

**MINUTES OF RAMSDEN CRAYS PARISH COUNCIL MEETING HELD ON
MONDAY 20TH NOVEMBER, 2017 AT 7.00 P.M.
AT THE SHEPHERD AND DOG PUBLIC HOUSE**

PRESENT:

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

153/17 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. M. Buckley and Cllr. T. Ball – ECC and
Cllr. T. Sargent – Basildon Borough Council .

154/17 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Parish Council Meeting held on Monday 16th October, 2017 were approved as an accurate record. Proposed by Cllr. Flint and seconded by Cllr. Kirby – **agreed.**

155/17 DECLARATIONS OF MEMBERS' INTERESTS:

Cllr. Kirby had a non pecuniary declaration of interest on the War Memorial agenda item 159/17.

156/17 PUBLIC SESSION:

COUNTY AND BOROUGH COUNCILLORS' REPORTS:

None in attendance.

157/17 FINANCE:

- (i) The payments of the following were considered:
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| Clerk's Salary/Expenditure November 2017 | £ 495.92 |
| Data Protection Course | £ 45.00 |
| Payment to Shepherd and Dog – refreshments | £ 100.00 |
- Payments noted:
- | | |
|---|-----------|
| Cleaning and maintenance – Old Charm Builders | £1,000.00 |
| Images – Newsletter/Remembrance Service Flyer | £ 100.00 |
- (ii) Bank statement for approval 31st October 2017 - £14,358.43
(iii) The Clerk confirmed a request again to Barclays Bank to show the removal of signatories and addition. Cllr. Kirby confirmed he will be providing documentation to the bank as an additional signatory.

It was proposed by Cllr. Jenkins and seconded by Cllr. Kirby to make the payments, note the remainder had been paid and reconcile the Bank statement - **agreed.**

158/17 PLANNING APPLICATIONS:

APPLICATION:

Application No: 17/01375/FULL. Demolish annexe that benefits from a Lawful Development Certificate and construct dwelling on land to the rear of Cassetta.

Location: Casetta, Orchard Avenue, Crays Hill, Billericay, Essex.
The Parish Council confirmed this is not in the Parish.

LOCAL DEVELOPMENT SCHEME:

An update on the Local Development Scheme Public consultation was noted and the date scheduled for May and June 2018.

SOUTH ESSEX: PLAYING PITCH AND BUILD FACILITIES ASSESSMENT STRATEGY:

It was noted that the consultation request has only just been received for an assessment on the above for indoor and outdoor facilities within the area. The Clerk to enquire and notify the councillors on the deadline date for this response.

Consideration to be location and if this facility is requested to enquire for the facilitator to attend a Parish Council meeting for an update.

159/17 COMMUNITY – PROJECTS:

- (i) The Parish Council will be notified of its request for funding from ECC/CIF towards a double notice board at the junction of Gardiners Lane North and the A12. Permission awaited from Essex County Council re installation. Request to supplier if the price can be held until confirmation of funding.
- (ii) The Parish Council is thankful to Littlethorpe of Leicester and a letter of thanks to be sent for the complimentary roof tiles for the bus shelters.

The Council considered costings for ongoing cleaning of the four bus shelter. It will review the Essex Crowd Funding or another funding project in detail for this.

- (iii) The Officer confirmed she had contacted the majority of the various organisations for their positive contribution supporting the Memorial Service in the Parish on 12th November, 2017. This included Great Burstead Church, Wickford Royal British Legion, Crays Hill Primary School and representatives of the armed forces. An additional official thank you will be sent to the management of the Shepherd and Dog public house.

Members considered the way forward to add further names to the War Memorial. Further enquiries of residents on the next newsletter to the Parish for those that served in the First and Second World War.

The Clerk to enquire of further information from the British Legion on how to progress with any requests.

- (iv) No update received on the repair/replacement to the gate at the front of the churchyard. To be reviewed at the December meeting.
- (v) FACEmed for CPR/resuscitation equipment and consider the way forward with other funding.
The Clerk to write confirming the Parish Council is trying to establish where to site the defibrillator and then will contact them in regard to the donation.

