

**MINUTES OF RAMSDEN CRAYS PARISH COUNCIL MEETING HELD ON
MONDAY 19TH MARCH, 2018 AT 7.00 P.M. AT THE SHEPHERD AND DOG PUBLIC HOUSE**

Present: Cllr. D. McPherson-Davis – Chairman, Cllr. N. Flint, Cllr. G. Jenkins and Cllr. M. Kirby
Clerk/RFO – Mrs. G. Bassett
Cllr. T. Ball – Essex County Council
One member of the public

34/18 APOLOGIES FOR ABSENCE:

Apologies for absence received from Borough Councillors T. Sargent and S. Allen and Essex County Councillor M. Buckley.

35/18 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Parish Council Meeting held on Monday 19th February, 2018 were approved as an accurate record. Proposed by Cllr. Jenkins and seconded by Cllr. Flint – **agreed.**

36/18 DECLARATIONS OF MEMBERS' INTERESTS:

No pecuniary or non pecuniary declarations of interest were received.

37/18 PUBLIC SESSION:

No questions received from the public on agenda items.

COUNTY AND BOROUGH COUNCILLORS' REPORT

Cllr. Ball confirmed ECC were reviewing home schooling. The Local Plan Committee Meeting last week at Basildon was deferred until tonight due to restricted seating at the location. Full Council will consider for adoption at the meeting on Thursday 22nd March, 2018.

38/18 FINANCE:

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|-------|---|---------|
| (i) | The payments of the following were considered for payment: | |
| | Clerk's Salary/Expenditure March 2018 | £404.32 |
| (ii) | HMRC – January – March 2018 | £286.05 |
| (iii) | EALC – registration – Foundation Level (await figures EALC) | |

It was noted that £142.13 VAT received via BACS into the Barclays Bank account 07.03.18.

The Barclays Bank account was reviewed up to 28th February, 2018 - £11,071.87.

Proposed by Cllr. Flint and seconded by Cllr. McPherson-Davis to agree reconciliation and bank statements with the exception of (iii) – as further information awaited from EALC – **agreed.**

39/18 PLANNING APPLICATIONS:

APPLICATION:

Application No: 18/00231/FULL. Convert garage into habitable room (bedroom) and create new window and door in south side elevation.

Location: Borrowdale, Gardiners Lane North, Crays Hill, Billericay, Essex.

Proposed by Cllr. Flint and seconded by Cllr. Jenkins that there are no objections – **agreed.**

Application No: 18/00258/FULL. Proposed replacement detached chalet dwelling.

Location: Tredway Mannor, Crays Hill Road, Crays Hill, Billericay, Essex.

Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby that there are no objections - **agreed.**

DECIDED:

Application No: 17/01545/LDC. To establish the lawfulness of the demolition of existing extensions and construction of new single storey side and rear extensions, installation of chimney stack, roof extension, infilling of existing external swimming pool and construction of new pool building.

Location: Crays Hall Farm, Church Lane, Crays Hill, Billericay, Essex. **Granted.**

Local Plan:

The proposal is for between 64 and 69 properties to build in our Parish. Details are available on Basildon Borough Council website.

Community Libraries:

It was noted the event for the community to attend on Wednesday 21st March from 7.00 – 9.00 p.m. at Basildon Library, The Basildon Centre, St. Martin's Square, Basildon, SS14 1EE.

40/18 COMMUNITY – PROJECTS:

- (i) The Parish Council considered the request from ECC Highways for a licence for the new notice board.

It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby for the Clerk to order the notice board and for safe delivery to Cllr. Kirby to retain this (insurance once it is purchased) – **agreed**. The Clerk will request a licence.

- (ii) The ongoing cleaning of the four bus shelters was considered for submission of an application for funding via EALC Local Service Funding.

It was proposed by Cllr. Kirby and seconded by Cllr. McPherson-Davis for the Clerk to submit the initial application for £720.00 – 50% of this (12 months) – **agreed**. The Parish Council to confirm that this is a new maintenance facility, it is requesting funding for 3 years and then the PC understands it will be required to take over the full cost.

- (iii) The Parish Council considered applications for further funding projects, it was **resolved** not to review further at this time and defer to later in the year.

- (iv) The supplier and installer for the defibrillator on the outside of the Shepherd and Dog Public House premises were considered in relation to this equipment.

