

Minutes of the **ANNUAL MEETING** of Ramsey & Parkeston Parish Council held in **The Millennium Room, St Michael's Church, Ramsey on Thursday 12th May 2011 at 7.00 p.m.**

Present: Cllrs Elmer, L Donn, M Donn, Prior, Ramsay, Stertz

Also Present: DC Tony Colbourne; Mrs Hilary Sheers (part)

1) Presentation of Community Award :

Cllr Elmer presented Anne Clarke; Probation Office a gift and certificate on behalf of the RPPC in recognition of all her efforts and flexibility in time given to assist the Welfare Park in sourcing funding for the MUGA now installed. Cllr Elmer also thanked Cllr M Donn and Cllr Prior for their hard work on the project. Also Cllr M Donn for his time given as chaperone to the Payback Team in the work carried out in the village of Parkeston and the Welfare Park. Cllr L Donn was thanked for the many occasions such as this meeting in providing refreshments.

2) Apologies for absence: Cllrs Smith, Singh

3) Election of Chairperson and to receive their Declaration of Office : Proposed by Cllr M Donn and seconded by Cllr Prior with all in favour Cllr Elmer accepted the office of Chairman and signed his declaration and acceptance of office G Elmer.

4) Election of Vice Chairperson and to receive their Declaration of Office: Proposed by Cllr Prior and seconded by Cllr Elmer with all in favour Cllr M Donn accepted the office of Vice Chairman and signed his declaration and acceptance of office.

5) To receive Declaration of Interest Register amendments from all councillors where applicable and to receive declaration of office from Cllrs present. Cllrs L Donn, Prior, Ramsay and Stertz signed their declaration of office.

6) Councillors to be appointed to the following committees, outside bodies and groups:

a) Crime Prevention Panel: left open to enable confirmation of the committee's position

1. Ramsey
2. Parkeston.

b) Two Village School : Contact to be made to establish the procedures to be followed.

Action: Clerk

c) The Harwich School: Cllr Smith

d) Ramsey War Memorial Hall : Cllr L Donn

e) The Welfare Park: Cllr Prior

f) Tree Wardens/Footpath Wardens:

1. Ramsey: Vacancy
2. Parkeston: Cllr M Donn

g) Transportation:

1. Ramsey: Cllr Ramsay
2. Parkeston: Cllr Smith

h) Carless:

1. Ramsey: Cllr Ramsay
2. Parkeston: Cllr Stertz

i) TDALC (Tendring District Association of Local Councils) Chair/Vice Chair

j) Harwich International Port Liaison Committee

1. Ramsey: Cllr Ramsay
2. Parkeston: Cllr Smith

k) Parkeston Cemetery

1. Ramsey: Cllr L Donn + Vacancy
2. Parkeston: Cllr M Donn, Cllr Elmer

7) To confirm proposed schedule of meetings of the RPPC for the municipal year 2011/12 as shown in the two options copied with this agenda

Proposed by Cllr L Donn, seconded by Cllr Stertz with all in favour the meetings of the RPPC will be held in the Parkeston Methodist Church Hall, Garland Road, Parkeston each 3rd Thursday of the month excluding the month of December. Further meetings will be held in either the Parkeston Methodist Church Hall or the Ramsey War Memorial Hall dependent on the relevance of the issue to be address within either ward. Notification of schedule to be confirmed to venues concerned: St Michael's Church, Ramsey Methodist Chapel, Parkeston Methodist Church Hall.

Action: Clerk

8) To agree revisions where applicable for RPPC policies/code of conduct as proposed by the Clerk/RFO:

The revisions of the following were tabled and discussed. Proposed by Cllr M Donn, seconded by Cllr Prior with all in favour the Chairman signed the documents as adopted by the Ramsey & Parkeston Parish Council to supersede previous publications:

1. Scheme of Allowances 2011/12
2. Financial Regulations
3. Financial Risk Assessment Policy 2011/12 (hereafter to be reviewed following the Annual Budget meetings of the RPPC)
4. Complaints Procedure

5. Freedom of Information Policy
6. Headstone and Memorial Risk Assessment Policy
7. Standing Orders: under review awaiting the revisions publicised by the NALC; revision to be agreed at the next meeting of the RPPC.

Copies of all the above documents and other relevant documents are to be circulated on CD to all Councillors

Action: Clerk/Chair

The Chairman closed the meeting for a 15 minute break at 7.40 p.m.: the meeting resumed at 7.55 p.m.

- 9) **To hear a report from Essex Police:** information only: Nothing received – schedule of the forthcoming meetings for 2011/12 to be advised.

Action: Clerk

- 10) **Members Declaration of Interest in items on the agenda: Members joining the meeting part way through should wait for the next agenda item before joining any discussion/debate and declare any interest on any of the remaining agenda items.**

- 11) **To hear questions from members of the public:** 15 minutes allowed. The Chairman welcomed DC Colbourne, newly elected Tendring District Councillor for the wards of Ramsey and Parkeston.

- 12) **To confirm the minutes of the meeting** held on 21st April 2011: Cllr M Donn proposed and Cllr Prior seconded a motion that the minutes to be signed as a true record with the motion carried. The Chairman then signed the minutes as a true record.

- 13) **To hear a report on actions taken by the clerk and members as agreed at the last meeting:**

Item 8: Stanton Euro park site application for 38 residential properties: the issue of the RPPC not being consulted is to be raised with TDC Planning

Action: Clerk ongoing

- 14) **To consider any Planning issues:**

Notice of planning meetings will be called should any application received between meetings of the RPPC needing consideration within the timescale of 21 days of receipt of the application dictates.

Planning Decisions:

Application No: 11/00212/FUL

Location: Parkeston Post Office, 30 Garland Road, Parkeston

Proposal: Conversion of existing post office at ground floor and four bedroom dwelling at first and second floor to 1 dwelling and 2 flats.

Decision: Refusal Full = Determined

Application No: 11/00342/FUL – 24 Mayes Lane, Ramsey; the request for confirmation if the proposal is that of a 3 or 4 bedroom development has been submitted to TDC with no response received to date.

Action: Clerk

- 15) **To receive a report regarding the Parkeston Cemetery**

- No 2 Jamestown Close; a complaint received from residents supported by photographs in relation to lost light from the Oak Tree on the boundary of their property and the cemetery was identified as not being in the cemetery grounds. It was agreed that 2 hawthorn trees adjacent to the Oak tree is in need of addressing. Clive Dawson, TDC is to be invited for a site visit.

Action: Cllr M Donn

Proposed projects included:

- Fencing between the Chapel and Lodge house; approximate 15mtrs needed; options being sourced along with costs for consideration
- Re-gritting of driveway: approximate 1 tonne needed quotation £41.90 delivered approved; the spreading of the grit will be addressed.

Action: Cllr M Donn

- Site visit: date to be agreed for a site visit of all members of the RPPC
- Recycling Plots: Cllr Prior, having been approached by a plot owner who has offered for the plot to be given back to the RPPC for re use, asked for advice. Plots are the responsibility of the owner for 50 years; further information to be confirmed with relevant legislation.

Action: Clerk/Cllr Elmer

- 16) **To receive a report regarding the Welfare Park:**

- Next meeting to be held on 26th May
- Tenders now have been sent
- Purchase of a generator for the site is being considered
- Options of making the mound inside the boundary fence into a play area are being sourced
- Purchase of new gates for security; quotes being sourced
- Insurance to be contacted to be notified of developments and new equipment installed
- Annual Rospa inspection due to be carried out in the near future.

- 17) **To receive a report regarding the Ramsey War Memorial Hall:**

- AGM has been held; financial report (received by RPPC) presented 1st April 2010 to 31st March 2011 showed healthy figures for the year
- Roof of the old kitchen is currently being repaired
- Rear porch roof to be repaired

- Cllr Elmer requested a copy of committee members currently on the Rwmh for reference
- Summer Fete being held August 21st – all welcome

18) To receive a report from the Transport Representatives:

Ramsey:

- Cllr Ramsey reported that the request for statistics on accidents and incident type from Jennifer Ghudka; ECC Highways is ongoing.
- Overgrown vegetation: an email received from Little Oakley Parish Council raised the concern for safety for vehicles using the junction of Mayes Lane./Church Hill. It was confirmed that ECC Highways carry out 2 cuts per annum and will be approached to address the issue raised.

Action: Cllr Ramsay

Parkeston:

- Sunken Drain: Cllr Stertz reported the problem to be at the corner of Hamilton Street/Garland Road.

Action: Cllr M Donn

Campaign for 20mph through both Ramsey and Parkeston villages were discussed; a request for 20mph to be imposed in both is to be made to ECC Highways.

Action: Cllrs M Donn/Cllr Ramsay

19) To receive any reports from councillors attending other meetings: None

20) To receive any correspondence not covered elsewhere: None

21) To agree the accounts for payment and receive report of the financial year 2010/11.

The Clerk reported that overall the financial year had proved successful against budget. Income increased with VAT return for the year being reclaimed early, reflecting in the higher bank balance at the end of the year of £10k. Low spending in some areas needs to be addressed to avoid losing funding in the next budget proposal; training and memorials were highlighted.

L Keating	596.46	TDALC Affiliation	15.00
Landscape Services	1025.85	E-On	79.31
Aon Insurance(reissued cheque)	959.66	A&J Lighting	50.74

22) Councillors report and items for future agendas: each Councillor is requested to use this opportunity to report on minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making unless otherwise agreed by the Chairman.

- Co-option of members for the Ramsey Ward vacancies (3)
- Date for Neighbouring Councils Network meeting to be hosted by RPPC

23) To confirm the next meeting of Ramsey & Parkeston Parish Council : Thursday 23rd June 2011 at the Parkeston Methodist Church Hall, Garland Road, Parkeston at 7.30 p.m.

The Chairman closed the meeting at 8.50 p.m.

Exclusion of the public: In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public, including the press, from the meeting so that any items containing exempt and confidential information (for example confidential personal or tender issues) can be considered by the council.