

ASHINGDON PARISH COUNCIL



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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 2nd October 2023 at 7:30pm.

Present: Chairman: Cllr. D. Catchpole Vice Chairman: Cllr. D. Constable
Councillors: Cllr. P. Hennessy Cllr. S. Osborne
Cllr. S Chittenden Cllr. D. Reed
Cllr D. McCarthy

Officers: Locum Clerk

District Councillors: None

Members of press and public: None

23/142 Apologies for Absence

Apologies were received from Cllr.N.Corless and Cllr. D.Lynn. No apology received from Cllr. G. Dryhurst

RESOLVED that the apologies be accepted.

23/143 Minutes

(a) **Proposed** by Councillor Hennessy and approved by all members that the minutes of the Parish Council Meeting held on the 4th September 2023 are approved as a true record and signed by the Chairman.

23/144 Progress Report

The Chairman presented the report. No points of clarification were requested:

Minute Reference	Outcome
21/225	Bank details have been forwarded to Pobail as requested, once confirmation has been received A and J Lighting will be informed to upgrade the lights.
23/67	Plaque has been ordered, there is a long lead time for production of the sign.
23/88	Bark surrounding the flower beds outside the memorial hall was completed on 5 th September at a cost of £140.00
23/90	Council yet to receive confirmation that the family are happy to proceed with plaque being installed in the hall. Cllr. D. Catchpole will try to liaise in person with the family prior to the next meeting.
23/132	Handyman has supplied a price to carry out maintenance on the bench located in South Fambridge. Agenda item for later in the meeting.
23/133	The Bleed Control Kit is now located in the defibrillator box.

23/145 Declaration of Interests and Dispensations

No declarations of interest received.

23/146 Public participation session

No members of the public present.

23/147 District Councillor's Report

Apologies received from Councillor R Constable, a verbal report was made by Councillor D. Constable

- a. Schedule of payments for approval for October was not available for the meeting, this will be circulated following the meeting and ratified at the meeting to be held on 6th November 2023
- b. The bank reconciliation figures for Barclays August 2023 was approved and verified by Councillor S. Chittenden
- c. The bank reconciliation figures for Hampshire Trust for September 2023 was approved and verified by Cllr D. McCarthy
- d. The Income and Expenditure Report for the 1st July 2023 – 30th September 2023 was approved.
- e. Members approved a sum of £25ph for Locum Clerk services to be provided to the Parish Council. Cllr. D. Catchpole will forward an agreement detailing the services to be provided.
- f. Members agree to donate a sum of £150.00 to the Poppy Appeal
- g. Thank you letter received from BASICS Essex for the grant awarded
- h. Noted that Cllr. D. Catchpole and 1 guest attended the Rochford Chairman's Charity meal at a cost of £29.00 per person
- i. To note that the external audit for the 2022/23 had been returned with the following comments:

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.

- (a) **RESOLVED** that the District Council be informed of the comments as set out below the following applications:-
- (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
Objection: **Members object due to concerns regarding the retention of the 'existing' annex. When the green belt land was incorporated within the domestic garden it was on the proviso that the area would not be built upon. The application states that the existing annex was present when the green belt land was incorporated within the site although this was not the case.**
- (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
No objections
- (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
Objection: **Members strongly object due to the sustainability of the proposed development . There are highway concerns regarding no pavements and the lack of street lighting within the area. The applicant also hasn't carried out a noise survey and due to the close proximity of light industry this would be required to ensure that any noise mitigation measures are**

implemented to ensure that any development doesn't have issues with noise pollution. In addition to this there are concerns regarding the lack of information regarding the removal of foul water from the site and any tree works which may be required due to the large willow in the nearby vicinity.

