

ASHINGDON PARISH COUNCIL



Clerk to the Council: Mrs Karen Boyce
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Minutes of the Annual Parish Council Meeting held at Ashingdon Church Hall, Church Road, Ashingdon on Monday 9th May 2022 at 7.30pm.

Present: Chairman: Cllr. D. Catchpole Vice Chairman: Cllr. D. Constable

Councillors: Cllr. D. McCarthy Cllr. G. Dryhurst
Cllr. P. Hennessy Cllr. T. Flowers
Cllr. S. Osborne

Officers: Karen Boyce, Parish Clerk

District Councillors: Cllr. R. Constable sent his apologies.

Members of press and public: None

22/35 Election of Chairman

RESOLVED that Cllr. D. Catchpole be elected as Chairman of Ashingdon Parish Council for the ensuing municipal year.

22/36 Chairman's Declaration of Acceptance of Office

Cllr. D. Catchpole made the statutory Declaration of Acceptance of Office as Chairman.

22/37 Election of Vice Chairman

RESOLVED that Cllr. D. Constable be elected as Vice Chairman of Ashingdon Parish Council for the ensuing municipal year.

22/38 Apologies for Absence

Apologies were received from Cllrs. S. Chittenden.

RESOLVED that the apologies be accepted.

22/39 Minutes

RESOLVED that the minutes of the Parish Council meeting held on the 4th April 2022 be approved as a correct record and signed by the Chairman.

22/40 Progress Report

- 21/014(c) The Clerk had sent a letter, Financial Regulations and the Investment policy over to Santander in reference to opening a bank account and depositing £80,000 into it. The Clerk asked the Council if they would open a Current business account with HSBC, the Council were in agreement. The Clerk is to open a Current business account with HSBC and to look into opening a Bank account with Unity Trust Bank.
- 21/019(i) The Clerk had received a reply from Rochford District Council, regarding Ulverston Road/Radnor Road, stating that there was going to be a site visit on Thursday 05.05.22 to access the site and Talent will then look to see if this needs formal enforcement action.
- 21/083 The Clerk had checked with Canewdon Parish Council to see if a second request had been sent and she was assured that this application had been sent twice. The email was a long email, so 3 emails were sent.

- 21/106(j) The Clerk had reported to Tree Fella that their quote for the recommendations that were hi-lighted from the recent tree survey had been accepted. This is booked to be carried out on the 11th May 2022.
- 21/225 The Clerk was asked to send a copy of the letter that was produced to the Directors directly. The Clerk sent these letters to the Directors. Awaiting a reply.
- 21/266 The Clerk has not purchased the Radar key yet, awaiting on a date for the public toilets to be opened before purchasing.
- 21/337 The Clerk had spoken to Adam Aldridge at Rochford District Council who has said that they can help with the installation of the picnic tables.
- 21/365 The Clerk also received an interest from one of the Councillors for some social media training.
- 22/16 The Clerk had contacted 3 companies regarding the locking and unlocking of the gates at the car park at Ashingdon & East Hawkwell Memorial Hall. The Council had made a decision to employ Company "A", which is Cam Ltd.Co.UK at a cost of £7998.00 + VAT per annum.
- 22/21 The Clerk has contacted the contractors to ask them to go ahead with the hiring of the traffic lights which are needed to finish upgrading the LED street lights in Lower Road. Awaiting a reply.

22/41 Declaration of Interests and Dispensations

None declared.

22/42 Public participation session

None present.

22/43 District Councillor's Report

A report was received from Cllr. R. Constable.

Cllr. C. Weston resigned from Ashingdon Parish Council.

22/44 Co-option

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

22/45 Finance

Members received the schedule of payments for approval along with the bank reconciliation figures for March 2022. Cllr. P. Hennessy had checked the bank reconciliation figures.

RESOLVED that

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

HM Revenue & Customs	IBMAY22/1	£ 140.14
Constable Landscapes	IBMAY22/2	£ 148.00
Essex Country Gardens	IBMAY22/3	£ 248.70
Essex Pension Fund	IBMAY22/4	£ 348.44
J&P Prior	IBMAY22/5	£ 105.00
James Todd & Co	IBMAY22/6	£ 31.20
Mrs. K. Boyce	IBMAY22/7	£ 1.85
St Andrews Church Hall Fund	IBMAY22/8	£ 32.50
Weave a Web	IBMAY22/9	£ 168.00
Viking Direct	IBMAY22/10	£ 275.21

