

**Present:** Cllrs Bird, Davidson, Collis, Elmer (Chair), Ferguson, Howe, Passmore, Ramsay, Smith  
**Also Present:**  
**ECC Cllr Andy Erskine**  
**1 member of the public**  
**Clerk:** Lin Keating

- 1) **Election of Chairperson and to receive their Declaration of Office**  
Cllr Collis nominated Cllr Elmer, Cllr Davidson the motion with all in favour. No other nominations received. Cllr Elmer signed his declaration of office
- 2) **Apologies for absence:** Cllrs Donn, Stertz
- 3) **Election of Vice Chairperson and to receive their Declaration of Office**  
Cllr Elmer nominated Cllr Passmore, Cllr Howe seconded the motion with all in favour. No other nominations received. Cllr Passmore signed his declaration of office.
- 4) **Councillors to be appointed to the following committees, external bodies and groups:**  
Cllr Elmer proposed that with the recommendation from Cllr Passmore to include Cllr Davidson as PayBack representative for Parkeston Ward all positions remain the same; Cllr Collis seconded the motion with all in favour:
  - a) **Spring Meadows CP School** : Cllr Smith
  - b) **Two Village CP School:** Cllr Howe
  - c) **Tree Wardens/Footpath Wardens:**
    1. **Ramsey:** Cllr Passmore
    2. **Parkeston:** Cllr Davidson
  - d) **Transportation:**
    1. **Ramsey:** Cllr Passmore
    2. **Parkeston:** Cllr Collis
  - e) **Haltermann Carless:**
    1. **Ramsey:** Cllr Ramsay
    2. **Parkeston:** Cllr Stertz
  - f) **TDALC (Tendring District Association of Local Councils)**
    1. **Chairman:** Cllr Elmer
    2. **Vice Chairman:** Cllr Passmore
  - g) **Harwich International Port Liaison Committee**
    1. **Ramsey:** Cllr Ramsay
    2. **Parkeston:** Cllr Davidson
  - h) **Parkeston Cemetery** : Cllrs Davidson and Elmer
  - i) **To consider representation to any other bodies proposed.**
- 5) **To confirm the schedule of meeting dates and venues of the RPPC for the municipal year 2017/18 as proposed on the calendar copied with this agenda.** Cllr Howe proposed to accept the schedule of meeting dates, seconded by Cllr Ferguson with all in favour
- 6) **To confirm the Clerk's current terms and conditions:** Cllr Smith proposed the Chair to sign the current terms and conditions, Cllr Ferguson seconded the motion with all in favour
- 7) **To agree any revisions where applicable for RPPC policies/code of conduct as proposed by the Clerk/RFO as \*copies circulated with this agenda:** Cllr Davidson, seconded by Cllr Collis for the Chair to sign the revised/new policies as received below, with all in favour the Chairman signed the documents.
  1. **\*RPPC Standing Orders – Revised (item 30.e) to reflect the replacement of the Public Contracts Regulations 2006 with the Public Contracts Regulations 2015.**
  2. **\*Dispensation Policy (New for adoption)**
  3. **\*Councillors Allowance Claim form (New for adoption)**
  4. **Complaints Procedure (no change)**
  5. **Data Protection Policy (no change)**
  6. **Documents and Records Retention Policy (no change)**
  7. **\*Financial Risk Assessment Policy – Revised to reflect the agreed amendments in the current insurance policy.**

8. \*Financial Regulations – Revised to reflect the increase of authority for the Clerk to spend up to £1000 (from £500) in case of an emergency and the increase to £3000 (from £1000) prior to projects needing 3 separate quotations for authorised projects.
  9. **Freedom of Information Policy (no change)**
  10. **Headstone and Memorial Risk Assessment Policy (no change)**
  11. **Members Scheme of Allowance – (no change)**
  12. **News Media Policy (no change)**
  13. **Social Media Policy (no change)**
  14. **CCTV Policy (no change)**
- 8) To confirm the minutes of the RPPC meeting held on 19<sup>th</sup> April 2017.**  
Cllr Ferguson proposed and Cllr Davidson 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.
- 2. To receive a report from Essex Police:** a report taken from Police.UK website for the months of February (23 crimes) and March (32 crimes) was circulated and discussed.

