

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 4th March 2024 at 7:00pm.

Present:

<u>Chairman:</u>	Cllr. D. Catchpole	<u>Vice Chairman:</u>	Cllr D Constable
<u>Councillors:</u>	Cllr. P Hennessy Cllr D. Reed Cllr S. Chittenden	Cllr. D. McCarthy Cllr. D. Lynn	
<u>Officers:</u>		Locum Clerk	
<u>District Councillors:</u>		Apologies sent from Councillor Constable	
<u>Members of press and public:</u>		2	

23/222 Apologies for Absence

Apologies were received from Cllr Corless, and Cllr Osborne

RESOLVED that the apologies be accepted.

23/223 Minutes

Proposed by Councillor Hennessy and seconded by Councillor Lynn that the minutes are approved and signed as a true record of the meeting held on the 19th February 2024, Vote Carried

23/224 Declaration of Interests and Dispensations

No declarations of interest declared.

23/225 Public Participation

Two members of the public attended the meeting and raised concerns regarding the MUGA consultation. The members of the public were advised that the Parish Council were in the early stages of the proposed project and were gaining community view of the project.

23/226 Planning

Members considered the planning applications detailed below:

[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**

No objection

[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**

Council request that in the future that TPO's are not detailed

[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**

- Object:** Ashingdon Parish Council object to the outbuilding detailed within the planning application. Members would like the following concerns considered by the planning officer:
- Height of outbuilding: the application does not provide clear dimensions, from the application the ridge height appears to be higher than permitted.
 - Overlooking: the proposed outbuilding is located close to the boundary and there is concerns regarding overlooking neighbouring properties, should the application be approved Councillors request that any windows have obscure glass
 - Size: the size of the proposed outbuilding is unproportional to the garden area, whilst the surface area of the garden is large, members are concerned that due to the shape of the garden that the proposed development is too large and out of proportion
 - Habitable area: Should the application be permitted, Ashingdon Parish Council request that a condition is applied stating that the development cannot be used as a habitable area
 - Flooding: there is currently surface flooding concerns in this area and members are concerned that should this application be permitted that the loss of the permeable surface would increase the localised flooding issues. Should the application be approved members request that a condition is applied stating that a drainage management system needs to be in place to deal with excess water

[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**

No objection

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.

Members confirm that the report reproduced by Rochford District Council is very concise and covers all the concerns and that no further comments need to be added.

23/227

Clerks Report

Members noted the clerks report as circulated with the agenda. Clerks report attached to the minutes.

23/228

Finance

(a) The payments detailed below are approved for payment once the invoice is received. Members noted that the invoices have not been received due to the timing of the meeting. To ensure the expenditure is incorporated within this year's financial year and as the costs were approved when the contracts were accepted, pre-approval of the payments is in line with financial regulations.

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

b/ Members approved the February 2024 bank reconciliation figures for the Barclays current account

23/229

Audit:

Proposal: to appoint John Watson to carry out the internal audit for 2023 / 2024 at a cost of £245.00

Proposed: Councillor Constable **Seconded:** Councillor Chittenden **Vote:** Carried

b/ Members considered the scope of works detailed by John Watson

Proposal: to agree the scope of works for the internal audit as detailed

Proposed : Councillor Constable **Seconded:** Councillor Hennessy **Vote:** Carried

23/230

Policies and documents

Members reviewed the documents detailed below which had been circulated prior to the meeting

a/ Risk Assessment : Members approve the document with the amendment of adding Loan Working and Health and Safety Policy within the listed documents on the last page of the document.

b/ Health and Safety Policy: with the amendment of adding training as a resource that the council provides, removal of reference to bomb threat and suspect packages and the checking of page numbers with the contents page, the document was approved

c/ Internal methods of Control: Proposed: Councillor McCarthy, Seconded Councillor Hennessy members approve the document as circulated. **Vote :** carried

d/ Publication Scheme: with the amendment of increasing the photocopying cost from 2p to 5p the document was approved as circulated

e/ Fixes Asset Register: Due to the change of staff during the year, the Finance working party are currently reviewing the assets list and the thresholds for recording an item as an asset. Working party will make a recommendation to the April Parish Council meeting.

f/ Data Protection and Privacy Policy: Members approve the policy as circulated with the agenda

23/231

Mural

Parish Clerk reported that correspondence has been received from the Chief Executive of the Bar 'n' Bus stating that they are currently reviewing the projects for the summer and will provide an update in the near future. Future agenda item.

23/232

Open Spaces Tender

Members were provided with a summary of the tenders received with the company names redacted to ensure that the Council adheres to transparency requirements and Financial Regulations.

On the proviso that the documents as detailed within the tender specification is received within two weeks the following proposal was put forward:

Proposal: To appoint Tender B as the appointed open spaces from 1st April 2024 – 31st March 2026

Proposed: Councillor McCarthy **Seconded:** Councillor Chittenden **Vote:** Carried 4 in favour , 3 abstentions.

Councillor Constable requests that it is noted that she abstained from voting.

Once the vote process was completed the Parish Clerk reported that the company referred to as Tender B was Constable Landscapes. Members confirmed that the existing contractor can be advised that their contract will finish on 31st March 2024

23/233

Damage to King Georges Playing Field V and Public Toilets

Councillor Catchpole reported that there is an ongoing problem with scramble bikes damaging the playing field and causing anti-social behaviour. Councillor Reed has been liaising with the Community Engagement Officer who has provided logos and wording which could be used on signage to raise awareness of the law to help deter incidents. In addition to the scramble bikes there has been several occasions of vandalism to the public toilets. The incident has been reported to Essex Police and a crime reference has been provided, although an officer has not been allocated as there is no further investigations which can be carried out the report will be used to help shape patrol plans and rotas.

Proposal: Two signs to be made in strong corrugated laminated cardboard to be displayed within the park, two dummy CCTV cameras with associated signage to be displayed and Parish Clerk to research into the PFCC Community Safety Development Fund.

Proposed: Councillor Constable **Seconded:** Councillor McCarthy **Vote:** Carried

Members will review whether to have permanently made metal signs once it is ascertained whether the signage helps. Councillor Catchpole reported that should permanent signage be required Rochford District Council has confirmed that they will permit this.

23/234

MUGA

Councillor Catchpole reported that the consultation has been highlighted on the Parish Council newsletter and is available on the Parish Council website. The consultation is open for two months, the consultation has one month remaining.

- 23/235** **Street Lighting**
Councillor Dryhurst not available to provide update, members request that for future agendas the item is titled. Transport
- 23/236** **Crime and Anti-Social Behaviour**
No further items raised other than that at minute reference 23/233
- 23/237** **Reports from representatives for the following outside bodies:**
(a) Ashingdon and East Hawkwell Memorial Hall - Cllr. P. Hennessy; A craft fayre has recently been held, the turnout was quite low although it is anticipated that this was because the event was held on a Sunday and the weather was poor. The Committee has appointed new trustees, prices are currently being obtained for two new electric heaters
(b) Rochford Hundred Association of Local Councils - Cllr. D. Constable; A meeting was held in January although the turnout from Councils was very low and all three speakers did not attend the meeting.
(c) RSPB Local Liaison Group – Cllr. G. Dryhurst; no update
(d) River Crouch Coastal Community Team - Cllr. G. Dryhurst; no update
- 23/238** **Training and Events**
No requests made for training at this time.
- 23/239** **Items from Councillors to be added to next agenda.**
Intruder alarm, office camera and fly tipping concerns
- 23/240** **Next Parish Council Meeting to be held on 2nd April 2024 due to Easter Bank Holiday**

PRIVATE SESSION

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 are excluded

- 23/241** **Parish Clerk Appointment**
a/ To note that a new Parish Clerk has been appointed and will commence employment on 8th April 2024
b/ **Proposal:** To approve the NALC Green Book Terms as circulated to the Staffing Committee
Proposed: Councillor **Seconded:** Councillor Constable **Vote:** Carried

Meeting closed at 9.25pm

Chairman's Signature

Dated
2nd April 2024

Minute Ref	Information and Decision Made	Responsible for actions	Current Situation
23/192	Maintenance Plan to be produced for benches	Maintenance operative in conjunction with working party	Street Furniture Working party created at the 9 th January Parish Council meeting ,consisting of Councillor Dryhurst, Chittenden and McCarthy. Working Party to provide update
23/155	Brays Lane sign to be replaced	Clerk	Essex County Council returned the application as they require additional information, this information has now been obtained. A contractor needs to be sourced to provide a quotation for the sign as this is a requirement of the application . Essex County Council were unable to suggest a supplier.
	LED Lighting	Clerk	Grant of £5,000 has been received. Item to be removed from the report
	Bench and Noticeboards	Clerk	Works all completed and necessary documents forwarded to the insurer. Item to be removed from the report.
23/171	Noticeboards	On receipt of panels Caretaker will install	Supplier has confirmed that these will be delivered week commencing the 4 th March, the contractor has the caretakers mobile number and will arrange a convenient time to deliver.
23/172	Open Space Tender	Clerk	Agenda item
	John Watson	Clerk	Agenda item to agree statement of works
	Tree Survey	Clerk	To be organised at a later date
23/202	Post Box	Clerk	New clerk is due to start on 8 th April 2024, Post Box to be arranged following start date.
23/219	Essex Landscaping	Clerk	Clerk has informed the contractor regarding concerns raised by Council regarding unsatisfactory works. Contractor has confirmed that these works will be completed and photos will be provided. As at 4 th March, photos have not been received.
Outside of meeting	Vandalism at the Public Toilets	Clerk	The Parish Clerk has reported the incident and a crime reference number of 42/31766/24 stating that the no further investigation opportunities can be carried out, whilst the crime will not be allocated to a police officer the report will stay on file to help build a picture of local activity. Agenda item