

**MINUTES OF RAMSDEN CRAYS PARISH COUNCIL MEETING HELD ON TUESDAY 16<sup>TH</sup> DECEMBER, 2014 AT 7.00 P.M. AT NOAK BRIDGE COMMUNITY HALL**

**PRESENT:**

Councillors: T. Borer - Chairman, S. Aungier and N. Flint  
Cllr. M. Buckley - ECC  
No members of the public  
No representatives of the press

**61/14 APOLOGIES:**

Apologies for non-attendance to the meeting received from Cllr. A. Peake, Cllr. D. McPherson-Davis and Cllr. T. Sargent – Ward Councillor.

**62/14 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Parish Council Meeting held on 19<sup>th</sup> November, 2014 were agreed as an accurate record. Proposed by Cllr. Flint and seconded by Cllr. Aungier – **agreed.**

**63/14 DECLARATIONS OF MEMBERS' INTERESTS:**

No members interests declared.

**64/14 PUBLIC SESSION:**

Cllr. Buckley provided an update on a site visit with Cllr. McPherson-Davis and he has reported these issues to ECC Highways and further updates:

Potholes – particularly in Gardiners Lane North.

Corner Road is not an adopted public highway. Suggested residents check searches documentation on purchase of property.

Street Lights along London Road passed on to Street Lighting Scene.

Road sign from Wickford is a raised island. There is a record for a sign to be replaced in due course but the risk assessment is not high. The request for an illuminated sign only considered if under a junction improvement scheme.

Following a request, the hedges and trees have recently been trimmed.

Oak Road ditches responsibility confirmed is for the owners of the properties.

Provided names of the properties are given to ECC it will follow up and write to them.

Drain blockages have been passed to drainage cleansing team in order of priority, previously flooded areas and then the other drains. Hardings Elms Road drainage is located near to the brook where the gully is drained. Cllr. Buckley will pursue.

Many thanks to Cllr. Buckley for following up these issues.

A resident enquired regarding the upkeep of the churchyard and concerns that it is not being kept under and the obstruction of car parking. The Parish Council to contact the diocese to request pruning and general maintenance.

**65/14 FINANCE:**

Payment agreed on the following:

|   |         |
|---|---------|
| Clerk/RFO expenditure/December salary/non-consolidated Dec.     | £417.78 |
| Post Office Ltd – Tax/N.I. contribution October – December 2014 | £289.14 |
|   |         |
| Noak Bridge Community Association Hall Hire                     | £16.00  |
| The New Financial Regulations Briefing – ½ Shotgate bursary     | £46.00  |

Co-operative account at 30.11.14 = £2.95  
Barclays Bank account at 30.11.14 = £14,794.16. To note that payment of  
£11,994.00 for Caloo Equipment has yet to clear.  
VAT to be received in January 2014 of approximately £3,500.00.

**66/14 PLANNING APPLICATIONS:  
Applications:**

**Application No: 14/01277/FULL.** Erect a second floor extension to form a self-contained unit to use as an annexe accommodation, erect a port at the front and form a terrace at first floor at the rear.

**Location:** Roseneath, Gardiners Lane North, Ramsden Crays, Billericay, Essex.  
No objection.

**Dhamma Land, Hardings Elms Road – Planning Committee on  
9<sup>th</sup> December, 2014.**

Members attended this Committee and noted that the application was agreed.

**Regulatory Services Enforcement Policy Consultation:**

Members noted that response to consultation due by 29<sup>th</sup> December, 2014.

**Consultation – Basildon Borough Council Neighbourhood Planning Support  
Policy:**

Consultation period commenced 1<sup>st</sup> December and ends 23<sup>rd</sup> January, 2015.  
It was **agreed** to defer to January, 2015.

**67/14 LETTING OF THE SCHOOL HALL – 2015 ONWARDS:**

The Parish Council reviewed the initial letter from the school to advise the Parish Council that effective 1<sup>st</sup> January 2015 it will no longer have access to the hall hire and the subsequent letter sent to the Chairman.

It was **agreed** for the Parish Clerk to write on behalf of the Parish Council and the residents that it is not prepared to accept the school's decision and request a response to specific questions.

**68/14 PRECEPT/BUDGET 2015/2016:**

It was noted that Basildon Borough Council has not provided the relevant information to assist with the precept/budget for the Parish Council to finalise. To be reviewed at the January meeting.

