

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 5th October 2021.

Present: Chairman: Cllr. D. Catchpole Vice Chairman: Cllr. D. McCarthy
Councillors: Cllr. D. Constable Cllr. G. Dryhurst Cllr. S. Chittenden
Cllr. P. Hennessy Cllr. S. Osborne Cllr. T. Flowers

Officers: Karen Boyce, Parish Clerk

District Councillors: None

Members of press and public: None

21/174 Apologies for Absence

Apologies were received from Cllr. C. Weston.

RESOLVED that the apologies be accepted.

21/175 Minutes

RESOLVED that the minutes from the Parish Council Meeting held on the 7th September 2021 be approved as a correct record and signed by the Chairman.

21/176 Progress Report

- 20/138 The Clerk sent a copy of the co-option policy to the Council. Members approved and adopted the policy on 7th September 2021.
- 21/014(c) The financial working group held a meeting on the 14th September 2021. They investigated alternative bank/s other than Barclays and brought their findings to Full Council. They also brought an investment policy to Full Council.
- 21/058 The Clerk had received a reply from Marcus Hotten, he had discussed with Cllr. Sperring, they recognise the amenity value a boundary gravel path would afford, however they regret that at this time the Council do not have the resources to fully fund a scheme at this time. They would be happy to discuss opportunities to work in partnership with the Parish to identify potential sources of funding if this would be of interest to the Parish Council.
- 21/083 The Clerk had been informed that this was going to the LHP December meeting. She then had an update to say that this will probably not go ahead as there is not a lot of space on the verge for signage.
- 21/106(j) The Clerk has contacted Place services for them to undertake the tree survey, awaiting a date for this to commence.
- 21/117 The Clerk has contacted Weave-a-web for the changes to be carried out on the Council's website to meet Accessibility Regulations and on-going management of the site. Work has commenced on this.
- 21/137 The Clerk had ordered the Community defibrillator, once they had received payment this will be sent out.
- 21/019(i) The Clerk had re-emailed Talent on the 3rd September and then again on the 30th September, also cc'd Marcus Hotten. Clerk received a reply on the 5th October to say the site had been visited by Talent but didn't manage to meet anyone on site. Another meeting is to be arranged.

21/177 Declaration of Interests and Dispensations

None declared.

21/178 Public participation session

None present.

21/179 District Councillor's Report

None present.

21/180 Co-option

There are two vacancies in Ashingdon ward; no candidates were present to observe the meeting..

21/181 Finance

Members received the schedule of payments for approval along with the bank reconciliation figures for August 2021. Cllr. D. Constable checked the Bank reconciliation figures for August and Cllr. G. Dryhurst checked the Bank reconciliation figures for July.

RESOLVED that

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

HM Revenue & Customs	IBOCT21/1	£ 126.71
Essex Association of Local Councils	IBOCT21/2	£ 24.00
Essex Association of Local Councils	IBOCT21/3	£ 24.00
Essex Association of Local Councils	IBOCT21/4	£ 24.00
Essex Pension Fund	IBOCT21/5	£ 343.56
J&P Prior	IBOCT21/6	£ 105.00
James Todd & Co	IBOCT21/7	£ 93.60
PKF Littlejohn LLP	IBOCT21/8	£ 480.00
St. Andrew's Church Hall Fund	IBOCT21/9	£ 36.00
Viking Direct	IBOCT21/10	£ 99.88
Imperative Training Ltd	IBOCT21/13	£1618.80
Constable Landscapes	IBOCT21/14	£ 148.00
Constable Landscapes	IBOCT21/15	£ 218.73

The payments below have been put on hold, until we have confirmed what they are for:

Weave-a-web	IBOCT21/11	£ 309.00
Weave-a-web	IBOCT21/12	£ 309.00

- (b) The bank reconciliation figures for July 2021 be approved and accepted.
(c) The bank reconciliation figures for August 2021 be approved and accepted.
(d) It was confirmed that Cllr. D. McCarthy had claimed his allowance and to note this has come out of the general reserves.

