

ASHINGDON PARISH COUNCIL



Clerk to the Council: Mrs Karen Boyce
4 Warwick Drive
Rochford
Essex
SS4 1HP

Tel: 07950 947731
Email: ashingdonparishcouncil@outlook.com

Minutes of the Parish Council Meeting held at Ashingdon Church Hall, Church Road, Ashingdon on Monday 5th June 2023.

Present: Chairman: Cllr. D. Catchpole Vice Chairman: Cllr. D. Constable
Councillors: Cllr. P. Hennessy Cllr. S. Osborne
Cllr. G. Dryhurst Cllr. D. McCarthy
Officers: Karen Boyce, Parish Clerk
District Councillors: Cllr. R. Constable
Members of press and public: Five.

23/51 Apologies for Absence

Apologies were received from Cllr. S. Chittenden and Cllr. D. Lynn.

RESOLVED that the apologies be accepted.

23/52 Minutes

- (a) **RESOLVED** that the minutes from the Annual Parish Meeting held on the 15th May 2023 be noted.
- (b) **RESOLVED** that the minutes from the Annual Parish Council meeting held on the 15th May 2023 be approved as a correct record and signed by the Chairman.

23/53 Declaration of Interests and Dispensations

Cllr. D. Catchpole, declared a non-pecuniary interest in item 10 (a)(iii), he took no part in the discussion or decision of that item.

23/54 Public participation session

A presentation was delivered by Chris Turner from 'The London Bus Theatre Company'.

Further to Standing Order (1a) the order of business was changed with item 10 – Planning considered next

23/55 Planning

- (a) **RESOLVED** that the District Council be informed of the comments as set out below the following applications:-
- (i) Application No: 23/00390/FUL
Applicant: Mr A Bradsham
Proposal: Proposed single storey, rear extension.
Location: 85 Golden Cross Road, Rochford, Essex. SS4 3DH
No Objections
- (ii) Application No: 23/00421/FUL
Applicant: Mr M Little

- Proposal: Sub divide plot and convert existing barn/garage into a 2-bed detached dwelling with associated access and car parking.
Location: 144, Greensward Lane, Hockley, Essex SS5 5HR
No Objections
- (iii) Application No: 23/00413/FUL
Applicant: Mr James Chapman
Proposal: Sever land and erect a detached 3-bed dwelling with associated access and car parking.
Location: 29 Newton Hall Gardens, Rochford, Essex. SS4 3EP
Objection **The road is very narrow which could compromise Emergency vehicles access. Inadequate street parking. Loss of light and privacy to neighbours. The access to the new build is far too narrow, also the access is located on a sharp bend, which will be dangerous to users and pedestrians.**
- (iv) Application No: 23/00407/FUL
Applicant: Low Carbon Solar Park 25 Limited – Mr Matt Lomax
Proposal: The construction of a solar photovoltaic farm and associated ancillary infrastructure including; the installation of ground level equipment, emergency lighting and single storey building to house a transformer all within a substation compound; additional single storey building (control and metering room); the installation of customer substation and transformer equipment units including the formation of earth bunds around some; installation of fencing included mounted security cameras, the formation of new access tracks, altered vehicular access and landscaping.
Location: Land East of All Saints Church and North of Arundel Road (Parcel 1) and Land West of Pudsey Hall Lane and North of Lark Hill Road (Parcel 2), Ashingdon Essex
Objection **There are concerns for All Saints Church, it is an open Church yard. Preserve the existing Church. The Church will suffer with the noise and pollution from the sub stations. Preserve the public footpath. It is arable land, which will be take food producing land out of production. The impingement of the Roach Valley Way and the England Coastal path.**

- (b) the list of applications determined by Rochford District Council in May 2023 be noted.

23/56 Co-option

There are three vacancies in Ashingdon ward; one candidate was present to observe the meeting.

Mr. N. Corless sent his apologies.

Cllr. Roger. Constable arrived at 20.15pm.

23/57 Finance

Members received the schedule of payments for approval along with the bank reconciliation figures for April 2023. Cllr. D. McCarthy checked the Bank reconciliation figures for April.

RESOLVED that

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

Sally Faulkner	100035	£	99.00
HM Revenue & Custom	IBJUN23/1	£	29.48
A&J Lighting Solutions	IBJUN23/2	£	6110.22
Ash. & East Hawk. Mem Hall	IBJUN23/3	£	20.00
Cam Facilities Ltd	IBJUN23/4	£	901.19
A. Chapman	IBJUN23/6	£	5280.00
Essex Pension Fund	IBJUN23/7	£	315.94

J & P Prior	IBJUN23/8	£ 105.00
J & P Prior	IBJUN23/9	£ 671.66
James Todd & Co	IBJUN23/10	£ 34.32
John P Watson & Co	IBJUN23/11	£ 240.00
St Andrews Church Hall Fund	IBJUN23/12	£ 39.00
Weaveaweb	IBJUN23/13	£ 168.00
Arthur J Gallagher Insurance	IBJUN23/14	£ 367.36
Rentokil Initial UK Ltd	IBJUN23/15	£ 134.74

Payment for Essex Country Gardens – IBJUN23/5 - £248.70 has been held, while Clerk contacts Company, regarding some issues.

- (b) The bank reconciliation figures for April 2023 be approved and accepted.
- (c) It was noted that J & P Prior will be increasing the cost of the Bus Shelter Cleaning, effective from 1st June by 10%, the new monthly amount will be £115.50.
- (d) The payment to Sally Faulkner for her services to the Council taking and producing of Minutes, 4.5 hrs at £22.00 per hour be approved.
- (e) **Annual Internal Audit**
 - (i) The Annual Internal Audit Report 2022/2023 in the Annual Return (Annual Governance and Accountability Return 2022/2023 (page 3) be approved.
 - (ii) The Internal Audit Report for 2022/23 from John P Watson & Co for the 2022/2023 financial year be approved.
- (f) **Annual Return**
 - (i) Section 1 – Annual Governance Statement 2022/23 in the Annual Return (Annual Governance and Accountability Return 2022/23 (page 4) be approved.
 - (ii) Section 2 – Annual Governance Statement 2022/23 in the Annual Return (Annual Governance and Accountability Return 2022/23 (page 5) be approved.

The Clerk left the meeting at 20.40pm.

Further to Standing Order (1a) the order of business was changed with item 5 – To receive a report from the District Councillor considered next

23/58 To receive a report from the District Councillor

One present.

A report was received from Cllr. Roger Constable.

Information was given on the new administration and changes to decision making at Rochford District Council.

It was confirmed that Rochford District Council are aware of the missing litter bin on the corner of Church Road, Ashingdon.

Cllr. Roger. Constable has requested for the overgrown vegetation obscuring highway signs approaching Ashingdon school from Hockley be cut back.

He thanked Cllr. D. Lynn and residents of South Fambridge for regularly reporting fly tipping along the Fambridge Road.

23/59 Constitution

RESOLVED that

- (a) 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;

(b) the following members be appointed onto the following outside bodies:

- (i) RSPB Local Liaison Group – Cllr. G. Dryhurst;
- (ii) River Crouch Coastal Community Team – Cllr. G. Dryhurst

23/60

Insurance Policy

Cllr. S. Osborne gave a full report and detailed that with the withdrawal of cyber attacks from the Business Interruption section by the insurers the Council was exposed in this area. A quotation had been obtained from Gallagher the insurer to cover this at £367.36 per annum including VAT. Members agreed to the quotation and to take the cover. It was also agreed that the Financial Working Group should review this insurance before renewal next year as there were items of cover not required in the policy.

23/61

Parish Council Policies

RESOLVED that

- (a) the Equal Opportunities Policy be approved;
- (b) the Training and Development Policy be approved;
- (c) the Investment Policy be approved;

The Financial working group are going to look over the Investment Policy.

23/62

General Data Protection Regulations

RESOLVED that the following policies/forms be approved

- (a) the GDPR Privacy Notice
- (b) the GDPR Subject Access Request Policy
- (c) the GDPR Subject Access Request Form
- (d) the GDPR Consent Form
- (e) the GDPR Information and Data Protection Policy
- (f) the GDPR Document Retention and Disposal Policy
- (g) the GDPR Removable Media Policy
- (h) the GDPR Data Breach Reporting Form

23/63

Highways/PROW/Environment/Transport/Street Lighting

- (a) A transport report was received from Cllr. Dryhurst..
- (b) Cllr. D. Constable reported that the faulty lock on the Disabled toilet at the Memorial Park was no longer covered under the suppliers warranty but Rochford District Council had instructed contractors to purchase parts and repair the lock to the disabled toilet door.

