

ASHDON PARISH COUNCIL
Locum Clerk - Angela Balcombe
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**Minutes of a meeting of Ashdon Parish Council, held on
Monday 17 June 2024, 7.30pm at Ashdon Village Hall.**

Present: Cllrs: Goodwin, Gray, Horrigan, Lee, Moran & Olley
In the Chair: Cllr Moran.
Clerk: Angela Balcombe.
Also present: 6 members of the public

The Chairman notified the meeting that it was being recorded (Openness of Local Government Bodies Regulations 2014).

24/01. APOLOGIES FOR ABSENCE.

There were no apologies.

24/02. INTRODUCTION OF LOCUM CLERK.

Angie Balcombe was introduced as Locum Clerk/Responsible Financial Officer. Angie is a qualified Clerk with over twenty years' experience. It has been agreed that the Locum Clerk be paid in accordance with the recommended NJC/NALC pay scales, scp. 21.

24/03. MINUTES OF THE LAST MEETING.

To approve as a correct record of events the minutes of:

03.1. 19 February 2024.

Proposed: Cllr Moran. Seconded: Cllr Olley. All agreed.

03.2. 8 April 2024.

Proposed: Cllr Moran. Seconded: Cllr Olley. All agreed.

03.3. 2 May 2024.

Proposed: Cllr Moran. Seconded: Cllr Lee. All agreed.

03.4. 23 May 2024.

Proposed: Cllr Moran. Seconded: Cllr Olley. All agreed.

03.5. The Annual Parish Meeting Minutes of the 23 May 2024 were noted and will be approved at the next Parish Meeting.

24/04. DECLARATIONS OF INTERESTS.

To receive any Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests relating to items on the agenda.

Please note: all Councillors are Sole Trustees of the Village Hall.

Cllr Moran declared an interest as he is a District Councillor and Leader of the Conservative Group.

Cllr Olley declared a non-pecuniary interest in item 24/12 Planning as she is a friend of applicant.

24/05. MATTERS ARISING.

(For information only, Councillors are reminded that no decisions can be made under this agenda item; Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

05.1. Salt Bins. The salt bins have been filled. The Council has enough salt for this winter so don't need to sign up to the Salt Bag partnership for this year. Cllr Gray was thanked for all her work on this.

24/06. CASUAL VACANCY.

10 electors have signed a request to fill the vacancy by election. If contested by 2 or more electors a poll will be held on Wednesday 24 July 2024. Closing date for nominations is 4pm on Thursday 27 June.

Costs: Contested approx. £5,000.00, uncontested approx. £50.00.

The Chairman, having taken advice from the Monitoring Officer at UDC, informed the Council about the Purdah period, this was in relation to an interruption from a member of the public who is a candidate in the General Election.

24/07. COUNTY & DISTRICT COUNCILLOR REPORTS.

Essex County Council - apologies were received from Cllr Foley.

Uttlesford District Council - Cllr Moran gave a brief report of District Council matters; there will a big change around procurement of housing, an update will be given at the next meeting, the timetable for the Local Plan has been pushed back about two weeks due to the General Election

PUBLIC FORUM

Matters raised:

- The cost of the data transfer was queried (24/13.2 Finance), Cllr Goodwin explained the reason for the cost.
- Ashdon Parish Council Election (24/06 Casual Vacancy), a member of the public stated that it was not reasonable to try to discourage someone to stand for election due to the costs involved.
- War Memorial - a small group of volunteers had cleaned the Memorial and asked if they could have some money for plants, to be included on the **next agenda**.

24/08. PARISH COUNCIL WEBSITE / COUNCILLOR EMAIL ADDRESSES.

The setting up of a new Parish Council website and Councillor email addresses was discussed. A quote had been circulated but it was agreed to get more quotes before a decision is made. It was also agreed to speak to the person who currently manages the existing website.

24/09. PLAY AREA SAFETY REPORTS.

To consider the recent safety reports and to agree any actions needed. Cllr Lee has looked at the equipment and listed a number of actions needed and is awaiting a third quote for the work. The Chairman suggested they take another look and flag up the main safety issues before any work is carried out. **Next agenda**.

It has been brought to the attention of the Council that the outdoor gym area is smothered in bee orchids, which are a protected species.

24/10. REPORTS.

