



MINUTES OF THE RAMSDEN CRAYS PARISH COUNCIL VIRTUAL MEETING held on **THURSDAY 21ST JANUARY, 2021 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. Geoffrey Jenkins
Cllr. Mick Kirby

Mrs. G. Bassett – Parish Clerk/Proper Officer

Cllr. T. Sargent – Basildon Borough Council
Cllr. S. Allen – Basildon Borough Council
Cllr. T. Ball – Essex County Council

3 members of the public

01/2021 Apologies:

Apologies for absence received from Cllr. C. Finn.

02/2021 Minutes:

The accuracy of the minutes of the 21st December, 2020 were considered. A typo amendment on 59/2020 – Barnsfield.

Page 412 – November “bank” statement.

The Clerk explained that these items need to be signed against with the changes and signing the minutes in the normal manner and return to the Officer.

Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to accept with amendments – **resolved.**

03/2021 Declaration of Members Interests:

No pecuniary or non-pecuniary declarations of interest.

04/2021 Finance Report:

(i) Expenditure:

Officer/RFO - January salary/exp.	£573.70
Mr. M. Brown – bus shelters maintenance – January 2021	£ 80.00
VCS Websites Ltd – February 2021 – January 2022	£150.00
HM Revenue & Customs Only	£874.60

It was noted that the Officer attempted calculation without professional expertise.

Officer has written to HMRC to ask them to assist with their telephone communication.

Clerk was asked to confirm our contribution cost to Bellhouse Zoom.

Employee:

July 2020 tax £35.00, August 2020 tax £45.00,
Sept - December 2020 - £555.68 Sept – Dec 2020 N.I. - £80.00.
January 2021 £138.92 tax = Total employee = £774.60

Employer:

September – December N.I. = £100.00

Chairman requested that an amount for arrears to be included in the officer's January salary of SCP 16. The Officer explained she had not received any calculations to which the Chairman referred, he had no delegated powers and this was an item listed for the private session at the end of the public session.

Cllr. McPherson-Davis continued that he had sent these calculations for SCP 16 on 21st September, 2020. The Officer reminded him that he was not a councillor on that date, as he had been automatically disqualified.

The Officer reminded him that this was a GDPR issue and this was inappropriate in the public session.

It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to pay all four of the above expenses as listed – **resolved**.

The Council considered an annual subscription for a zoom facility. It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Jenkins that Cllr. Kirby arrange payment of approximately £140.00 for an annual subscription and to set up the facility for zoom – **resolved**.

(ii) **Reconciliation**

Reconcile bank statement - £13,099.47 to 31st December 2020

Spreadsheet - £12,841.97 – uncleared payments = £257.50

Reconcile bank statement - £15,442.27. 30th November,

The Clerk advised the Parish Council to consider reconciliation approval for audit purposes. Against her advice Cllr. McPherson-Davis proposed that this only required to be noted. Seconded by Cllr. Kirby – **resolved**.

05/2021 Public Question – Opportunity for Public to raise questions:

Public:

- (i) Cllr. Ball provided an update on the speeding in the Parish and how this can be reduced. He confirmed that after investigation ECC Highways reported it was not of concern and no further action would be taken regarding speeding at the corner of the shops.
- (ii) The issue of width restriction in Gardiners Lane North in need of repair. Traffic island surrounded by dirt. Illuminated sign is broken. Cllr. Ball reported this.
- (iii) Water from fields covering the roads in particular outside the school. Cllr. Ball had reported this – includes the drainage.
- (iv) Potholes within the parish had been raised subsequent to the agenda going out – raised to County Councillors. Cllr. Ball confirmed that temporary repairs at the moment due to weather conditions. County Councillors will review further.

Cllr. Buckley had provided an update on a mirror requested on the Highways. According to Essex County Council Highways the location for installation was not suitable and would not be permitted.

Cllr. Ball provided an update on the ECC budgets. Two elements to this – the general council tax and adult social care. Proposal that there will be no increase to the general council tax but a 1.5% increase to the adult social care.

Cllr. Ball updated that there has been a decrease in Covid cases in the Basildon area but that the deaths have increased

Welfare grant has been given for food banks, heating bills etc. via ECC councillors. Cllr. Ball has offered if there are any groups within the Crouch area then there is £2,000.00 available from both County Councillors.

Cllr. Sargent provided an update that hard core had been put on Dale Farm site and this had been reported to the Borough Council. Due to lockdown no officers able to carry out site visits.

Basildon is part of the drone partnership and Cllr. Sargent has requested the use of drones.

Cllr. Sargent updated that the food/green waste to be separated. The proposal is only for 20 weeks service per year and not December - February. A request has been made by Cllr. Sargent for the consultation period to be pushed back due to lockdown. Cllr. Buckley is on the committee that make the decision.

Basildon Borough Councillors asked if they aware of the budget for the Borough.

Cllr. Sargent understands proposal no increase in the council tax at Basildon. Full Council budget should be reported early in March.

Cllr. McPherson-Davis understood no recent planning applications. Cllr. Sargent commented none in the bulletin to date.

Cllr. Allen asked to enquire about the Belvedere. Nine dwellings being considered between the Belvedere and Oak Road.

06/2021 Budget 1st April 2021 – 31st March 2022/Precept 1st April 2021 – 31st March, 2022:

Budget:

The Council noted that the Proper Officer had presented a budget with explanations for the Parish Council to consider prior to the meeting. The Council also noted that the Chairman – Cllr. McPherson-Davis submitted an alternate budget agreed by full council.

