

Members of Ramsden Crays Parish Council

MINUTES OF RAMSDEN CRAYS PARISH COUNCIL MEETING HELD on THURSDAY 20th MAY, 2021 at 7.15 P.M. AT RAMSDEN BELLHOUSE VILLAGE HALL – OLD HALL

The public and press were all invited.

Cllr. C. Finn, Cllr. G. Jenkins, Cllr. M. Kirby and Cllr. D. McPherson-Davis – Chairman

Cllr. T. Ball and Cllr. M. Buckley – Essex County Council Cllr. T. Sargent, Cllr. S. Allen – Basildon Borough Council

G. Bassett – Parish Clerk/RFO

8 members of the public

Due to government restrictions a risk assessment was in place and all attending were advised they were expected to adhere to this and the provisions in place for the safety of those attending the meeting.

The Chairman advised that the meeting was being recorded:

17/2021 Election of Chairperson:

(i) It was proposed by Cllr. Kirby and seconded by Cllr. Jenkins – to appoint Cllr. McPherson-Davis as the Chairman. **RESOLVED.** (ii) The Chairman signed the acceptance of office.

18/2021 Apologies: No apologies for absence received.

19/2021 Declaration of Interest:

(i) Members noted that within 28 days of taking up their office obligation to sign a declaration of interest and return to the Proper Officer.

(ii) A non pecuniary interest received from Cllr. Kirby on declarations of interest from Members on items on the agenda in accordance with the Parish Council's Code of Conduct. Cllr. Kirby declared a nonpecuniary interest re the notice board 30/2021. Cllr. McPherson-Davis declared two pecuniary interests on item no. 23/2021 – Browns solicitor and item no. 21/2021 – zoom access payment.

20/2021 Minutes: The accuracy of the minutes of Thursday 21st January, 2021 was on the agenda for consideration. The Chairman said that these minutes were approved at the 15th March, 2021 meeting.

The Chairman then provided a copy the Clerk draft minutes of 26th April, 2021 in the meeting. The Officer confirmed this was the first time she had seen these and as she had already informed the councillors that she did not recognise these minutes as the summonsed meeting was inquorate.

Reminded the Parish Council that she had summonsed them to a Parish Council meeting, where public and Essex County Councillor had attended. None of the Parish Councillors attended – no apologies and the meeting of 26th April could not proceed as it was inquorate. The parish councillors had failed to follow correct procedures.

The Clerk advised against the Parish Council considering these minutes as there had not been a Parish Council meeting – it was unlawful.

They had all been advised it was unlawful as she had written to notify them of this. The meeting of the 26th April was inquorate. Local Government Act 1972 s.112.

It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby to agree the accuracy of the minutes of 26th April, 2021 – **RESOLVED.**

Agenda item 23/2021 was moved by the Chairman to the next item for consideration:

23/2021 Solicitors: Cllr. McPherson-Davis requested reimbursement by the Parish Council for three payments in respect of bank transfers he made to Browns Solicitors of:

£350.00 bank transfer on 19.03.2021 £528.00 bank transfer on 16.04.2021 £310.00 bank transfer on 06.05.2021 Total = £1,199.00.

The RFO informed the Chairman that she had written as the RFO/Clerk of Ramsden Crays Parish Council and had requested the terms of reference and information in relation to payment. The solicitors Browns had written after 3 letters to say to her “as you are not a client”.

The Chairman informed her that she had no authority to have written to Browns Solicitors

The Clerk/RFO reminded him that as the S151 Officer, to safeguard controls, the Standing Orders and Financial Regulations it was necessary to ensure she was satisfied with any payments the Parish Council was considering authorizing as it was the public purse.

Cllr. Kirby said that the Officer had no right to contact the solicitors without Authority.

The Officer reminded them both that she is the Officer and as the RFO it was necessary and was only for documentation for the engagement letter.

The Chairman continued to insist the PC had appointed Browns and then provided another copy of his terms of business with the solicitor for the RFO.

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It was noted that Cllr. Finn had left the meeting – believed to be about 7.30 p.m. 434

21/2021 Finance Report:

(i) Expenditure considered:

G. Bassett – May 2021 – Salary/Expenses - £797.62

Proposed by Cllr. Kirby and seconded by Cllr. Jenkins to pay – **RESOLVED.**

Tax Code online now available to assist with tax deductions – over deducted April 2021. Officer has written to HMRC to ask them to assist with their telephone communication in relation to the tax/NI payments of the Officer since 15th September, 2020, no response to date.

M.R. Brown – May 2021 – bus shelters - £ 80.00

It was proposed by Cllr. Jenkins and seconded by Cllr. McPherson-Davis to pay - **RESOLVED.**

Considered:

(ii) Cllr. McPherson-Davis requested £143.88 for zoom access.

The Officer apologized but said she was unable to authorize payment as supporting documentation had not been provided.

List scheduled payments authorised by RFO since the January 2021 meeting:

G. Bassett – Feb. Salary/expenses 28.02.2021 £662.70 Chq. No. 100346

G. Bassett – March Salary/expenses 24.03.2021 £573.70 Chq. No. 100349

M.R. Brown – March Shelter Cleaning 24.03.2021 £ 80.00 Chq. No. 100350

Officer/RFO – April Salary/expenses 27.04.2021 £573.70 Chq. No. 100351

Mr. M. Brown – bus shelters maint. – April 2021 £ 80.00 Chq. No. 100353

Annual Renewal – CPRE – until 31.03.2021 £ 36.00 Chq. No. 100348

EALC/NALC Annual Renewal £386.83 Chq. No. 100352

HM Revenue & Customs – Jan/April 2021 £555.68 Chq. No. 100354

Noted.

(iii) The following were approved and reconciled by the Parish Council bank statement of accounts from the Barclays Account up until 31st March, 2021. £10,500.97

Less uncleared authorised payments:

100349 – 24.03.21 – RFO/Clerk – March 2021 £573.70

100350 – 24.03.21 – M.R. Brown – March 2021 £80.00

= =£9,847.27 LGA 1972 s.151

Proposed by Cllr. Kirby and seconded by Cllr. Jenkins – **RESOLVED**.

(iv) The following were approved and reconciled by the Parish Council bank statement of accounts from the Barclays Account up until 30th April, 2021. £16,588.72 435

Less uncleared authorised payments:

Chq. 100348 – CPRE - £ 36.00

Chq. 100352 – EALC/NALC - £386.83

Chq. 100354 – HMRC - £555.68

=

=£15,610.21

Proposed by Cllr. Jenkins and seconded by Cllr. Kirby – **RESOLVED**.

22/2021 Barclays Bank:

Bank corresponded with the Financial Officer that it had received a letter signed by the Chairman and one other signatory councillor after 26th March, 2021. Confirmed authorising and requesting that a cheque book and all correspondence and bank statements henceforth be sent to the Chairman's home address. Removing the Responsible Financial Officer/Parish Clerk.

In accordance with Local Government Act 1972 s.151, (appoint a responsible financial officer (RFO) to manage the council's financial affairs).

The Chairman informed that this had been agreed at the 26th April, 2021 meeting.. Advised that the Parish Council pass a resolution to reverse the actions of the two councillors for an official letter provided by the Parish Clerk/RFO be signed by the Chairman and one other signatory councillor for such reversal and sent by the Officer to the bank. LGA 1972 s.151.

It was **RESOLVED** that Cllr. McPherson-Davis and one other councillor would sign the provided reversal letter for the bank.

24/2021 County Court Notice to the Parish Council:

To address the County Court Notice. The claim by Mrs. Georgina Bassett – The Parish Clerk in the sum of £508.84. LGA 1972, s151 and LGA 1972, s112.

Cllr. McPherson-Davis said this had been referred to the Personnel Committee.

25/2021 Complaint: To note:

Complaint reference 2021/09 received from Basildon Borough Council. Cllr McPherson-Davis informed those present that this was a complaint from the Parish Clerk in relation to himself.

26/2021 Insurance Renewal – Came & Co Insurance Company – Long Term Agreement until 31st May 2022:

Prior to renewal under the Insurance Act 2015, the Parish Council has a duty to provide a "fair presentation" of risk to insurers.

£612.13 total annum fee including administration of £50.00 – Came & Company.

To note: There may be a slight increase due to assets replacement value – 27/2021 below. To be confirmed.

The Council to consider under the Insurance Act 2015 any facts that are likely to arise, for any potential claim, which should be disclosed to the insurers prior to renewal.

The response under the disclosure to the insurers is to be proposed and seconded. LGA 1972 s.112.

Cllr. McPherson-Davis requested that this be deferred to another meeting after raising questions on the assets on equipment in the park area for additional time to examine – **RESOLVED**.

Against the advice of the Officer to defer, as she was sure that Basildon had undertaken responsibility/insurance of all park equipment in line with their regular checks of equipment with the exception of the fence. Raised concern as the renewal is due prior to 1st June, 2021.

27/2021 Internal Audit:

The Parish Council considered the three new costings for internal auditor appointment for year ending 31st March, 2020 at the 20th January, 2020 meeting item 08/2020 when it **resolved** to appoint Heelis & Lodge.

(i) The Parish Council to consider the reappointment of Heelis & Lodge. Proposed by Cllr. McPherson-Davis and seconded by Cllr Jenkins – **RESOLVED**.

(ii) Subject to resolution of (i) above the Parish Council to consider approval of documents to be paid to be sent and received by Heelis & Lodge via its courier service. Approximate cost £30.00 return. Proposed by Cllr. McPherson-Davis and seconded by Cllr. Jenkins – **RESOLVED**. LGA 1972 s112.

(iii) To review the Fixed Assets Register. As 26/2021 above the Officer to review in relation to equipment as assets on the zip wire and the gym equipment in the park area with Basildon.

28/2021 Year End – AGAR – Annual Governance and Accountability Return: To approve:

(i) The Certificate of Exemption. The Parish Council to consider. Then sign.

(ii) Section 1 – Annual Governance Statement 2020/2021. The Parish Council to consider each section as to whether it has had proper procedures in place. Yes/No answers. To be proposed and seconded. Then to sign.

Prior to decision refer to Assertion 1 – 9 as follows to be considered by the Parish Council:

- **Assertion 1** — Financial management and preparation of accounting statements.

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

To warrant a positive response to this assertion, the following processes need to be in place and effective: 1.8 Budgeting — The authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long-term commitments. 1.9 Accounting records and supporting documents — All authorities, other than parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. Section 150(6) of the same Act makes the chairman of a parish meeting (where there is no parish council) responsible for keeping its accounts. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions, and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return need to agree to the underlying records. 1.10 Bank reconciliation — Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end, and reviewed by members of the authority. 1.11 Investments — Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements are invested appropriately, in accordance with an approved strategy which needs to have regard to MHCLG's statutory Guidance on local government investments. If total investments are to exceed the threshold specified in MHCLG's statutory guidance at any time during a financial year, an authority needs to produce and approve an annual Investment Strategy in accordance with the MHCLG guidance. 1.12 Statement of accounts — The authority needs to ensure that arrangements are in place to enable preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices. 1.13 Reserves — The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves. Supporting information on financial management and preparation of accounting statements can be found in Section 5.9

• **Assertion 2** — Internal control. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. In order to warrant a positive response to this assertion, the following processes need to be in place and effective: 1.14 Standing Orders and Financial Regulations. The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the manner in which tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to. 1.15 Safe and Efficient Arrangements to Safeguard Public Money. Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts.

Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that that it falls within the scope of this guidance.

1.15.1 Authorities need to review regularly the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs (see paragraph 1.9 above).

1.15.2 Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the ‘two member signatures’ control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of this guide.

1.15.3 Authorities need to approve the

setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter into ‘pooling’ or ‘sweep’ arrangements whereby the bank periodically aggregates the authority’s various balances via automatic transfers.

1.15.4 If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.¹⁰

1.15.5 The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.

1.15.6 Risk assessment and internal controls need to focus on the safety of the authority’s assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.

1.16 Employment — The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.

1.17 VAT — The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT.

1.18 Fixed Assets and Equipment — The authority’s assets need to be secured, properly maintained and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.

1.19 Loans and long-term liabilities — Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.

1.20 Review of effectiveness — Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority’s preparation of its annual governance statement.

1.21 Supporting information on internal control can be found in Section 5.

• **Assertion 3** — Compliance with laws, regulations and proper practices. We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. In order to warrant a positive response to this assertion, the following processes need to be in place and effective: 1.22 Acting within its powers — All authorities' actions are controlled by statute. Therefore, appropriate decision-making processes need to be in place to ensure that all activities undertaken fall within an authority's powers to act. In particular authorities need to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making. 1.23 General power of competence — In particular an authority seeking to exercise a general power of competence under the Localism Act 2011 needs to ensure that the power is fully understood and exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. 1.24 Regulations and proper practices — Procedures need to be in place to ensure that an authority's compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the Accounts and Audit Regulations 2015. 1.25 Actions during the year — An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices. 1.26 Supporting information on compliance with laws, regulations and proper practices can be found in Section 5.

• **Assertion 4** — Exercise of public rights. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. In order to warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous year's Annual Governance and Accountability Return: 1.27 Exercise of public rights. The authority provided for the exercise of public rights set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the 1 If the Annual Governance and Accountability Return referred to is that for 2014/15 (in the case of voluntary application of this guide to the Annual Governance and Accountability Return for 2015/16), the relevant legislation was the Audit Commission Act 1998 and the Accounts and Audit (England) Regulations 2011.12 RFO to have published, including on the authority's website or other website: • Sections 1 and 2 of the Annual Governance and Accountability Return; • a declaration that the status of the statement of accounts is 'unaudited'; and • a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights. 1.28 External Auditor's Review — A notice of the conclusion of the external auditor's limited assurance review of the Annual Governance and Accountability Return, together with relevant accompanying information, was published (including on the authority's website or other website) in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015. 1.29 A parish

meeting may meet the publication requirements by displaying the information in question in a conspicuous place in the area of the authority for at least 14 days. 1.30 Supporting information on the exercise of public rights can be found in Section 5.

- **Assertion 5** — Risk management. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place: 1.31 Identifying and assessing risks — The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences. 1.32 Addressing risks — Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover. 1.33 Supporting information on risk management can be found in Section 5.13

- **Assertion 6** — Internal Audit. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. In order to warrant a positive response to this assertion, the authority needs to have taken the following actions: 1.34 Internal audit — The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes taking into account internal auditing guidance for smaller authorities. 1.35 Provision of information — The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required. 1.36 Non-statutory guidance on internal audit can be found in Section 4.

- **Assertion 7** — Reports from Auditors. We took appropriate action on all matters raised in reports from internal and external audit. 1.37. To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate. 1.38. Supporting information on reports from auditors can be found in Section 5.

- **Assertion 8** — Significant events. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this

smaller authority and, where appropriate have included them in the accounting statements. To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary: 1.39. Significant events — The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether¹⁴ the financial consequences need to be reflected in the statement of accounts. 1.40. Supporting information on significant events can be found in Section 5.

• **Assertion 9** — Trust Funds (local councils only) Trust funds (including charitable). In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. 1.41. Where a local authority acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit. This is notwithstanding the fact that the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its Annual Governance and Accountability Return (see paragraph 2.30 below). 1.42. Supporting information on trust funds can be found in Section 5. Approval process 1.43. The authority needs to approve the annual governance statement by resolution of members of the authority meeting as a whole, in advance of the authority approving the accounting statements in Section 2 of the Annual Governance and Accountability Return. The Chair of the meeting and the Clerk need to sign and date the annual governance statement and a minute reference entered.¹⁵

(iii) Section 2 – Accounting Statements 2020/2021. To consider and accounting statements for approval by this authority. To be proposed and seconded. Then to sign.

(iv) Analysis of Variances to be considered.

(v) Bank reconciliation to be considered.

It was proposed by Cllr. McPherson-Davis and seconded by Cllr. Kirby for the Officer to send documents to the internal auditor for its report before the Parish Council made a decision on the external audit – **RESOLVED.**

29/2021 Public Question – Opportunity for Public to raise questions:

Public:

(i) To note hedges in the parish by the pavement have been cut back by Basildon Borough Council. Cllr. Buckley offered to assist with cutting back the area past the war memorial prior to the Shepherd and Dog public house.

Concern with overgrowth onto the pavements in Oak Avenue – concern with overgrowth onto the pavement. Cllr. Buckley offered to assist with enquiries.

Cllr. Sargent was thanked as she had previously arranged via Basildon to have over growth cut in another area in the parish.

Essex County Councillors and Borough/Ward Councillors – Basildon

(ii) No further action on reviewing the speeding issues in the Parish in particular by the shop – London Road. Essex County Councillors were thanked for their support to the community,

(iii) The width restriction in Gardiners Lane North has been repaired following Essex County Councillors support – thank you. Essex County Councillors and Cllr. Sargent have requested that the traffic island surrounded by dirt and the illuminated sign has again been broken to again be repaired.

(iv) Drainage issues/flooding London Road to Church Road in the Parish continued. The area by Ramsden Crays Primary school has been cleared. Other areas still exist. Three drains in particular from Oak Avenue, down past the store and become a mud slurry all the way down to the park. Issue of collapsed drainage – water running down London Road, forcing traffic to go into the centre of the road. Essex County Councillors/Cllr. Sargent attempting to get this resolved.

(v) Another issue raised with restricted access on the footpath between Oak Avenue and Oak Road. Essex County Councillors will make enquiries.

(vi) No further updates on bald patches on the roads within the Parish. Support provided from the Essex County Councillors.

(vii) Nothing further reported on the Recreation ground Crays Hill Park. Occupation of travellers.

Cllr. Sargent confirmed that following the election on 6th May, 2021 Stuart Allen was re-appointed as a Borough Councillor.

Cllr. Buckley raised issues about speeding particularly by the local shop. There are a few road repairs being considered in the area. Other issues are the ongoing situation regarding Covid – passed over to Cllr. Ball for update.

Free kits available from the pharmacist and library. Locality fund this year available, benches etc. Young people in the Duke of Edinburgh Scheme.

Cllr. T. Ball – Covid related issues in regard to monies passed through available to businesses and organisations at large. £43 million to ECC alone. Support from covid and to furlough and so forth.

Community groups, village halls and support for small businesses in addition to what the government have opened up with capital monies. Hand sanitizing social distancing measures etc. Companies online and things like that.

21st June – reports on the Indian variant and are local Chelmsford – Brentwood – currently in Essex and it is anticipated that we are able to move further forward to the 21st June, 2021. Restrictions effective on individuals, adults and children.

30/2021 Notice Board – Church Lane – Ramsden Crays:

(i) To confirm the licence for the new notice board has been received via the Parish Clerk on behalf of the Parish Council from Essex Highways and distributed to all members.

Cllr. Kirby gave a non pecuniary interest in relation to this agenda item. Cllr. Kirby said that the Officer would not have a key for access to this notice board either and that the same arrangement would apply and that only Cllr. McPherson-Davis and Cllr. Kirby would have access to the notice boards.

Cllr. Kirby stated that it had been agreed that “OCB Building and Electrical” had been agreed at the 26th April, 2021 to appoint them as the providers to install the notice board as per the minutes provided earlier to the Clerk/RFO.

The Clerk asked Cllr. Kirby if he was involved in this company, as he had mentioned a non pecuniary interest in the declarations of interest. He confirmed that he did not have an interest and it was not his company. In this conversation a member of the public was given permission to speak and said that it was his company referred to in these minutes.

(ii) The Parish Council to note the correspondence from Essex Highways to comply with all regulations prior to installation and how it intends to lawfully proceed. **Site Specific Conditions – 1 – 4 to include:**

(i) These include a footway specific to requirements to the notice board.

(ii) Notice Board and posts to be specific material and size.

(iii) Specific size posts.

(iv) No installation of the notice board to be constructed on the verge.

ECC Standard Conditions 18 points to include amongst these:

(i) Ramsden Crays Parish Council responsible that no statutory undertakers’ apparatus is affected.

(ii) Any works on the highway are to be undertaken by appropriately accredited persons.

(iii) A road opening permit may be required for working on the public highway.

(iv) The Parish Council to notify the New Roads and Street Works Act Co-ordinator at least one week prior to commencing works.

(v) Any variation in the plan to have written approval from the County Council.

Prior to providing the licence the Parish Council to RESOLVE to sign acceptance of receipt for permission.

Cllr. Kirby challenged the Officer as to whether or not there was a licence previously, despite her confirming that there was and requested she send a copy to all of them.

Despite the Officer's advice not to proceed at the 21st January 2021 Parish Council Meeting with the order of the notice board at a cost of £920.14 due to a number of outstanding legalities, the Parish Council **RESOLVED** to go ahead.

Supplier advised that Cllr. McPherson-Davis had instructed to purchase a notice board at the higher price and delivered to his home address on 20.04.21. LGA 1972 s.112./LGA 1972 s.151.

The insurers notified by the Proper Officer and as at 13.05.2021 insured the Parish Council notice board without additional cost.

31/2021 Notice Board – Unauthorised Lock – Gardiners Lane North:

Decision made at a previous meeting for Cllrs. Kirby and McPherson-Davis to be the only key holders.

32/2021 Planning: The following to be considered:

Application No: 21/00403/FULL. Loft conversion incorporating roof alterations and the addition of a rear dormer and front roof lights. Ground floor side infill and conversion of garage into habitable space.
Location: 9 Hope Road, Crays Hill, Billericay, Essex.

Application No: 21/00485/OUT. Construction of a specialist dementia and nursing care home etc.
Location: Land at Pipp's Hill Road North, Billericay, Essex.

Application No: 21/00499/PACU. Proposed change of use of agricultural buildings to a flexible use within shops (Class A1). **Location:** Crays Hall Farm, Church Lane, Crays Hill, Billericay, Essex.

Application No: 21/00532/FULL. Demolish dilapidated workshop. Construct new workshop and storage buildings and pig stys. **Location:** Willow End Farm, Approach Road, Billericay, Essex.

Application No: 21/00729/FULL. Single storey front and rear extensions and alterations to existing flat roof. **Location:** Lynbern, Crays Hill, Billericay, Essex. No objection.

It was stated that all these applications had been considered at the 26th April Meeting

33/2021 Members' Code of Conduct: To consider the Revised Basildon Code of Conduct provided to councillors – which Basildon adopted in January 2020 highlighted with changes considered by the Parish Council to adopt. All members received a copy.

Cllr. McPherson-Davis – another review understands of the Code being examined at the moment and on that basis no reason why should take any action unless for comment or acceptance etc.

Cllr. Sargent said she believed the latest one was from January 2020, but she would make enquiries.

Cllr McPherson-Davis proposed to defer the decision. **RESOLVED.**

34/2021 Date of Next Meeting: Due to Covid-19 restrictions and geography of meetings within the location of Ramsden Crays and venue location, it was anticipated that for the time being, Parish Council meetings will be the third Thursday of the month at Ramsden Bellhouse Village Hall.

It was requested that another meeting be scheduled for deferred items.

Meeting recorded only for the purposes of the minutes.

8.40 p.m. – meeting ended.

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Chairman Dated