



## MINUTES OF RAMSDEN CRAYS PARISH COUNCIL MEETING HELD ON MONDAY 19<sup>TH</sup> FEBRUARY, 2018 AT 7.00 P.M. AT THE SHEPHERD AND DOG PUBLIC HOUSE

**Present:** Cllr. D. McPherson-Davis – Chairman, Cllr. N. Flint, Cllr. G. Jenkins, Cllr. M. Kirby  
Cllr. M. Buckley – Essex County Council  
Clerk/RFO – Mrs. G. Bassett

### 17/18 APOLOGIES FOR ABSENCE:

Apologies received for absence from Cllr. T. Sargent – Basildon Borough Council and Cllr. T. Ball – Essex County Council.

### 18/18 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Parish Council Meeting held on Monday 15<sup>th</sup> January, 2018 were approved as an accurate record. Proposed by Cllr. Flint and seconded by Cllr. Jenkins – **agreed**.

Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby for the most recently completed Minutes Book to be archived with Essex County Council – **agreed**.

### 19/18 DECLARATIONS OF MEMBERS' INTERESTS:

No pecuniary or non pecuniary declarations of interests declared.

### 20/18 PUBLIC SESSION:

No questions from the public on agenda items.

### COUNTY AND BOROUGH COUNCILLORS' REPORTS:

Cllr. Buckley confirmed that Essex County Council has an increase in Council Tax of 5% (consisting of 3% - general budget and 2% social services surcharge).

Highways has additional budget for residential areas – footpaths/pavements etc.

Issue to resolve the situation at the junction at Noak Hill Road off the A127.

### 21/18 FINANCE:

(i) The payments of the following were considered:

Clerk's Salary/Expenditure February 2018	£404.32
PKF Littlejohn LLP	£120.00
Campaign to Protect Rural England (CPRE)	£ 36.00

It was proposed by Cllr. Jenkins and seconded by Cllr. Flint to pay the above – **agreed**.

(ii) Bank statement – Barclays Bank for approval 31<sup>st</sup> January, 2018 - £11,476.19  
It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to reconcile the bank statements – **agreed**.

## **22/18 BUDGET/PRECEPT 2018/19:**

- (i) The Parish Council noted the decision by Basildon Borough Council's Policy and Resources Committee on 25<sup>th</sup> January, 2018.  
"The budget to be presented to Council reflects that payment of compensation grants to local precepting bodies in respect of the impact of the local council tax support scheme will cease from 2018/19".

The grant is no longer given from Basildon and this was taken into account when the Parish Council precept was agreed – an additional 5% increase to residents.

- (ii) It was noted that the General Data Protection Regulations come into force on 25th May 2018. Further information is awaited that will affect the budget.

## **23/18 PLANNING APPLICATIONS:**

### **APPLICATION:**

**Application No: 18/00008/FULL.** Construction of four detached chalets and conversion of existing pool building to private garage plus demolition of all other residential/ commercial buildings and front wall to yard – cessation of all commercial operations and removal of associated plant and vehicles.

**Location:** Whites Bridge Cottage, Crays Hill, Ramsden Crays, Billericay, Essex.  
No objection subject to removal of any future development rights.

**Application No: 18/00036/FULL.** Conversion of existing garage and store into a Granny Annex ancillary to the existing dwellinghouse.

**Location:** Overmead, London Road, Crays Hill, Billericay, Essex.  
No objection.

### **DECIDED:**

**Application No: Appeal Ref: APP/V1505/W/17/3184817.** Demolish existing MOT Centre and construct one block of nine flats with associated car parking and amenity.

**Location:** Chestnut Service Garage, Crays Hill, Billericay, Essex. **Granted.**

**Application No: 17/01458/LDC/FULL.** To establish the lawfulness of the proposed construction of a two storey and single storey rear extension, single storey side extension and provision of ancillary outbuilding.

**Location:** 1 Crays Hall Cottage, Church Lane, Ramsden Crays, Billericay, Essex.  
**Granted.**

**Application No: 17/01459/LDC.** To establish the lawfulness of the proposed construction of a two storey and single storey rear extension, single storey side extension and provision of ancillary outbuilding.

**Location:** 2 Crays Hall Cottage, Church Lane, Ramsden Crays, Billericay, Essex.  
**Granted.**

**Application No: 17/01375/FULL.** Demolish annexe that benefits from a Lawful Development Certificate and construct a dwelling on land to the rear of Casetta.

**Location:** Casetta, Orchard Avenue, Ramsden Crays, Billericay, Essex. **Refused.**

**Application No: 17/01463/LDC.** To establish the lawfulness of the proposed conversion of existing garage and store into Granny Annex ancillary to the use of the dwellinghouse.

**Location:** Overmead, London Road, Ramsden Crays, Billericay, Essex. **Refused.**

**Application No: 17/01392/VAR.** Remove condition 3 of BAS/63/299 and condition 2 of consent ref. BAS/382/76 to remove agricultural tie.

**Location:** Woodlands, Gardiners Lane North, Ramsden Crays, Billericay, Essex.  
**Granted.**

**Consultation:**

NHS Basildon and Brentwood – Mid and South Essex Sustainability and Transformation Partnership (STP).

No comment.

The provisional 2018-19 local government finance settlement survey on <https://www.surveymonkey.co.uk/r/provisionalsettlement1819> 16<sup>th</sup> January 2018 responses to the questionnaire to [LGSettlement@communities.gsi.gov.uk](mailto:LGSettlement@communities.gsi.gov.uk) Noted as in 22/18 (i) above.

