

ASHINGDON PARISH COUNCIL



Clerk to the Council:

Mrs Kath Parkin
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Members of the Council are hereby summoned to attend the Parish Council Meeting at Ashingdon Parish Office, The Cricket Pavilion, King George V Playing Field, Ashingdon Road, Ashingdon on Monday 6th October 2025 at 7.30pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

K. Parkin

Kath Parkin
Clerk to Ashingdon Parish Council

30th September 2025

AGENDA

1. **Apologies for Absence.**
2. **Minutes**
Acceptance of minutes from the Parish Council Meeting dated 1st September 2025 and the Extraordinary meeting held on Monday 8th September 2025.
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. **Update and Correspondence from District Councillor County Councillors.**
5. **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.
6. **Co-option**
To consider co-opting any interested candidates onto the Parish Council to fill 3 vacancies
7. **Neighbourhood Plan**
To discuss the Neighbourhood Plan and agree on the actions and next steps required to move the project forward
8. **Planning –**
To consider and make comments on the following applications:
 - (a) [Hayfields Lodge , Lower Road, Hockley, Essex, SS5 5LE](#)
Retrospective application for conversion of part of existing detached garage to a 1 bedroom residential annexe accommodation and insertion of x3no. dormer windows to roof and rooflights
Application reference: **25/00637/FUL** received on **01/09/2025**
 - (b) [Land East Of, Victory Lane, Rochford, Essex.](#)
Outline planning application (with all matters reserved except vehicular access to the site) for a residential development comprising up to 300 dwellings (Use Class C3), with associated landscaping, infrastructure, and access off Brays Lane.
Application reference: **25/00667/OUT** received on **10/09/2025**
9. **Clerks Report**
To receive the clerks report.
10. **Finance**
 - (a) To approve payments to be paid by BACS, in accordance with the 2025/26 budget.
 - (b) To approve the August 2025 bank reconciliation figures.

- (c) To agree that Kathleen Parkin (Clerk) be added as an authorised signatory to the Hampshire Bank account and that the former Clerk be removed from the mandate. A formal resolution is required for submission to the building society.
- (d) To confirm which councillors will be claiming allowances.
- (e) To note that the external audit for the 2024/2025 has been returned with the following comments:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 1 has been incorrectly completed. Information received from the smaller authority highlights that the smaller authority did not produce and approve an annual Investment Strategy in accordance with the DLUHC guidance.

Section 1, Assertion 5 has been incorrectly completed. Information received from the smaller authority highlights that risk management arrangements were reviewed and approved by the authority as a whole during the year, however we note only financial risks rather than all risks facing the smaller authority had been reviewed. As a result, Section 1, Assertion 5 should have been answered 'No'. This is consistent with the Internal Auditor's response to Internal Control Objective C.

Information has come to our attention from the internal auditor highlighting the fact that the 2023/24 notice for the period for the exercise of public rights was not published on the authority's website by the dates specified in the Accounts and Audit Regulations 2015. The AGAR was not fully completed before submission for review:

- Section 2, Box 4 incorrectly includes items which are not staff costs as defined in the Joint Panel on Accountability and Governance Practitioners' Guide. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.), items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority, payroll processing costs and contractor/locum clerk costs in respect of individuals who are self-employed, are not staff costs for the purpose of completion of the AGAR in accordance with proper practice. The figures in Section 2, Boxes 4 and 6 should read £24,567 and £88,576 respectively, we also note that locum costs were incorrectly included in Box 4 in the prior year. Please restate Boxes 4 and 6 in next year's prior year comparatives.

- Information received from the smaller authority indicates that assets purchased during prior years have been added to the current year Section 2, Box 9 but that the smaller authority has not restated the prior year figure in Section 2, Box 9.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

11. Hinckley & Rugby – Decision Required

At the meeting held on 1st September, councillors agreed to open a new bank account with Hinckley & Rugby. Councillors now need to decide on the type of account and agree on the authorised signatories.

12. Grant Application

To consider a grant application of £500 received from BASICS Essex to cover ongoing core/operational costs. Relevant paperwork sent out with agenda.

13. Arriva Bus

To discuss the reduction of the number 7 bus during school holidays.

14. Health and Wellbeing

Cllr D. McCarthy to provide an update on discussions with Ashingdon School regarding road speed concerns and overgrown bushes on the footpath, and for councillors to consider how the Council may be able to assist.

15. Christmas Buffet

Council to decide whether to go ahead with the Christmas Buffet at the Ashingdon Memorial Hall.

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

Ashingdon and East Hawkwell Memorial Hall - Cllr. P. Hennessy;
 Rochford Hundred Association of Local Councils - Cllr. D. Constable;
 RSPB Local Liaison Group – Cllr. G. Dryhurst;
 River Crouch Coastal Community Team - Cllr. G. Dryhurst;
 Rochford Old Peoples Welfare- Cllr .S. Osborne

17. Training and Events

To consider any requests from officers or members for training:

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

The next Parish Council Meeting is on Monday 3rd November 2025 at 7.30pm.

