

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 27th November 2023 at 7:30pm.

Present: Chairman: Cllr. D. Catchpole Vice Chairman:

Councillors: Cllr. P Hennessy Cllr. S. Osborne
Cllr. S Chittenden Cllr. D. Reed
Cllr. G. Dryhurst

Officers: Locum Clerk

District Councillors: None

Members of press and public: None

23/165 Apologies for Absence

Apologies were received from Cllr.N.Corless, Cllr D McCarthy and Cllr Constable

RESOLVED that the apologies be accepted.

23/166 Minutes

Proposed by Councillor Hennessy and Seconded by Councillor Osborne that the minutes of the Meeting held on the 6th November 2023 were approved as a true record.

23/167 Declaration of Interests and Dispensations

No declaration of interest received

Due to the nature of the business being transacted it was resolved under the Public Bodies (Admissions to Meetings) Act 1960, s 1(2) to exclude the press and public. For clarity purposes, there were no members of the press or public present

23/168 Update on Staffing Vacancies

Councillor Hennessy provided a verbal update on the interest received to date, although it was noted that the deadline for applications is 1st December

23/169 Update on Staffing Structure

Parish Clerk circulated a report detailing a review of different staffing structures for members to consider. Members were favourable to proceed with the employment of a Parish Clerk with the Locum supporting the development of the new employee. Parish Clerk requested to prepare the budget for the 2024/25 using this structure. Council to agree this structure at the 11th December 2023 Parish Council meeting where Councillor Constable will be present, as members feel she has been instrumental in the recruitment to date.

Private section of the meeting completed.

23/170 General Power of Competence

Members considered the Councils eligibility for meeting the criteria to adopt the General Power of Competence. The Council confirm they meet the criteria, clarification was sought prior to the meeting with regard to a Locum clerk and the SLCC advised that there are no issues with this as the intention is I would support the new clerk in obtaining their qualification.

- 23/171** **Noticeboard**
Members confirm they wish to replace the two outstanding noticeboard back panels located within Brays Lane and Church Road. ES Solutions has provided a cost of £410.00. Members agree to proceed with the works and fund from Earmarked Reserves. Parish Clerk to arrange.
- 23/172** **Earmarked Reserves**
Members reviewed the current earmarked reserves report as circulated at the meeting. Primary adjustments were agreed and will be updated immediately by the Parish Clerk. Members will review the Earmarked reserves at the January meeting whilst agreeing the Budget and Precept for 2024/2025.
- 23/173** **Draft budget 2024 / 2025**
The draft budget was reviewed by members, although adjustments are required for the Open Space Tender and the staffing budget. In addition to this, Rochford has not currently finalised their Council Tax Base for the Parish and this figure will have an impact on the Band D value. Parish Clerk advises members that there will be small changes to the budget format as a result of GDPR and Data Protection regulations which restrict certain information being presented in the current format as the document is available publicly.
- 23/174** **Review of Staffing Committee**
Parish Clerk advises members that there are no Terms of Reference for the Personnel / Staffing Committee, Standing Orders state that all committee membership and terms of reference must be adopted at the Annual Council Meeting. Parish Clerk to prepare a draft for review at the 11th December 2023 Parish Council meeting.
- 23/175** **Items for next Agenda**
Invite Terry Flowers
- 23/176** **Date of next meeting**
The next Parish Council Budget Meeting will be held on Monday 11th December 2023 at 7.00pm,
The meeting was closed at: 21.20pm

Chairman's Signature

Dated
11th December