



MINUTES OF RAMSDEN CRAYS ANNUAL PARISH COUNCIL MEETING at the SHEPHERD AND DOG PUBLIC HOUSE on MONDAY the 15th APRIL, 2019 at 7.00 P.M.

Attendance: Cllr. D. McPherson-Davis - Chairman, Cllr. M. Kirby, Cllr. Geoff Jenkins and Cllr. Carol Finn
Parish Clerk/RFO – Mrs. Georgina Bassett

Also in attendance:

Cllr. T. Ball – Essex County Council and Cllr. M. Buckley – Essex County Council
Five members of the public

50/19 Appointment of Chairman:

- (i) Proposed by Cllr. Kirby and seconded by Cllr. Jenkins to appoint Cllr. D. McPherson-Davis as the Chairman - **agreed.**
- (ii) The Chairman signed acceptance of office.

51/19 Appointment of Vice-Chairman:

Proposed by Cllr. Jenkins and seconded by Cllr. Finn to appoint Cllr. M. Kirby as Vice-Chairman - **agreed.**

52/19 Apologies for Absence:

No apologies for absence.

53/19 Minutes of Previous Meetings:

The minutes of the Parish Council Meeting held on Monday 18th March, 2019 were proposed by Cllr. Jenkins and seconded by Cllr. McPherson-Davis as an accurate record - **agreed.**

54/19 Declaration of Members Interests:

- (i) Members noted that declarations of disposable pecuniary interests, other pecuniary interests or non-pecuniary interests are the responsibility of members and for these to be updated within 28 days.
- (ii) Pecuniary interest declared on 58/19 (i) one item – Cllr. Kirby.

55/19 Dates and Times for Parish Council Meetings for 2020:

It was **agreed** to continue the third Monday in the month as usual for 2020 pending location of meetings, with the exception of August – no meeting, in the Shepherd and Dog Public House.

56/19 Receive Nominations for Representatives/Committees/Working Parties:

- (i) Representative at the ABLC/Basildon Liaison Meetings. Cllr. McPherson-Davis to continue to represent – **agreed.**
- (ii) No representative currently to attend at Essex County Council at the Parish Transport Meetings.
- (iii) Consideration of continuance with Personnel Committee and review of current terms of reference – **agreed.**

- (iv) Consideration of continuance for Working Parties and all members to be included – **agreed.**

57/19 Public Forum:

No issues raised by the public on items on the agenda.

Borough and County Councillors:

Cllr. Ball - ECC – Consultation on the bus services have been received over 4,000 responses of which 50% in favour and the same number against. Library consultation over 21,000 responses – initial review not as positive as the bus service.

Local Highways Panel – the Representative from the Parish Councils now has a vote. Chairman confirmed ECC has not received any correspondence. On review from Cllr. Ball it was noted the e-mail sent was mistyped. Cllr. Ball will contact to resolve this.

Task and Finish Group finalised with over 20 recommendations. Online access for residents to review of Ringway Jacobs contract and expectations over the next 5 years.

Footpath 69 on the Rangers List should be completed this month. All issues in the Parish to be communicated via ECC Councillors. A request was made for brambles along Crays Hill road near the bus shelter opposite Crays Hill Primary School, to be removed. Nothing as yet to respond with regard to ECC website regulations.

58/19 Finance Report:

(i) **Expenditure:**

Clerk/RFO April 2019 Salary/Expenditure	£ 661.26
EALC/NALC Affiliation Fees 2019/20	£ 346.17
Bus Shelters – cleaning – April 2019	£ 80.00
Footpath – adjacent to notice board	£1,010.00
Newsletter	£ 100.00
Essex Air Ambulance	£ 100.00
SLCC – Renewal ½ Ramsden Bellhouse invoice not yet received.	

(ii) Barclays Bank balance at 31st March, 2019 at £9,201.27 was reconciled.

(iii) Confirmation received that the Parish Council Mandate Change Form for removal and addition to Barclays account had been finalised.

(iv) VAT reclaimed noted - £766.08.

(v) Half precept received in April, 2019.

Items (i) and (ii) proposed by Cllr. Finn and seconded by Cllr. Jenkins – **agreed.**

59/19 Planning:

Application No: 19/00304/FULL. Erection of agricultural barn for livestock shelter accessed from Outwood Farm Road,

Location: Crays Hall Farm, Church Lane, Ramsden Crays, Billericay, Essex.

The Parish Council has no objection.

Application No: 19/00307/FULL. Proposed Orangery, side extension.

Location: Halls Lodge, Crays Hill Road, Billericay, Essex.

The Parish Council has no objection.

Application No: 19/00283/OUT. Erection of agricultural dwelling accessed from Outwood Farm Road.

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

The Parish Council requests confirmation that there is an agricultural tie on the building.

Consultations:

Review consultation "The Future of Essex" – online survey closes 21.04.19

<https://consultations.essex.gov.uk/equalities-and-partnership/4b634be/consultation/>

No comment by the Parish Council.

Consider responses from Basildon:

No additional responses regarding Longwood, Crays Hill and Foyers, Crays Hill. Clerk to request another update from the Planning Manager.

Await further update regarding Woolshots Farm and enforcement on waste burning via Basildon Borough Council.

Corner Road and Approach Road updates on the planning issues in this area received initially via Basildon Borough Council. The enforcement officers have attended and confirmed the land that has been covered in hard core has been issued instructions to remove as on greenbelt land. This has not been removed, but covered in topsoil that has been reported to enforcement.

60/19 Community Projects:

- (i) It was noted that the base of the pathway to the newly installed Notice Board has been installed.
- (ii) Review of purchase of the replacement bin by the Crays Hill Primary School on the left bus shelter in the direction of Wickford considered. Proposed by Cllr. Finn and seconded by Cllr. McPherson-Davis for the Clerk to contact previous supplier and installer to purchase another bin to be inserted on the side of the bus shelter – **agreed**.
- (iii) Footpath no. 69 as in 57/19 above.
- (iv) Taxi Voucher Scheme was considered. Review of fundings via ECC/EALC and research of criteria for the Parish Council to consider.
- (v) Consideration of replacement Notice Board at corner of Church Road and Crays Hill was considered. Clerk to contact EALC for funding opportunities.

61/19 Clerk Report:

Year end – audit update.

62/19 Travellers:

No further information received from Basildon Borough Council on planning enforcement.

63/19 Car Park at Ramsden Crays Recreation Ground:

No additional response received regarding a sign and CCTV camera in the car park and information on enquiries to Basildon Borough Council on behalf of the Parish Council.

64/19 Standing Orders/Procedures:

The following to be considered for review/amendment:

- (i) General Risk Assessment - property.
- (ii) Risk Assessment – Public area.
- (iii) Risk Assessment – Employee at home.
- (iv) E-mail Policy Guidelines.
- (v) Councillor Code of Conduct.

General Data Protection Regulations:

The following to be considered for review/amendment:

- (i) Information and Data Protection Policy.
- (ii) Subject Access Request Form.
- (iii) Social Media and Electronic Communication Policy.
- (iv) The Management of Transferable Data Policy.
- (v) Retention and Disposal Policy.
- (vi) General Data Protection Regulations (Service) Consent to hold Contact Information.
- (vii) Data Security Breach Reporting Form.
- (viii) Freedom of Information Act – Publication Scheme.

It was **agreed** to defer the above to be considered in detail by councillors and reviewed at the May meeting.

65/19 Annual Governance and Accountability Return – AGAR for the year ending 31 March 2019:

The following to be considered:

- (i) Approve the Annual Governance Statement Part 1. To be completed by the Chairman and RFO to sign.
- (ii) Approve the Accounting Statements Part 2. To be completed by the Chairman and RFO to sign.
- (iii) Review of additional documentation for audit.
- (iv) To review internal audit report comments if review undertaken.

The Parish Council **agreed** to defer to the May meeting following the internal audit review/report.

Control Procedures were considered in relation to risk issues etc. No issues highlighted at the present time. The Chairman will consider in more detail prior to the May meeting.

66/19 Insurance:

Renewal consideration of current insurance company – for commencement 31st May, 2019. Documents have been sent to the insurance company as requested with a copy of the assets. Information to be received for decision with the premium for the May meeting.

67/19 Information/Correspondence/External Meeting Reports from Parish Councillors:

Cllr. McPherson-Davis – BBC Liaison Meeting main point of discussion - appointment of the new Head of Planning and received a full positive report of future progress and enforcement action.

68/19 Public Question Time:

Members of the public to raise questions not on the agenda:

Request to BBC for replacement in the recreation ground end of the car park with a larger bin with a lid to prevent the foxes.

Fruit trees have been vandalised and stolen in the park area.

Traffic speeding through Crays Hill over 30 mph. Request for repeater signs. Confirmed by ECC councillors that Highways will not put them up, need to be purchased and installed by the Parish Council. The Parish Council could consider a speed watch, two persons at a time.

69/19 Date of Next Meeting:

The next meeting of the Parish Council is scheduled to be on Monday 20th May at 7.00 p.m. The venue should be in the Shepherd and Dog Public House.

70/19 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 169/18 Public Bodies (Admission to Meetings) Act 1960. Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby – **agreed**.

8.24 p.m. – adjournment.

8.30 p.m. – closed.

- (i) The Staff Appraisal Form was signed off.
- (ii) The continuation Contract was signed off.
- (iii) Adopt a training intent document – **agreed** to defer to the May meeting after Chairman has reviewed further.

Meeting ended 8.45 p.m.

Signed
Chairman

Dated