

ASHINGDON PARISH COUNCIL



Clerk to the Council:

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Members of the Council are hereby summoned to attend the Parish Council Meeting at Ashingdon Church Hall, Church Road, Ashingdon on Monday 5th June 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

30th May 2023

AGENDA

1. Apologies for Absence.

2. Minutes

- (a) To receive the minutes from the Annual Parish meeting held on 15th May 2023 (appendix 1).
- (b) Acceptance of minutes from the Annual Parish Council Meeting dated 15th May 2023 (appendix 2);

3. 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.

4. 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.

Chris Turner from 'The London Bus Theatre Company' would like to come along and give a presentation.

(Appendix 3)

5. To receive a report from the District Councillor.

6. 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).

7. Finance

- (a) To approve payments/cheques for signature in accordance with the 2022/23 budget (to be circulated at the meeting);
- (b) The bank reconciliation figures for April 2023 be approved and accepted. (Appendix 4);
- (c) To note that J&P Prior will be increasing the cost of Bus Shelter Cleaning, effective from 1st June by 10% the new monthly amount will be £115.50. (Appendix 5);
- (d) To approve the payment to Sally Faulkner for her services to the council taking and producing of Minutes, 4.5 hours at £22.00 per hour.

Annual Internal Audit

- (a) To note and approve the Annual Internal Audit Report 2022/2023 in the Annual Return (Annual Governance and Accountability Return 2022/2023 (page 3) (Appendix 6)
- (b) To note and approve, if agreed, the Internal Audit Report for 2022/23 from John P Watson & Co for the 2022/2023 financial year. (Appendix 7)

Annual Return

- (a) To approve and sign Section 1 – Annual Governance Statement 2022/23 in the Annual Return (Annual Governance and Accountability Return 2022/23 (page 4) (Appendix 8).
- (b) To approve and sign Section 2 – Accounting Statements 2022/23 In the Annual Return (Annual Governance and Accountability Return 2022/23 (page 5) (Appendix 9).

8. Constitution

- (a) To appoint lead Councillors to the various categories of Parish Council work:
 - Planting and Maintenance of Green Areas
 - Transport
 - Public Rights of Way
- (b) To appoint members to outside committees:
 - RSPB Local Liaison Group
 - River Crouch Coastal Community Team

9. Insurance Policy

A report is to follow.

10. Planning

- (a) To consider and make comments on 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
 - (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
 - (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
 - (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
- (b) To receive a list of applications determined by Rochford District Council in May 2023 (Appendix 10)

11. Parish Council Policies

- (a) To agree the Parish Council Equal Opportunities Policy (previously circulated)
- (b) To agree the Parish Council Training and Development Policy. (previously circulated)
- (c) To agree the Parish Council Investment Policy. (previously circulated)

12. General Data Protection Regulations

Members reviewed the various GDPR and Freedom of Information Policies. (previously circulated)

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

13. 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;

14. Essex Youth Services/Bar 'n' Bus

To receive update on the Summer Youth Project for Ashingdon. Consider and resolve a way forward.

15. Gate locking

Cam Ltd contacted the Clerk on the 25.05.23 to up date that another padlock had been removed from the exit gate at Ashingdon & East Hawkwell Memorial Hall. The Clerk has reported this and the previous damage to the Police. Members to decide on whether to upgrade to more robust Padlocks which are key operated.
(Appendix 11)

16. Newsletters

To consider paying extra hours for Handyman to deliver newsletter at an hourly rate of £10.42.

17. Coronation Plaque

To consider purchasing Coronation plaque to be displayed at parish office

18. Footpaths

To receive an up date on the Footpaths of the Parish.

19. Crime and Anti-Social Behaviour.

To discuss recent incidents and issues.

20. Noticeboard for Memorial Hall

To receive a report from Cllr. P. Hennessy (Report to follow).

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

22. Training and Events

To consider any requests from officers or members for training:

EALC

Councillors Training Day 1 – 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
Councillors Training Day 2 – Modules 3&4 - Office -Tuesday 13th June - £195 + VAT per delegate
Village Halls - Office – Wednesday 14th June - £160 + VAT per delegate
Councillor Training Day 1 – Modules 1&2 - Office - Saturday 17th June - £120 + VAT per delegate
Councillor Training Day 2 – Modules 3&4 – Office - Saturday 24th June - £120 + VAT per delegate
Councillor Training Day 1 – Modules 1&2 - Office - Monday 26th June - £95 + VAT per delegate
Safeguarding Level 1 – Zoom- Wednesday 28th June - £75 + VAT per delegate
Councillor Training Day 2 – Modules 3&4 – Office - Monday 3rd July - £95 + VAT per delegate
Risk Assessment & Health & Safety Certificated Course Level 2 – including cost of exam paper and course book – Office – Wednesday 5th July - £165 + VAT per delegate
ICCM – Garden of Remembrance Course – Office – Thursday 6th July - £95 + VAT per delegate
Councillor Training Evening Module 1 – Zoom – Thursday 6th July - £300 + VAT per delegate (for all 4 modules)
Councillor Training Day 1 – Modules 1&2 - Office - Wednesday 12th July - £95 + VAT per delegate
Councillor Training Evening Module 2 – Zoom- Thursday 13th July - £300 + VAT per delegate (for all 4 modules)
Councillor Training Day 1 – Modules 1&2 - Office - Saturday 15th July - £120 + VAT per delegate
Understanding Neighbourhood Plans – Office – Wednesday 19th July - £95 + VAT per delegate
Councillor Training Evening Module 3 – Zoom- Thursday 20th July - £300 + VAT per delegate (for all 4 modules)
Councillor Training Day 2 – Modules 3&4 – Office - Saturday 22nd July - £120 + VAT per delegate
Function of Committees & delegated powers – Office – Tuesday 25th July - £75 + VAT per delegate
Councillor Training Day 2 – Modules 3&4 – Office - Wednesday 26th July - £95 + VAT per delegate
Councillor Training Evening Module 4 – Zoom- Thursday 27th July - £300 + VAT per delegate (for all 4 module
EALC 79th AGM & Conferences – Thursday 21st September – FREE
Available budget 2023/24 – Training - £1300.00

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

24. The next Parish Council Meeting is on Monday 3rd July 2023 at 7.30pm.