

ASHINGDON PARISH COUNCIL



Clerk to the Council:

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Members of the Council are hereby summoned to attend the Annual Parish Council Meeting at Ashingdon Church Hall, Church Road, on Monday 9th May 2022 at 7.30pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

Karen Boyce

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Clerk to Ashingdon Parish Council

3rd May 2022

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 4th April 2022 (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 2022/23 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 2021/22 carried forward figure of £222,139.70 (Appendix 4);
 - (d) To approve section one, Annual Governance Statement, of the Annual Governance and Accountability Return 2021/22 (Appendix 5); To be circulated at meeting.
 - (e) To approve section two, Accounting Statements, of the Annual Governance and Accountability Return 2021/22 (Appendix 6); To be circulated at meeting.
12. 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

13. 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).

14. Planning

- (a) To receive the minutes from the Planning Committee meeting held on 4th April 2022 (Appendix 7);
- (b) To receive a list of applications determined by Rochford District Council in April 2022 (Appendix 8).

15. 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;

16. Annual Meeting

To discuss ways on how to make the Annual Meeting more appealing.

17. Gate Locking

To consider the quotes, provided for the locking and unlocking of the entrance and exit gates at the Ashingdon & East Hawkwell Memorial Hall car park, which is to be unlocked at 7.00/7.30 am and locked at 10.30/11.00pm each day. The Clerk has contacted 3 different companies, 2 quotes have been received back. The Council need to consider if they would like to employ a company to lock and unlock the entrances and exit gates. (previously circulated).

18. Website

To review and update the Parish Council's website. (Appendix 9)

19. Sign and Bench at South Fambridge

To consider the repairs that are needed to the village sign and bench at South Fambridge. (Appendix 10)

20. Dog Waste Bin at South Fambridge

Members to consider and decide the costs from the new Garden Maintenance Contractor for the emptying of the Dog Waste Bin on the sea wall at South Fambridge. (Appendix 11)

21. King George Playing Field

To discuss any updates on the King George's Playing field.

22. Crime and Anti-Social Behaviour.

To discuss recent incidents and issues.

23. 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;

24. Training and Events

To consider any training requirements:

EALC

Funding & Applications Workshop – On zoom - Thursday 19th May - £70 + VAT per delegate

Councillor Training Day 1 Modules 1 & 2 – Monday 23rd May - £90 + VAT per delegate

Law & Procedures Course – Thursday 9th June - £90 + VAT per delegate

Standing Orders – Thursday 23rd June - £70 per delegate

Available budget 2022/23 – Training - £1300.00

Cllr. S. Osborne was authorised to attend the online event on Tuesday 10th May 2022 by EALC, at a cost of £70.00 + VAT per delegate at the April 2022 meeting. The Clerk booked Cllr. S. Osbourne onto this course but the course has been cancelled.

- 25. Items from Councillors to be added to next agenda.**
- 26. The next Parish Council Meeting is on Monday 6th June 2022 at 7.30pm.**