

ASHINGDON PARISH COUNCIL



Clerk to the 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 11th December 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 G. Dryhurst Cllr D. McCarthy

Officers: Locum Clerk

District Councillors: None

Members of press and public: Two members of the public

23/177 Apologies for Absence

Apologies were received from Cllr.N.Corless and Cllr D Lynn

RESOLVED that the apologies be accepted.

23/178 Minutes

Proposed by Councillor Hennessy and Seconded by Councillor Osborne that the minutes of the Meeting held on the 27th November 2023 are amended to remove that the clerk is to be appointed as a member of the interview panel and the closing date of the application be amended to 1st December; with these amendments the minutes were approved as a true record.

23/179 Progress Report from Clerk

Progress report attached to the minutes noted

23/180 Declaration of Interests and Dispensations

No declaration of interest received

23/181 Public Participation

No comments raised

23/182 **To receive a report from District / County Councillor and to note any communication relevant to the Parish:**

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

Temporary Traffic Regulation Order of ECN11001 Cycle Lane, Ashingdon Road Rochford Please click on the following link <https://one.network/?tm=136265361> to find details of the intended closure of ECN11001 Cycle Lane, Ashingdon Road Rochford, due to commence on 2nd January 2024 for 183 days. The closure is required for the safety of the public and workforce while M.Anderson Construction Ltd undertakes new bellmouth construction.

Rochford District Council Polling District and Polling Place Review: Consultation available via www.rochford.gov.uk/polling-review At the conclusion of the review any proposed changes will be subject to agreement at Full Council in February 2024..

- 23/183** **Finance**
a/ Payments made until 30th November to be circulated to members following the meeting due to time constraints
b/ November bank reconciliation to be circulated to members following the meeting due to time constraints
c/ Finance Committee Working Party request that Council agree for a Cambridge Building Society Account to be opened. Account to be opened with £1,000, following review of up to date bank reconciliation further deposit to be made.
d/ Councillor Catchpole reports that following research at this time it is not recommended that the Council proceed with Broadband via City Fibre due to increased costs
e/ Council Post Box and redirection: members resolve to discuss the item at the January Council meeting.

Members resolve to move agenda item 8. Staffing Structure to the end of the meeting

- 23/184** **Planning**
RESOLVED that the District Council be informed of the comments as set out below the following applications:-

66 Leamington Road, Hockley, Essex, SS5 5HP

Convert existing detached garage into gym and create new roof form to match with neighbouring property.

Application reference: **23/00976/FUL** received on **20/11/2023**

No Objection

Corn Fields, St Thomas Road, South Fambridge, Rochford, Essex, SS4 3LZ

Removal of front window and existing pitched roof to bay window, to create recessed private external terrace area

Application reference: **23/00946/FUL** received on **08/11/2023**

No Objection

41 St Thomas Road, South Fambridge, Rochford, Essex, SS4 3LZ

Convert part of existing integral garage to utility room

Application reference: **23/00938/FUL** received on **03/11/2023**

No Objection

Old Ferry House, Fambridge Road, South Fambridge, Rochford, Essex, SS4 3LY

Minor impact damage reinstatement works to exterior and interior and re-paint the main entrance door in the colour white.

Application reference: **23/00939/LBC** received on **03/11/2023**

No objection

- 23/185** **Mural**
Deferred to future meeting

- 23/186** **Highways / PROW / Environment / Transport / Street Lighting**
Bus Services: Lack of bus drivers since the Covid pandemic
Footpath update provided below in outside committees

- 23/187** **Terms of Reference and Membership of the Personnel / Staffing Committee**
Members considered the model Staffing Committee Terms of Reference as attached to the agenda. With the following amendments the document was agreed and Councillor Catchpole was appointed to the Committee
- Remove stipulation that states that Vice – Chair MUST be appointed as a committee member
 - Remove reference to Town Clerk / Council and replace with Parish Clerk / Council

- 23/188** **Christmas Buffet**
Councillor Hennessy stated that preparations are proceeding well, unfortunately this year the preschool / local schools will be unable to attend to sing carols. Wyvern Community Transport has confirmed that they will be sending a representative to the event. Unfortunately RRAVS and the Day Centre are unable to attend.

- 23/189** **Crime and Antisocial behaviour**
No concerns raised

23/190 **To receive a report from representatives from the following outside committees / working groups**
Ashingdon and East Hawkwell Memorial Hall – improvement works are currently being carried out in the kitchen
Rochford Hundred Association of Local Councils – next meeting to be held in January
RSPC Local Liaison Group – Cllr Dryhurst reports that new hides are being installed along the walk and that a future project is a visitors centre.
River Crouch Coastal Community Team – Signage supporting the Englands Coastal Path is being installed

23/191 **Training and Events**
No requests for training at this stage.

23/192 **Staffing Structure**
Members consider the staffing proposals as circulated with the agenda
Proposal: To proceed with a Trainee Clerk and Locum consultant support as detailed within the report. Interview Panel to consist of Councillor Catchpole, Councillor Constable and Locum Clerk
Proposed: Councillor McCarthy
Seconded: Councillor Chittenden
Vote: Carried

Proposal: Interview panel to consist of Councillor Catchpole, Councillor Constable and Locum Clerk
Proposed: Councillor Chittenden
Seconded: Councillor McCarthy
Vote: Carried

23/193 **Items for next Agenda**
Budget and Post Box

23/194 **Date of next meeting**
The next Parish Council Budget Meeting will be held on Tuesday 9th January 2024 at 7.00pm,

The meeting was closed at: 21.30pm

Chairman's Signature

Dated
9th January 2024