

ASHINGDON PARISH COUNCIL



Clerk to the Council: Mrs Karen Boyce
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Minutes of the Parish Council Meeting held at Ashingdon Church Hall, Church Road, Ashingdon on Monday 3rd July 2023.

Present:	<u>Chairman:</u>	Cllr. D. Catchpole	<u>Vice Chairman:</u>	
	<u>Councillors:</u>	Cllr. P. Hennessy Cllr. G. Dryhurst	Cllr. S. Osborne Cllr. S. Chittenden	Cllr. D. Lynn
	<u>Officers:</u>	No Clerk in attendance		
	<u>District Councillors:</u>	Apologies were received from Cllr. R. Constable. Cllr. M. Carter and Cllr. L. Shaw.		
	<u>Members of press and public:</u>	Five.		

23/79 Apologies for Absence

Apologies were received from Cllr. D. Constable and Cllr. D. McCarthy.

Apologies were received from the Clerk.

RESOLVED that the apologies be accepted.

23/80 Minutes

RESOLVED that the minutes from the Parish Council Meeting held on the 5th June 2023 be approved as a correct record and signed by the Chairman.

23/81 Progress Report

As the Clerk was not present the Chairman went through the report. There were a number of items which were closed but due to the Clerk's long term sickness, she wanted to make all Councillors aware of these items, these will now be removed from future Progress Reports.

20/59	BTMK Todman Solicitors had acted for Ashingdon Parish Council for the lease negotiations for the Parish Room and Public Toilets. This was settled on 06.02.2023.
20/142	The Clerk and Cllr. D. Constable had purchased items for the Parish Room. Cllr. D. Constable had managed to acquire a desk for the Parish Room in April 2023 from Rochford District Council, Free of charge.
21/225	The Clerk had written to the Director at Venthams, along with all the previous paperwork that they had requested, also these had been emailed to all 3 Directors on the 26.06.23. Awaiting a reply.
21/340	The Clerk had sent the signed copy of the Heads of Terms back to Darren McLoughlin and a copy had been sent to the Solicitors on the 09.02.2023.
22/53	The South Fambridge Village sign was re-installed in May 2023. Payment was approved and made at the June 2023 meeting 05.06.2023.
22/82	A meeting took place with Adam Aldridge and Cllr. Sperring on the 18.10.22, with some Ashingdon Parish Councillors and Clerk also in attendance.
22/99	Members discussed a proposed action plan for the opening of the Parish Rooms, furniture was moved into the Parish Room on the 18.02.2023, members hired a van and moved all furniture purchased from Safestore storage.
22/133	The Clerk received the signed Full Lease for the Parish Rooms/Public Toilets on 01.02.2023.
22/178	The Clerk received an email from Darren McLoughlin from Rochford District Council's Asset Team on the 23.06.23, stating that Ashingdon Parish Council had permission to paint a Mural on the outside wall of the Parish Room.

- 23/008 Members agreed to purchase 3 x magnetic backing boards with magnets as per the quotation at a cost of £120.00 + VAT per board. The delivery cost will be £120 + VAT. Awaiting a delivery date.
- 23/64 The Clerk had emailed Youth Services Department requesting a refund as they were not able to fulfil their contract. Awaiting refund.
- 23/65 It was noted that the new robust padlocks had been purchased and placed on the gates of the memorial hall by Cam Facilities Ltd on the 12.06.23.
- 23/66 The Clerk was asked to speak to the Litter Operative/Handyman and he has agreed to work 20 hours extra to deliver the Parish Council Newsletters. The Clerk advised him this could be 4 times a year.
- 23/67 Members decided to purchase a Coronation Plaque to be displayed in the Parish Office at a cost of £200. Clerk was advised that members would need to decide on wording at the top and bottom, then the artwork can be created. Once members approve the design this could then be made.

23/82 Declaration of Interests and Dispensations

None.

23/83 Public participation session

Further to Standing Order (1a) the order of business was changed with item 11 (iv) – Planning considered next

Planning

A good deal of discussion took place with neighbours to No. 32 expressing their concern regards the placing of a container on the land and the various activities that take place there.

- (a) **RESOLVED** that the District Council be informed of the comments as set out below the following applications:-

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| (iv) | <p>Application No: 23/00488/FUL</p> <p>Applicant: Mrs Nicola Chipper</p> <p>Proposal: Replace 2 x existing dilapidated sheds with a 20ft Storage container and create 2 x car parking spaces to the front.</p> <p>Location: Land adjacent 32, St Thomas Road, South Fambridge, Rochford.</p> <p>Objections This container will be right in the middle of a residential area, which would be detrimental to the established character of the street area. It will have an overbearing visual impact on the street scene, which will be visibly obtrusive. As shown on the plan it appears to encroach on a shared access pathway to the rear of other properties which have water meters and manhole access to other services. The site is a dumping ground for all sorts of detritus from the residents business which also includes possible asbestos and vermin has also been seen. It is feared that if granted the container could be used as a workshop. It is strongly suggested that a planning officer should visit the site.</p> |
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23/84 District Councillor's Report

Apologies were received from Cllr. Roger Constable and Cllr. Mike. Carter.

A written report was received from Essex County Cllr. L. Shaw.

23/85 General Power of Competence

RESOLVED 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.

23/86 Co-option

There are three vacancies in Ashingdon ward; two candidates were present to observe the meeting.

Mr. N. Corless and Mr. D. Reed, have shown an interest into becoming a Councillor, they have completed the necessary paperwork, the Clerk has conducted due diligence and they will be co-opted in September, subject to the necessary vote.

23/87

Finance

Members received the schedule of payments for approval along with the bank reconciliation figures for May 2023. Cllr. S. Osborne checked the Bank reconciliation figures for May 2023.

