



MINUTES OF RAMSDEN CRAYS PARISH COUNCIL ANNUAL MEETING at the SHEPHERD AND DOG PUBLIC HOUSE ON MONDAY the 20th MAY, 2019 at 7.00 P.M.

Attendance: Cllr. D. McPherson-Davis – Chairman, Cllr. M. Kirby – Vice-Chairman,
Cllr. G. Jenkins, Cllr. C. Finn and Cllr. T. Knight
Parish Clerk/RFO – Mrs. G. Bassett

Also in attendance:
Cllr. T. Ball – Essex County Council
Two members of the public

71/19 Appointment of Chairman:

Reaffirmation appointment. Proposed by Cllr. Kirby and seconded by Cllr. Jenkins to propose Cllr. D. McPherson-Davis as Chairman – **agreed**. Cllr. McPherson-Davis – signed the acceptance of office.

72/19 Appointment of Vice-Chairman:

Reaffirmation appointment. Proposed by Cllr. McPherson-Davis and seconded by Cllr. Jenkins for Cllr. Kirby to be appointed - **agreed**.

73/19 Apologies for Absence:

Apologies for absence received from ECC – Cllr. Buckley, Cllr. T. Sargent and Cllr. S. Allen – Basildon Borough Council.

74/19 Minutes of Previous Meetings:

The minutes of the Parish Council Meeting held on Monday 15th April, 2019 were proposed by Cllr. Kirby and seconded by Cllr. Jenkins – **agreed**.

75/19 Declaration of Members Interests:

Cllr. Kirby declared a pecuniary interest regarding the litter bin installation on item 76/19.

76/19 Co-option:

The Parish Council considered co-option appointment to the Parish Council of Tony Knight. It was proposed by Cllr. Kirby and seconded by Cllr. Jenkins to appoint to the Parish Council – **agreed**. Cllr. Knight then signed the acceptance of office with the Officer and was provided with a copy of the declarations of interest for completion and return to the Officer within 28 days.

77/19 Public Forum (15 minutes maximum):

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

Borough and County Councillors:

Cllr. Ball provided an update. Due to the recent elections fewer Conservatives appointed to Basildon.

The ECC scheme is again moving forward on kerbs and pathways. Information on these to be received via e-mail etc. to Councillors Tony Ball and Malcolm Buckley. Deadline date to receive is 31st May, 2019.

Cllr. Ball appointed as Economic Growth Cabinet Member for Essex.

78/19 Finance Report:**(i) Expenditure:**

Clerk/RFO May 2019 Salary/Expenditure	£ 688.31
Bus Shelters – cleaning – May 2019	£ 80.00
4Tec Limited - internal audit (inc. VAT)	£ 336.00
ABLC – membership – AGM 12.07.18	£ 20.00
Insurance renewal	£ 579.06
Ramsden Bellhouse Village Hall – Hire 02.05.19	£ 10.00

(ii) The Barclays Bank statement at 30th April, 2019 at £13,299.31. Was reconciled with the actual £12,753.14.

The above items under Finance were proposed by Cllr. Kirby and seconded by Cllr. Knight to accept – **agreed**.

79/19 Planning:

Application No: 19/00437/FULL. Replacement dwelling.

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

The Parish Council had no objection.

Application No: 19/00474/OUT. Outline application for demolition of existing buildings and areas of hardstanding and construction of 8 low profile dwellings, gardens and parking and improved access to Gardiners Lane on land inclusive of no. 2 Adelaide Villas and land to the south.

Location: Adelaide Villas, 2 Gardiners Lane North, Billericay, Essex.

The Parish Council objected on the grounds of green belt and overdevelopment.

Application No: 19/00496/COND. Application for approval of details reserved by conditions 3 (surface water drainage strategy etc.)

Location: The Belvedere, Hardings Elms Road, Crays Hill, Billericay, Essex.

The Parish Council had no objection subject to surface water clearance approved.

Application No: 19/00513/FULL. Replace conservatory with single-storey rear extension and convert loft inclusive of hip to gable alteration and rear dormer. Alterations to the front elevation together with the addition of a pitched roof to the existing garage.

Location: 12 Hope Road, Crays Hill, Billericay, Essex.

The Parish Council had no objection.

Decided:

Application No: 19/00294/FULL. Proposed demolition of existing dwelling, sub-division of plot and construction of 2 no. dwellings.