- (b) The year end bank reconciliation figures be approved and accepted;
- (c) The financial year end 2021/22 carried forward figure of £222,139.70 be approved;

- (d) Section one of the Annual Governance and Accountability Return for 2021/22 be approved;
- (e) Section two of the Annual Governance and Accountability Return for 2021/22 be approved;

22/46

Constitution

RESOLVED that

- (a) The Parish Council discussed whether to continue with a Planning committee, it was decided that all planning will be held within Full Council Meetings. Cllr. T. Flowers and Cllr. G. Dryhurst voted against.
- (b) Cllrs. G. Dryhurst, T. Flowers D. Constable P. Hennessy and S. Osbourne be appointed onto the personnel committee;
- (c) the following members be "Leading Councillors" for the following subjects:
 - (i) Planting and Green Areas – Cllr. G. Dryhurst;
 - (ii) Transport – Cllr. G. Dryhurst;
 - (iii) Public Rights of Way – Cllrs. G. Dryhurst, P. Hennessy, D. McCarthy
 - (iv) Welfare and Elderly – Cllr. D. Constable;
 - (v) Community Safety and Youth – Cllr. D. McCarthy;
 - (vi) Community Groups – Cllr. D. Constable, Cllr. S. Osbourne
- (d) the following members be appointed onto the following outside bodies:
 - (i) Rochford Hundred Association of Local Councils – Cllr. D. Constable, Cllr. S. Osbourne, Cllr. D. Catchpole
 - (ii) Old Peoples Welfare Committee – Cllr. D. Constable;
 - (iii) Memorial Hall Committee – Cllr. S. Chittenden,
 - (iv) Local Community Meeting – Cllr. T. Flowers;
 - (v) RSPB Local Liaison Group – Cllr. G. Dryhurst;
 - (vi) River Crouch Coastal Community Team – Cllr. G. Dryhurst.
- (e) Financial working group - Cllrs. S. Chittenden T. Flowers and S. Osbourne be appointed onto the Financial working group.

22/47

Parish Council Policies

RESOLVED that

- (a) the Standing Orders are to be amended;
- (b) the Financial Regulations be approved;
- (c) the Internal Controls be approved;
- (d) the Complaints Procedure be approved;
- (e) the Risk Assessment Register be approved.

22/48

Planning

RESOLVED that

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

22/49

Highways/PROW/Environment/Transport/Street Lighting

- (a) An update was received from Cllr. G. Dryhurst.
- (b) An update was received from Cllr. D. Constable.

22/50

Annual Meeting

It was discussed on ways to make the Annual Parish Meeting more appealing.

RESOLVED that Cllr. D. McCarthy was going to look into ways to make the Annual Parish Meeting for 2023 more appealing.

22/51 Gate Locking

Two quotes had been received for the unlocking/locking of the entrance/exit gates at the car park at Ashingdon & East Hawkwell Memorial Hall.

RESOLVED that members decided to go with the quote from Company A – Cam Ltd.Co.UK at a cost of cost of £7998.00 + VAT per annum for the locking/unlocking of the entrance/exit gates at the car park at Ashingdon & East Hawkwell Memorial Hall. It was also recommended that the Council purchase 2 new locks for the gates. Cllr. G. Dryhurst abstained from voting.

22/52 Website

A report was received from Cllr. G. Dryhurst.

22/53 Sign and Bench at South Fambridge

Members considered the repairs that are needed to the village sign and the bench at South Fambridge.

RESOLVED that the Council are to purchase a new bench and the Clerk is to enquire about repairing the Village sign.

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

22/54 Dog Waste Bin at South Fambridge

Members considered the quotes from the Garden Maintenance Company for emptying the Dog Waste Bin at South Fambridge.

RESOLVED that the emptying of the dog waste bin at South Fambridge be emptied weekly from the 1st March to 31st October and fortnightly from the 1st November to 28th February each year.

22/55 King George's Playing Field

Several items were discussed, this was decided to be added to the June Agenda for further discussion.

22/56 Crime and Anti-Social Behaviour

No report received.

21/57 Reports from the representatives for outside committees

- (a) Ashingdon and East Hawkwell Memorial Hall – Cllr. D. Catchpole; Cllr. D. McCarthy - Report received.
- (b) Rochford Hundred Association of Local Councils – Cllr. D. Constable; - Report received.
- (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
No meeting.

21/58 Date of next meeting

The next Annual Parish Meeting is on Monday 16th May 2022 at 7.30pm.

The meeting was closed at: 22.00pm

Chairman's Signature

Dated
16th May 2022