

**MINUTES OF RAMSDEN CRAYS PARISH COUNCIL MEETING HELD ON
MONDAY 24TH APRIL, 2017 AT 7.00 P.M. AT THE SHEPHERD AND DOG
PUBLIC HOUSE**

PRESENT:

Councillors: D. McPherson-Davis, Cllr. N. Flint, Cllr. G. Jenkins and Cllr. M. Kirby
Parish Clerk – Georgina Bassett
Cllr. M. Buckley - ECC
No members of the public

43/17 APOLOGIES:

Apologies received from Basildon Borough Ward Cllr. T. Sargent.

44/17 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Parish Council Meeting held on Monday 20th March, 2017 were received and approved as an accurate record. Proposed by Cllr. Flint and seconded by Cllr. Kirby – **agreed**.

45/17 DECLARATIONS OF MEMBERS' INTERESTS:

Cllr. Kirby declared a pecuniary interest in item 50/17(ii).

46/17 PUBLIC SESSION:

No members of the public raised issues on items on the agenda.

COUNTY AND BOROUGH COUNCILLORS:

Cllr. Buckley commented that due to Purdah is rather quiet at the moment and the electorate have two votes for this election.

47/17 FINANCE:

(i) The payments of the following were considered:

Clerk's Salary/Expenditure	
April 2017	£431.92 chq. no. 100181
SLCC 1/2 with Shotgate	£157.00 chq. no. 100182
EALC/NALC 2017/18 Affil. Fees	£329.99 chq. no. 100183
Shotgate Parish Council ½ Law and Procedures EALC	£ 37.50 chq. no. 100184

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

(ii) Bank statements for approval 31st March 2017:

Co-operative Account	= £2.95
Barclays Account	= £8,946.15 (including deduction of one uncleared cheque for £36.00 cheque no. 100178)

proposed by Cllr. Jenkins and seconded by Cllr. Kirby to agree the bank statement – **agreed**.

(iii) The two members will return their details for bank signatories with Barclays Bank. Cllr. McPherson-Davis proposed to close the Co-operative account and transfer to Barclays Bank – seconded by Cllr. Flint – **agreed**.

48/17 PLANNING APPLICATIONS:

Applications:

Application No: 17/00236/FULL. Demolition of existing house and erection of two no. four bedroom detached houses each with a single garage to front (amendments to application 10/00871/FULL).

Location: 14 Bromfelde Road, Crays Hill, Billericay, Essex.

The Parish Council had no objection to the original proposal a few years ago and this has not changed.

Application No: 17/00313/FULL. Proposed front dormer, front porch, raised garage roof and rear skylights.

Location: 2 High View Rise, Crays Hill, Billericay, Essex.

No objection from the Parish Council.

DECISIONS:

Application No: 17/00070/FULL. Proposed replacement dwelling.

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

Parish Council Consultees:

The Parish Council considered being added as a consultee to the system for multiple authorities for planning applications, submissions and comments. It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to accept as a consultee – **agreed.**

49/17 ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017:

In accordance with the requirements of the Accounts and Audit Regulations 2015, the following were considered:

- (i) The findings of the review of the effectiveness of the system of internal control were considered and it was proposed by Cllr. McPherson-Davis and seconded by Cllr. Flint to accept that their effectiveness was in line with the requirements for the Parish Council – **agreed.**
- (ii) The Parish Council reviewed Section 1 – Annual governance statement 2016/17. It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Flint to agree that this had been complied and for the Chairman and RFO to sign – **agreed.**
- (iii) The Parish Council reviewed Section 2 – Accounting statements 2016/17. It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to accept the figures presented to the council that they agreed and for the Chairman to sign – **agreed.**
- (iv) All other documentation was reviewed and agreed for return where relevant with the Annual Return with an agreed increase of 5% to the assets register. Proposed by Cllr. McPherson-Davis and seconded by Cllr. Flint – **agreed.**
- (v) The date of notice for inspection of accounting records for the financial year was considered for 5th June to 14th July, 2017. It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Flint to accept these dates for inspection – **agreed.**

50/17 COMMUNITY - PROJECTS:

- (i) An application for an ECC CIF Response for funding was considered in relation to: (i) a notice board at the junction of Gardiners Lane North and the A129. Members requested the Clerk to request a quotation for a double notice board. Item (ii) two picnic benches with base installation to be deferred to the May meeting.