**69/14 COMMUNITY PROJECTS:**

- (i) Additional update on the village sign on the plinth being repaired and Basildon Borough Councils report on time scale/plans. Nothing further to date, should be installed early in 2015.
- (ii) War Memorial/Wall – date for the official ceremony to be arranged for March/April – Cllr. Peake to update members.
- (iii) Consideration as to whether to complete project proposal form for any projects in the Parish on Community First: or with CIF Response up to £15,000.00 and if agreed gather information for review prior to completion of applications and decision to progress forward. It was **agreed** to defer to January and councillors to advise suggestions with costings etc. for review.
- (iv) The official opening ceremony of the Caloo equipment in the Park to be arranged for March/April 2015.
- (v) Bus Shelter Maintenance. Cllr. Flint to arrange on site visits.

- (vi) Consideration for the opportunity for Stambridge Community Builders (with Stambridge Parish Council) to speak to Ramsden Crays to assist with bringing all of the community of Ramsden Crays together, includes the Police and other relevant services/sources for the community. It was **agreed** to defer to March or earlier when the situation regarding the venue for meetings is confirmed.

#### **70/14 AUDIT:**

Various issues were reviewed in line with audit/control procedures:

- (i) Consideration for any issues for additional control, including review of payments. It was noted no changes.
- (ii) It was noted that the bank account statements are to continue to be reviewed at the Parish Council Meetings.
- (iii) The effectiveness of the internal audit and any recommendations were reviewed and it was **agreed** that these are effective.
- (iv) It was **agreed** to appoint Heelis & Lodge as internal auditor for 2014/15.
- (v) To ascertain whether the Parish Council has adequate Control Procedures in place. Agreed.
- (vi) A review of any maintenance required on the assets – wooden bench in the park area, notice board and four bus shelters to be considered. It was **agreed** that Cllr. Flint will review the bus shelters and he will look at the bench in the park. He confirmed that the notice board requires an additional coat of varnish.
- (vii) It was **agreed** that consideration of the increase in assets to be reviewed in more detail prior to the insurance premium in June 2015.
- (viii) It was noted that the Standing Orders and Financial Regulations were reviewed and changes made at the 23<sup>rd</sup> October, 2014 Extraordinary Meeting.
- (ix) It was noted that the Publication and Openness and transparency policies were adopted at the 23<sup>rd</sup> October, 2014 Extraordinary Meeting.
- (x) Risk Assessments were reviewed and noted no amendments to risk assessments.
- (xi) Update that VAT reclamation for 2014 would shortly be completed.
- (xii) Consideration for changes to Complaints, Freedom of Information Act, Health and Safety Policy were made and it was **agreed** for no amendments.
- (xiii) It was noted that ICO Data Protection certificate subscribed annually.

#### **71/14 QUALITY PARISH COUNCIL:**

There are to be three tiers. Clerk will require accredited points for attendance on courses and various other areas which support the re-application.

Issues reviewed:

- (i) The foundation tier for Ramsden Crays to consider, to provide costings to the Parish Council in the New Year.
- (ii) Training of Intent for Councillors and Employees – wait to New Year re Foundation consideration.

It was **agreed** for the above two issues to be reviewed when costings and precise work expected for this were received in early 2015.

- (iii) To apply for the Clerk Bursary – 75% returnable from courses attended in 2015. Consideration to attend – Writing for the Web (half day), Project Management (half day), Law and Procedures (whole day) split with Shotgate Parish Council, Finance Procedures and Standing Orders etc. **Agreed** by the Parish Council for the above.

#### **72/14 NEWSLETTER:**

The situation with regard to contributions from councillors for the print and then distribution of this newsletter was noted and a few additions to be added.

**73/14 HIGHWAYS:**

- (i) Cllr. Flint will be arranging a meeting with suppliers for cleaning/maintenance of the bus shelters within Ramsden Crays has been provided by Basildon Borough Council.
- (ii) Cllr. Buckley and Cllr. McPherson-Davis update on site meeting on Highways issues and the progress to date from members reporting precise locations for improvement was noted as in 64/14 above.

**74/14 DALE FARM:**

No further information received from Basildon Borough Council.

**75/14 INFORMATION EXCHANGE:**

ABLC AGM was held on Thursday 11<sup>th</sup> December with Cllr. McPherson-Davis and the Clerk in attendance. The Liaison Meeting at Basildon Borough Council was cancelled in December.

**76/14 EXTERNAL MEETINGS – REPORTS FROM PARISH COUNCILLORS:**

No additional information.

**77/14 CORRESPONDENCE:**

Information received noted.

**78/14 PUBLIC QUESTION TIME:**

No members of the public raised issues on items not on the agenda.

**79/14 DATE OF THE NEXT MEETING:**

The date and venue of the next meeting of Ramsden Crays Parish Council scheduled to be on Wednesday 21<sup>st</sup> January, 2015, although venue to be advised.

**Meeting ended at 8.05 p.m.**

**SIGNED (CHAIRMAN): ..... DATE: .....**