10.1. Worknest Health & Safety Audit Report. Cllr Gray reported on the meeting held on Friday; a long and involved audit has been received and she advised that we 'get on with it' to be compliant as a Council going forward and regularly report back to future meetings on progress. It was agreed that it was a very comprehensive report and that Worknest had done an excellent job.

10.2. Update on the Emergency Plan for Ashdon. Cllr Gray has templates from UDC and has the beginnings of a new Plan which she will work on.

24/11. REVIEW & UPDATE OF POLICIES.

- 11.1. Code of Conduct - the UDC Code has been previously adopted.
- 11.2. Standing Orders - these are up to date and just need reference to them being the 'model' Standing Orders removed.
- 11.3. Financial Regulations - one amendment was agreed to regulation 5.20 to amend the amount from £500 to £1,000. All agreed.
- 11.4. Storage & Retention of Documents. It was unanimously agreed to adopt this document. Proposed Cllr Gray, seconded Cllr Olley.
- 11.5. Complaints Procedure - it was unanimously agreed to adopt this document. Proposed Cllr Moran, seconded Cllr Lee.

Other policies needed: FoI Publication Scheme/ Data Protection Policy/Planning Policy.

24/12. PLANNING.

Application No: UTT/24/0428/DOC. Application to discharge condition 3 (materials) 4 (construction method statement) 5 (biodiversity enhancement layout) 6 (Electric vehicle charging point) 7 (lighting scheme) 8 (vehicle parking layout) 9 (mitigation and enhancement measures) attached to UTT/22/2972/FUL

Site Address: Rose and Crown Inn, Crown Hill, Bartlow Road, Ashdon CB10 2HA
This has already been granted.

24/13. FINANCE.

13.1. Year-end accounts 2023/24, Annual Return & Internal Audit.

13.2. Payments made:

102975	J Gray	N/Plan Website & Domain Renewal	£143.86
102976	J Gray	N/Plan Website & Domain Renewal	£14.39
102971	Saker Computers	Data Transfer	£420.36
102972	Sara Beckett	Locum Clerk Costs	£89.90
	Canon Architectural Design	Village Hall (Toilets)	£420.00
102973	Playsafety Ltd	RoSPA Inspections	£348.00
102970	Clear Management Ltd	Insurance Premium	£2,047.54
102966	Jack Roberts	Removal Office Contents/Filling Salt Bins	£65.00
102968	Grasshopper Lawncare	War Memorial	£28.00
102969	Grasshopper Lawncare	War Memorial	£28.00
102967	EALC	Training	£32.00
102964	Ashdon Village Hall	Hall Hire (471)	£66.00
102965	Ashdon Village Hall	Hall Hire (464)	£30.00
102963	Angela Balcombe	Locum Clerk/RFO Costs	£285.30
102974	npower	Electric Supply - Streetlights	£66.93
102961	Ashdon Village Hall	Rent Repayment (2018 - 2023)	£17,102.00
102962	Ashdon Village Hall	Fairstone Group (Fire Alarm System)	£3,409.78
102947	Anne Mangham	2023 Internal Audit Fee	£190.00
102948	Anne Mangham	2022 Internal Audit Fee (replaces cheque no. 102827)	£190.00

The payment of £420.00 to Canon Architectural Design is to replace an old cheque that could not be cashed. The Chairman will write to Canon Architectural Design to get a copy of the deliverables/building spec. In the meantime, it was unanimously agreed to pay the amount owed.

The payment of £17,102.00 was previously agreed at the 8 January 2024 meeting. Cllr Moran proposed that the money be passed to the Ashdon Village Hall Charitable Trust (the Charity Account has now been set up), this was seconded by Cllr Gray and unanimously agreed.

The payment of £3,409.78 to Fairstone Group was also previously agreed. Cllr Moran proposed that this payment be made, seconded by Cllr Lee and unanimously agreed.

24/14. ITEMS FOR THE NEXT AGENDA.

- It was noted that a Freedom of Information Request was received in a letter dated 11 June 2024, the Council has 20 working days to respond.
- Play Area - Climbing Wall.
- Christmas Tree.
- Commendation of former Parish Clerk.
- Councillor Surgeries.

24/15. MEETING DATES 2024.

It was agreed to hold future meetings on the third Monday of the month (except August).

15 July, 16 September, 21 October, 18 November (Budget Meeting), 16 December

The meeting closed at 21.50

Signed (Chairman):

Date: