



Minutes of the meeting of the Ramsey & Parkeston Parish Council held in the Parkeston Community Centre, Hamilton Street, Parkeston on Thursday 21st February 2019 at 7.15 p.m.

Present: Cllrs Bird, Colbourne, Collis, Davidson, Ferguson, Kadlec, Lungley, Passmore (Chair), Ramsay, Smith, Stertz

Also Present: Essex County Councillor A Erskine

Clerk: Lin Keating

Absent: None

1. **To accept apologies for absence:** None
2. **Declaration of Interest: Councillors are invited to declare any disclosable Pecuniary Interests or other interest and nature where it, in relation to any item on the agenda.** None received
3. **To receive a report from Essex Councillor Andrew Erskine (Ramsey & Parkeston).**
 - a) **HGV Signage:** following a feasibility study the report concluded that signs on the North side of the A120 are inconsistent giving confusing instructions to 7.5tonne vehicles; an upgrade of all signage is to be undertaken to improve clarity of directions.
 - b) **Council Tax:** the highest percentage following ECC falls to policing and community safety, although not producing enough funding for additional officers at Harwich Police Station that is now open again. The option to collaborate with neighbouring parish/town councils in funding special constables was discussed. Cllr Erskine offered to source full information.
Action: Cllr Erskine
 - c) **Travellers:** Essex County Council are to publish details of a new helpline for assistance on issues on council land; the council has no powers in relation to privately owned land.
4. **To receive a report from TDC Councillor Tanya Ferguson.**
 - a) **Surya Rice:** the report of rubbish at the site has been address with a site visit 24/01 by TDC Enviroment department; the black rubbish sacks contained plastic packaging only with a backlog of disposing of the rubbish has been caused by the company's compactor temporarily out of action that has now been resolved.
 - b) **Fly Tipping:** TDC are unable to assist with problems on privately owned land; problems are expected to increase with the introduction of wheelie bins in June.
 - c) **Emperor House (formerly Parkeston House):** a meeting with Cllr Davidson and the agents has been held; the additional flat on the ground floor is now completed. Concerns remain of the fire escape not being fit for purpose and the underground car park still packed with rubble.
 - d) **Local Plan:** the current draft plan is again under a consultation process.
 - e) **20 is Plenty:** surveys are in place for all schools in the area to have 20mph safety zones in place.
5. **To confirm the minutes of the meeting of the RPPC held on 17th January 2019.**

Cllr Davidson proposed and Cllr Collis 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.
6. **To hear a report on actions taken by the clerk and members as agreed at the last meeting:**

nothing not covered elsewhere
7. **To receive a report from the Chairman:**
 - a) **Primrose Lane/A120 junction:** a concern brought forward from the Colchester and District driving school on the hazards for motorists at the junction that falls to the national highways 60mph limit was discussed. Further information is to be sourced for further discussion at the next council meeting.
Action: Cllr Passmore
8. **Timetable for local elections in England: 02 May 2019:**

The key dates for the elections as published by Tendring District Council were circulated highlighting the deadline for receipt of nominations, by hand to the Town Hall, Clacton-on-Sea, is no later than 4 p.m. on Wednesday 03 April 2019.

An information pack to include the application will be delivered by the clerk once all documents are available. It was agreed that once completed the clerk is happy to arrange personal delivery from all applicants in time for the deadline set.
9. **To consider any Planning issues and decisions submitted to the meeting date:**
 - Application No: 19/00186/FUL
Proposal: Proposed drop kerb
Location: Nyanza, Oakley Road, Dovercourt
The view of the RPPC proposed by Cllr Ferguson, seconded by Cllr Davidson with all in favour is:
No Objection

