



MINUTES OF THE RAMSDEN CRAYS PARISH COUNCIL VIRTUAL MEETING held on **THURSDAY 17<sup>TH</sup> DECEMBER, 2020 AT 7.00 P.M.** in compliance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”).

**Attendees:** Cllr. David McPherson-Davis - Chairman  
Cllr. Mick Kirby  
Cllr. Geoffrey Jenkins

Georgina Bassett – Parish Clerk/Proper Officer

Cllr. Malcolm Buckley – Essex County Council  
Cllr. Tony Ball – Essex County Council  
Cllr. Stuart Allen – Basildon Borough Council – Ward Councillor

**Members of the Public:** x 3

**Members of the Press:** None

### **Temporary Appointment of Members Order 19<sup>th</sup> November, 2020 S91 LGA 1972**

The following was the reading of the Parish Clerk/Proper Officer:

“This is the first meeting of Ramsden Crays Parish Council following the disqualification of all councillors on 15<sup>th</sup> September 2020 under Local Government Act 1972 S.85. Basildon Borough Council have appointed 5 people to be temporary councillors pending elections in May 2021 under LGA 1972 s.91.

However they have not appointed a person to act as Chairperson for the first item of business on the agenda which should have been done as one of their powers as per the Under Representation of the People Act 1983, Section 39 and the LGA Act 1972, S91.

The Monitoring Officer at Basildon Borough Council has insisted that I as the Parish Clerk/Proper Officer should chair the first item.”

The Officer then read out the virtual meeting notice:

“Welcome to Ramsden Crays Parish Council’s virtual meeting held under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

I am Georgina Bassett, Parish Clerk.

There are a few housekeeping things to note.

This is a formal Parish Council meeting and will be held, just as ones in a venue, using the agenda which I as Parish Clerk have published.

As with meetings in a venue, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

I as Parish Clerk have the ability to mute or remove anyone (if the Council so wishes) who causes a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the screen and raise your virtual hand if you'd like to speak. For those that are joining us by audio only, please can you state who you are prior to speaking.

Please note that we will not be using the 'chat' function and will not be sharing any files via the platform. If necessary, the Parish Clerk will display any documents using her 'share screen' function.

If you need to leave the meeting please could you let us know otherwise, we will assume that it is due to a lost connection."

The Parish Clerk announced each person appointed by Basildon Borough Council in the meeting and ask them to state 'present' to ensure they can be heard by all in attendance.

Mrs. C. Finn  
Mr. G. Jenkins  
Mr. M. Kirby  
Mr. T. Knight  
Mr. D.R. McPherson-Davis

It was noted that the meeting was being recorded.

The Officer then Chaired item 1 on the agenda.

**53/2020 Appointment of Chairperson:**

It was proposed by Cllr. Kirby and seconded by Cllr. Jenkins to appoint Cllr. McPherson-Davis as Chairman. **RESOLVED.** The signing of acceptance of office document to be received by the Parish Clerk within 28 days.

**54/2020 Signing Acceptance of Office:**

Newly appointed councillors attending this meeting to sign acceptance of agreed to sign and returned to the Parish Clerk confirmed by the Chairman within 28 days. **RESOLVED.**

**55/2020 Apologies:**

An apology received to the Proper Officer from Cllr. Carol Finn – unable to attend due to cannot access the facility for the meeting.

Apology received to Cllr. McPherson-Davis from Cllr. Tony Knight. He had been called out.

The Proper Officer reminded those present that at the rear of the summons it explains any apologies for absence with reasons from Parish Councillors are to be received by the Officer and not other councillors.

The Parish Clerk advised will later contact Cllr. Knight to explain this procedure.

Apology received from Borough Councillor – Terri Sargent.

**56/2020 Declaration of Members Interests:**

Noted that newly appointed councilors are to complete and return declarations of interest forms within 28 days for records and to declare pecuniary and non-pecuniary declarations of interest for this meeting.

No declarations of interest were received.

**57/2020 Minutes:**

Cllr. Kirby said he did not agree with the minutes of the March 2020 in relation to the notice board, he requested an amendment to this and said they had been agreed. The Parish Clerk explained this was from the disqualified council, no comment had been received from those councillors to this effect. The Officer advice was that there was no licence, no costings or date of delivery and if the Parish Council went ahead to resolve a change to these minutes against her advice, there could be repercussions for the Parish Council.

