

### **Minutes of Ashdon Parish Council Meeting**

Held on Thursday 23 May 2024 at 18.30pm in the Small Village Hall, Ashdon

**Present** : Cllrs John Moran, Alice Olley, Jane Gray, Melanie Horrigan and Michelle Lee.

Also present was the locum clerk and 10 members of the public.

Councillor Moran welcomed all to the extra ordinary meeting of Ashdon Parish Council, explaining that it had been called to reaffirm the decisions taken on 13 May 2024.

Councillor Moran also advised those present that the meeting could be recorded and that Ashdon Parish Council would be recording the meeting to aid with the accuracy of the minutes

**1.Apologies for absence** ~ received from Cllr Julia Goodwin were approved **RESOLVED 24/05/01.**

Apologies were also noted from County Councillor Martin Foley

**2a.Election of Chairman**~ Cllr Moran was proposed/seconded to be Chair of Ashdon Parish Council.

**RESOLVED 24/05/02a**

**2b.Election of Vice Chairman**~ Cllr Olley was proposed/seconded to be Vice Chair of Ashdon Parish Council. **RESOLVED 24/05/02b**

**3.Declarations of acceptance of office were duly signed and witnessed**

**4.The following members of working parties were agreed and RESOLVED 24/05/04 :**

- Finance - Cllrs Horrigan and Goodwin,
- Planning - Cllrs Olley and Horrigan,
- Recreation and Open Spaces - Cllrs Lee and Moran,
- Highways - Cllrs Lee and Goodwin
- Maintenance and Safety - Cllrs Olley,
- Human Resources – Cllr Moran and Horrigan

**5.The following leads for projects were agreed and RESOLVED 24/05/05 :**

- IT - Cllr Goodwin,
- Village Hall - Cllr Olley
- Cemetery - Cllr Gray
- Footpaths - Cllr Moran

**6.The minutes of the** Extraordinary Ashdon Council meeting of 02 May 2024 **were approved.**  
**RESOLVED 24/05/06**

**7.The following declarations of interest were noted**

- All Councillors ~ trustees of the Village Hall,
- Cllr Moran ~ trustee of Ashdon Windmill & District Councillor of Ashdon ward,
- Cllr Gray ~ member of Stansted Airport Watch and interest in item 8.1

**8.Planning**

**UTT/24/1179/HHF** Proposed demolition of existing conservatory and two bay garage and erection of single storey rear extension and new two bay garage. White Cottage Water End Water End Road Ashdon Saffron Walden Essex CB10 2NA **No comment RESOLVED 24/05/08**

**9.Matters Arising** – For information only

Parish council's previous response to Stansted Airport consultation on night flights ~ noted and no further comments.

**10.Matters for the council to discuss / vote on**

**10.1** Councillors agreed to set up new .gov.uk email addresses for each Councillor

**RESOLVED 24/05/10.1**

**10.2** It was agreed to hold the Annual Parish Meeting on 23 May 2024 at 7pm in the Village Hall ~ to promote Community Cohesion **RESOLVED 24/05/10.2**

**10.3** Ashdon Parish Council has 7 seats. Due to a recent resignation one seat is now vacant. A Notice of the vacancy will be posted followed by Co-option of an additional Councillor

**RESOLVED 24/05/10.3**

**11.Finance**

**11.1** It was agreed that Ashdon Parish Council are to progress an application for online banking application with Barclays. **RESOLVED 24/05/11.1**

**11.2** It was agreed that Cllr Moran would continue communication with PKF Littlejohn to seek an extension in time for the external audit for 2023/4 **RESOLVED 24/05/11.2**

**11.3** Ashdon Parish Council agreed to appoint an Internal Auditor at a fee of £250.00 to be undertaken in the second week of June. **RESOLVED 24/05/11.3**

**11.4** Payments made since last meeting are listed below were confirmed

Date	Payee	Item	Amount
6/05/24	D. Green	Telephone/Broadband	22.32
6/05/24	D. Green	Ink cartridges	48.79
6/05/24	Worknest	HR and H&S Contract	3,338.00

# ASHDON PARISH COUNCIL MINUTES OF THURSDAY 23 MAY 2024

6/05/24	John Thorn	Microsoft invoices (Nov,Dec,Jan, Feb)	86.88
6/05/24	Ashdon V.H. Charitable Trust.	Hire of hall 12/19 Feb. meetings	36.00

**11.5** Payments listed below were agreed apart from \* which is awaiting further clarification. Cllr Lee wished that payment to the Village Hall be made and any residual amount could follow **RESOLVED 24/05/11.5**

Payee	Item	Amount
Village Hall	Repayment	Still to be finalised
D. Green	6. Months salary	3016.00
HMRC.	Income tax. Clerks salary	756.23
Anne Mangham	Internal audit fee to 31/3/22	190.00 *
Anne Mangham	Internal audit fee to 31/3/23	190.00 *

**11.6** The Ashdon Parish Council's Account balances as of 21/03/24 were noted:

Current Account      £10,602  
Savings 1              £1,087  
Savings 2              £74,476

## **12. Matters for next Agenda remained as:**

- Review, update if necessary & adopt Code of Conduct
- Review, update if necessary & adopt Standing Orders
- Review, update if necessary & adopt Financial Regulations
- Storage & Retention of documents

## **13. Date of Next Meeting: Full Council ~ Mon 17 June**

**14.** The Chair closed the meeting 18:42pm advising that the Annual Parish Meeting would commence shortly at 19:00pm

.....

**Signed as a true record and RESOLVED to approve on 17 June 2024**