Location: Elmbank, Crays Hill Road, Crays Hill, Billericay, Essex. **Granted.**

Consultations:

Concessionary bus travel – Essex County Council Park and Ride Services.
This was considered. The PC noted, without comment.

Consider responses from Basildon:

It was noted that the issue at Longwood has been resolved.
Planning enforcement has been in attendance at Woolshots Farm regarding waste burning and has advised the owners of relevant procedure.

Enforcement at Basildon have attended Corner Road and Approach Road requesting removal of hard cored topsoil. Cllr. McPherson-Davis will contact Basildon regarding this situation.

Corner Road – construction of large warehouse 120 x 50 on green belt has been noted.
Cllr. McPherson-Davis to contact Basildon regarding this situation.

Cllr. Kirby and Cllr. McPherson-Davis met with Basildon Planning Department to discuss alternative ideas for Local Plan. The Parish Council to prepare a suitable document to support this within the next few months.

80/19 Community Projects:

- (i) The litter bin for installment by the Crays Hill Primary School on the bus shelter in the direction of Wickford has been received. An invoice is awaited. This should be installed by next week.
- (ii) The Taxi Voucher Scheme as a future project was considered. The Parish Council decided not to continue.
- (iii) Replacement Notice Board at corner of Church Road and Crays Hill considered. Proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to progress with replacement subject to costs for purchase, installation and funding - **agreed**. Once total cost confirmed the Clerk to contact EALC to see if a grant could be obtained. Cllr. Kirby enquiry for installation costings.
- (iv) Areas for garden maintenance and funding were considered. Cllr. Knight offered to weed the area by the notice board and the area of the War Memorial. Clerk to provide a Health and Safety Risk Assessment guide for this purpose.
- (v) Business Action Plan for the year 2019/2020. A discussion to move the daffodil bulbs by the Memorial was considered.

Progress on items (iv) and (v) to be reviewed at the June meeting.

81/19 Clerk Report:

Report received from Clerk noted.

82/19 Travellers:

Information received from Basildon Borough Council on planning enforcement noted.

83/19 Car Park at Ramsden Crays Recreation Ground:

Clerk to pursue further with Basildon Borough Council its resolution in the area in connection with fly tipping and the possibility of CCTV or other solutions.

84/19 Standing Orders/Procedures:

The following were 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.
- (vi) Complaints against the Parish Council.
- (vii) Freedom of Information Act – Publication Scheme.

General Data Protection Regulations:

The following were 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.

It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Jenkins that following review of the above it was **agreed** to accept the amendments of the above.

85/19 Annual Governance and Accountability Return – AGAR for the year ending 31 March 2019:

The following were considered:

- (i) Control Procedures as per April meeting.
- (ii) Consider eligibility on Certificate of Exemption.
- (iii) To approve the Annual Governance Statement Part 1. To be completed by the Chairman and RFO to sign.
- (iv) To approve the Accounting Statements Part 2. To be completed by the Chairman and RFO to sign.
- (v) Review of additional documentation for audit.

Items (i) to (v) were reviewed and it was proposed by Cllr. Jenkins and seconded by Cllr. Finn to accept with the Chairman and RFO signing where appropriate – **agreed**.

- (vi) It was **agreed** to review internal audit report recommendations at the June meeting.

86/19 Insurance:

The current insurance company was reviewed on an annual or three-year fixed term – commencement 31st May, 2019 as **agreed** in 76/19 above at the cost of £579.06.

87/19 Training:

- (i) Training for councillors considered. Cllr. McPherson-Davis advised that all councils in the Basildon Borough under ABLC will soon be offered 2 hour training in the Basildon area at no cost to the Parish Council. Suggested councillors wait for this to be confirmed.
- (ii) Training Intent document for the Parish Council to be adopted to be deferred to the June meeting.

88/19 Information/Correspondence/External Meeting Reports from Parish Councillors:

Cllr. McPherson-Davis updated members that the Code of Conduct training is available 4th June by Basildon Borough Council – free for Parish Councillors to attend.

89/19 Public Question Time:

Members of the public raised an issue on fly tipping in the parish.

90/19 Date of Next Meeting:

The next meeting of the Parish Council is scheduled to be on Monday 17th June at 7.00 p.m. The venue to be decided at a later date.

Signed

Date

Chairman