Cllr. D. McCarthy	100013	£350.00
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- (e) It was noted that the external audit for the year 2020/21 had been completed with the following comments:
Stating that The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015: Section 2 was not signed by the Responsible Financial Officer before approval.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2021/22 for the exercise of public rights, since the notice regarding the period for the exercise of public rights was not

*published before the start of the period. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2021/22 and ensure that it makes proper provision for the exercise of public rights during 2022/23.
The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.*

- (f) A thank you note had been received from St. Mark's Food Drop In for the £100 donation they had received from Ashingdon Parish Council.
- (g) It was noted that the Parish Council's Insurance Company had changed its name from Came & Co to Gallagher.

21/182 Financial Working Group

An investment policy was shown to members.

RESOLVED that Members adopted the recently produced Investment Policy.

A report was received for members to look at.

RESOLVED that the financial working group are going to look into Bank accounts.

21/183 Health and Wellbeing Programme

It was decided to defer this item to the Extra-ordinary meeting to be held on Monday 18th October 2021 at 7pm.

21/184 King George's Playing Field

It was decided to defer this item to the Extra-ordinary meeting to be held on Monday 18th October 2021 at 7pm.

21/185 Clerk's Appraisal

It was noted that the Clerk had, had her Appraisal for 2021.

21/186 Community Defibrillator

It was noted that the Clerk had ordered the Community Defibrillator.

21/187 Planning

RESOLVED that

- (a) the minutes from the Planning Committee meeting held on 20th September 2021 be noted;
- (b) the list of applications determined by Rochford District Council in September 2021 be noted.

21/188 Rochford District Council Budget Survey

A discussion was held on whether the Parish Council should fill the survey out as a group.

RESOLVED that this survey was for individual residents.

21/189 Memorial Plaque

An update was received from Cllr. G. Dryhurst. He stated he would paint the plaque with a wood preserver.

21/190 Tree Survey

The Clerk had contacted Place Services and is just waiting on a date for confirmation for the tree survey to be carried out.

RESOLVED that the Clerk is to chase up for a confirmation date.

21/191 Ashingdon Roadside Verges

An update was received from Cllr. G. Dryhurst. It was requested that he supply a full breakdown of the costs involved for the November meeting.

21/192 Footpath sign post for: FP5, FP19, Roach Valley Way

An update was received from Cllr. G. Dryhurst. He stated he could undertake the work involved.

21/193 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.

Clerk left the room at 9.04pm, returned at 9.06pm.

21/194 Clifton Road/Rectory Avenue

It was considered the council contact LHP regarding putting double yellow lines at the top of Clifton Road where it joins Rectory Avenue. Residents are parking on this bend leaving drivers having to drive in the middle of the road.

21/195 The Chase/ Stanley Road

It was considered to contact LHP regarding having a concealed junction ahead signage installed.

21/196 Stambridge Fishing Project

A report was received from Cllr. T. Flowers. Any support for this project must come via a grant application and the supply of full accounts.

21/197 Basketball Frame and Backboard

It was noted that the broken basketball back board had been removed.

RESOLVED that this is going to be deferred to the Extra-ordinary meeting on the 18th October 2021.

21/197 Events/Celebrations

It was decided to defer this item to the Extra-ordinary meeting to be held on Monday 18th October 2021 at 7pm.

21/198 Crime and Anti-Social Behaviour

No report received.

21/199 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 held 23.09.21.
- (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
No meeting.
- (e) River Crouch Coastal Community Team Stakeholder Event – Cllr. G. Dryhurst
AGM 23.11.2021.

It was Resolved that the Standing Orders be suspended to allow the following business to be transacted

21/200 Training and Events

Cllr. D. Constable has requested permission to attend the Highways Winter Briefing, via Zoom on Wednesday 3rd November 2021 at a cost of TBA

RESOLVED that Cllr. D. Constable be authorised to attend the Highways Winter Briefing, via Zoom on Wednesday 3rd November 2021 at a cost of TBA

21/201 Items for next agenda

Christmas Buffet.

21/202 Date of next meeting

The next Parish Council Meeting is on Monday 1st November 2021 at 7.30pm.

The meeting was closed at: 21.40pm

Chairman's Signature

Dated
1st November 2021