

ASHINGDON PARISH COUNCIL



Clerk to the Council: Mrs Karen Boyce
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Minutes of the Parish Council Meeting held at Ashingdon Parish Office, The Cricket Pavilion, King George V Playing Field, Ashingdon Road, Ashingdon on Monday 4th September 2023.

Present:

<u>Chairman:</u>	Cllr. D. Catchpole	<u>Vice Chairman:</u>
<u>Councillors:</u>	Cllr. P. Hennessy Cllr. G. Dryhurst Cllr. D. McCarthy	Cllr. S. Osborne Cllr. S. Chittenden Cllr. D. Lynn
<u>Officers:</u>		Locum Clerk
<u>District Councillors:</u>		None
<u>Members of press and public:</u>		Two

23/114 Apologies for Absence

Apologies were received from Cllrs. D. Constable.

RESOLVED that the apologies be accepted.

23/115 Minutes

- (a) **RESOLVED** that the minutes from the Parish Council Meeting held on the 17th July 2023 be approved as a correct record and signed by the Chairman.

23/116 Progress Report

As the Clerk was not present the Chairman presented the report. No points of clarification were requested

Minute Reference	Outcome
21/225	Clerk emailed Hiuri on 22 nd August 2023 and is awaiting a response.
23/008	3 magnetic boards have been delivered and are now fitted to 3 of the Noticeboards.
23/64	Refund has been received from Essex County Council on 27 th June 2023 as the Youth Services were not provided in King George's V Playing Field by Essex County Council. Bar 'N' Bus were engaged and positive feedback was received.
23/67	Members to agree wording for the Coronation Plaque, this will be agreed later in the meeting
23/88	Garden Maintenance Contractor has been instructed to purchase 2 tons of bark for the flower beds outside the Memorial Hall, works not completed to date.
23/90	Following the damage to Cllr Norman Drayton-Thomas memorial plaque, the Clerk has contacted the family and awaiting confirmation that the family are happy for the plaque to be placed in the memorial hall.
23/92	The Councils IT System is now backed up by a second source.

23/117 Declaration of Interests and Dispensations

No declarations of interest received.

23/118 Public participation session

2 Co-option candidates provided a verbal introduction to their application.

23/119

District Councillor's Report

Apologies were received from Cllr. L. Shaw, Cllr. M. Carter and Cllr. R. Constable.

No reports received due to holiday periods.

23/120

Co-option

Application received from David Reed, members considered the application. David Reed's application was unanimously supported. Councillor Reed will be appointed to the Ashingdon (West Ward).

Application received from Nick Corless, members considered the application. Nick Corless' application was unanimously supported. Councillor Corless will be appointed to the Ashingdon Ward.

Cllr. D. Reed and Cllr. N. Corless were issued with the Register of Interest and the Declaration of Interest Forms, these were completed.

Councillor Reed and Councillor Corless rejoined the meeting.

23/121

Finance

Members received the schedule of payments for approval along with the payments made in August 2023 and the bank reconciliation figures for June and July 2023. Cllr. D. Lynn checked the Bank reconciliation figures for June 2023 and Cllr. D. Catchpole checked the Bank reconciliation figures for July 2023.

RESOLVED that

- (a) The schedule of payments for September 2023 were authorised and approved for payment.

HM Revenue & Customs	IBSEPT23/1	£141.32
Cam Facilities Ltd	IBSEPT23/2	£825.60
Earth Anchors	IBSEPT23/3	£658.93
Earth Anchors	IBSEPT23/4	£610.80
Essex Country Gardens	IBSEPT23/5	£248.70
Essex Pension Fund	IBSEPT23/6	£392.96
Information Commissioner	IBSEPT23/7	£ 40.00
J & P Prior	IBSEPT23/8	£115.48
J & P Prior	IBSEPT23/9	£671.66
James Todd & Co	IBSEP23/10	£ 34.32
James Todd & Co	IBSEP23/11	£ 34.32
Mrs K Boyce	IBSEP23/12	£ 4.75
Mr Michael Cotterell	IBSEP23/13	£ 72.98
St. Andrews Church Hall Fund	IBSEP23/14	£ 19.50
Viking Raja Group	IBSEP23/15	£ 36.42
Weaveaweb	IBSEP23/16	£168.00

- (b) The following payments made in August 2023 be ratified:

HM Revenue & Custom	IBAUG23/1	£141.52
A and J Lighting Solutions	IBAUG23/2	£419.10
Cam Facilities	IBAUG23/3	£799.80
Essex Association of Local Councils	IBAUG23/4	£741.00
Essex County Gardeners	IBAUG23/5	£248.70
Essex Pension Fund	IBAUG23/6	£392.96
ES Solutions Limited	IBAUG23/7	£621.00
J and P Prior	IBAUG23/8	£115.48
J and P Prior	IBAUG23/9	£671.66
Rural Community Council of Essex	IBAUG23/10	£ 105.00

- (c) The bank reconciliation figures for Barclays Bank June 2023 be approved and accepted.
 (d) The bank reconciliation figures for Unity Trust Bank June 2023 be approved and accepted.
 (e) The bank reconciliation figures for Barclays Bank July 2023 be approved and accepted.
 (f) It was confirmed that Cllr. D. Constable, Cllr. P. Hennessy, Cllr. D. Catchpole, Cllr. G. Dryhurst, Cllr. S. Osborne, Cllr. D. Lynn and Cllr. D. McCarthy had claimed their allowances. Co-opted members were informed that legislation only permits elected members to receive an allowance.

Cllr. D. Constable

100036

£350.00

Cllr. P. Hennessy	100037	£350.00
Cllr. D. Catchpole	100038	£350.00
Cllr. G. Dryhurst	100039	£350.00
Cllr. S. Osborne	100040	£350.00
Cllr. D. Lynn	100041	£350.00
Cllr. D. McCarthy	100042	£350.00

- (g) **RESOLVED:** Ashingdon Parish Council agreed to make a donation of £500 to Essex and Herts Air Ambulance.

Essex & Herts Air Ambulance	100045	£500.00
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- (h) To note that 2x picnic benches have been added to the insurance policy. Confirmation has been received from the insurance company that the pro rata additional premium has been waived so there is no payment required until the renewal, the addition for the next financial year, will be an increase of £5.97 including IPT.
- (i) Members noted that J&P Cleaning Services are now registered for VAT. VAT will be applicable on services after this date
- (j) Debit Card payment to NALC for Empowering Young Voices totalling £78.44

23/122

Grant Applications/Donations

- (a) London Bus Theatre Company £750.00 requested

Members noted that the application was being reconsidered as when the application was initially received the most recent sent of accounts were not available.

RESOLVED: Award a grant of £500.00 to the London Bus Theatre Company to provide bullying Workshops in local schools. Members request that the organisation provides feedback or statistics demonstrating the impact the training has on bullying.

London Bus Theatre Company	100043	£500.00
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- (b) BASICS Essex £500.00 requested

RESOLVED: Award a grant of £500.00 as requested.

Basics Essex	100044	£500.00
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23/123

Planning

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

- (i) Application No: 23/00709/FUL
Applicant: Mr & Mrs Galsworthy
Proposal: Construct Gazebo garden structure (Retorspective)
Location: Hayfields Lodge, Lower Road, Hockley, Essex
No Objection

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

23/125

Parish Council Policies

RESOLVED that

- (a) the Co-option Policy be approved;

With the amendment of removing item 7, following guidance from NALC Co-option cannot legally be held in a closed session.

23/126

Commence work on the MUGA

Councillor D Catchpole reported that the Parish Council currently has £20,000 in the MUGA earmarked reserves. It is anticipated that the cost of the project would be £80,000.

RESOLVED: Council to carry out community engagement to obtain residents views, carrying out

community engagement will also assist with possible grant applications. Clerk requested to calculate running costs of Council to ascertain whether any funds can be vired from bank deposits.

23/127 Installation of Pathway

RESOLVED: contact Rochford District Council to obtain an agreement in principle for the proposed footpath leading from the car park at Ashingdon and East Hawkwell Memorial Hall to the Children's Playground, if this is received members to obtain an approximate costing of a footpath produced in a material similar to that used at Hockley Woods.

23/128 King George V Playing Field

Members discussed the following issues:

Ashingdon Recreation Ground :

Members are concerned at the change of name and new signage which has been installed by the District Council. Communication to be to the District Council to ask why there was a change of name and why there was no consultation.

Benches:

Following requests from residents for increased seating within the park a review of benches was carried out. This identified that whilst additional benches had been installed although due to the benches removed by Rochford District Council there is now less benches. Rochford District Council has stated that should the Parish Council install new benches then they must be the approved specification specified by Rochford District Council.

RESOLVED: to liaise with Rochford District Council to request that the Parish Council installs additional benches within the playing field. Cost to be obtained for 5 benches. Due to the restrictions of the material, the Parish Council will need a maintenance plan to ensure that they remain in good condition.

Teen shelter:

Verbal update received from Rochford District Council stating that there is currently no plans to remove the teen shelter.

