

ASHINGDON PARISH COUNCIL



Locum Clerk to the Council: Karen Hawkes
28 Twinstead
Wickford
Essex
SS12 9QN

Tel: 07411 497682
Email: ashingdonparishcouncil@outlook.com

Members of the Council are hereby summoned to attend the Parish Council Meeting at the Ashingdon Parish Office, The Cricket Pavilion, King George V Playing Field, Ashingdon Road, Ashingdon on Monday 4th March 2024 at 7.00pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

Karen Hawkes

Karen Hawkes
Locum Clerk to Ashingdon Parish Council

26th February 2024

AGENDA

1. **Apologies for Absence.**
2. **Minutes**
Acceptance of minutes from the Parish Council Meeting dated 19th February 2024 circulated prior to the meeting
3. **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.
4. **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.
5. **Planning –**
To consider and make comments on all planning applications available for comment on the Rochford District Council website :

[38 Highcliff Crescent, Rochford, Essex, SS4 3HN](#)
Householder Prior Approval for Single Storey Rear Extension. Projection 6.35m from Original Rear Wall, Eaves Height 3m, Maximum Height 3.65m.
Application reference: **24/00140/DPDP1** received on **21/02/2024**

[Sherwood, 209 Rectory Avenue, Rochford, Essex, SS4 3TB](#)
4 Oak within W1 - Reduce to provide improved light.
Application reference: **24/00122/TPO** received on **14/02/2024**

[105 Golden Cross Road, Rochford, Essex, SS4 3DH](#)
Construct single storey front extension, convert integral garage to habitable room, and construct outbuilding to rear garden.
Application reference: **24/00119/FUL** received on **13/02/2024**

[59 Harrogate Road, Hockley, Essex, SS5 5HT](#)
Demolish existing rear conservatory and construct single storey side and rear extension
Application reference: **24/00092/FUL** received on **05/02/2024**

Planning Appeal

Following the refusal of planning application **23/00448/FUL** by Rochford District Council an appeal has been made to the Secretary of State. The Parish Council did not submit any comments when the application was out at consultation. Should the Parish Council wish to make any comments on this application these must be submitted to Planning Inspectorate by 21st March 2024

6. Clerks Report

To receive the clerks report, to note items requiring decision making have been included as an agenda item.

7. Finance

a/ To approve future payments to be paid by BACS, due to the timing of the meeting the invoices will not be available but the costs are required to be approved to ensure that payment can be made once they are received and administered in this financial year.

Supplier	Invoice Number	Amount	
Rochford District Council	Awaiting invoice	£347.34	Cost of un-contested election
J and P Prior	Awaiting invoice	£1016.57	contracted cost pre approved
CAM Facilities	Awaiting invoice	£812.70	contracted cost pre approved
James Todd and CO	Awaiting invoice	£34.32	contracted cost pre approved
Weaveaweb	Awaiting invoice	£168.00	contracted cost pre approved
Essex Garden Services	Awaiting invoice	£248.70	contracted cost pre approved
A and J Lighting	Awaiting invoices	not known	Inline with financial regulation clerk will liaise with the Chair to approve payment
Safestore	SP150300	£327.01	

b/ To approve the February 2024 bank reconciliation figures, bank reconciliation to be circulated at the meeting due to the date of the agenda being set prior to the end of the month.

8. Audit

a/ To appoint John Watson as the internal audit for the 2023 / 2024 financial year

b/ To agree the scope of works for the internal audit (appendix 1)

9. Policies and documents

To review and approve the following documents:

Policies to be forward to members prior to the meeting.

a/ Risk assessment

b/ Health and Safety

b/ Internal methods of control

c/ Publication Scheme

c/ Fixed asset register (document being verified)

d/ Data Protection and Privacy Policy

10. Mural

Correspondence has been made with Bar 'n' Bus, the organisation are holding a meeting in the near future and will update the Council with planned activities and anticipated costs. A response will be received by the meeting date, Parish Clerk to update.

11. Open Spaces Tender

The open spaces tender as agreed at Council on 6th November 23/172 has been circulated to 6 contractors. 2 contractors have provided a cost. Copies of tender will be available at the meeting with the company names redacted. Budget allocation for 2024 / 2025 £3,685.00

	Per month	Per Annum
Tender A:	£362.64	£4,351.68
Tender B:	£300.00	£3,600.00

To ensure that companies were not deterred from providing a quote due to the volume of supporting documents required with the tender. The contractors have been advised that should their tender be accepted then the documents must be supplied within two weeks from their quote being accepted.

12. Damage to King Georges Playing Field V

Councillor Catchpole to report update from meeting with parks department regarding on-going issues with quad bikes causing damage to the playing field and vandalism to the public toilets.

13. MUGA

To receive verbal update from Councillor Catchpole regarding the MUGA consultation.

14. Street Lighting

To receive street lighting update from Cllr. G. Dryhurst;

15. Crime and Anti-Social Behaviour.

To discuss recent incidents and issues.

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

- (a) Ashingdon and East Hawkwell Memorial Hall - Cllr. P. Hennessy;
- (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;

17. Training and Events

To consider any requests from officers or members to attend training. A list of up to date courses can be found on the EALC website. <https://ealc.gov.uk/training-2023/>

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

19. Next Parish Council Meeting to be held on Tuesday 2nd April 2024.

Due to the nature of the business being transacted under the Public Bodies (Admissions to Meetings) Act 1960, s 1(2) members of the press and public excluded

20. Parish Clerk appointment

a/ To note that the successful candidate will commence employment on 8th April 2024

b/ Nalc has circulated two model contracts:

- Green Book Terms
- Template contract based upon minimum statutory requirements detailed in employment legislation.

Recommendation: Council to approve the Green Book Term model issued by Nalc as circulated to members of the staffing Committee