

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 14th April 2025 at 7:30pm.

Present: Chairman: Cllr. D. Catchpole

Councillors: Cllr. P Hennessy Cllr D. Reed
Cllr. S Osborn

Officers: Kath Parkin Clerk

District Councillors:

25/176 **Apologies for Absence**

Standing Apology: Cllr G Dryhurst has a standing apology for absence, which will be noted until further notice.

Apologies received from Cllr D McCarthy, Cllr D Constable and Cllr S Chittenden.

Resolved that the apologies be accepted.

25/177 **Minutes**

Proposal: To approve the minutes of the meeting held on 3rd March 2025.

Proposed: Cllr. Hennessy

Seconded: Cllr. Reed.

All in favour.

25/178 **Declaration of Interests and Dispensations**

Cllr Hennessy declared a non-pecuniary interest in item 9e.

25/179 **Update and Correspondence from District County Councillors.**

Apologies received from Cllr L Shaw, Cllr R Constable and Cllr M Carter.

The Clerk reported that Cllr Shaw had emailed to inform members there will be a £5k locality fund available this year.

25/180 **Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

None present.

25/181 **Co-option.**

To consider co-opting any candidate onto the parish council. There are 3 vacancies on the Council. No candidates were present.

25/182 **Clerks Report**

The clerk gave a verbal report, which will be attached to the minutes.

25/183 **Planning**

[Land Parcel EX456375 West Side, New Hall Road, Hockley, Essex.](#)

Use of land for the siting of 2no. containers (for use for storage) and open storage on concrete slab below canopy link between the containers. Construct hard surface access track and boundary fencing/gates. (Retrospective).

Application reference: **24/00720/FUL** received on **08/10/2024**

Comments:

Although we have no objection in principle there should be a covenant in the planning consent that the containers must only be used for storage and not used for habitable means for humans or animals.

25/184

Finance.

Members received the schedule of payments for approval, the following were approved and signed:

Mar-25				
Supplier Name	Total Amount	Details Ref	Sort code	Account
CAM	£880.15	15880	30-15-99	13775560
Initial	£153.53	35395481	20-00-00	33583457
EALC	£20.40	Nimble FOI	60-83-01	20271424
SLCC	£190.00	M/ship	60-83-01	20314459
J+M Payroll	£42.00	43593	20-70-93	90404608
J+P Prior	£138.58	1293	12-24-82	6585520
J+P Prior	£902.00	1292	12-24-82	6585520
Constable	£360.00	2358	30-96-94	27987668
Clerk expenses	£120.60		20-79-73	63167690
Toilet Rolls	£13.95		20-79-73	63167690
Stationary	£39.88		20-79-73	63167690
Handyman expenses	£33.09			
Wages	£2,219.10	March		
Rialtus	£243.60	SM30976	40-38-04	25252903
EALC	£770.99	18568	60-83-01	20271424

- (a) **Proposal:** To approve payments made by BACS, in accordance with the 2024/2025 budget.
Proposer: Cllr Hennessy
Seconded: Cllr Osborne.
All in favour.
- (b) **Proposal:** To approve the February 2025 bank reconciliation figures. Cllr Reed had checked and agreed.
Proposer: Cllr Reed
Seconded: Cllr Hennessy
All in favour.
- (c) Councillors noted that CAM had increased their rates from £11.83 to £13.01
- (d) Councillors considered the grant application for £750 submitted by SCAFT and agreed to approve the grant, subject to the condition that the funding is used specifically for frontline services.
Proposer: Cllr Osborne
Seconded: Cllr Reed
All in favour
- (e) Councillors considered the grant application of £300 received from Ashingdon and East Hawkwell Memorial Hall, to contribute towards their VE Day celebrations.
Proposer: Cllr Reed
Seconded: Cllr Osborne
3 in favour
Cllr Catchpole abstained from the vote.
- (f) Councillors noted that Weaveaweb have increased their monthly fee by £20.
- (g) Noted that rental charges from Safestore will increase by £35.65.

25/185

Policies and documents

To review and approve the following documents:

- a/ **Risk assessment** with the following amendments: Paper records are stored at Safestore. There are 4 CCTV cameras, one in the office and 3 outside the building.
Payroll is outsourced to J+M Payroll.

b/ **Health and Safety** No amendments
c/ **Internal methods of control** Clerks name updated
d/ **Publication Scheme**: with the amendment of increasing the photocopying cost from 2p to 10p the document was approved as circulated
e/ **Fixed asset register** Defibrillator, CCTV and council notice board added. Wheelbarrow removed,
f/ **Data Protection and Privacy Policy** Updated with Clerks name and contact details.
Councillors approved the policies as circulated with the agenda

25/186 Car-park at South Farnbridge-non resident parking.

Councillors discussed ongoing concerns regarding the use of the South Farnbridge car park by non-residents. The Clerk reported that a non-resident has been leaving SORN vehicles in the car park, resulting in limited availability for residents. To address the issue, the Clerk suggested the potential use of a parking enforcement company. There would be no cost to the Parish Council other than the annual rental of appropriate signage. Any instances of non-resident parking could be reported to the company with photographic evidence, following which a parking notice would be issued. Councillors agreed to consider this option further. The Clerk will send out information she has of one company.

25/187 Fire Risk assessment.

Cllr Catchpole and Cllr Reed are meeting with Rochford District Council and the independent fire risk assessor on Thursday 17th April. The purpose of the meeting is to review the issues identified in the RDC Fire Risk Assessment (FRA) and to clarify the responsibilities of the District Council as Landlord and those of the Parish Council.

25/188 Wall mounted Screen

Councillors discussed the potential purchase of a wall-mounted screen/monitor for use during Parish Council meetings. The screen would be used to display agenda's, minutes, presentations, forms, and other relevant documents, with the aim of saving paper, ink, and time of the Clerk.. It was proposed that a budget of up to £300 be allocated for this purchase.

Proposer: Cllr Hennessy.

Seconded: Cllr Reed.

All in favour.

25/189 Health and Wellbeing.

Deferred to the next meeting.

25/190 To receive a report from the representatives for the following outside committees/working groups:

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

Cllr Hennessy: VE Day celebrations Sunday 4th May, all welcome, tickets £10.

(b) Rochford Hundred Association of Local Councils – Cllr. D. Constable;

Cllr Catchpole informed councillors the meeting is this Thursday.

(c) RSPB Local Liaison Group – Cllr. G. Dryhurst;

No report.

(d) River Crouch Coastal Community Team – Cllr. G. Dryhurst;

No report.

(e) Rochford Old Peoples Welfare- Cllr .S. Osborne.

Cllr Osborne reported that the organisation has appointed a new Treasurer. Meal prices will be increasing from £5.50 to £6.00, and the minibus fare will rise from £2.00 to £2.50. Maintenance work is currently being carried out on the minibus. An Easter raffle is also being held.

25/191 Training and Events

No training requests received.

24/192 Items from Councillors to be added to next agenda.

Health and Wellbeing

Fire Risk Assessment

Car park at South Farnbridge.

Next Parish Council Meeting to be held on Monday 12th May 2025 at 7.30pm.

Meeting closed at 8.40pm

Chairman's Signature

Date:

