

**MINUTES OF RAMSDEN CRAYS PARISH COUNCIL MEETING HELD ON  
MONDAY 16<sup>TH</sup> APRIL, 2018 AT 7.30 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. M. Buckley – Essex County Council  
One member of the public

**51/18 Apologies for Absence:**

Cllr. T. Sargent – Basildon Borough Council.

**52/18 Minutes of Previous Meetings:**

The minutes of the Parish Council Meeting held on Monday 19<sup>th</sup> March, 2018 were confirmed as an accurate record. Proposed by Cllr. Jenkins and seconded by Cllr. Flint – **agreed**.  
Cllr. McPherson-Davis, Chairman, signed the minutes.

**53/18 Declaration of Members Interests:**

No declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests received by members relating to any agenda items.

**54/18 Public Forum:** (time restricted to 15 minutes)

No questions from the public on agenda items.

**County and Borough Councillors Reports:**

County Cllr. Buckley updated the Parish Council of an issue to install the previously approved weight limit signs by ECC Highways as the cost will be £40,000.00. The Parish Council appreciated this is an excessive amount for the signs; it requested an update on any other options.

Cllr. Buckley will speak to Highways and update the Council at the next meeting.

**55/18 Finance Report:**

(i) **Expenditure:**

(220) Clerk/RFO April 2018 Salary/Expenditure	£545.57
(221) EALC 2018/19 Affiliation Fees	£339.65
(222) SLCC membership	£100.00

Application for Clerk/Officer Bursary 75% return on approval:

(223) EALC – Training – Data Protection	£ 50.00
(223) Risk Assessment – Level 2	£100.00

(ii) (219) Payment of £1,639.50 to Wel Medical Ltd

(iii) Barclays Bank balance at 31<sup>st</sup> March, 2018 - £9,224.13

Basildon Borough Council – litter bin £159.70 + VAT

This item has not been provided by Basildon to the Parish Council due to an installation issue.

The Parish Council understands this is owned by Basildon Borough and has requested the Clerk to contact Basildon as it believes it is a hazard and for Basildon to replace the bin.

It was proposed by Cllr. Flint and seconded by Cllr. McPherson-Davis to approve the payments and note payment in (ii) and reconciliation in (iii) with the amendment for the litter bin – **agreed**.

**56/18 Planning Applications:**

**Application No: 18/00312/FULL.** Proposed erection of an agricultural building.

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

No objection by the Parish Council subject that it is only used for agricultural purposes.

**Application No: 18/00318/FULL.** Proposed detached dwelling.

**Location:** The Aviary, Crays Hill Road, Crays Hill, Billericay, Essex.

Objection on the grounds not in keeping with the green belt policy.

**57/18 Community Projects:**

- (i) It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to submit a full application for funding from EALC for Local Service Funding for monthly bus shelter maintenance/cleaning with 50% of the cost paid by the Parish Council and after the funding period, the Parish Council will continue to pay the full amount – **agreed**.
- (ii) The defibrillator has been received.  
Review training arrangements for the Parish.  
Deferred to the next meeting.
- (iii) Licence permissions for the planting projects within the Parish have been received from ECC Highways.
- (iv) It was proposed by Cllr. Kirby and seconded by Cllr. Jenkins to amend the order of the notice board at a cost of £930.53 as there was an issue with the original supply - **agreed**.  
The licence permission and progress for the new notice board and pathway to this location has yet to be finalized.
- (v) No additional licences on furniture within the Parish to be requested at this time.
- (vi) Foundation Level. The Parish Council to review outstanding issues prior to accreditation. Including – Training Intent and Training Record documents and Business Action Plan.  
Deferred to the next meeting.

**58/18 Newsletter:**

To consider items for the newsletter prior to printing and distribution. Deferred to the next meeting.

**59/18 ECC Highways/Basildon Borough Council:**

No further updates received.

**60/18 Internal Audit Report/External Audit:**

- (i) Review the Fixed Asset Register with updates at the next meeting.
- (ii) Review internal auditor report pre year-end 31<sup>st</sup> March, 2018 at the next meeting.
- (iii) Review year end documentation at the next meeting.

**61/18 Standing Orders/Procedures:**

- (i) Review Financial Regulations.
  - (ii) Review Standing Orders.
  - (iii) E-mail Policy Guidelines – adoption.
  - (iv) General Data Protection Regulation – enforcement 25<sup>th</sup> May, 2018.
- Deferred the above to the next meeting.

**62/18 Insurance Renewal:**

Consideration of latest information received for insurance renewal. Deferred to next meeting.

**63/18 Information/Correspondence/External Meeting Reports from Parish Councillors:**

To note any information.

**64/18 Public Question Time:** (limited to 15 minutes)  
No questions received on items other than the agenda.

**65/18 Date of Next Meeting:**  
The next meeting of the Parish Council will be the Annual Meeting of the Parish Council.  
The date and venue to be confirmed.

**66/18 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.  
This agenda item and 67/18 were deferred to the next meeting.

**67/18 Confidential Matters:**  
Members are reminded that the matters discussed are confidential and should be considered as such:

- Appraisal review.
- To consider any level/percentage increase effective April, 2018 Clerk/RFO – NALC increase in allowances.
- To review amendments to the employee contract.

The meeting ended at 8.15 p.m.

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Signed by the Chairman of the Parish Council

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Dated