

ASHINGDON PARISH COUNCIL



Clerk to the Council:

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Members of the Council are hereby summoned to attend the Annual Parish Council Meeting at Ashingdon and East Hawkwell Memorial Hall on Monday 4th June 2018 at 7.30pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

Kelly Holland
Clerk to Ashingdon Parish Council

25th May 2018

AGENDA

- 1. Apologies for Absence.**
- 2. Minutes**
 - (a) Acceptance of minutes from the meeting dated 14th May 2018 (appendix 1);
 - (b) To receive the minutes from the Annual Parish meeting held on 14th May 2018 (appendix 2).
- 3. Progress Report from the Clerk (appendix 3).**
- 4. To receive member's declaration of interests and dispensations in items on the agenda**
Requests for dispensations must be requested from the Clerk up to the day before the meeting.
- 5. Public participation session with respect to items on the agenda and other matters that are of mutual interest.**
10 minutes shall be available for public question time.
- 6. To receive a report from the District Councillor.**
- 7. Co-option**
To consider co-opting any interested candidates onto the Parish Council to fill the two vacancies in Ashingdon ward and the vacancy in Ashingdon south west ward.
- 8. Finance**
 - (a) To approve payments/cheques for signature in accordance with the 2017/18 budget (to be circulated at the meeting);
 - (b) To approve the April 2018 reconciliation figures (appendix 4);
 - (c) To receive the Internal Audit Report for 2017/18 from Auditing Solutions Ltd and note that no actions are required (previously circulated).
- 9. General Data Protection Regulations**
The General Data Protection Regulations (GDPR) took effect in the UK from 25 May 2018. The Parish Council needs to consider and approve the following policies/forms in respect of the GDPR:
 - (a) Privacy Notice
 - (b) Subject Access Request Policy
 - (c) Subject Access Request Form
 - (d) Consent Form
 - (e) Information and Data Protection Policy
 - (f) Document Retention and Disposal Policy
 - (g) Removable Media Policy
 - (h) Data Breach Reporting Form
- 10. Planning**
To receive the minutes from the Planning Committee meeting held on 14th May 2018 (appendix 5).
- 11. Highways/PROW/Environment/Transport/Street Lighting**
 - (a) To receive a transport update from Cllr. G. Dryhurst;
 - (b) To consider the information regarding the community hub/toilets at King George's Field;

- (c) To consider submitting an LHP request for traffic calming in Church Road following consultation with residents of Church Road;
- (d) To consider listing community assets with Rochford District Council (appendix 6);
- (e) The contractor instructed to carry out the refurbishment to the teen shelter has advised that the graffiti currently on the shelter will bleed through the new paint, possibly with three weeks of refurbishment. The contractor strongly suggests that the graffiti is removed beforehand at a cost of £710.00 plus VAT;
- (f) To consider the quotations to supply shrubs for the roadside verges outside 432 – 440 Ashingdon Road (appendix 7);
- (g) To decide whether to have a stall as Ashingdon Primary Academy's school fete on 16th June 2018.

12. Ashingdon and East Hawkwell Memorial Hall

To consider the update following the meeting with the Chairman of the Memorial Hall Committee and Cllrs. S. Chittenden and T. Flowers.

13. Extension to the play area at King George's Field

To consider the update for the new play area at King George's Field.

14. Youth Services

To consider the information from the visits made by the youth services team and decide how to proceed (to be circulated at the meeting).

15. Crime and Anti-Social Behaviour.

- (a) To discuss recent incidents and issues;
- (b) To consider the email regarding parking on the pavements (appendix 8).

16. To receive a report from the representatives for the following outside committees/working groups:

- (a) Ashingdon and East Hawkwell Memorial Hall - Cllr. S. Chittenden;
- (b) Rochford Hundred Association of Local Councils - Cllr. D. Constable;
- (c) Local Community Meeting - Cllr. T. Flowers;
- (d) RSPB Local Liaison Group – Cllr. G. Dryhurst;
- (e) River Crouch Coastal Community Team - Cllr. G. Dryhurst;

17. Training and Events

To consider any training requirements:

EALC

Councillor Training Day 1 – 4th July 2018 - £85.00 per delegate

Council Finance – 5th July 2018 - £60.00 per delegate

Chairman's Day 3 – 10th July 2018 - £85.00 per delegate

Councillor Training Day 2 – 11th July 2018 - £85.00 per delegate

Available budget 2018/19 – Training - £1250.00

18. Items from Councillors to be added to next agenda.

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