The Clerk/RFO advised against accepting the councils budget.

Cllr. McPherson-Davis proposed that the Parish Council did not consider the budget drafted from the Responsible Financial Officer but instead accepted the alternative budget. This was seconded by Cllr. Kirby – **resolved**.

The closing balance at the end of the financial year March 2022 to be circa £4,964.26.

Precept:

The Council noted that the Proper Officer had presented a precept with explanation for the Parish Council to consider prior to the meeting. The Council also noted that the Chairman – Cllr. McPherson-Davis had submitted a precept proposal to members.

Cllr. McPherson-Davis proposed that the Parish Council accept the alternative precept of £13,482.90 be requested from Basildon Borough Council. This was seconded by Cllr. Kirby – resolved.

07/2021

Laptop – Screen Repair:

Two quotations considered for between £80 - £100.00 for repair and available to Full Council for the laptop screen repair of the Parish Council computer.

Cllr. Kirby initially put forward that the Parish Council accept the option for the repair at

Wickford. The Clerk explained this was against her advice of the preferred option, the Parish

Council had a duty of care, she had used the Rayleigh firm previously for the Parish Council,

they reduced the risk to her and her family as they book in a time for delivery of the laptop,

safely removing from the boot of the car, then on repair putting it back in the boot of the car and payment over the telephone. There would be additional mileage cost if she went further to Wickford.

It was therefore proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby for the Parish Clerk to arrange repair by the provider at Rayleigh and then the Parish Council to reimburse the Parish Clerk – **resolved**.

08/2021

Training:

Cllr. McPherson-Davis proposed and Cllr. Jenkins seconded to defer decision on general training and Personnel Committee/employee training until after the election – anticipated for

May/June 2021 as new councillors may be on the Parish Council – **resolved**.

The clerk was reminded that these are the same original councillors and not new councillors.

09/2021 Notice Board – Unauthorised Lock:

Cllr. Kirby confirmed that the additional lock had been installed to prevent any one interfering with the notice board after the key was lost by one of the Parish Councillors and would not want to obstruct items being displayed. Suggested that during Covid pandemic that the Clerk send items for display to the Chairman, Cllr. McPherson-Davis and to himself

Cllr. Kirby. They had arranged for the second lock to be installed on the notice board. That the decision had been made by councillors as there was concern for security.

Cllr. McPherson-Davis proposed and Cllr. Kirby seconded that they are the only two to have the additional lock keys to the notice board and that the Clerk/Proper Officer emails agenda/minutes to them to place on the notice board during Covid restrictions - **resolved**.

Cllr. McPherson-Davis stated the Parish Council did not have to take the advice from EALC, it was only a recommendation regarding the notice board. He said that if they were not councillors they would return the key.

The Officer informed members that she would be minuting that the Parish Council refused to provide a key to the Officer to access the property of Ramsden Crays Parish Council.

10/2021 Notice Board – Replacement – Church Lane/Crays Hill – London Road:

Cllr. Kirby proposed and it was seconded by Cllr. McPherson-Davis to instruct the Proper Officer to order the notice board at the cost of £920.14 and arrange to have this delivered to Cllr. Kirby at his home address – **resolved**.

11/2021 Project – Funding:

(i) Consideration of signage for reducing speeding in the Parish. Update from Cllr. Ball – ECC and if funding can be available for signing from ECC. Will report back at the next meeting.

(ii) Consideration of purchase mirror on right hand side exit from park area. Permission from ECC Highways – legislation on authorised personnel installation. Costing – funding if available from ECC and the way forward.

Cllr. McPherson-Davis discussed that ECC advised the location would not be permitted as dangerous. He requested for bushes and shrubs to be cut back. Cllr. Ball offered to make enquiries for this.

ECC Highways confirmed permission will not be given for a mirror to be installed on the highways, it is considered a risk.

12/2021 Planning:

The following were noted:

Decided:

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. **Granted.**

Application No: 20/00789/FULL. Proposed dwelling and access at land between 1 Adelaide Villas and Lendsell.

Location: Adelaide Villas, 1 Gardiners Lane North, Billericay, Essex. **Granted.**

Application No: 20/01253/FULL. Proposed side and rear extensions with new raised roof and dormers with internal alterations (revised scheme).

Location: Stansell View, Gardiners Lane North, Billericay, Essex. **Granted.**

Application No: 18/00225/FULL. Permanent change use to Buddhist Meditation Centre.

Location: Dhamma Land, Hardings Elms Road, Crays Hill, Billericay, Essex. **Granted.**

The above planning decisions were noted.

13/2021 Members' Code of Conduct:

The Revised Basildon Code of Conduct – which Basildon adopted in January 2020 highlighted with changes considered by the Parish Council to adopt.

Cllr. McPherson-Davis proposed to defer to allow councillors more time for consideration prior to a decision – **resolved.**

14/2021 Basildon Borough Play Review Consultation:

It was noted that councillors and residents can respond individually to the consultation by 31st January, 2021.

15/2021 Date of Next Meeting:

The next virtual meeting of the Parish Council and other dates was proposed by Cllr. McPherson-Davis to be the third Monday in the month.

Cllr. McPherson-Davis requested the Officer to list a schedule of dates on third Monday evenings to the year end including the May AGM.

16/2021 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

Cllr. McPherson-Davis proposed to defer all the following items to a Personnel Committee meeting with a date arranged between the Chairman and the Proper Officer. All items listed in 16/2021 were referred to personal committee meeting.

The meeting ended at 9.20 p.m.

Signed
Chairman

Date