- (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
No objection
- (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.
Objection: **Members object to this planning application due to concerns regarding access to the Public Rights of Way through the site. The application and comments from Essex Police state that due to crime prevention measures fencing will be erected, although the application does not state how the public rights of way will be maintained. In addition to this concerns were expressed regarding the visual impact to Essex Coastal Path and National trail.**
- (vi) Application No: 23/00723
 Applicant: Mr Ralph Daye
 Proposal: Single storey flat roof rear extension
 Location: 31 Victory Lane, Rochford, Essex. SS4 3AN
No Objection
- (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
Objection: **Members object to the planning application due to sustainability concerns with the site with regard to Highway concerns. The site is located on a road with minimal site lines and a bus stop within 500m from the entrance to the proposed site. In addition to this there are no footpaths and limited street lighting.**
- (b) Members noted the list of applications determined by Rochford District Council in September 2023

23/150 Parish Council Policies

RESOLVED that

- a. Members agreed the Parish Council's protocol for meetings as circulated with the agenda;
- b. Members approved the amendments to the Standing Orders as circulated with the agenda;
- c. Members approved the Financial Regulations with changes to the expenditure levels as detailed in Finance Regulations 4 limits which have been increased to the following:
 - Council for all items over £2000
 - A duly delegated committee of the Council for items over £500
 - The Clerk in conjunction with the Chairman of Council or Chairman of the appropriate committee for any items below £500

23/151 Bar n Bus Detached Project Project

Members noted the Bar n Bus report as circulated with the agenda

- 23/152** **Price of repairs to Bench at South Fambridge**
RESOLVED: members approved to carry out the bench works at a cost of £55.00
- 23/153** **Footpaths/Ashingdon Parish Council joining the Essex County Council P3 Scheme**
Item deferred to November Parish Council meeting as Cllr. D. Lynn was not available to provide a update on the scheme.
- 23/154** **Highways/PROW/Environment/Transport/Street Lighting**
No issues raised with regard to transport issues, although it was noted that the light outside the toilets is still not working despite being reported to Rochford District Council.
- 23/155** **Renew village sign at the Corner of Brays Lane**
Members request that enquiries are made to obtain a replacement sign, Parish Clerk to contact Highways to seek permission and obtain any mandatory requirements on road signage.
- 23/156** **Safe Store**
Members approve to proceed with the Safe Store storage at a cost of £327.01 per month.
- 23/157** **Christmas Buffet**
Organisations are underway for the Christmas buffet to be held on Thursday 14th December between 1-3pm, volunteers are requested to arrive at 12pm to assist with preparations. Councillor Hennessy will forward the order to be purchased from Sainsburys.
- 23/158** **Replacement of Laptop**
IT Consultant stated the Public Laptop was no longer fit for purpose, members agree that as the public office is not open at this time that a new laptop is not purchased until it is clear how this will proceed.
- 23/159** **Crime and Anti-Social Behaviour**
No issues raised, although members noted that there appeared to be a rise in stolen vehicles in the area.
- 23/160** **Reports from the representatives for outside committees**
- (a) Ashingdon and East Hawkwell Memorial Hall – Cllr. P. Hennessy;
Reported that the works on the ladies toilets are underway, it is anticipated that this will be completed in 4 days. A hot water heater has been installed in the kitchen to remove the risk of a urn providing hot water for large events. Members were pleased with the improved kitchen facilities.
 - (b) Rochford Hundred Association of Local Councils – Cllr. D. Constable;
Meeting to be held on 19th October 2023
 - (d) RSPB Local Liaison Group – Cllr. G. Dryhurst
No update.
 - (e) River Crouch Coastal Community Team Stakeholder Event – Cllr. G. Dryhurst
No update
- 23/161** **Training and Events**
Members considered the training courses offered below, new members were encouraged to attend the Code of Conduct courses. Parish Clerk to forward details of this course to members.
- 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
- 23/162** **Items for next Agenda**
Costings for Basketball hoop and backboard, P3 and Christmas Event

Date of next meeting

The next Parish Council Meeting will be held on Monday 6th November 2023 at 7.30pm, the budget and precept meeting will be held on Monday 27th November 2023.

The meeting was closed at: 21.20pm

Chairman's Signature

Dated
6th November 2023