The Council accepted the advice from the Proper Officer. The notice board would be on the next agenda for consideration.

Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to agree the accuracy of the minutes of 16<sup>th</sup> March, 2020 of the previous council – **RESOLVED.**

**58/2020 Finance Report:**

(i) Two payroll suppliers information had been provided to councillors for consideration.

It was noted that monthly appointment of payroll company to sort out the financial implications with HMRC of the tax, N.I. etc. in relation to the employee of the council consequences of disqualified council resulting in late salary payments, none payments September, October and November resulting in and a large payment in December 2020. HMRC had verbally informed the employee that had now been put onto base rate tax of 20% - no tax allowance.

Against the advice of the Proper Officer, members resolved not to accept appointment of an experienced payroll company. Officer raised concerns of financial penalties, correct N.I to be resolved as experienced body would be the way forward as the previous council caused these issues and this is above the remit of experience in relation to monthly submissions of the Proper Officer and outside the Officer's experience and was very time consuming.

Proposed by Cllr. McPherson-Davis and seconded by Cllr. Jenkins not to appoint a payroll provider – **RESOLVED.**

(ii) **Expenditure:**

To note HMRC advised employee salary referred to base rate tax, HMRC removed tax allowance – as result of none payment since August, 2020 by previous council. Tax and N.I have been deducted from following payments.

Noted that the Proper Officer attempted to work out deductions. But as explained to the Parish Council in 58/2020 above as no payment since August, this is outside of the Officer's normal experience and Parish Clerk has attempted to work out deductions. Professional outside expertise was requested at least to assist temporarily and denied by the Parish Council. The Parish Council likely to have financial penalties – fine.

Officer/RFO - September salary/exp. - including £128.00 cartridges – July 2020 - £681.70.

Cllr. McPherson-Davis requested the Officer to explain regarding the reimbursement of cartridges including the use of colour.

The Officer explained that the invoice had been supplied to the disqualified council and the new council and was outstanding. Colour is used for this parish council, agendas, audit etc. Out of pocket expenses to aid the Officer in her role is in the contract for evidenced stationery, in the course of employees work.

This included colour print for use of the printer. The Parish Council to note that no payments for stationery had been requested prior to this or received in earlier minutes for the financial year 2020. The clerk was instructed in future to only print in black and white.

Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to pay. **RESOLVED.**

Officer/RFO – September salary/expenses – including stationery - £681.70

Officer/RFO - October salary/exp. - £553.70

Officer/RFO – November salary/exp. - £553.70

Officer/RFO – December salary/exp. - £553.70

Proposed by Cllr. Kirby and seconded by Cllr. Jenkins to pay September – December 2020 employee payments. **RESOLVED.**

Information Commissioner's Office - annual renewal - June £ 40.00

VCS Website Ltd – November 2020 – January 2021 - £ 37.50

Mr. M. Brown – bus shelters maintenance – September 2020 £ 80.00

Essex & Herts Air Ambulance – S137 donation £100.00

Proposed by Cllr. McPherson-Davis and seconded by Cllr. Jenkins to pay the above. **RESOLVED.**

RCCE annual membership - £ 72.60

Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby not to renew RCCE annual subscription. **RESOLVED.** The Officer will advise RCCE.

VCS Website - £150.00 annual payment update from £37.50.

Cllr. McPherson-Davis proposed that annual payment of £150.00 not paid and only the £37.50 first submitted. **RESOLVED.**

HM Revenue & Customs Only – July 2020 – December 2020 - £815.68

Cllr. McPherson-Davis proposed this was not paid to HMRC. **RESOLVED.**

To be noted against the advice of the RFO – Proper Officer as the Parish Council liable to be fined for none payment.

The Officer will resend the information relating to this payment and put as an agenda item on the next meeting.

Noted that as explained professional outside expertise had been requested by the Parish Council and denied. Penalties likely to be incurred due to delay in payment and if there are under payments. 58/2020(i) as above.

#### **Reconciliation:**

Reconcile bank statement - £15,442.27 end November 2020.

Cllr. McPherson-Davis requested a copy of the November statement for review and said the Parish Council could not reconcile. The Officer informed this had been sent with the agenda and would be resent to assist members for reconciliation at the next meeting.