23/64

Essex Youth Services/Bar 'n' Bus

Cllr. D. Constable reported that she had contacted Essex County Council Youth Services as to whether they would be visiting King George's V Playing Field during August but had not received a reply.

RESOLVED that to engage Bar 'n' Bus for the month of August if no response is received from Essex County Council Youth Services by the deadline date of 8th June 2023. The Clerk will then request a refund of Ashingdon Parish Council payment to Essex County Council.

23/65

Gate Locking

Two coded padlocks have now been removed by others from the gates at the Memorial Hall car park, Cam Ltd has replaced at Ashingdon Parish Council's cost. It was felt that the present padlocks were not robust enough.

RESOLVED that the Parish Council agreed to purchase two new heavy duty coded locks, which are far more secure.

23/66

Newsletter

The delivery of the April Newsletter had been completed but due to the Easter Bank Holiday, two other Bank holidays and annual leave, items in the newsletter were out of date at delivery. It had taken around 30-35 hours to complete delivery during normal working hours.

RESOLVED that to achieve a more prompt delivery in future the Clerk is to approach the Litter Operative/ Handyman as regards to working an extra 20 hours to deliver.

23/67 **Coronation Plaque**

Members considered purchasing a Coronation Plaque to be displayed at the Parish Office.

RESOLVED that Members decided to purchase a Coronation Plaque to be displayed at the Parish Office at a cost of £200.

23/68 **Footpaths**

Due to Cllr. D. Lynn sending his apologies, this item was deferred until the July meeting.

23/69 **Crime and Anti-Social Behaviour**

There were no serious incidents to report other than the dumping of rubbish bags next to the Recycling bins at the Memorial Hall car park and that animals were breaking into these and spreading contents all over the car park.

23/70 **Noticeboard for Memorial Hall**

The Memorial Hall committee were advised to put a grant request in their name. This was deferred until the July meeting.

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

23/71 **Reports from the representatives for outside committees**

- (a) Ashingdon and East Hawkwell Memorial Hall – Cllr. P. Hennessy; - Cllr P. Hennessy reported that the AGM meeting for the hall will be held on 06.07.23 at 7.30pm.
- (b) Rochford Hundred Association of Local Councils – Cllr. D. Constable;
No meeting.
- (c) RSPB Local Liaison Group – Cllr. G. Dryhurst;
Report received.
- (d) River Crouch Coastal Community Team Stakeholder Event – Cllr. G. Dryhurst
Report received.

23/72 **Training and Events**

Cllr. S. Osborne had requested permission to attend the Empowering Young Voices in your Community on Wednesday 25th October 2023 by NALC at a cost of £39.50 + VAT.

RESOLVED that Cllr. S. Osborne and Cllr. D. McCarthy be authorised to attend the Empowering Young Voices in your Community on Wednesday 25th October 2023 by NALC at a cost of £39.50 + VAT per delegate.

Cllr. D. Constable had requested permission to attend the Work Nest Modules 1 & 3 online event on Wednesday 21st June and Thursday 27th July 2023 by EALC at a cost of £80.00 + VAT per module and per delegate.

RESOLVED that Cllr. D. Constable be authorised to attend Work Nest Modules 1 & 3 online event on Wednesday 21st June and Thursday 27th July 2023 by EALC at a cost of £80.00 + VAT per module and per delegate.

Cllr. P. Hennessy had requested permission to attend the Work Nest Modules 1, 2 & 3 online event on Wednesday 21st June, Wednesday 5th July and Thursday 27th July 2023 by EALC at a cost of £80.00 + VAT per module and per delegate.

RESOLVED that Cllr. P. Hennessy be authorised to attend Work Nest Modules 1, 2 & 3 online event on Wednesday 21st June, Wednesday 5th July and Thursday 27th July 2023 by EALC at a cost of £80.00 + VAT per module and per delegate.

23/73 **Date of next meeting**

The next Parish Council Meeting is on Monday 3rd July 2022 at 7.30pm.

The meeting was closed at: 21.40pm

Chairman's Signature

Dated

