that Cllr. D. Catchpole be authorised to attend the Essex Highways Multi Topic Briefing Online event on Thursday 7th October 2021 by EALC at a cost of £20 + VAT

Cllr. D. Constable has requested permission to attend the Essex Highways Multi Topic Briefing online event on Thursday 7th October 2021 by EALC at a cost of £20 + VAT

RESOLVED that Cllr. D. Constable be authorised to attend the Essex Highways Multi Topic Briefing Online event on Thursday 7th October 2021 by EALC at a cost of £20 + VAT

21/154

Items for next agenda

A report from Cllr. D. McCarthy on the Health & Wellbeing programme and any plans for the Council to consider.

Removal and replacement of the trampoline at King George's Playing Field.
Road Signage, requested from Cllr. D. McCarthy.

21/155

Date of next meeting

The next Parish Council Meeting is on Tuesday 5th October 2021 at 7.30pm.

The meeting was closed at: 22.00pm

Chairman's Signature

Dated
5th October 2021