Cllr. Kirby left the room having declared a pecuniary interest in item (ii) below.

- (ii) The Parish Council considered the two quotations received, for the cleaning and maintenance of the four bus shelters. It was proposed by Cllr. Flint and seconded by Cllr. Jenkins to accept the quotation from Mr. Kirby for a maximum up to £1,000.00. The Clerk to formally write confirming the appointment – **agreed**.
- (iii) Cllr. McPherson-Davis confirmed no action as yet with Basildon Borough Council's feasible option for a conversion to a small Community Hall adjacent to the toilets in the park area. To be deferred to the next meeting.
- (iv) The Clerk confirmed that application for funding for transparency form should be available in due course via EALC towards an updated replacement word package via transparency bursary to update the Parish Council laptop.
- (v) It was noted that the church has not yet replaced the gate in Ramsden Crays church yard or repair/replacement of the wood frame where ashes are spread. Cllr. Flint will obtain an estimate for this work.
- (vi) Members attended the CPR/defibrillator training and agreed to ask residents in a newsletter if they are interested in the purchase of a defibrillator for the area. Members confirmed the dates they are available for the free ABLC training on roles and responsibilities or otherwise if possible to join another council with its tailored training.
- (vii) The response to the enquiry to Crays Hill Primary School for meetings to recommence in the local Primary School was considered. The Clerk will write and accept the offer for the Chairman and councillors to attend for a meeting.

51/17 HIGHWAYS – BASILDON BOROUGH COUNCIL:

- (i) The repair to the damaged kerb near the properties by the village sign have not yet materialised.
- (ii) Communication sent from Highways on the installation of the 7.5 tonne weight restriction signs at Ramsden Crays that was approved under Schemes Approved LBAS 152017 were reviewed. It was noted that this should materialise in this financial year and to defer to July meeting.
- (iii) Information was received from Highways via Cllr. Buckley in relation to speeding deterrent VAS signs or similar which can be funded by LHP following support from a County Council member and its decision. If enforceable need to be installed by Highways authority and meet certain standards, if not the PC can put in but will not be enforced.

Cllr. Buckley confirmed Highways land technically require its permission, but signs can be put on own land, own design sign. VAS signs no longer installed or maintained by Highways Department but can be deferred through the Highways Panel for maintenance and capital for new or those in place as to whether they will be maintained. Smiley and frowning face are the preferred signs. A new VAS sign request will go to Highways Panel convening in June, feasibility if agreed would be earliest a year's time or the following year (one to two years for new one and the maintenance).

Details of Gardiners Lane improvements to be forwarded to Cllr. Buckley.

Suggestion to have a sign to add Cllr. Buckley will speak with Highways on this for its response, the Parish Council may be permitted to commission for this.

The two speeding signs in the village have yet to be repaired.

- (iv) Cllr. Buckley has provided as much information to Highways and then the Parish Council regarding Gardiners Lane North junction with Oak Road surface repair and any update on when Gardiners Lane North will be resurfaced via Highways and will enquire further of Highways.

52/17 NEWSLETTER:

The Newsletter was considered for its content and layout for distribution within the Parish and should be distributed shortly.

53/17 INFORMATION EXCHANGE:

No additional information received.

54/17 EXTERNAL MEETINGS – REPORTS FROM PARISH COUNCILLORS:

The next ABLC meeting will be next month.

55/17 NOTE CORRESPONDENCE:

Correspondence received noted.

56/17 PUBLIC QUESTION TIME:

None.

57/17 DATE OF THE NEXT MEETING:

The next meeting will be the Annual Parish Council meeting on Monday 15th May, 2017 at 7.00 p.m. at the Shepherd and Dog Public House.

It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Flint to have the following item in private – **agreed**.

Pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting is not open to the public and press for these items of business and will be instructed to withdraw.

58/17 APPRAISAL:

The Clerk/RFO Appraisal Form was reviewed for signing at the next meeting.

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