Pavilion

Two mural's on the pavilion walls

RESOLVED:

Parish Council to fund two murals on the pavilion wall. Bar 'n' Bus to be contacted to assist with the design and completion of the art work.

Security Cameras and External lighting

RESOLVED: to obtain a quotation for a security camera to be located within the Parish Office to protect staff and visitors to the Parish Office. An additional quotation to be received for an external light.

23/129 Draft proposals: Closure of All Saints South Fambridge

RESOLVED: Council to request clarification regarding the following points:

Graveyard:

If the church closes will the graveyard remain open for burials or will the graveyard close? Who will be responsible for the ongoing maintenance of the churchyard, if the churchyard is closed? If the responsibility of the graveyard is transferred to the Parish Council will any funding be provided?

Building structure:

The report states there are concerns regarding the structure, can additional details be provided? Assuming that the structure is safe for the building to be used, then the Parish Council are keen for the building to be used as a Heritage Centre.

23/130 St Thomas Road Car Park, South Fambridge

Abandoned Vehicles have been removed, could signage be installed at the site stating that you park here at your own risk. Councillor Catchpole will circulate a revised draft of the sign to all members.

RESOLVED that Standing Order 3(x) be suspended to allow the business to continue as a period of 2 hours had been exceeded.

- 23/131** **Footpaths/Ashingdon Parish Council joining the Essex County Council P3 Scheme**
RESOLVED: To continue dialogue with Essex County Council to obtain additional information, to enable item to be discussed fully at the October Council meeting.
- 23/132** **Benches in the Parish**
Members noted the details of the register of benches and their condition.
RESOLVED: Clerk to produce a scheduled maintenance plan in conjunction with the Litter Operative/Handyman to ensure that the benches remain treated and protected.
- 23/133** **Bleed Control Kits**
RESOLVED: to purchase a bleed kit to be put within the defibrillator cabinet, which is placed at Ashingdon & East Hawkwell Memorial Hall.
- 23/134** **Token of Appreciation**
RESOLVED: £50 voucher to be purchased for Terry Flowers to thank him for his time serving the Parish Council.
- 23/135** **Coronation Plaque**
RESOLVED: Members agreed to the wording on the Coronation Plaque to be “Ashingdon Parish Council”
- 23/136** **Highways/PROW/Environment/Transport/Street Lighting**
Buses are being delayed or cancelled due to localised road works in the area. No concerns with Dial a ride. No further update.
- 23/137** **Crime and Anti-Social Behaviour**

Vandalism occurred within the Parish toilets, the repairs have been completed.
- 23/138** **Reports from the representatives for outside committees**

(a) Ashingdon and East Hawkwell Memorial Hall – Cllr. P. Hennessy;
No update at this time due to avoidable personal commitments. Kitchen has been revamped and can now be used if the facility is hired. Christmas Fayre has been a sell out for stalls.
(b) Rochford Hundred Association of Local Councils – Cllr. D. Constable;
Reports that a presentation was received from RRAVS and Councillor Steptoe.
(d) RSPB Local Liaison Group – Cllr. G. Dryhurst
No correspondence received.
(e) River Crouch Coastal Community Team Stakeholder Event – Cllr. G. Dryhurst
Delay with the coastal footpath due to issues in Battlesbridge.
- 23/139** **Training and Events**

Cllr. D. Constable had requested permission to attend the Work Nest HR Module 2 online event on Wednesday 27th September 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 Module 2 online event on Wednesday 27th September 2023 by EALC at a cost of £80.00 + VAT per module and per delegate.

Cllr. D. Constable had requested permission to attend the Work Nest HR Module 4 online event on Thursday 26th October 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 Module 4 online event on Thursday 26th October 2023 by EALC at a cost of £80.00 + VAT per module and per delegate.

Cllr. D. Constable had requested permission to attend the Work Nest HR Module 5 online event on Thursday 16th November 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 Module 5 online event on Thursday 16th November 2023 by EALC at a cost of £80.00 + VAT per module and per delegate.

The following requests were received for training:

Cllr. P. Hennessy had requested permission to attend the Work Nest HR Module 4 online event on Thursday 26th October 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 Module 4 online event on Thursday 26th October 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 HR Module 5 online event on Thursday 26th November 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 Module 5 online event on Thursday 26th October 2023 by EALC at a cost of £80.00 + VAT per module and per delegate.

23/140 **Items for next Agenda**

Footpaths
Coastal Path

23/141 **Date of next meeting**

The next Parish Council Meeting is on Monday 2nd October 2023 at 7.30pm.

The meeting was closed at: 22.00pm

Chairman's Signature

Dated
2nd October 2023