

ASHINGDON PARISH COUNCIL



Clerk to the Council: Mrs Kelly Holland
33 Rowan Way
Canewdon
Essex
SS4 3PD

Tel: 01702 257457
Email: ashingdonparishcouncil@essexinfo.net

Minutes of the Annual Parish Council Meeting held at Ashingdon and East Hawkwell Memorial Hall on Monday 14th May 2018 at 7.55pm.

Present: Chairman: Cllr. T. Flowers

Councillors: Cllr. D. Catchpole Cllr. D. Constable Cllr. G. Dryhurst
Cllr. D. McCarthy Cllr. D. Parsons

Officers: Kelly Holland, Parish Clerk

Members of press and public: One

18/33 Election of Chairman

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

18/34 Chairman's Declaration of Acceptance of Office

Cllr. T. Flowers made the statutory Declaration of Acceptance of Office as Chairman.

18/35 Election of Vice Chairman

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

18/36 Apologies for Absence

Apologies were received from Cllrs. S. Chittenden and R. Clark.

RESOLVED that the apologies be accepted.

18/37 Minutes

RESOLVED that the minutes of the Parish Council meeting held on 9th April 2018 be approved as a correct record and signed by the Chairman.

18/38 Progress Report

- 17/163(c) Invoice received.
- 17/163(i) The request was in the initial validation stage.
- 17/226(d) Works completed.
- 17/248(c) Details being arranged with Rochford District Council.
- 17/271(a) Contractor instructed; waiting for permission to access the field from Rochford District Council.
- 18/17 (b) Awaiting information.
- 18/17 (d) Date to be arranged.
- 18/17 (f) Registered keeper details requested from DVLA.

18/39 Declaration of Interests and Dispensations

None.

18/40 Public participation session

No issues raised.

18/41 District Councillors Report

None present.

18/42 Co-option

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

18/43 Finance

Members received the schedule of payments for approval along with the year end bank reconciliation figures and the financial year end 2017/18 carried forward figure of £73,833.86.

Section one, the annual governance statement, and section two, the accounting statements of the Annual Governance and Accountability Return for 2017/18 were presented for approval.

Consideration was given to having a stall at Wild Woods Day and the insurance quotations.

RESOLVED that

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

HM Revenue & Customs	IBMAY18/1	£354.91
Essex Pension Fund	IBMAY18/2	£238.62
James Todd & Co	IBMAY18/3	£31.20
J & P Prior	IBMAY18/4	£155.00
A & J Lighting Solutions	IBMAY18/5	£128.22
Essex Association of Local Councils	IBMAY18/6	£50.00
Ashingdon & East Hawk Mem Hall	IBMAY18/7	£51.67
Basildon Printing Company	IBMAY18/8	£70.00
A Chapman	IBMAY18/9	£312.00
Auditing Solutions	IBMAY18/10	£294.00
National Association of Locals	IBMAY18/11	£17.00
Mr A Bax	IBMAY18/12	£20.27
Mrs K Holland	IBMAY18/13	£6.77

(b) the year end bank reconciliation figures be approved and accepted;

(c) the financial year end 2017/18 carried forward figure of £73,833.86 be approved;

(d) section one of the Annual Governance and Accountability Return for 2017/18 be approved;

(e) section two of the Annual Governance and Accountability Return for 2017/18 be approved;

(f) the Parish Council have a stall at Wild Woods Day at a cost of £20.00;

Full Event Production Ltd	800024	£20.00
---------------------------	--------	--------

(g) the Parish Council approve the three year insurance quotation from Inspire.

Came and Company Ltd	800025	£792.51
----------------------	--------	---------

Constitution**RESOLVED** that

- (a) the Parish Council continue to have a planning committee and that Cllrs. D. Catchpole, S. Chittenden, D. Constable, G. Dryhurst and T. Flowers be appointed onto it;
- (b) Cllrs. G. Dryhurst, T. Flowers and D. McCarthy 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 – Mrs S. Gunn assisted when required by Cllr. G. Dryhurst;
 - (iv) Welfare and Elderly – Cllr. D. Constable;
 - (v) Community Safety and Youth – Cllr. R. Clark assisted by Cllr. D. Parsons;
 - (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;
 - (iv) Local Community Meeting – Cllr. T. Flowers;
 - (v) RSPB Local Liaison Group – Cllr. G. Dryhurst;
 - (vi) River Crouch Coastal Community Team – Cllr. G. Dryhurst.

