

ASHINGDON PARISH COUNCIL



Clerk to the Council: Mrs Karen Boyce
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Minutes of the Parish Council Meeting held at Ashingdon Church Hall, Church Road, Ashingdon on Monday 7th February 2021.

Present: Chairman: Cllr. D. Catchpole Vice Chairman: Cllr. D. McCarthy
Councillors: Cllr. D. Constable Cllr. T. Flower
Cllr. P. Hennessy Cllr. S. Osborne

Officers: Karen Boyce, Parish Clerk

District Councillors: None

Members of press and public: None

21/323 Apologies for Absence

Apologies were received from Cllr. S. Chittenden and Cllr. C. Weston.

RESOLVED that the apologies be accepted.

No apologies were received from Cllr. G. Dryhurst.

21/324 Minutes

RESOLVED that the minutes from the Parish Council Meeting held on the 10th January 2022 be approved as a correct record and signed by the Chairman.

RESOLVED that the minutes from the Extra-ordinary Meeting held on the 13th January 2022 be approved as a correct record and signed by the Chairman.

21/325 Progress Report

- 20/201 The Clerk contacted BSR with some changes that needed to be made to the community benefit agreement. BSR then sent back the amended document, the Clerk then sent the signed document to Members to overlook before sending to BSR. Members agreed for document to be sent off to BSR.
- 21/019(i) The Clerk had re-emailed Talent and also cc'd Marcus Hotton on the 31.01.22. Awaiting a reply. Members advised Clerk to write to the Chief Executive Jonathan Stevenson, with dates of emails that had been sent, with no replies.
- 21/106(j) The Clerk had sent over the tree survey with recommendations that needed to be considered. The Clerk was asked to get 3 quotes for the work that needs to be carried out.
- 21/225 The Clerk and Cllr. Constable liaised in producing a letter to be sent to the Probail CIC. A letter was sent to Probail CIC on the 27th January 2022.
- 21/264 The Clerk was asked to purchase 9 personal safety alarms. The Clerk had purchased the personal safety alarms, these were given out at the January meeting.
- 21/266 The Clerk was asked to purchase a Radar Key for use by the Clerk. The Clerk has not purchased as yet.
- 21/269 The Clerk was asked to remove Councillors addresses from the website and noticeboards. The Clerk has now removed the addresses. The Clerk was asked to add the new email addresses of the Councillors that have emails linked to the website.

- 21/297 Members discussed on whether Councillors would like their own email address, which would be linked to the Parish Councils website. Four Councillors decided that they would like their own email addresses. The email addresses have now been set up for the 4 Councillors.
- 21/300 Members made a decision that they would like the Christmas to be held on Thursday 8th December at Ashingdon & East Hawkwell Memorial Hall, from 12 to 3.30pm.

21/326 Declaration of Interests and Dispensations

None declared.

21/327 Public participation session

None present.

21/328 District Councillor's Report

None present.

21/329 Co-option

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

21/330 Finance

Members received the schedule of payments for approval along with the bank reconciliation figures for December 2021. Cllr. D. McCarthy checked the Bank reconciliation figures for December.

RESOLVED that

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

HM Revenue & Custom	IBFEB22/1	£ 126.91
Constable Landscapes	IBFEB22/2	£ 218.73
Constable Landscapes	IBFEB22/3	£ 148.00
Constable Landscapes	IBFEB22/4	£ 148.00
Essex Pension Fund	IBFEB22/5	£ 414.00
J&P Prior	IBFEB22/6	£ 105.00
James Tood & Co	IBFEB22/7	£ 31.20
Weaveaweb	IBFEB22/8	£ 168.00
Weaveaweb	IBFEB22/9	£ 120.00
Viking Direct	IBFEB22/10	£ 153.04

- (b) The bank reconciliation figures for December 2021 be approved and accepted.
- (c) It was noted that the Clerk, under delegation with the Chairman, had to renew the Annual McAfee Protection at a cost of £44.99 Total Protection for 2 years, for up to 5 devices. This was paid on the Parish Council's Debit card.
- (d) It was noted the price increase from A&J Lighting Solutions for 2022.

