

**MINUTES OF RAMSDEN CRAYS PARISH COUNCIL MEETING HELD ON  
MONDAY 16TH MAY, 2016 AT 7.00 P.M. AT THE SHEPHERD AND DOG  
PUBLIC HOUSE**

**PRESENT:**

Councillors: A. Peake, D. McPherson-Davis, S. Aungier and N. Flint  
Parish Clerk – Georgina Bassett  
Cllr. M. Buckley – Essex County Council  
4 members of the public  
No representatives of the press

**92/16 ELECTION OF CHAIRMAN:**

- (i) It was proposed by Cllr. Aungier to elect Cllr. Peake as Chairman, seconded by Cllr. Flint – **agreed**.
- (ii) The Chairman signed the declaration of acceptance of office.

**93/16 ELECTION OF THE VICE-CHAIRMAN:**

It was proposed by Cllr. Peake and seconded by Cllr. Flint to elect Cllr. Aungier as the Vice-Chairman – **agreed**.

**94/16 DECLARATIONS OF ACCEPTANCE OF OFFICE:**

- (i) Councillors received and signed acceptance of office as councillors, this was signed and received by the Clerk at the meeting.
- (ii) Members noted their duty to register any interests under paragraphs 13 and 14 of the Code of Conduct, to provide written notification to the Monitoring Officer and throughout the year and within 28 days of being aware of any changes.

**95/16 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Parish Council Meeting held on 18<sup>th</sup> April, 2016 were approved as an accurate record. Proposed by Cllr. Flint and seconded by Cllr. McPherson-Davis – **agreed**.

**96/16 STANDING ORDERS AND FINANCIAL REGULATIONS:**

The following were reviewed for amendment:

- (i) The current standing orders were reviewed and **agreed** for no change.
- (ii) The Financial Regulations (changes to items 1.6 and 6.4 to the model form were considered). It was proposed by Cllr. Peake and seconded by Cllr. Aungier to reflect these changes – **agreed**.

**97/16 REVIEW OF DONATIONS:**

- (i) A donation from S137 for Essex Air Ambulance was considered for £100.00. It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Peake to pay this amount at the June meeting – **agreed**.
- (ii) It was proposed by Cllr. Flint and seconded by Cllr. McPherson-Davis to purchase flowers as a thank you to the resident keeping the churchyard tidy.

**98/16 REPRESENTATIONS:**

The following were considered:

- (a) It was **agreed** to appoint Cllr. David McPherson-Davis as The Parish Council Representative for the year May 2016 – April, 2017 on the ABLC.
- (b) It was **agreed** to appoint Cllr. Flint as the Transport Representative for the year May 2016 – April, 2017.

**99/16 APPOINTMENT OF ANY NEW/CURRENT COMMITTEES:**

The following were considered:

- (i) It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Aungier to have a Personnel Committee and three members to be in attendance for quorate to comprise of Cllr. McPherson-Davis, Cllr. Aungier and Cllr. Flint.
- (ii) It was **agreed** to have a Finance Working Party and not a Committee.

**100/16 REVIEW:**

- (i) The insurance renewal was noted to be complied with by 1<sup>st</sup> June, 2016 as in 04/16 below. All **agreed** to pay.
  - (ii) The Parish Council's Complaints Procedure.
  - (iii) Review of the Freedom of Information Act 2000 and Data Protection Act 1998.
  - (iv) Review the Council's policy for dealing with the press.
  - (v) Dates and times for 2017 Full Council Meetings and the Annual Parish Meeting were reviewed to continue for generally the third Monday in the month (with the exception of August when there is no meeting).
  - (vi) Review of Openness and Transparency Policy.
- (ii) to (iv) above were reviewed and item (vi) and it was proposed by Cllr. Peake and seconded by Cllr. Flint not to have any changes to these policies – **agreed**.

**01/16 APOLOGIES FOR ABSENCE:**

Apologies for absence received from Basildon Borough Cllr. T. Sargent.

**02/16 DECLARATIONS OF MEMBERS' INTERESTS:**

No "prejudicial" or "non prejudicial" interests relating to items on the agenda were received.

**03/16 PUBLIC SESSION:**

- (a) No public heard on items on the agenda.
- (b) Essex County Council update by Cllr. M. Buckley.  
At the AGM of ECC primarily the same administration.  
90,000 blocked drains are timetabled to be cleared every year but there are considerably excess of this at the current time. He has asked for an improvement.  
Policing Crime Commissioner elected recently and there is a suggestion for Specials appointed in Parish areas, they are warranted officers and a project could be combined between Ramsden Crays and Ramsden Bellhouse. 16 hours a month is the minimum. Criteria to be provided via an information pack to the Parish Council.

**04/16 FINANCE:**

The payments of the following were agreed:

Clerk Salary/Expenses - May	£ 409.69
Insurance renewal Aon UK Limited	£ 725.28
A.S.A.P. Office Services	£ 116.72
Shotgate Parish Council – hall hire	£ 24.00
<b>Total</b>	<b>£1,275.69</b>

The above was proposed for payment by Cllr. McPherson-Davis and seconded by Cllr. Aungier – **agreed**.