July 2020 – Clerk/RFO Salary/Expenditure/PC and arrears £ 655.46

Mr. M. Brown – Bus shelters maintenance – July 2020 £ 80.00

Heelis & Lodge – Audit 2019/2020 (inc. courier) £ 95.00

August 2020 – Clerk/RFO Salary/Expenditure/PC	£ 655.46
Mr. M. Brown – Bus shelters maintenance – August 2020	£ 80.00
Reconciliation bank – £10,695.49 June 2020	
Receipts £119.07 11 <sup>th</sup> June HMRC VAT	

- (iii) Payments made interim of meetings noted:
- |   |          |
|---|----------|
| June 2020 – Clerk/RFO Salary/Expenditure/PC         | £ 655.46 |
| Information Commissioner (Renewal) - cancelled      | £ 40.00  |
| Mr. M. Brown – Bus shelters maintenance – June 2020 | £ 80.00  |
| HM Revenue & Customs Only – March – June 2020       | £ 155.00 |
- (iv) Reconciliation bank – May 2020 - £12,162.34.

D. Acton on 23rd March, 2020 of £100.00 for 500 newsletters. Cheque no: 100329.

Clerk/RFO April 2020 Salary/Expenditure – 24.04.2020 – cheque 100330	£400.00
Clerk/RFO April 2020 Salary/Expenditure – 24.04.2020 – cheque 100331	£351.66
EALC/NALC Affiliation Fee 2020/21 – 24.04.2020 – cheque 100332	£363.02

Came & Company Insurance renewal – 18.05.2020 – cheque 100333	- £594.93
VCS Website Ltd – 18.05.2020 – cheque – 100334	- £37.50 (3 months support)
Mr. M.R. Brown – 18.05.2020 – cheque 100335	- £80.00
Clerk/RFO May 2020 Salary/Expenditure – 18.05.2020 – cheque 100336	- £655.46

- (v) Bank statement March 2020 £7,540.25 to be reconciled with actual of £7,460.25.

Bank statement April 2020 £13,146.43 (EALC cheque not cleared of £363.02) – reconciled and actual should be £12,783.41.

## 59/2020 Public Question – Opportunity for Public to raise questions:

### Questions:

Questions raised from the public.

- (i) Traffic driving too fast through the Parish. Request for slow down signs.  
Cllr. Buckley had raised this issue, especially the area of the local shop to ECC Highways. There is a budget available for projects within the Borough from ECC. Any projects need to be notified to County Councillors by the first week of January, 2021.
- (ii) Weight tonnage requested to be put in place in the Parish with concerns after another accident in the area. See below – Cllr. Ball.
- (iii) Enquiry regarding land to rear of Barnsfield, Crays Hill, Billericay, Essex – understood to have been submitted to Basildon Borough Council under Revised Publication Local Plan, being considered by the Secretary of State as at 28 March 2019. Officer to enquire further of Basildon.
- (iv) Request for mirror at the right-hand side of the park area on the Highway – exiting from the park. Cllr. McPherson-Davis requested this be put onto the next meeting agenda and possible match funding then be considered.

### Borough and County Councillors Reports:

Cllr. Stuart Allen updated on the rise of Covid-19 in the Borough and the development in Basildon Town Centre.

Cllr. Ball confirmed that Covid-19 is on the increase in the County. 15% increase currently. More testing stations available. The project from ECC is not for highways issues – ie signage on speed etc. It might be available for match fund for the mirror as requested in (iv) above.

60/2020

**61/2020 Year End – Signing of forms – Internal and External Auditor 2019/2020:**

- (i) The Parish Council reviewed AGARS for approval of signature of forms Section 1 – Annual Governance and then Section 2 – Accounting Statements.  
Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to sign acceptance – **RESOLVED.**  
The Chairman to sign and return to the Proper Officer the documents sent prior to the meeting for the Officer to then sign, display and return to the external auditor.
- (ii) Complete and approve the Certificate of Exemption to be returned to the external auditor.  
Proposed by Cllr. McPherson-Davis and seconded by Cllr. Jenkins – **RESOLVED.**  
The Chairman to return signed document to the Proper Officer for external audit and notice.
- (iii) It was noted that the Officer obtained an external audit extension to 30<sup>th</sup> November, 2020.
- (iv) The internal auditor recommendations were reviewed.
  - (a) Earmark reserves.
  - (b) Response to the internal audit to be minuted.The notice board to be earmarked as a reserve.  
The Officer to check if the Election had been earmarked as a reserve and notify members.  
Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to accept reviewed and the Officer to write to Heelis & Lodge and send copy of submitted letter to the Parish Councillors – **RESOLVED.**
- (v) The Parish Council reviewed the fixed assets register previously sent to the insurance company as part of audit procedure.  
Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to accept amended – **RESOLVED.**

62/2020

**63/2020 Representative:**

A representative was considered to the Association of Basildon Local Councils.

