

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 15th May 2023 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

9th May 2023

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 3rd April 2023 (Appendix 1).
6. 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.
7. 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.
8. To receive a report from the District Councillor.
9. General Power of Competence
To resolve that Ashingdon Parish Council meets the criteria specified in paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) order 2012 and resolves in accordance with section 1 to adopt this power.
10. Co-option
To consider co-opting any interested candidates onto the Parish Council to fill three vacancies, one in Ashingdon ward and two in Ashingdon (south west) - (this ward is in the Hockley area).
11. Finance
 - (a) To approve payments/cheques for signature in accordance with the 2023/24 budget (to be circulated at the meeting);
 - (b) To approve the year end bank reconciliation figures for Barclays Bank (Appendix 2);
 - (c) To approve the year end bank reconciliation figures for Unity Trust Bank (Appendix 3);
 - (d) To confirm the financial year end 2022/23 carried forward figure of £235,610.16 (Appendix 4);
 - (e) To approve section one, Annual Governance Statement, of the Annual Governance and Accountability Return 2022/23 (Appendix 5);
 - (f) To approve section two, Accounting Statements, of the Annual Governance and Accountability Return 2022/23 (Appendix 6);
 - (g) To note that a payment was made to Mrs. Kathryn Hayden by BACS at a cost of £89.68 for her services to the council of 8 hours at £11.21 per hour.
 - (h) To note the Debit card payment made to Microsoft at a cost of £79.99. This was approved by the Chairman and this will cover all the laptops owned by Ashingdon Parish Council. (Appendix 7)

12. Constitution

- (a) To consider whether to continue with examining planning applications during parish council meetings or to elect 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 categories 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 continue with a Finance 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 consider and make comments on the following applications:
 - (i) Application No: 23/00277/FUL
Applicant: Mr Tristan Wahl
Proposal: Erection of a part single, part two storey rear extension, involving demolition of existing rear conservatory
Location: 26 Moons Close, Ashingdon, Essex SS4 3HA
 - (ii) Application No: 23/00212/FUL
Applicant: Mrs E Chantree
Proposal: Demolish existing stable block and retain replacement building for use as an office
Location: Woodlands, Trinity Wood Road, Hockley, Essex
- (b) To receive a list of applications determined by Rochford District Council in April 2023 (Appendix 8)

15. Highways/PROW/Environment/Transport/Street Lighting

- (a) To receive a transport update from Cllr. G. Dryhurst;
- (b) To consider any information regarding the Parish Room and Toilets at King George's Field;

16. Bar 'n' Bus

To consider information from Bar 'n' Bus regarding visiting King George V Playing Field during July 2023.

17. Crime and Anti-Social Behaviour.

To discuss recent incidents and issues.

18. Token of Appreciation

It is proposed by Cllr. S Chittenden that the council present a gift token for £50 to Mr Terrence Flowers in recognition of his 16 years of service as a Ashingdon Parish Councillor.

19. To receive a report from the representatives for the following outside committees/working groups:

- (a) Ashingdon and East Hawkwell Memorial Hall - Cllr. P. Hennessy;
- (b) Rochford Hundred Association of Local Councils - Cllr. D. Constable;
- (c) Local Community Meeting -;
- (d) RSPB Local Liaison Group – Cllr. G. Dryhurst;
- (e) River Crouch Coastal Community Team - Cllr. G. Dryhurst;

20. Training and Events

To consider any training requirements:

EALC

Funding & Applications Workshop – Office - Monday 22nd May - £75 + VAT per delegate

Routine Playground Inspection Course – Office - Wednesday 23rd May - £190 + VAT per delegate

Routine Playground Inspection Exam Cost of Exam & Certificate included – Office – To follow on after course - £190 + VAT per delegate

Councillor Training Day Modules 1&2 – Office – Tuesday 6th June - £95 + VAT per delegate

Rural Affordable Housing – Exploring your options – Zoom – Wednesday 7th June - £50 + VAT per delegate

Rural Affordable Housing – Exploring your options – Office – Thursday 8th June - £50 + VAT per delegate

Councillor Training Day 2 Modules 3 & 4 – Office - Tuesday 13th June - £95 + VAT per delegate

Village Halls – Office – Wednesday 14th June - £160 + VAT per delegate

Available budget 2022/23 – Training - £1300.00

- 21. Items from Councillors to be added to next agenda.**
- 22. The next Parish Council Meeting is on Monday 5th June 2023 at 7.30pm.**