Barclays bank statement = £10,875.67 and Co-operative bank statement = £2.95 to agree with the summary of accounts. The statement was **agreed** – proposed by Cllr. Peake and seconded by Cllr. McPherson-Davis.

**05/16 PLANNING APPLICATIONS:**

**Application No: 16/00341/FULL.** Demolition of bungalow and construction of detached 4 bedroom house and detached garage/utility building.

**Location:** The Nest, Pipp's Hill Road North, Billericay, Essex.  
No objection from the Parish Council.

**Belvedere Planning Proposals:**

The request from the agents/owner on the above site for a meeting was considered and it was agreed as no plans available via Basildon Borough Council planning department, no action from the Parish Council at present.

**Dale Farm Planning Proposals:**

The request from the agents/owner on the above site for a meeting was considered and it was agreed as no plans available via Basildon Borough Council planning to review, no action from the Parish Council at present.

**Crays Hill Road Planning Proposals:**

The request from the agents/owner on the above site for a meeting was considered and it was agreed as no plans available via Basildon Borough Council planning to review, no action from the Parish Council at present.

**Decided:**

**Application No: 16/00013/FULL.** Erect two storey front extension, single storey rear extension, alter rear dormer, form balconies at front and rear and convert existing garage into habitable accommodation.

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

**Application No: 16/00055/VAR.** Variation of condition 6 of planning application 15/00755/FULL.

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

**Application No: 16/00163/FULL.** Alterations to external fenestration and interior layout of detached annexe (previously approved planning application ref 14/00586/FULL.

**Location:** Brooklyn, Glebe Road, Crays Hill, Billericay, Essex. **Refused.**

**06/16 COUNCILLOR VACANCY:**

As per the election and a vacancy in the parish council it was **agreed** that a notice be displayed on the notice board and if viable through a newsletter the vacancy for co-option to the Parish Council for the June meeting.

**07/16 STAFFING:**

The Appraisal Form was received by all the Councillors. The Clerk and at least the Chairman to review prior to the June meeting.

**08/16 COMMUNITY PROJECTS:**

(i) Members reviewed an overall project for application for funding for ECC CIF for July for an additional notice board, benches in the park, an additional waste bin near the Shepherd and Dog and cleaning/improvement of the bus shelters within the Parish.

Cllr. Peake has made enquiries regarding the bus shelters information and will inspect and report with improvements and costings.

Cllr. Peake has received costings on benches in the park via Basildon for secure benches. All to be reviewed at the June meeting for the funding.

(ii) It was **agreed** that the date of the War Memorial Service in November to be

included in the next newsletter and nearer the date to issue flyers and invitations and to reaffirm with Great Burstead Church regarding the Order of Service.

- (iii) It was **agreed** to review an Action Plan for future projects for the Foundation Award Scheme and audit purposes.
- (iv) Consideration was discussed on a proposal received from Basildon for new woodland planting at Crays Hill Recreation Ground at the corner of Hardings Elms Road. Cllr. Peake will meet with Basildon officers to discuss this further.

**09/16 HIGHWAYS – BASILDON BOROUGH COUNCIL:**

No progress received via Essex County Council at Hardings Elms Road, regarding the flattening of one bollard, Cllr. Buckley has pursued this and to date no positive response.

**10/16 CRAYS HILL PRIMARY SCHOOL – GOVERNING BODY:**

The additional response to the request for full minutes from November 2014 to date was reviewed. It was proposed by Cllr. Peake and seconded by Cllr. Flint to take no further action - **agreed**.

**11/16 PENSION CONTRIBUTION – PARISH COUNCIL:**

In line with the government policy, Cllr. Aungier is following enquiries regarding consideration of the ECC LGPS Pension or another.

**12/16 DALE FARM – OAK LANE/OAK AVENUE:**

No updates received on this situation in Oak Lane. The Parish Council has asked if Basildon can confirm when it will take the opportunity to reinstate the ditch and the fencing as the vehicles from this area have now been removed.

**13/16 INFORMATION EXCHANGE:**

Information received noted.

**14/16 EXTERNAL MEETINGS – REPORTS FROM PARISH COUNCILLORS:**

Cllr. D. McPherson-Davis confirmed the ABLC Committee meeting with representatives from Basildon parish, village and town councils will next meet this Thursday. EALC meeting last week attended by Cllr. McPherson-Davis.

**15/16 NOTE CORRESPONDENCE:**

Information received noted.

**16/16 PUBLIC QUESTION TIME:**

Questions raised by the public on:

- (i) Neighbour repairing and selling properties at the front of his rented property requested by resident to stop this business. The Police have attended as vehicles spilling onto the pathway and Basildon Borough Council requested to resolve. The Parish Council asked to receive an update on the response from Basildon Council.
- (ii) The Parish Council was informed by residents that some of the land in Oak Lane has been sold to a developer. The Clerk to write to Basildon to confirm if there is a charge on the sites to reclaim monies from the land?

**17/16 DATE OF THE NEXT MEETING AND 2016 MEETINGS:**

The next advertised Parish Council Meeting is on Monday 20<sup>th</sup> June at 7.00 p.m. at the Shepherd and Dog Public House.

The meeting ended at 8.30 p.m.

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Signed by the Chairman of the Parish Council

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Dated