

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 Parish Office, The Cricket Pavilion, King George V Field Hall, Ashingdon Road, Ashingdon on Monday 2nd October 2023 at 7.30pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

Karen Boyce

Karen Boyce
Clerk to Ashingdon Parish Council

26th September 2023

AGENDA

1. **Apologies for Absence.**
2. **Minutes**
 - (a) Acceptance of minutes from the Parish Council Meeting dated 4th September 2023 (Appendix 1);
3. **Progress Report from the Clerk (Appendix 2).**
4. **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.
5. **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.
6. **To receive a report from the District Councillor.**
7. **Co-option**
To consider co-opting any interested candidates onto the Parish Council to fill the one vacancy in Ashingdon (west) – (this ward is in the Hockley area).
8. **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 Aug 2023 bank reconciliation figures (Appendix 3);
 - (c) To approve the Sept 2023 bank reconciliation figures for Hampshire Trust Bank (Appendix 4)
 - (d) To review and approve the quarterly financial report for the period 1st July 2023 to 30th September 2023 (appendix 5);
 - (e) To approve the payment of £25 per hour to the Locum Clerk for her services to the council.
 - (f) To consider giving an additional donation to the British Legion for the poppy appeal.
 - (g) To receive a Thank you letter from the BASICS Essex (Appendix 6)
 - (h) To note that Cllr. D. Catchpole and 1 guest had attended the Rochford Chairman's Charity meal at a cost of £29.00 per person.
 - (i) To note that the external audit for the year 2022/23 had been completed with a comment:

Stating that On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal Auditor's response to Internal Control Objective M.

9. Planning

- (a) To consider and make comments on the following applications:
- (i) Application No: 23/00761/FUL
Applicant: Mr Steve Wrieden
Proposal: Retention of existing outbuilding for use as a residential annex ancillary to the main property.
Location: Woodville, Cavendish Road, Hockley, Essex
 - (ii) Application No: 23/00775/FUL
Applicant: Mr Gary Wheeler
Proposal: Loft conversion with front and rear dormers and hip to gable roof extension alteration to elevations, revised plan re-submission of 23/00635/FUL
Location: 52 Harrogate Road, Hockley, SS5 5HT
 - (iii) Application No: 23/00750/FUL
Applicant: Mrs Julia Marie Spearpoint
Proposal: New residential development of 3 x three bedroom detached houses on a previously developed site formally occupied by a light industrial business. Change of use from E (G)(i) – Offices to C3 Dwelling houses.
Location: Magnolia Lodge, Lower Road, Hockley, Essex
 - (iv) Application No: 23/00766/FUL
Applicant: Dennis Haynes
Proposal: Demolish existing outbuilding and construct single storey side/rear extension
Location: Moons Bungalow, Canewdon Road, Ashingdon, Essex
 - (v) Application No: 23/00733/FUL
Applicant: Green Switch Capital Ltd – Mr Andrew Cowley
Proposal: Photovoltaic Solar Array, Ancillary Infrastructure, including Transformers, DNO Sub-station, Customer Sub-station, Spares container, Control Building, Grid Connection and landscaping including boundary fencing with mounted CCTV and new vehicular access tracks.
Location: Land at Bolt Hall Farm, Lark Hill Road; Land North of Ulverston Road; Land following Canewdon Road and Fambridge Road, Canewdon, Essex.
 - (vi) Application No: 23/00723
Applicant: Mr Ralph Daye
Proposal: Single storey flat roof rear extension
Location: 31 Victory Lane, Rochford, Essex. SS4 3AN
 - (vii) Application No: 22/00891/FUL
Applicant: Mr Mark Snr. And Mark Jr. Chittenden
Proposal: Erection of 2 no. three bedroomed bungalows (in lieu of prior approval application ref: 22/00333/DPDP3M, undetermined by the Authority)
Location: Alexanders Farm Lower Road Hockley Essex

- (b) To receive a list of applications determined by Rochford District Council in September 2023 (Appendix 7)

12. Parish Council Policies

- (a) To agree the Parish Council Protocol's at Parish Council meetings (previously circulated).
- (b) To agree the Parish Council Standing Orders (previously circulated); (Appendix 8)
- (c) To agree the Parish Council Financial Regulations (previously circulated); (Appendix 9)

13. Bar n Bus Detached Project Report

To receive a report. (previously circulated)

15. Price of Repairs to Bench at South Fambridge.

To consider the price for the Litter Operative/Handyman to repair the wooden bench in South Fambridge (Appendix 10).

16. Footpaths/Ashingdon Parish Council joining the Essex County Council P3 Scheme

To receive a report from Cllr. D. Lynn (Appendix 11)

17. 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.

18. Renew village Sign on the Corner of Brays Lane

Members to decide whether to replace the village sign at Brays Lane, the present sign has faded so much that you cannot read it.

19. Safe Store

To consider whether to carry on with the Safe Storage Company after a rise in costs of £27.00 per month from September 2023. (Appendix 12)

20. Christmas Buffet

To discuss and resolve any arrangements that are needed for the event, booked in for Thursday 14th December 2023, from 12-3pm.

21. Replacement of Laptop

To upgrade the public use laptop for Parish Room.

22. Crime and Anti-Social Behaviour.

To discuss recent incidents and issues.

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

- (a) Ashingdon and East Hawkwell Memorial Hall - Cllr. S. Chittenden;
- (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;

24. Training and Events

To consider any requests from officers or members for training:

EALC

Work Nest - Module 3 – Delivered on Zoom – Tuesday 3rd October - £80 + VAT per delegate

Councillor Training Day 1 Modules 1 & 2 – Office - Tuesday 10th October - £95 + VAT per delegate

Introduction to Planning Briefing - Office – Thursday 12th October - £75 + VAT per delegate

Councillors Training Day 2 Modules 3 & 4 – Office – Tuesday 24th October - £95 + VAT per delegate

Work Nest - Module 4– Delivered on Zoom – Thursday 26th October - £80 + VAT per delegate

Council Training Evening Module 1 – Wednesday 8th November – Zoom - £300 + VAT per delegate – for all 4 modules.

Village Halls – Thursday 9th November – Office - £160 + VAT per delegate

Available budget 2023/24 – Training - £589.64

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

26. The next Parish Council Meeting is on Monday 6th November 2023 at 7.30pm.