RESOLVED that

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

HM Revenue & Custom	IBJUL23/1	£ 253.56
Bar 'N' Bus	IBJUL23/2	£ 2466.00
Essex Country Gardens	IBJUL23/3	£ 248.70
Essex Pension Fund	IBJUL23/4	£ 469.97
J & P Prior	IBJUL23/5	£ 671.66
J & P Prior	IBJUL23/6	£ 115.48
James Todd & Co	IBJUL23/7	£ 34.32
Playsafety Ltd	IBJUL23/8	£ 90.00
Viking Raja Group	IBJUL23/9	£ 301.31
Weaveaweb	IBJUL23/10	£ 168.00
Cam Facilities Ltd	IBJUL23/11	£ 870.00.

- (b) The bank reconciliation figures for May 2023 be approved and accepted.
 (c) It was confirmed that Cllr. D. Constable, Cllr. S. Osborne, Cllr. P. Hennessy, Cllr. D. Catchpole, Cllr. D. Lynn and Cllr. G. Dryhurst will be claiming their allowances. The Clerk would contact Cllr. D McCarthy as he had sent his apologies to see if he wishes to claim his allowance and then produce his allowance if he does.
 (d) The quarterly financial report for the period 1st April to 30th June 2023 be approved and accepted.
 (e) Two signatories be authorised to sign the payments during the recess period. This will be Cllr. D. Catchpole and Cllr. S. Chittenden.
 (f) The Council delegated power to the Clerk in consultation with the Chairman for any emergency action that may be required during the recess period.
 (g) It was resolved that the quotation from A&J lighting Solutions for the 5 year Street Light Agreement for the period of 01.08.2023 – 31.07.2028 be accepted.

23/88

Flower beds outside the Memorial Hall

RESOLVED that the bark is needed for the flower beds outside the Memorial Hall and agreement has been made to purchase the bark but no price was available at the time of the meeting.

23/89

Planning

- (b) **RESOLVED** that the District Council be informed of the comments as set out below the following applications:-

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| (i) | Application No: | 23/00458/FUL |
| | Applicant: | Mrs Julie Coman |
| | Proposal: | Erection of an exercise arena for ponies. |
| | Location: | Stables at Land rear of Greenways, Lyndhurst Road, Rochford |
| | No Objections | |
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| (ii) | Application No: | 23/00499FUL |
| | Applicant: | Mr Kevin Body |
| | Proposal: | Erect single storey rear extension and proposed loft conversion with front and rear dormers. |
| | Location: | 12 Harrogate Road, Hockley, Essex. SS5 5HT |
| | No Objections | |
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| (iii) | Application No: | 23/00506/FUL |
| | Applicant: | Mr G Cole |
| | Proposal: | Revised application for the proposed alterations to existing roof and |

Location: addition of external wall insulation to the entire property to improve thermal efficiency.
Belle Lodge, Lower Road, Hockley, Essex
No Objections

- (iv) Application No: 23/00487/FUL
Applicant: Mr & Mrs Steve & Sarah Williams
Proposal: Proposed single storey extension to existing detached garage (sun room) and use remaining garage as store.
Location: 14 Ashingdon Heights, Ashingdon Essex SS4 2TH
No Objection

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

23/90 Memorial Plaque for Norman Drayton-Thomas

RESOLVED that subject to the agreement of Mr. Drayton-Thomas's family and the trustees of the Memorial Hall that the plaque be placed in the Memorial Hall to avoid any further incidents.

23/91 Play Area

RESOLVED that no action to be taken concerning the report as the identified risk was low and the items are due to be removed by Rochford District Council shortly.

23/92 Proposed secondary back up of our IT systems

RESOLVED that option 3 was the preferred option. The Clerk is to contact Keith at Weaveaweb to arrange.

23/93 St Thomas Road Car Park

RESOLVED that two signs be purchased and erected at both the front and rear of the car park detailing the terms of parking. The wording is to be emailed to Councillors for approval.

23/94 Highways/PROW/Environment/Transport/Street Lighting

- (a) A transport report was received from Cllr. Dryhurst..
(b) The damage to the new toilets was discussed. Suggestions were installing CCTV cameras, or placing a dummy CCTV camera or just a notice on the doors. Options to be explored and brought to Council in September.

23/95 Upgrade of street lights on the Ashingdon Park Estate

As this is an ongoing issue with Pobail and fresh correspondence was in place, no further action to be made at this juncture.

23/96 Crime and Anti-Social Behaviour

Apart from the damage to the toilets, there were no other incidents to report.

23/97 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 and all Councillors are welcome. Tea and cakes available.
(b) Rochford Hundred Association of Local Councils – Cllr. D. Constable;
No report available.
(c) RSPB Local Liaison Group – Cllr. G. Dryhurst;
Report received.
(d) River Crouch Coastal Community Team Stakeholder Event – Cllr. G. Dryhurst
Report received.

23/98 Training and Events

Cllr. S. Osborne had requested permission to attend the Work Nest HR Module 3 online event on Thursday 27th July 2023 by EALC at a cost of £80.00 + VAT per module and per delegate.

RESOLVED that Cllr. S. Osborne be authorised to attend Work Nest Module 3 online event on Thursday 27th July 2023 by EALC at a cost of £80.00 + VAT per module and per delegate.

23/99 Items from Councillors to be added to the next agenda

Footpaths – Cllr. G. Dryhurst
St. Thomas Road Car Park, South Farnbridge – Cllr. D. Lynn

23/100 Date of next meeting

The next Parish Council Meeting is on Monday 4th September 2023 at 7.30pm.

The meeting was closed at: 21.00pm

Chairman's Signature

Dated
4th September 2023