

**Minutes of the Annual Assembly held at the Millennium Room, Ramsey Church, Ramsey on 8<sup>th</sup> May 2008 at 6.45 p.m.** followed by the **Annual Meeting** of Ramsey & Parkeston Parish Council to be held in **The Millennium Room, St Michael's Church, Ramsey on Thursday 8<sup>th</sup> May 2007 at 7.30 pm.**

**Present:** Councillors Keating, Glenn, Coughlin, P Barrenger, E Barrenger, J Mc Garry, Elmer, Donn  
**Also Present:** PC Ayllot, Harwich Police, Member of the Press

The Chairman opened the Annual Assembly with no members of the public in attendance.  
The Chairman gave a report covering the municipal year 2007/08 copied herewith.

The Annual Meeting of the RPPC commenced at 7.30 p.m.

- 1) Election of Chairperson and receive their Declaration of Office  
Proposed by Cllr Donn and seconded by Cllr McGarry Cllr Elmer signed the Declaration of Office for the municipal year 2008/09.
- 2) Election of Vice Chairperson and receive their Declaration of Office  
Cllr Keating; Proposed by Cllr Elmer and seconded by Cllr E Barrenger  
Cllr Coughlin; Proposed by Cllr Donn and seconded by Cllr P Barrenger  
Following a paper ballot Cllr Coughlin signed the Declaration of Office for the municipal year 2008/09
- 3) Apologies for absence: Cllrs Cunnew, Passmore, Needham
- 4) To receive Declaration of Interest Register amendments from all councillors where applicable  
All documented
- 5) Councillors to be appointed to the following committees, outside bodies and groups:
  - a) **Crime Prevention Panel:**
    1. Ramsey – Cllr Passmore
    2. Parkeston – Cllr Needham
  - b) **Ramsey War Memorial Hall** – Cllr E Barrenger, Cllr Passmore
  - c) **Tree Wardens:**
    1. Ramsey – Cllr McGarry
    2. Parkeston – Cllr Elmer
  - d) **Transportation:**
    1. Ramsey – Cllr Donn
    2. Parkeston – Cllr Coughlin
  - e) **Harwich Connexions Tourist Information Centre**
  - f) **Carless:**
    1. Ramsey – Cllr P Barrenger
    2. Parkeston – Cllr Elmer, Cllr Coughlin
  - g) **TDALC (Tendring District Association of Local Councils)** – Cllr Glenn
  - h) **Harwich International Port Liaison Committee** – Cllr Keating, Cllr Glenn (Parkeston), Cllr Cunnew (Ramsey)
  - i) **Parkeston Cemetery** – Cllr Elmer, Cllr Donn
  - j) **Planning:**
    1. Ramsey – Cllr Cunnew
    2. Parkeston – Cllr Keating
  - k) **Any other Groups, Committees or Representatives Councillors considered necessary**  
**Village Fetes:**
    1. Ramsey – Cllr E Barrenger, Cllr McGarry
    2. Parkeston – Cllr Glenn, Cllr Keating**A120** – Cllr Needham, Cllr Passmore
- 6) **CPD (Continuous Personal Development) Future training opportunities and requests Adoption of Policies as current:** A copy of the EALC Diary 2008 was discussed with interest shown for more information on the Advanced Councillor Day 1, scheduled 24/06 to be sourced.

**Action: Clerk**

- a) **Standing Orders**
- b) **Code of Conduct**
- c) **Finance Regulations and Finance Risk Assessment**
- d) **Complaints Procedure**
- e) **Freedom of Information**
- f) **Scheme of Allowances**  
All policies (a – f) were signed by the Chairman as adopted by the RPPC as from 08/05/08
- 7) **To confirm the Final Draft of RPPC Newsletter for publication/distribution May 08 (copied with agenda)**  
The final draft was accepted with minor amendments to reflect the committee representatives as in item 5 on this agenda.
- 8) **To confirm dates and venues of meetings of the RPPC for the municipal year 2008/09**  
The calendar distributed was agreed for publication to the public.
- 9) **To hear a report from Essex Police: information only**  
A report was circulated; summarised as figures have now reduced to the normal trend with no cause for concern.