21/331 Reserves

Members reviewed the general and earmarked reserves.

RESOLVED that the following be allocated funding from the reserves to make the earmarked reserves for 2022/23:

Office & IT Equipment	£1,200
External Audit	£500
Elections	£3,500
Asset Maintenance	£50.68
Gate Locking	£3,945
Street Light Supply	£2,140

Street Light Replacement	£9,000
Play Equipment	£0
Concrete Skate Park	£2,500
Allotments	£1,250
Parish Rooms	£14,000
Litter Bins	£1,013
Play Equipment Match Funding	£0
Toilets	£33,500
Grants Received	£0
Play Area Depreciation	£15,000
School Holiday Activities	£10,000
Wooden Bollards	£800
Memorials	£200
Youth Worker/Bus	£2,200

21/332 Planning

RESOLVED that

- (a) the minutes from the Planning Committee meeting held on 10th January 2022 be noted;
- (b) the minutes from the Planning Committee meeting held on 17th January 2022 be noted;
- (c) the list of applications determined by Rochford District Council in January 2022 be noted.

21/333 Garden Maintenance Contract

Consideration was given to the three companies that had submitted their Tenders for the Garden Maintenance contract. Cllr. Catchpole was on the working group, so abstained from voting.

RESOLVED that Essex Country Gardens be awarded the 2 year contract for Garden Maintenance, the quotation for the 2 year contract was £5968.80.

21/334 BSR Energy

Updates had been made to the Community Benefit Agreement and the Clerk had signed on behalf of the Council.

RESOLVED that the Clerk is to send signed Community Benefit Agreement over to BSR Energy.

21/335 Updating the Clerk's Laptop

Members discussed updating the Clerk's laptop to one that had been purchased for the Parish Rooms.

RESOLVED that the Clerk is to contact Weaveaweb to see if there will be any extra charges to transfer information onto new laptop.

21/336 Councillors to have own email addresses

Cllr. T. Flowers and Cllr. D. McCarthy were asked if they would like their own email address, which would be linked to the Parish Council's website.

RESOLVED that Cllr. T. Flowers and Cllr. D. McCarthy declined the email address.

21/337 Picnic Table for Queen's Platinum Jubilee

Members considered the design of the picnic table and plaque to commemorate Queen Elizabeth II Platinum Jubilee.

RESOLVED that the Council are going to purchase 2 x Black round Wheelchair Accessible Picnic Tables at a cost of £499.00 each. The Clerk is to contact Rochford District Council to see if they would install the tables, once purchased.

21/338 Tree Survey

Members considered the recommendations on the tree survey.

RESOLVED that the Clerk is to contact 3 Companies for some quotations to be undertake the report's recommendations. This is to be added on the March agenda if received in time.

21/339 Highways/PROW/Environment/Transport/Street Lighting

- (a) No update was received due to Cllr. G. Dryhurst not attending the meeting.

21/340 Ashingdon Parish Rooms & Public Toilet

It was noted the clarification information, regarding the Heads of Terms.

RESOLVED that the Clerk is to sign the Heads of Terms.

21/341 Christmas Buffet

The Council agreed to hold the Christmas Buffet on Thursday 8th December 2022 at Ashingdon & East Hawkwell Memorial Hall, from 12-3.30pm.

21/342 Climate Crisis Conference

A report was received from Cllr. P. Hennessy.

21/343 Crime and Anti-Social Behaviour

No report received.

21/344 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 and Cllr D. Catchpole.
- (b) Rochford Hundred Association of Local Councils – Cllr. D. Constable; Report received from Cllr. D Constable.
- (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 Meeting on 01.03.2022.

21/345 Items for next agenda

Jubilee Tea Party.
Clerk's report – Bank savings account to be added.
Training on Defibrillator to be organised.

21/346 Date of next meeting

The next Parish Council Meeting is on Monday 7th March 2022 at 7.30pm.

The meeting was closed at: 21.30pm

Chairman's Signature

Dated
7th March 2022