It was proposed by Cllr. Kirby and seconded by Cllr. Jenkins to appoint Cllr. McPherson-Davis as a representative to the Association of Basildon Local Councils – **RESOLVED.**

**64/2020 Planning:**

**Application No: 20/01483/FULL.** The creation of new living space at first floor level by raising the eaves and ridge height of the roof by 950mm, installation of new dormers to the side elevations and new windows to each gable wall. The two existing chimney stacks will be removed and the new living space will comprise 3 bedrooms and 1 bathroom.

**Location:** Strathmore, Crays Hill, Billericay, Essex.

Cllr. Kirby proposed that the Parish Council responded that there was no objection – **RESOLVED.**

**TO NOTE:**

**Application No: 20/00376/VAR.**

**Location:** Land at Outwood Farm Road, Crays Hill, Billericay, Essex.

The Parish Council objected on the grounds that further extension would affect the long-term return of this site to green belt.

**Application No: 20/00297/FULL.** Construction of new detached chalet- bungalow

**Location:** Content, Southlands Road, Crays Hill, Billericay, Essex.

The Parish Council objected on the grounds that it is a back-garden development on green belt.

**Application No: 20/00333/FULL.** Erect single storey dwelling to replace former dwelling (revised scheme).

**Location:** Rosedene, Crays Hill, Billericay, Essex.

The Parish Council objected on the grounds that it is over development of the site on green belt. Reference is made to the officer's report relating to 14/00916/FULL and also that insufficient detail is shown on the application form.

**Application No: 20/00306/AGBAS.** New livestock building.

**Location:** Crays Hall Farm, Church Lane, Crays Hill, Billericay, Essex.

No objection by the Parish Council provided this is only used for livestock/agricultural purposes.

**Application No: 20/00310/AGBAS.** New steel portal framed agricultural store.

**Location:** Crays Hall Farm, Church Lane, Crays Hill, Billericay, Essex.

No objection by the Parish Council provided this is only used as an agricultural store.

**Application No: 20/00639/OUT.** Outline building for demolition of existing buildings and all areas of hardstanding construction of four low profile dwellings with gardens and parking and improved access to Gardiners Lane North. The matters of appearance, layout, scale and landscaping to be reserved for later determination.

**Location:** Adelaide Villas, 2 Gardiners Lane North, Billericay, Essex.

The Parish Council objected on the grounds of over development.

Cllr. McPherson-Davis stated an appeal subsequently granted. The Officer to check this.

**Application No: 19/01136/FULL.** Construct two storey four-bedroom dwelling house with a basement and integral triple garage.

**Location:** Plot 351, Crays Hill Road, Billericay, Essex.

The Parish Council objected as previously on appeal.

**TO NOTE:**

**Decided Applications:**

**Application No: 20/00987/NMBAS.** To establish whether changing the ground floor unit (plot 13) from a one bed to a two-bed flat relocation of cycle store and internal alterations to the layout of the bin store can be considered as a non-material amendment to approved consent 17/00227/FULL.

**Location:** The Belvedere, Hardings Elms Road, Crays Hill, Billericay, Essex. **Granted.**

**Application No: 20/00954/COND.** Application for approval of details reserved by condition 5 (Maintenance Plan), condition 10 (footway), and condition 11 (Residential Travel Information Pack for sustainable transport) of consent 17/00227/FULL.

