

ASHINGDON PARISH 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 6th October 2025 at 7:30pm.

Present: Chairman: Cllr. D. Catchpole

Councillors: Cllr S Chittenden Cllr D McCarthy
Cllr D Reed Cllr P Hennessy

Officers: Kath Parkin Clerk/RFO

District Councillors: None

25/270 Apologies for Absence

Apologies received from Cllr D Constable and Cllr S Osborne.
Resolved that the apologies be accepted.

25/271 Minutes

Proposal: To approve the minutes of the meeting held on Monday 1st September 2025.

Proposed: Cllr. Hennessy

Seconded: Cllr. Reed.

All in favour.

Proposal: To approve the minutes of the Extraordinary meeting held on Monday 8th September 2025.

Proposed: Cllr McCarthy

Seconded: Cllr Reed

All in favour.

25/272 Declaration of Interests and Dispensations

None.

25/273 Update and Correspondence from District County Councillors.

Cllr's Belton, Shaw, Constable and Carter sent their apologies.

Cllr Belton sent an update;

The Best4Essex business case was submitted to government, a final response in March, with a public consultation some time over the winter. She thanked Ashingdon Parish Council for their letter of support.

The Rochford/Southend New Town submission was not put forward by the Task Force to the short list, she believes their decision to withdraw support would have played a part in this.

25/274 Public participation session with respect to items on the agenda and other matters that are of mutual interest.

Nine members of the public were in attendance.

The Chairman brought forward Agenda Item 8(b) for discussion at this point.

[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**

Members of the public and councillors discussed objections to the outline planning application for land east of Victory Lane. The Council reviewed a draft letter of objection; additional points were agreed and incorporated. The final letter will be submitted to the planning authority and published on the Council's website and Facebook page.

Proposal: That the Council submit an objection to the outline planning application for land East of Victory Lane.

Proposed by: Cllr McCarthy

Seconded by: Cllr Hennessy

Resolved: All in favour.

25/275 Co-option:

An application for co-option to the Parish Council was received from Mrs. Michelle Nunn. Members considered the application, and it was unanimously resolved to approve the co-option. The Chairman welcomed Mrs. Nunn to the Parish Council and requested that she liaise with the Clerk to complete the necessary declaration and associated documentation.

25/276 Neighbourhood Plan:

The Chairman advised that a Chair is required for the Neighbourhood Forum. Councillors expressed their willingness to serve as members of the Neighbourhood Forum but not to chair it, it was suggested that the Chair position be filled by a resident. It was agreed that residents would be invited to volunteer via their community website, and the Parish Council would write to all individuals who had previously expressed an interest at the Extraordinary Meeting to invite participation in the Steering Group.

25/277 Planning

Members considered the planning application detailed below:

(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**

Object: Councillors objected due to overdevelopment of what was once green belt land.

25/278 Clerks Report

The clerk's report was circulated at the meeting, which will be attached to the minutes.

25/279 Finance.

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

- a. **Proposal:** To approve payments made by BACS, in accordance with the 2025/2026 budget.
Proposer: Cllr Hennessy
Seconded: Cllr Chittenden
All in favour.

Sep-25				
Supplier Name	Total Amount	Details Ref	Sort code	Account
Mr M Cotterell	£64.94	paint/Plywood		
Mr M Cotterell	£22.00	Wood filler		
J+M Payroll	£42.00	45112	20-70-93	90404608
J&P Prior	£902.00	1430	12-24-82	6585520
J&P Prior	£138.58	1425	12-24-82	6585520
Constable	£360.00	2622	30-96-94	27987668
CAM	£936.72	16445	30-15-99	13775560
Weaveaweb	£192.00	25587	40-10-27	11328506
Amazon	£20.71	GB57HUUFEAEL	20-79-73	63167690
Amazon	£6.02	GB57HUUFEAEL	20-79-73	631676910
PKF	£504.00	SB20252535	40-02-31	11070797
Macintosh Elec	£18.00	21673	30 95 42	2359218
lemon Fencing	£324.00	5021415	55-50-28	60530979
RDC	£625.25	88225359	30-80-12	10542560
datashredders	£94.80	131866	53-81-42	86529668
The Design Cab	£86.00	1044	52-10-30	13744267
Initial	£160.15	35580430	20-00-00	33583457
Mr M Cotterell	£3.99	Hinge		
Total	£4,501.16			

Councillor Catchpole had checked the August 2025 bank reconciliation figures and approved all balances are correct.

- b. **Proposal:** 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
Proposed: Cllr Hennessy
Seconded: Cllr McCarthy
All in favour.
- c. Councillors Hennessy and Catchpole will claim their allowances this year. The Clerk will contact the councillors that were not present.
- d. Councillors noted that that the external audit for 2023/2024 had 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.

25/280 Hinckley and Rugby

It was resolved to open a 90-day account with Cllr Osborne, Cllr Catchpole, and the Clerk as authorised signatories.

Proposed by: Cllr McCarthy

Seconded by: Cllr Chittenden

All in favour.

25/281 Grant Application

Councillors considered the grant application for £500 submitted by BASICS and agreed to approve the grant.

Proposer: Cllr Hennessy

Seconder: Cllr McCarthy

All in favour.

25/282 Arriva Bus.

Cllr Reed asked whether all Councillors had received his correspondence with the Arriva Bus Company. He explained that during the school holidays the No. 7 bus service operates on an hourly timetable. Cllr Reed had requested passenger usage data; however, Arriva advised that, as a private company, they are not subject to the Freedom of Information Act. They have, however, indicated a willingness to explore alternative ways of addressing the concerns raised.

Cllr Reed invited suggestions from other Councillors regarding possible next steps. It was suggested that he write to Essex County Council and contact Cllr Laureen Shaw for further support.

The Chairman thanked Cllr Reed for his continued efforts on this matter.

25/283 Health and Wellbeing

Cllr McCarthy reported that he had spoken with Ashingdon School, who expressed an interest in attending a Christmas event. However, the school indicated that transporting the children to the hall would be difficult due to funding constraints.

The school also raised concerns that there is no roadside sign indicating the reduction in speed from 40mph to 30mph. While there is a sign positioned within the road, there is none on the roadside. Cllr Catchpole suggested that Cllr McCarthy contact Cllr Laureen Shaw regarding this matter.

Cllr McCarthy further reported that he had spoken with Mel at the nursery, who has concerns about the fencing around the nursery. She has already contacted Rochford District Council but has not received a satisfactory response. It was suggested that she approach a District Councillor for further assistance.

25/284 Christmas Buffet

Following a general discussion, it was agreed that a Christmas buffet would not be held this year.

25/285 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 informed members that, the Christmas Craft Fayre will be held on 23rd November.

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

No report.

(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.

No report.

25/286 Training and Events

No training requests received.

25/287 Items from Councillors to be added to next agenda.

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Next Parish Council Meeting to be held on Monday 3rd November 2025.

Meeting closed at 9.30pm

Chairman's Signature

Date:

