

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 15th May 2023 at 7.30pm.

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

Councillors: Cllr. D. McCarthy Cllr. S. Osborne Cllr. D. Lyn
Cllr. P. Hennessy Cllr. S. Chittenden

Officers: Sally Faulkner, Minute taker/Clerk to another Council

District Councillors: None.

Members of press and public: One.

23/23 Election of Chairman

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

23/24 Chairman's Declaration of Acceptance of Office

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

23/25 Election of Vice Chairman

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

23/26 Apologies for Absence

Apologies were received from The Clerk.

No apologies were received from Cllr. G. Dryhurst.

RESOLVED that the apologies be accepted.

23/27 Minutes

RESOLVED that the minutes of the Parish Council meeting held on the 3rd April 2023 be approved as a correct record and signed by the Chairman.

23/28 Declaration of Interests and Dispensations

None declared.

23/29 Public participation session

One present.

23/30 District Councillor's Report

None present.

23/31 General Power of Competence

Ashingdon Parish Council does not meet the specified criteria in paragraph 2 of the Parish Councils (General Power of Competence) (Prescribed Conditions) order 2012 due to the Clerk's Health issues.

23/32 Co-option

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

23/33 Finance

Members received the schedule of payments for approval along with the bank reconciliation figures for March 2023. Cllr. D. Catchpole had checked the bank reconciliation figures.

RESOLVED that

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

HM Revenue & Customs	IBMAY23/1	£ 141.32
Ashingdon & East Hawk. Mem. Hall	IBMAY23/2	£ 961.52
Cam Facilities Ltd	IBMAY23/3	£ 825.60
Essex Country Gardens	IBMAY23/4	£ 248.70
Essex Pension Fund	IBMAY23/5	£ 392.96
Arthur J Gallagher Ins	IBMAY23/6	£ 1511.58
J & P Prior	IBMAY23/7	£ 105.00
J & P Prior	IBMAY23/8	£ 755.66
James Todd & Co	IBMAY23/9	£ 34.32
Rialtas Business Solutions	IBMAY23/10	£ 179.91
Weaveaweb	IBMAY23/11	£ 168.00

Cllr. D. Constable wanted it noted that she did not agree payment to Essex Country Gardens – IBMAY23/4 as she felt they are not keeping to their contract.

- (b) The year end bank reconciliation figures for Barclays be approved and accepted;
(c) The year end bank reconciliation figures for Unity Trust Bank be approved and accepted;
(d) The financial year end 2023/24 carried forward figure of £235,610.16 be approved;
(e) Section one of the Annual Governance and Accountability Return for 2022/23 was deferred to the next meeting as the Clerk/RFO was not present.
(f) Section two of the Annual Governance and Accountability Return for 2022/23 was deferred to the next meeting as the Clerk/RFO was not present.
(g) The payment to Mrs. K. Hayden for the sum of £89.68 was noted.
(h) The Debit card payment to Microsoft for the sum of £79.99 was noted.

23/34 Constitution

RESOLVED that

- (a) The Parish Council agreed to review planning applications in Full Council meetings and not have a planning committee.
(b) Cllrs. D. Constable P. Hennessy and S. Osbourne be appointed onto the personnel committee;
(c) The Appointment of the "Lead Councillors" for the following subjects:
(i) Planting and Green Areas
(ii) Transport
(iii) Public Rights of Way

To be deferred to the June meeting.

- (iv) Welfare and Elderly – Cllr. D. Constable;

- (v) Community Safety and Youth – Cllr. D. McCarthy, Cllr. S. Osbourne;
 - (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. D. Catchpole,
 - (ii) Old Peoples Welfare Committee – Cllr. D. Constable;
 - (iii) Memorial Hall Committee – Cllr. P. Hennessy,

It was agreed to remove the Local Community Meeting from the Agenda

The Appointment of the “Lead Councillors” for the following subjects:

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

To be deferred to the June meeting.

- (a) Financial working group - Cllrs. S. Chittenden, P. Hennessy and S. Osbourne be appointed onto the Financial working group.

23/35 Parish Council Policies

RESOLVED that

- (a) the Standing Orders be approved;
- (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.

23/36 Planning

- (a) **RESOLVED** that the District Council be informed of the comments as set out below 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
No Objection
- (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
No Objection

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

23/37 Highways/PROW/Environment/Transport/Street Lighting

- (a) The transport report was not available.
- (b) An update was received regarding the toilets at King George’s Field, it was also unanimously agreed to hold the presentation event in the Parish Rooms and assess space for parish meetings.

23/38 Bar ‘n’ Bus

To note that Bar ‘n’ Bus will be attending in July.

23/39

Crime and Anti-Social Behaviour

No incidents have been reported. PC Warren Lamb has been asked to attend a community meeting. It was suggested that his Newsletter be included on the Website and Facebook.

23/40

Token of Appreciation

Council were advised that they are unable to give money or gifts to individuals, this being Councillors or Parishioners.

23/41

Reports from the representatives for outside committees

- (a) Ashingdon and East Hawkwell Memorial Hall – Cllr. P. Hennessy - Report received.
- (b) Rochford Hundred Association of Local Councils – Cllr. D. Constable; - Report received.
- (c) Local Community Meeting – No meeting had taken place.
- (d) RSPB Local Liaison Group – No report received.
- (e) River Crouch Coastal Community Team Stakeholder Event – No report received.

23/42

Training and Events

It was recommended that Cllr. D. Lynn attend a two day Councillor Training course at EALC at a cost of £95 + VAT per day.

RESOLVED that Cllr. D. Lynn be authorised to attend an event hosted by EALC, at a cost of £95.00 + VAT per day. Cllr. D. Lynn is going to visit the website and advise which dates suited him best.

23/43

Items from Councillors to be added to the next agenda

Delivery of the newsletter
Coronation plaque via EALC
Items deferred from previous meetings
Signing of the Annual Return

23/44

Date of next meeting

The next Parish Council Meeting is on Monday 5th June 2023 at 7.30pm.

The meeting was closed at: 20.27pm

Chairman's Signature

Dated
5th June 2023