

ASHINGDON PARISH COUNCIL



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Minutes of the Parish Council Meeting held at Ashingdon and East Hawkwell Memorial Hall on Monday 4th June 2018 at 7.30pm.

Present: Chairman: Cllr. T. Flowers Vice Chairman: Cllr. D. Catchpole
Councillors: Cllr. S. Chittenden Cllr. R. Clark Cllr. D. Constable
Cllr. D. McCarthy Cllr. D. Parsons
Officers: Kelly Holland, Parish Clerk
Members of press and public: Three

18/55 Apologies for Absence

Apologies were received from Cllr. G. Dryhurst.

RESOLVED that the apologies be accepted.

18/56 Minutes

RESOLVED that

- (a) the minutes of the Annual Parish Council meeting held on 14th May 2018 be approved as a correct record and signed by the Chairman;
- (b) the minutes from the Annual Parish meeting held on 14th May 2018 be noted.

18/57 Progress Report

- 17/163(i) Request submitted and in initial validation stage.
- 17/248(c) Awaiting Rochford District Council.
- 18/17 (b) Awaiting information.
- 18/17 (d) Letter sent, response from the Chairman. Meeting held on 30th May 2018.
- 18/17 (e) Notice boards ordered and contractor instructed
- 18/17 (f) Registered keeper details requested from DVLA.
- 18/47 (c) Letter sent
- 18/47 (d) The enforcement officers do not have this power.
- 18/48 Contractor instructed; Event Management Plan to be completed.
- 18/51 District Commander contacted, awaiting response.

18/58 Declaration of Interests and Dispensations

None.

18/59 Public participation session

Two members of the public were interested in becoming Parish Councillors and were present to observe the meeting.

Another member of the public spoke regarding potential sites for development near to Beckney Woods as part of the Call for Sites process from Rochford District Council.

18/60 District Councillors Report

None present.

18/61 Co-option

There were two vacancies in Ashingdon ward and one vacancy in Ashingdon south west ward; no candidates were present to be considered for co-option.

18/62 Finance

Members received the schedule of payments for approval along with the bank reconciliation figures for April 2018, Cllr. D. Catchpole had checked the bank reconciliation figures.

The Internal Audit report for 2017/18 was received, it was noted that no actions were required.

RESOLVED that

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

HM Revenue & Customs	IBJUN18/1	£358.71
James Todd & Co	IBJUN18/2	£31.20
Viking Direct	IBJUN18/3	£95.36
J & P Prior	IBJUN18/4	£105.00
Essex Association of Local Council	IBJUN18/5	£50.00

(b) the bank reconciliation figures for April 2018 be approved and accepted;

(c) the Internal Audit report for 2017/18 be approved and accepted.

18/63 General Data Protection Regulations

The General Data Protection Regulations (GDPR) took effect in the UK on 25 May 2018. The Parish Council considered policies/forms in respect of the GDPR.

RESOLVED that the following policies/forms be approved and adopted:

Privacy Notice
Subject Access Request Policy
Subject Access Request Form
Consent Form
Information and Data Protection Policy
Document Retention and Disposal Policy
Removable Media Policy
Data Breach Reporting Form

18/64 Planning

RESOLVED that the minutes from the Planning Committee meeting held on 14th May 2018 be noted.

18/65 Highways/PROW/Environment/Transport/Street Lighting

Consideration was given to information from Rochford District Council regarding the community hub/toilets at King George's Field and the correspondence received from three residents of Church Road regarding traffic calming measures.

A list of community assets was presented, members considered whether to list the assets with Rochford District Council. The contractor instructed to carry out the refurbishment to the teen shelter had advised that the graffiti on the shelter would bleed through the new paint, possibly within three weeks of refurbishment. The contractor strongly suggested that the graffiti was removed beforehand.

Members considered the quotations to supply shrubs for the roadside verges outside 432 – 440 Ashingdon Road and whether to have a stall as Ashingdon Primary Academy's school fete on 16th June 2018.

RESOLVED that

- (a) the Parish Council invite the Assistant Direct and Portfolio Holder to the next Parish Council meeting to discuss the potential community hub/toilets at King George's Field;
- (b) an Local Highways Panel scheme request be submitted for traffic calming signage in Church Road;
- (c) the Parish Council list the community assets in the report with Rochford District Council as assets of community value;
- (d) the graffiti to the teen shelter be removed before the shelter is painted at a cost of £710.00 plus VAT;
- (e) the Parish Council approve the quotation of £71.88 from Morley Nurseries for 6 Lonicera nitida and 6 x Lonicera nitida 'Baggesen's Gold' for the roadside verges outside 432 – 440 Ashingdon Road;
- (f) the Parish Council would not have a stall at Ashingdon Primary Academy's school fete on 16th June 2018 due to lack of availability.

18/66 Ashingdon and East Hawkwell Memorial Hall

Cllrs. S. Chittenden and T. Flowers had met with the Chairman of the hall committee to express the concerns in relation to the Memorial Hall. There had not been a meeting since May 2017 due to illness; the accounts for 2017/18 had been submitted to the Charity Commission. The Chairman of the Committee hoped that the Annual General Meeting would take place shortly and was eager to work with the Parish Council.

RESOLVED that the Parish Council suggest to the Chairman of the Committee that the Annual General Meeting of the Committee be held on either of 21st June 2018 or 28th June 2018 in an effort to move forward.

18/67 Extension to the play area at King George's Field

The Parish Council had successfully received grant funding from Enover of £20,000; a total of £49,000 had been raised for the project. The estimated cost of the project was £49,865.61, the Clerk and Cllr. Catchpole would liaise with the play companies to see if there could be any movement on price.

18/68 Youth Services

Information was received from the District Based Youth and Community Commissioner regarding the two visits in the area. The Commissioner suggested that the detached youth provision would be beneficial to Ashingdon.

RESOLVED that the Parish Council request costings for a two hourly session once per fortnight.

18/69 Crime and Anti-Social Behaviour

A report was received. Consideration was given to the increasing problems with vehicles parking on pavements; residents should report the issue as an obstruction to the Police.

RESOLVED that the issue be raised at the next Local Community meeting.

18/70 Reports from the representatives for outside committees

- (a) Ashingdon and East Hawkwell Memorial Hall – Cllr. S. Chittenden;
No meetings had taken place.
- (b) Rochford Hundred Association of Local Councils – Cllr. D. Constable;
No meetings had taken place.
- (c) Local Community Meeting – Cllr. T. Flowers;
No meetings had taken place.

- (d) RSPB Local Liaison Group – Cllr. G. Dryhurst
No report received.
- (e) River Crouch Coastal Community Team Stakeholder Event – Cllr. G. Dryhurst
No report received.

18/71

Date of next meeting

The next Parish Council Meeting is on Monday 2nd July 2018 at 7.30pm.

The meeting was closed at 8.42pm.

Chairman's Signature

Dated
2nd July 2018