**Location:** The Belvedere, Hardings Elms Road, Crays Hill, Billericay, Essex. **Granted.**

**Application No: 19/01600/FULL.** Demolish existing swimming pool building and replace with new detached chalet associated parking and access arrangements (phase 2 – plot 5).  
**Location:** Whites Bridge Cottage, Crays Hill, Billericay, Essex. **Refused.**

**Application No: 19/01631/FULL.** Erect single storey dwelling to replace former dwelling.  
**Location:** Rosedene, Crays Hill, Billericay, Essex. **Refused.**

**Application No: 20/0122/FULL.** Erection of agricultural barn building for secured storage of tractor mower and other required agricultural implements.

**Location:** The Oaks, Land to the left of Pond Farm, London Road, Crays Hill, Billericay, Essex.

Cllr. McPherson-Davis stated that the Parish Council had objected. He said that this was application was granted. Officer to check.

**Application No: 20/00165/FULL.** Construction of a four-bedroom dwelling.

**Location:** The Willows, Crays Hill Road, Crays Hill, Billericay, Essex. **Granted.**

**Application No: 20/00215/FULL.** Construction detached 4/5-bedroom chalet-bungalow and detached garage to rear (revision of planning permission 18/00318/FULL).

**Location:** Land to the West of the Aviary, Crays Hill Road, Billericay, Essex. **Granted.**

**Application No: 20/00297/FULL.** Construction of new detached chalet bungalow.

**Location:** Content, Southlands Road, Crays Hill, Billericay, Essex. **Refused.**

**Application No: 20/00306/AGBAS.** New livestock building.

**Location:** Crays Hall Farm, Church Lane, Billericay, Essex. **Permitted Development.**

**Application No: 20/00310/AGBAS.** New steel portal framed agricultural store.

**Location:** Crays Hall Farm, Church Lane, Billericay, Essex. **Permitted Development.**

**Application No: 20/00775/FULL.** Change of use of redundant agricultural building to a single storey residential dwelling.

**Location:** Crays Hall Farm, Church Lane, Billericay, Essex. **Granted.**

**Application No: 20/00333/FULL.** Erect single storey dwelling to replace former dwelling (revised scheme).

**Location:** Rosedene, Crays Hill, Billericay, Essex. **Granted.**

**Application No: 16/01339/NMABAS.** To establish whether amendments to boundary treatments and gates can be considered a non-material amendment to granted consent 15/00057/FULL and 15/007855/FULL.

**Location:** All Saints Church and Community Centre, Crays Hill, Billericay, Essex. **Granted.**

**Application No: 19/00386/COND.** Application for approval of details reserved by Condition 6 (Hard and Soft Landscaping) of consent 18/00928/VAR.

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

**Application No: 20/01229/FULL.** Single storey rear extension.

**Location:** Longwood, Crays Hill, Billericay, Essex. **Granted.**

65/2020

**To consider the Exclusion of the Public and Press:**

The Council considered the exclusion of the public and press due to the confidential matters arising in item 75/2018 Public Bodies (Admission to Meetings) Act 1960.

This item proposed by Cllr. Kirby and seconded by Cllr. Jenkins - **RESOLVED.**



- (i) Consider automatic increment overdue as per contract. SCP 16 to SCP 17 effective 1<sup>st</sup> April, 2020 to 31<sup>st</sup> December, 2020. Last Parish Council Meeting – March 2020. Previous council disqualified September, 2020.

Arrears:

SCP 16 – 1<sup>st</sup> April to 31<sup>st</sup> December, 2020 - £23.40.

Cllr. McPherson-Davis commented calculations requested. Officer confirmed already sent will resend. The Chairman then confirmed he had seen and did not agree with the calculations. Officer requested him to send his comments to everyone.

SCP 17 – 1<sup>st</sup> April to 31<sup>st</sup> December, 2020 - £140.40.

Cllr. McPherson-Davis commented unable to make a decision on SCP17 until had an appraisal. Officer informed all that they had only been appointed since 19<sup>th</sup> November 2020 and were they requesting an appraisal from then to date on employee.

It was **RESOLVED** that they would only consider the employee contract after this appraisal.

The Officer said she would get advice on the way forward with her Union.

- (ii) Consideration of breach of contract – none/late payment of employee – September – November, 2020 x 3 months. Additional late payments received to employee - May and August, 2020. Financial Regulations 7.2.

The Officer said she would also get advice from her Union for advice on the breach of contract.

Question of next meeting date was raised. The Officer said she would advise the date in due course.

**Meeting ended at 8.55 p.m.**

**Signed** .....

**Date** .....

Chairman