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 9th April 2018 be noted;
- (b) the list of applications determined by Rochford District Council in April 2018 be noted.

Highways/PROW/Environment/Transport/Street Lighting

A transport report was received; Rochford District Council had confirmed that the rental for the toilets and proposed community hub in the pavilion at King George's Field would be £13,750 per annum. A quotation to install a new notice board at Church Road was considered along with submitting a Local Highways Panel scheme request for traffic calming in Church Road and the issue with parked vehicles on pavements in the parish. Members were advised that Thorntons Meadow Wildflower Cemetery was currently for sale; there was also a discussion on reinstating Ashingdon Carnival.

RESOLVED that

- (a) Rochford District Council be asked to provide quotations to refurbish the toilets and to convert the injury room and changing room into a community hub to allow the Parish Council to consider applying for grant funding. The Parish Council wanted costings to have the facilities under a lease;
- (b) A Chapman be instructed to remove the wooden notice board at Church Road and carry out the works to install a metal notice board at a cost of £430.00 plus VAT;

- (c) the Clerk write to the resident of Church Road explaining that the Parish Council would consider submitting a scheme request to the Local Highways Panel for traffic calming if the residents of the road were agreeable and that speed humps would not be an option as they had been refused in the past;
- (d) the Clerk investigate whether pavement parking can be enforced by the new enforcement officer at Rochford District Council;
- (e) no action be taken regarding the sale of Thorntons Meadow Wildflower Cemetery;
- (f) no action be taken regarding reinstating Ashingdon Carnival.

18/48 School Holiday Activity

Consideration was given to a 4 day skate park during the summer holidays.

RESOLVED that King Ramps be instructed to provide a 4 day skate park at a cost of £5,000 plus VAT.

18/49 Consultation

RESOLVED that the following comments be submitted to Rochford District Council regarding the changes to Planning Controls in Rectory Avenue and Ashingdon Heights:

Ashingdon Parish Council feel that the Article 4(1) order as written leaves out the other properties in the same area which are in almost the same situation as the properties listed on the order. These properties are equally capable of erecting structures beyond the Green Belt line, these are listed below:

Plot 187/189 Rectory Avenue	191 Rectory Avenue
193 Rectory Avenue	195 Rectory Avenue
197 Rectory Avenue	199 Rectory Avenue
201 Rectory Avenue	203 Rectory Avenue
205 Rectory Avenue	207 Rectory Avenue
209 Rectory Avenue	

All of these Rectory Avenue houses back onto the Green Belt and any extension of garden would encroach onto woodland (the old Little Kew Wood) which is in the Green Belt.

The following properties have acquired additional land beyond their original garden boundary and that original boundary was the Green Belt line. Many of them have extended gardens in the Green Belt down to and through the thick and broad tree and shrub lined verges of The Chase:

21 Ashingdon Heights	23 Ashingdon Heights
37 Ashingdon Heights	39 Ashingdon Heights
41 Ashingdon Heights	43 Ashingdon Heights
45 Ashingdon Heights	47 Ashingdon Heights
49 Ashingdon Heights	51 Ashingdon Heights

18/50 Youth Services

RESOLVED that the item be deferred to the next Parish Council meeting as the visits by the youth services team had not yet been carried out.

18/51 Crime and Anti-Social Behaviour

A report was received. The Clerk was requested to write to the Area Commander as it was felt that no positive proactive response was being received from the Police following reports.

18/52 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;
A report was received.

- (c) Local Community Meeting – Cllr. T. Flowers;
No meetings had taken place.
- (d) RSPB Local Liaison Group – Cllr. G. Dryhurst
Nothing to report.
- (e) River Crouch Coastal Community Team Stakeholder Event – Cllr. G. Dryhurst
No meetings had taken place.

18/53 Items for next agenda

To consider the update on the extension to the play area.

18/54 Date of next meeting

The next Parish Council Meeting is on Monday 4th June 2018 at 7.30pm.

The meeting was closed at 9.58pm.

Chairman's Signature

Dated
4th June 2018