10) **Members Declaration of Interest in items on the agenda:** None received

11) **To hear questions from members of the public: 15 minutes allowed:** None present

12) **To confirm the minutes of the meeting held on 10<sup>th</sup> April 2008**

Cllr E Barrenger proposed and Cllr J Keating 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 9: Europa Industrial Estate; a letter has been sent to TDC to highlight the suspected breach of condition 5 of the the variation of planning permission TEN/93/00033 conditions 2,3,4,6 and 9 and TEN/91/01300 conditions 2, 3, 4 and 6 and proposed warehouse use, 3A Europa Way. (Application No: 07/00838/Ful Registered: 29<sup>th</sup> May 2007)  
Item 11: Cemetery access road: a letter has been sent thanking Mike Badger, Technical Engineer for his input into the project.

Item 15: Parkeston; a letter has been sent to the Area Highways Manager, ECC to ask for immediate attention to the unlit streetlights along Station Road, Parkeston

14) **To agree expenditure of DC Brown Allowance from TDC within the villages of Ramsey and Parkeston**

Confirmation has yet to be received from TDC of the amount available, if any.

15) **To hear a report regarding Roof Nesting Gulls – Surya Rice: Cllr Needham**

Due to Cllr Needham being absent this item was not discussed.

16) **To consider any Planning issues: None**

17) **To receive a report regarding the Parkeston Cemetery: Cllr Elmer**

Cllr Elmer acknowledged and thanked Cllr Donn for his work in disposing of rubbish in the cemetery.

- The structural survey of the Chapel was carried out 06/05 by J McPherson, his report will be sent out in due course for discussion.
- Fencing has been erected at the south and east corner to block entry and increase security.
- The tenant of the Lodge has been contracted to clear the entrance of the cemetery; contact with the Environment Department, TDC is to be made regarding clearing the area fully.
- A letter was discussed from a resident regarding rats within the cemetery gate area that needs further investigation.

**Action: Cllr Elmer**

A J Woods has been contracted to replace the Chapel gate lock that has been vandalised.

All burial costs are to be reviewed

**Action: Cllr Elmer/Clerk**

18) **To receive any reports regarding Transportation**

**Ramsey:** Cllr Donn reported that damage was caused to the roundabout when wiring for the lights was installed repairs need investigation.

**Action: Cllr Donn**

Cllr P Barrenger read a letter from a concerned resident regarding the volume and speed of traffic through Mayes Lane posing a threat to safety of pedestrians.

**Action: Clerk to copy to Oakley Parish Councils**

19) **To receive reports from Councillors attending other meetings**

Cllrs representing Village Fetes have confirmed 25/08 for a fete to be held at Ramsey.

Cllr E Barrenger attended the RWMH AGM and reported:

- Funding for the new flooring has still to be sourced
- New committee members are needed
- The possibility of installing double glazing is being considered to address issues with condensation/dampness
- Finances have improved due to donations from RPPC

Cllr Keating reported on the HIP familiarisation tour hosted by Darren Taylor, General Manager and enjoyed by all Cllrs who attended. A letter of thanks is to be sent.

**Action: Cllr Keating**

20) **To receive correspondence for action:**

a) **TDC: Year Book and Diary 2008-2009:** Clerk to confirm details of the Chairman and Clerk

b) **TDC: Informal Working Lunches:** RPPC invited 26/09 at 1.00 to 2.30 p.m. in the Connaught Room, Pier Avenue: a maximum of 5 Cllrs are able to attend. A decision to be made at the next meeting.

c) **P Ablett: Complaint of rodents at entrance to Parkeston Cemetery:** See item 17)

21) **To receive a list of correspondence received for information not covered elsewhere: Clerk – None**

22) **To agree the accounts for payment**

|                     |         |                          |         |
|---------------------|---------|--------------------------|---------|
| Clerk's Salary      | £967.40 | A&J Lighting             | £47.05  |
| Allianz Insurance   | £864.43 | TCVS Subscription        | £25.00  |
| TDC Local Plan Copy | £88.05  | Chair's Allowance ½ year | £250.00 |
| TDC Rates           | £50.05  | M J Gardening Sers       | £112.50 |

- 23) Councillor's 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.
- 24) To confirm the date of the next meeting of Ramsey & Parkeston Parish Council as agreed in item 10) to be Thursday 12<sup>th</sup> June 2008 at 7.30 p.m. to be held in the Parkeston Methodist Church Hall, Garland Road, Parkeston.

The meeting closed at 8.38 p.m.

**Exclusion of the public:** In accordance with Section 100(4) of the Local Government Act 1972 and in accordance with the Local Authorities (Executive Arrangements (Access to Information) (England Regulations 2000, to exclude the public, including the press, from the meeting so that any items containing exempt and confidential information (for example confidential personal, financial or legal advice), in Part B of the agenda (printed on green paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972