

ASHINGDON PARISH COUNCIL



Clerk to the Council:

Mrs Karen Boyce
4 Warwick Drive
Rochford
Essex
SS4 1HP

Tel: 07950 947731

Email: ashingdonparishcouncil@outlook.com

Members of the Council are hereby summoned to attend the Annual Parish Council Meeting at Ashingdon and East Hawkwell Memorial Hall on Monday 10th May 2021 at 7.30pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

Karen Boyce

Karen Boyce
Clerk to Ashingdon Parish Council

4th May 2021

AGENDA

1. To elect a Chairman.
2. To receive the Chairman's Declaration of Acceptance of Office.
3. To elect a Vice Chairman.
4. Apologies for Absence.
5. Minutes
Acceptance of minutes from the meeting dated 12th April 2021 (Appendix 1).
6. Progress Report from the Clerk (Appendix 2).
7. 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.
8. 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.
9. To receive a report from the District Councillor.
10. Co-option
To consider co-opting any interested candidates onto the Parish Council to fill two vacancies in Ashingdon ward.
11. Finance
 - (a) To approve payments/cheques for signature in accordance with the 2021/22 budget (to be circulated at the meeting);
 - (b) To approve the year end bank reconciliation figures (Appendix 3);
 - (c) To confirm the financial year end 2020/21 carried forward figure of £170,239.16 (Appendix 4);
 - (d) To approve section one, Annual Governance Statement, of the Annual Governance and Accountability Return 2020/21 (Appendix 5); To be circulated at meeting.
 - (e) To approve section two, Accounting Statements, of the Annual Governance and Accountability Return 2020/21 (Appendix 6); To be circulated at meeting.
 - (f) To receive a thank you from Ashingdon & East Hawkwell Memorial Hall for the £500 donation they received from Ashingdon Parish Council. (Appendix 7)
12. Community Defibrillator
To enter into discussions with the management committee of the Ashingdon & East Hawkwell Memorial Hall with a view to placing a defibrillator into the external porch area.

13. Gravel Footpath

To consider approaching Rochford District Council regarding a gravel footpath going around the King George Playing Field and also to go around the outside of the play areas. This would be good for wellbeing and allow access to pushchairs and give access by wheelchairs for the disabled.

14. Constitution

- (a) To consider whether to continue to have a planning committee and if so, appoint five members onto the committee;
- (b) To appoint three 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
- (e) To consider whether to set up a Financial Committee

15. 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).

16. Planning

- (a) To receive the minutes from the Planning Committee meeting held on 12th April 2021 (Appendix 8);
- (b) To receive the minutes from the Planning Committee meeting held on 26th April 2021 (Appendix 9)
- (c) To receive a list of applications determined by Rochford District Council in April 2021 (Appendix 10).

17. 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 an update regarding footpaths;
- (d) To receive information from Cllr. G Dryhurst on ECC Broadband progress.

18. Youth Services

To receive the Memorandum of Agreement form for the commencement of the Youth Services. (Appendix 11)

19. Crime and Anti-Social Behaviour.

To discuss recent incidents and issues.

20. 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;

21. Training and Events

To consider any training requirements:

EALC

Instagram for Parish & Town Councils – On zoom - Saturday 8th May - £75 + VAT per delegate
Safeguarding Course – Delivered on Zoom– Tuesday 18th May - £90 + VAT per delegate

Dementia Friends Session & Training for Town & Parish Clerks, Councillors & Staff – Delivered on Zoom – Thursday 20th May – FREE

Dementia Friends Session & Training for Town & Parish Clerks, Councillors & Staff – Delivered on Zoom – Thursday 3rd June (eve) - FREE

Chairman's Day 1 – Delivered on Zoom – Tuesday 8th June - £90 + VAT per delegate

Law & Procedures Course – Delivered on Zoom – Wednesday 9th June - £90 + VAT per delegate

Code of Conduct – Delivered on Zoom – Thursday 10th June - £70 + VAT per delegate

Available budget 2021/22 – Training - £1216.00

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

23. The next Parish Council Meeting is on Monday 7th June 2021 at 7.30pm.