It was proposed by Cllr. Kirby and seconded by Cllr. Flint that there would be a detailed consultation with Cllr. Kirby and suppliers to confirm the specification for installation and subject to the satisfactory answers the Parish Council **agrees** to place an order with the recommended supplier up to the cost of £1,700.00 plus installation charges via the Clerk – **agreed**. The Parish Clerk will contact the insurance company to add to the cover prior to delivery.

The Council noted its appreciation of a donation of £500.00 received from FaceMed towards the purchase of a defibrillator. The Clerk will write and thank them for this donation.

- (v) Cllr. Kirby and Cllr. McPherson-Davis confirmed that following a site visit with a supplier the proposals for the planting project in the Parish.

Locations:

Village Sign.

War Memorial

Junction of Gardiners Lane North/A129.

All low level plants at the above location. The quotation price for cutting beds, turning over, putting gin top soil, pathway to and erecting the notice board and planting and supplying etc. is £2,615.00.

It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to action the above – **agreed**. The Clerk will contact ECC for licences to permit proceeding with the above project.

- (a) It was noted that a review is ongoing with ECC Highways and the Parish Council of all furniture, ownership and confirmation of licensing agreements.
 - (b) Cllr. Flint provided an update on the Graveyard Maintenance – S137. Cllr. Flint proposed and Cllr. Jenkins seconded that receipts for fuel and maintenance of the lawn mower for cutting the grass be submitted to the Parish Council for reimbursement – **agreed**.
 - (c) The replacement bin at London Road, near High View Rise with licence. Proposed by Cllr. McPherson-Davis goes ahead and seconded by Cllr. Flint - **agreed**. Not installation of the bins – please arrange via Cllr. Kirby.
- (vi) Foundation Level. The Parish Council to review outstanding issues prior to accreditation, including the Ramsden Crays Parish Council Business Action Plan. (Implement 5 actions – shrubs and beds.)

41/18 NEWSLETTER:

To consider items for the newsletter prior to printing and distribution and the requisite of four annually for the Foundation Level. Cllr. McPherson-Davis will review and confirm to the Clerk for the May meeting – **agreed**.

42/18 HIGHWAYS – BASILDON BOROUGH COUNCIL:

Updates received.

43/18 INTERNAL AUDIT REPORT/EXTERNAL AUDITOR:

- (i) The Fixed Asset Register to be considered with the removal, installation and replacement costings for bus shelters and the war memorial at the April meeting.
- (ii) An update on the internal audit, pre year-end should be available at the next meeting.

44/18 STANDING ORDERS/PROCEDURES:

The following were considered and will be reviewed at the April meeting:

- (i) Financial Regulations.
- (ii) Standing Orders.

45/18 INSURANCE RENEWAL:

Consideration of insurance renewal. Proposed by Cllr. McPherson-Davis to appoint a new insurance company to Came & Company and seconded by Cllr. Flint and to review all details of costs etc. at the insurance – **agreed**.

46/18 INFORMATION/CORRESPONDENCE/EXTERNAL MEETING REPORTS FROM PARISH COUNCILLORS:

The local plan proposal was noted and the ABLC meeting in May.

47/18 PUBLIC QUESTION TIME:

Question raised on the number of properties being considered on the local plan.

Rates queries – two for ECC – 2% increase social care and normal rate. Police and Fire Brigade – two rates and Basildon Council and Parish Council.

48/18 DATE OF THE NEXT MEETING:

The next meeting of the Parish Council will be on Monday 16th April 2018 at 7.30 p.m. immediately after the Annual Parish Meeting at 7.00 p.m. at the Shepherd and Dog Public House.

The following items deferred to the April meeting.

49/18 TO CONSIDER THE EXCLUSION OF THE PUBLIC AND PRESS:

The council to consider the exclusion of the public and press due to the confidential matters arising in item 49/18 Public Bodies (Admission to Meetings) Act 1960.

Councillors are advised that a proposer, seconder and vote will be required.

50/18 CONFIDENTIAL MATTERS:

Members are reminded that the matters discussed are confidential and should be considered as such:

- Appraisal review.
- To consider any percentage increase effective April, 2018 Clerk/RFO – NALC allowances.

Meeting ended at 8.38 p.m.

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Signed by the Chairman of the Parish Council

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Dated