

ASHINGDON PARISH COUNCIL



Clerk to the Council:

Mrs Kelly Holland
33 Rowan Way
Canewdon
Essex
SS4 3PD

Tel: 01702 257457

Email: ashingdonparishcouncil@essexinfo.net

Members of the Council are hereby summoned to attend the Annual Parish Council Meeting at Ashingdon and East Hawkwell Memorial Hall on Monday 14th May 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

8th May 2018

AGENDA

1. To elect a Chairman.
2. To receive the Chairman's Declaration of Acceptance of Office.
3. To elect a Vice Chairman.
4. To note that Cllr. Steve Williamson had resigned from the Parish Council.
5. Apologies for Absence.
6. Minutes
Acceptance of minutes from the meeting dated 9th April 2018 (appendix 1).
7. Progress Report from the Clerk (appendix 2).
8. 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.
9. 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.
10. To receive a report from the District Councillor.
11. Co-option
To consider co-opting any interested candidates onto the Parish Council to fill the vacancy in Ashingdon ward and the vacancy in Ashingdon south west ward.
12. Finance
 - (a) To approve payments/cheques for signature in accordance with the 2017/18 budget (to be circulated at the meeting);
 - (b) To consider whether to have a stall at Rochford District Council's Wild Woods Day at a cost of £20.00;
 - (c) To approve the year end bank reconciliation figures (appendix 3);
 - (d) To confirm the financial year end 2017/18 carried forward figure of £73,833.86 (appendix 4);
 - (e) To approve section one, Annual Governance Statement, of the Annual Governance and Accountability Return 2017/18 (appendix 5);
 - (f) To approve section two, Accounting Statements, of the Annual Governance and Accountability Return 2017/18 (appendix 6);
 - (g) To consider the quotations for the insurance cover (appendix 7);
 - (h) To approve having a stall at Wild Woods Day at a cost of £20.00.
13. Constitution
 - (a) To consider whether to continue to have a planning committee and if so, appoint five members onto the committee;
 - (b) To appoint two members onto the personnel committee;
 - (c) To appoint lead Councillors to the various subjects of Parish Council work:
Planting and Maintenance of Green Areas

- Transport
- Public Rights of Way
- Welfare and the Elderly
- Community Safety and Youth
- Liaison with and grants for community groups
- (d) To appoint members to outside committees:
 - Rochford Hundred Association of Local Councils
 - Old People's Welfare Committee for Rochford and District
 - Memorial Hall Committee
 - Local Community Meeting
 - RSPB Local Liaison Group
 - River Crouch Coastal Community Team

14. Parish Council Policies

- (a) To agree the Parish Council Standing Orders (previously circulated);
- (b) To agree the Parish Council Financial Regulations (previously circulated);
- (c) To agree the Parish Council internal controls (previously circulated);
- (d) To agree the Parish Council Complaints Procedure (previously circulated);
- (e) To agree the Parish Council Risk Assessment Register (previously circulated).

15. Planning

- (a) To receive the minutes from the Planning Committee meeting held on 9th April 2018 (appendix 8);
- (b) To receive a list of applications determined by Rochford District Council in April 2018 (appendix 9).

16. 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 the quotations to install a metal notice board at Church Road (to be circulated at the meeting);
- (d) To consider submitting an LHP request for traffic calming in Church Road;
- (e) To discuss vehicles parking on the footway in the parish and consider any solutions;
- (f) To consider the information regarding Thorntons Meadow Wildflower Cemetery;
- (g) To consider attempting to reinstate Ashingdon Carnival.

17. School Holiday Activity

To consider the quotation to provide a 4 day skate park during the six week holidays (appendix 10).

18. Consultation

To formulate comments to Rochford District Council regarding changes to Planning Controls in Rectory Avenue and Ashingdon Heights (previously circulated).

19. Youth Services

To consider the information from the visits made by the youth services team and decide how to proceed.

20. Crime and Anti-Social Behaviour.

To discuss recent incidents and issues.

21. 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;

22. Training and Events

To consider any training requirements:

EALC

Councillor Training Day 1 – 6th June 2018 - £85.00 per delegate
 Code of Conduct – 12th June 2018 - £60.00 per delegate
 Councillor Training Day 2 – 13th June 2018 - £85.00 per delegate
 Budget & Precept – 14th June 2018 - £60.00 per delegate
 Chairman's Day 2 – 19th June 2018 - £85.00 per delegate
 Risk Assessment Level 2 – 26th June 2018 - £100.00 per delegate
Available budget 2018/19 – Training - £1300.00

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

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