Public consultation on the A127/A130 Fairglen Interchange Improvement Scheme. Review [www.essex.gov.uk/fairglen](http://www.essex.gov.uk/fairglen).

Councillors to respond individually and the Parish Council to write with concerns on the effect of traffic within the parish. Request constructive traffic management during this period.

**Chelmsford Local Plan:**

Chelmsford Pre-Submission Local Plan, Sustainability Appraisal, Habitats Regulations Assessment.

Noted.

**24/18 COMMUNITY – PROJECTS:**

- (i) The Parish Council considered the terms from ECC/CIF funding for £1,500.00 towards a notice board. The Clerk to thank ECC for the offer and the Parish Council signed acceptance. Proposed by Cllr. Kirby and seconded by Cllr. Jenkins – **agreed.**

ECC is working closely with the Parish Council regarding installation. The Clerk to contact the supplier and offer a deposit to retain the price. Proposed by Cllr. Kirby and seconded by Cllr. Flint – **agreed.**

- (ii) The Council considered the ongoing cleaning of the four bus shelters. Cllr. Kirby will provide a quotation.

The decision on applying to EALC for Local Service Funding to be deferred to the March meeting – pre-application to be submitted prior to 3<sup>rd</sup> April.

Essex Crowd Funding via Spacehive to be deferred to March meeting for another project – i.e. replacement notice board.

- (iii) Cllr. Kirby confirmed the Parish Council does not require third party decision to add names to the war memorial plaque.

- (iv) The Shepherd and Dog Public House confirmed it has no issue the Parish Council arranging installation of a defibrillator on the outside of the premises. Proposed by Cllr. Kirby and seconded by Cllr. Jenkins to purchase a defibrillator. Supplier to be confirmed at the next Parish Council Meeting – **agreed.**

The Clerk to write to FaceMed and thank them for their donation offer and confirm the Parish Council is going ahead with this installation.

- (v) Projects:  
(a) Flower containers – sleepers by grass verges.

- (b) Concrete flower containers in the park area and near new notice board/village sign.
- (c) Additional plants/bulbs by memorial sign at Gardiners Lane North as were considered for review with (a) and (b) above.

It was agreed that councillors McPherson-Davis and Kirby will meet on site with an officer from Basildon re (a), (b) and (c) above.

- (d) Graveyard Maintenance – S137. The maintenance situation is under review.
- (e) Consideration for sponsorship of maintenance for future gardens, village sign, new sign, entrance to the park to be placed in the newsletter.
- (f) Replacement bin – London Road, near High View Rise. It was proposed by Cllr. Kirby and seconded by Cllr. McPherson-Davis for members to consider prices prior to the March meeting and to replace the bin – **agreed**.
- (g) The local plan for Crays Hill and surrounding areas was discussed. It understands that Basildon Borough Council will submit in March 2018.

**25/18 NEWSLETTER:**

Items for the newsletter were considered prior to printing and distribution and it was **agreed** to include defibrillator, war memorial additional names, sponsorship of maintenance – planting/shrubs and new notice board.

**26/18 HIGHWAYS – BASILDON BOROUGH COUNCIL:**

Update received on travellers in the area.

**27/18 INTERNAL AUDIT REPORT/EXTERNAL AUDITOR:**

- (i) Risk assessment of the Insurance, Financial Regulations, Standing Orders controls and procedures for the Parish Council were considered and it was agreed the Parish Council has complied.
- (ii) The Annual Return for the year ended 31 March 2017 was considered and the comments noted.
- (iii) The date for the internal auditor for the 2017/18 financial year has to be confirmed.
- (iv) It was noted that two enquiries for insurance following expiry 31<sup>st</sup> May, 2018 are being pursued for a decision.
- (v) Fixed Asset Register reviewed and resolved to consider replacement costings for bus shelters and the war memorial.

**28/18 STANDING ORDERS/PROCEDURES:**

To consider:

- (i) Financial Regulations.
- (ii) Standing Orders.

The Financial Regulations and Standing Orders were reviewed at a Working Party and further amendments are to be considered.

- (iii) Control and procedures – risk assessments.  
Control and procedures – risk assessments as in 27/18(i) above.

- (iv) Freedom of Information Act – Publication Scheme.
- (v) Complaints against the Parish Council.
- (vi) Publication Policy.
- (vii) Openness and Transparency Policy.
- (viii) Risk Assessment - General.
- (ix) Data retention – review of retained documents.

It was confirmed that items (iv) – (viii) have been reviewed and it was agreed to amend where relevant. It was noted that items (iv) and (ix) following on from Data Protection Regulations will need to be reviewed further later in the year.

**29/18 INFORMATION EXCHANGE:**

Information exchange was noted.

**30/18 EXTERNAL MEETINGS – REPORTS FROM PARISH COUNCILLORS:**

No external meetings.

**31/18 NOTE CORRESPONDENCE:**

Correspondence received noted.

**32/18 PUBLIC QUESTION TIME:**

No questions received on items other than the agenda.

**33/18 DATE OF THE NEXT MEETING:**

The next meeting of the Parish Council will be on Monday 19<sup>th</sup> March, 2018 at 7.00 p.m. at the Shepherd and Dog Public House.

Meeting ended at 8.45 p.m.

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Signed by the Chairman of the Parish Council

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Dated