<u>PARKESTON (21)</u>		
Edward Street (1)	Criminal damage/arson	Investigation complete – no suspect identified
Foster Road (2)	Anti-social behaviour	
Adelaide Street (1)	Public Order	Investigation complete – no suspect identified
Tyler Street (2)	Burglary (2)	Investigations complete – no suspects identified
Hamilton Street (2)	Anti-social behaviour (1)	
	Public Order (1)	Under investigation
Princess Street (2)	Violence and sexual offences (2)	Under investigation
Parkeston Road (2)	Violence and sexual offences (2)	Under investigation (1) Formal Action is not in the interest of the public (1)
Garland Road (5)	Anti-social behaviour (3)	
	Public Order (1)	Unable to prosecute suspect
	Violence and sexual offences (1)	Unable to prosecute suspect
Station Road (4)	Shoplifting (1)	Investigation complete – no suspect identified
	Violence and sexual offences (2)	Under investigation (1) Unable to prosecute suspect (1)
	Vehicle Crime (1)	Investigation complete – no suspect identified
<u>RAMSEY (11)</u>		
Nr Harwich Road (2)	Criminal damage/arson (1) Vehicle Crime (1)	Under investigation
Nr Parking Area Tinker St (1)	Anti-social behaviour	
Clayton Road (3)	Violence and sexual offences (1) Other Crime (2)	Under investigation

Chevy Court (1)	Vehicle Crime	Under investigation
Rayhaven (1)	Public Order	Under investigation
Wrabness Road (2)	Burglary	Investigations complete – no suspects identified
Nr Recreation Field, Ramsey Road (1)	Other Theft	Investigation complete – no suspect identified

A report of an assault in the Parkeston Cemetery on 5<sup>th</sup> May led to the police requesting monitoring of our CCTV footage at the Cemetery; the Clerk reported that the capture footage clearly showing activity at the time of the assault was offered to the police; however they confirm that the victim retracted his complaint and the case had been closed.

A recent common issue of youths was discussed with a proposal by Cllr Howe, seconded by Cllr Davidson for a letter to be sent to the Harwich & Dovercourt High School requesting support in educating their students in their behaviour, with all in favour.

Action: Clerk

**9) To receive a report from the ECC and TDC Councillors**

- a) ECC Cllr Andy Erskine was congratulated on his successful re-election to represent the wards of Ramsey & Parkeston
- LHP meeting scheduled 5<sup>th</sup> June, Cllr Erskine has been elected as Chairman
  - Fly tipping: as requested by Cllr Elmer, confirmation of the support of ECC in funding removal of fly-tipping will be sought.

Action: ECC Cllr A Erskine

- b) TDC Cllr Ferguson submitted the following report:
- Parkeston House: complaints of fly tipping is being addressed with the agent and Fire Authority
  - Ramsey Roundabout: issues with the contractor Kier continue in addressing the overgrown vegetation and concerns of safety: Cllr Passmore has received a quote for cutting the approaches and verge £50. The consensus of those present is to ensure full public liability insurance was in place and to inform Kier of the proposal is to be in place prior to acceptance of works being undertaken by the individual. Proposed by Cllr Howe that a letter to be sent to Kier with a deadline of expected works to be carried out, seconded by Cllr Ferguson with all in favour.

Action: Clerk/Cllr Ferguson and Howe

**10) To consider any Planning issues and decisions submitted to the meeting date.**

- a) **To receive decisions submitted by the RPPC Planning Sub-Committee since the last meeting:**

- Application No: 17/00638/FUL  
Proposal: Proposed cart lodge  
Location: Bramblings Wrabness Road Ramsey  
View of the RPPC: No Objection
- Application No: 17/00665/FUL  
Proposal: single store rear extension  
Location: Willowfields The Street Ramsey  
View of the RPPC: No Objection
- Application No: 17/00525/FUL  
Proposal: proposed two detached dwellings  
Location: Land adjacent Windmill House The Street Ramsey  
View of the RPPC: No Objection

- b) **To receive decisions received from TDC:**

- Application No: 17/00092/FUL  
Proposal: Development of 9 bungalows with associated parking facilities served by private drive  
Location: Former Tyes Gardening Supplies Church Hill Ramsey  
Delegated Decision: Approval – Full

Minutes of the Annual meeting of the Ramsey & Parkeston Parish Council held in the Ramsey War Memorial Hall, Ramsey on 18<sup>th</sup> May 2017 at 7.15 p.m.

- Application No: 17/00165/FUL  
Proposal: Erection of a new outbuilding to be used as a kennel and store, a new greenhouse, and to replace the driveway gates  
Location: Lord Nelson Wrabness Road Ramsey  
Delegated Decision: Approval - Full

**11) To allow public participation: 15 minutes allowed:** The concern of safety around the Two Village CP School at times of dropping off and collecting children was put to the council and discussed at length. The suggestion to approach the school in a request for more parking on site to be made available, with a proposal for additional adjoining land to be purchased is to be made in writing. ECC Cllr Erskine stated that Great Oakley School has yellow lines in place and will ask for a report in the success in the implementation to date.  
Cllr Ferguson is to request a site visit with Nick Turner, Chair of North Essex Partnership to assist in the problems.

Action: Clerk/Cllr Ferguson

**12) To receive reports from Councillors attending other meetings:** None received

**13) Correspondence to note.**

- c) Harwich & Dovercourt High School: response to the RPPC letter on concerns of students using the Parkeston Roundabout as a short cut to the school: stating that the matter is being discussed with all of the students during assemblies.
- d) Fly Tipping Windmill Close: **RPPC** sent a letter to a resident of the close with evidence of fly tipping reported; no response or further fly tipping reported to date

**14) Councillors' reports 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.

**15) To agree accounts for payment.**

The Internal audit has been completed and returned successfully; documentation is to be sent to the Externa Auditors with a deadline of 12<sup>th</sup> June 2017.

Action: Clerk

EXPENDITURE				INCOME			Bank Balance
Payee	Description	Payment Ref	£p	Name	Description	£p	
L Keating	Clerks Salary	online	£745.92		Brought Forward		£73,826.26
	Expenses/BT		£76.91				
AutoArt (CIF Project)	Ramsey Signs	online	£1,350.00	M Jay	Cemetery Lodge Rent (May)	£570.00	
Arien Signs (CIF Project)	Ramsey Noticeboard	online	£1,226.40				
Accent Stationers	Stationery	online	£285.72				
Landscape Services	Contract	online	£1,404.00				
Ramsey War Memorial Hall	Hall Rent	online	£36.00				
Acumen Wages Service	Service	online	£24.00				
CVST	Affiliation 17/18	online	£25.00				
E-On	Electricity supply	online	£133.91				
A&J Lighting Solutions	Contract	cheque	£239.40				
Colchester Institute	Hall Rent	cheque	£120.00				
R&M Maintenance	Cemetery Lodge	cheque	£122.00				
		Total	£5,789.26				
Cemetery Account Balance	including budget figures for water rates, business rates, landscaping less expenditure and lodge rent to date.		£5,823.00		Total	£570.00	£62,784.00

**16) To confirm the date and venue of the next meeting of Ramsey & Parkeston Parish Council.**

Is to be held in the Ramsey War Memorial Hall on Thursday 15<sup>th</sup> June at 7.15 p.m.

The Chairman closed the meeting at 20.37 p.m.