The Officer to request permission of the Shepherd and Dog Public House for to install a defibrillator on the outside of the premises which entails an electricity supply to the defibrillator. Subject to installation of this equipment, the Parish Council will pay for the installation costs - **agreed**.

- (vi) The Parish Council has reviewed its undertaking and involvement of the Foundation Level including review of its Business Action Plan and incurred costs.
Proposed by Cllr. McPherson-Davis and seconded by Cllr. Flint to follow this through – **agreed**.
- (vii) The purchase of Christmas cards and distribution list were considered.
It was proposed by Cllr. Kirby and seconded by Cllr. Jenkins – **agreed**.
- (viii) Projects considered:
 - (a) Flower containers – sleepers by grass verges.
 - (b) Concrete flower containers in the park area and near new notice board/village sign.
The Clerk to make further enquiries and request an Officer from Basildon Borough Council to meet with councillors on site.
 - (c) Graveyard Maintenance – S137. A review for maintenance was considered. It was **agreed** to defer to the December meeting.
 - (d) Consideration for sponsorship of maintenance for future gardens, village sign, new sign, entrance to the park. To be reviewed at the December meeting.
 - (e) Additional plants/bulbs by memorial sign at Gardiners Lane North as were considered for review with (a) and (b) above.
 - (f) Replacement bin – London Road, near High View Rise.
The Parish Clerk to write to Basildon to thank them for the letter, raising issues of concern.

160/17 HIGHWAYS – BASILDON BOROUGH COUNCIL:

- (i) To note any updates received on the damage to the kerb near the properties by the village sign. Clerk to follow through and ask for this to be resolved.
- (ii) Highways has confirmed it is not replacing, or repairing speeding deterrent VAS signs.
- (iii) The weeds in the Parish especially along the London Road through Crays Hill including Church Road.
Please confirm when you are going to spray the weeds.
- (iv) Concern of muck away lorries travelling down Gardiners Lane

161/17 TRAVELLERS:

No updates in the area/Dale Farm with regard to land in the parish.

162/17 INTERNAL AUDIT REPORT/EXTERNAL AUDITOR:

- (i) To consider the risk assessment for review as per the audit report. The Parish council considered issues for further review in their risk assessment on ... and concluded that they meet all their obligations. Insurance, Financial Regulations and Standing Orders (review in 164/17). The mandate has been maintained and changed. The bank reconciliation monthly (except for August). Review of maintenance of the assets on a regular basis. Control and procedures and insuring adequate reserves in the accounts.
- (ii) To note the Annual Return for the year ended 31 March 2017 returned and any comments for consideration.
As above.
- (iii) RFO/Clerk Contract – to consider update in line with legislation and possible requirement of inclusion of Data Protection Officer effective May 2018. We await further information as noted.

163/17 BUDGET/PRECEPT 2018/19:

The Parish Council considered the budget/precept for 2018/19.
Precept for Band D rate of £20.74 2017/18 - £10,196.61.
Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby that subject to the confirmed decision by Basildon Borough Council to continue with the LCTS grant to consider a precept of £10,196.61 – to await confirmation at the December meeting prior to requesting the precept - **agreed**.

164/17 STANDING ORDERS/PROCEDURES:

To consider:
(i) Financial Regulations.
(ii) Standing Orders.
(iii) Risk Assessments – Policies.
(iv) Freedom of Information.
(v) Data Protection – overview of documents.
(vi) Any other procedures – policies.
Defer to the next meeting – **agreed**.

165/17 INFORMATION EXCHANGE:

Nothing further to add.

166/17 EXTERNAL MEETINGS – REPORTS FROM PARISH COUNCILLORS:

Cllr. David McPherson-Davis - ABLC Meeting – planning concerns and lorries – transport in general in this area.
Liaison Meeting at Basildon Borough Council was cancelled.
EALC meeting scheduled on 23rd November – Cllr. McPherson-Davis in attendance.

167/17 NOTE CORRESPONDENCE:

Correspondence received.

168/17 PUBLIC QUESTION TIME:

None.

169/17 DATE OF THE NEXT MEETING:

The next meeting of the Parish Council will be on Monday 11th December, 2017 at 7.00 p.m. at the Shepherd and Dog Public House.

Meeting ended at 9.00 p.m.

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Signed by the Chairman of the Parish Council

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Dated