- Application No: 19/00096/HHPNOT – Information Only
Proposal: single storey rear extension 3.4m height x 3.75m depth
Location: 15 Edward Street Parkeston
Information Only: HHPNOT application is Householder prior notification used for extensions that can be done under the permitted development rights set by the government in 2013.
 - Application No: 19/00197/FUL
Proposal: two storey side extension, single storey rear extension and loft conversion
Location: 29 Edward Street Parkeston
The view of the RPPC proposed by Cllr Davidson, seconded by Cllr Colbourne with all in favour is No objection
 - Application No: 19/00144/Detail
Proposal: Reserved matters application following Outline application 17/01811/OUT- Erection of 14 dwellings
Location: Michaelstowe Farm Ramsey Road Dovercourt
The view of the RPPC proposed by Cllr Stertz, seconded by Cllr Smith with all in favour is No Objection with the following inclusion in the comments: It is noted and requested that, as stated in the Unilateral Undertaking under Section 106 Town and County Planning Act 1990 schedule, “Public Open Space Contribution Purposes” ‘ means the use of the Public Open Space Contribution towards the provision of play equipment at the War Memorial Play Area Ramsey’
The contribution calculation, figures as published within the schedule, based on the number of dwellings in this application and number of bedrooms in those dwellings (3 x 3 bedrooms @ £2253 per dwelling and 11 x 4 bedrooms @ £2816 per dwelling) equates to a total of £37,735, all of which we formally request is made available solely for the provision of play equipment at the War Memorial Play Area Ramsey.
 - a) To receive decisions submitted by the RPPC Planning Sub-Committee since the last meeting: None
 - b) To receive decisions determined by Tendring District Council: None
- 10. To allow public participation: 15 minutes allowed.** None present
- 11. To receive any report from Members on Community Activities.**
- a) Ramsey War Memorial Hall: Cllr Passmore reported that the hall is to put on an event ‘Pancake and Puddings’ on 16th March to raise funds to support a local family whose child is extremely poorly. All are welcome to attend in support.
- 12. To receive a report regarding the Parkeston Cemetery:** Cllr Davidson reported
- a) Memorials Risk Assessment: the report received following the risk assessment equates to a cost for repair of £4,382.00. Mostly the memorials in need of repair do not have current contact details of families due to the age of the memorials; with the work to be staggered by priority, Cllr Ferguson proposed that the necessary work is to be undertaken from council funds, seconded by Cllr Smith with all in favour.
 - b) Chapel Restoration; the project is progressing well; a requirement to close the cemetery to the public on 09/10 March on safety matters is necessary to accommodate large machinery to bring water to the chapel. All are welcome to visit the site to see the improvements. Naming of the chapel was proposed by Mrs Davidson to be ‘The Parish Chapel’ was agreed with all in favour.
- 13. To receive a report from the Transport Representatives:**
- a) TDC Emergency Planning and Business Continuity – Community Resilience Events 2019 – working group to produce plan: the proposal to compile a plan was agreed to be good practice; Cllrs Stertz and Lungley volunteered to take the proposal forward.
 - b) Ramsey:
 - Church Hill; Cllr Colbourne reported that complaints of mud on the road opposite the church due to building works have been addressed.
 - c) Parkeston:
 - Alleyways: Cllr Davidson reported on the clearing of rubbish has been completed.
 - Streetlight Defects: Cllr Kadlec reported on defects in both wards that have been submitted on more than one occasion; Cllr Erskine is to take the issue forward to ECC.
- 14. To receive reports from Councillors attending other meetings:**
- a) TDALC, Cllrs Davidson and Passmore attended the recent meeting noting:
 - Local Plan: collaboration with Braintree and Colchester on the issues of Garden Communities within our area is being considered.
 - Devolution: a trial period is under way to establish concerns of impact on local councils expected in relation to responsibilities of potholes, footpaths, fly-tipping and public rights of way being passed down.
 - Purdah Period; as from March 23rd councils should be mindful of matters published during the period running to the date of elections 02 May 2019.



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15. **Correspondence to note:** nothing to report.

16. **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 hall; respectfully reminded that this is not an opportunity for debate or decision making.

- a) Safety issues Primrose Lane/A120 junction
- b) Elections Update/Purdah

17. **To agree accounts for payment:** the clerk reported that the VAT claim has been submitted online 02 February 2019 to the value of £6,677.60 for receipt by end year accounts 31 March 2019

EXPENDITURE				INCOME			Bank Balance
Payee	Description	Payment Ref	£p	Name	Description	£p	
L Keating	Clerks Salary	online	£990.00		Brought Forward		£80,796.64
	Clerks Expenses		£86.64		Cemetery Lodge Rent	£560.00	
R Passmore	Councillor's Allowance 17/18	online	£516.00		Internment ref: 177	£109.00	
B Davidson	Councillor's Allowance 17/18	online	£516.00		Internment ref: 729	£704.00	
	Expenses Chapel Restoration	online	£96.70		Internment ref: 741A	£708.00	
			£118.39				
			£154.77				
T Ferguson	Councillor's Allowance 17/18	online	£516.00				
E Ramsay	Councillor's Allowance 17/18	online	£516.00				
S Stertz	Councillor's Allowance 17/18 balance	online	£258.00				
S Collis	Councillor's Allowance 17/18 balance	online	£129.00				
V Lungley	Travel Expenses	online	£44.00				
Sheet Plastics	Chapel Restoration	online	£1,164.59				
Myrant Plant Sales	Chapel Restoration	online	£2,460.00				
E-on	Supply	online	£170.35				
A Smith Builders	Chapel Restoration	online	£468.00				
			£390.00				
			£1,776.00				
Mr Tip It	Waste Management	online	£150.00				
			£675.00				
Accent Stationers	Stationery	online	£133.94				
A&J Lighting	Contract	online	£59.40				
			£59.40				
James Todd & Co	Wages Service	online	£31.20				
Affinity Water	Supply	online	£233.29				
Art in Stone	Safety inspection	online	£120.00				
Marven's Landscaping	Contract	online	£1,278.00				
			£840.00				
			£516.00				
			£240.00				
						£2,081.00	
			Total				
			£14,706.67		Bank Balance including Cemetery A/C		£68,170.97



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- 18. To approve the Statement of Internal Control 2019/20:** the revised statement was signed as adopted by the Chairman.
- 19. End of Year Audit Plan 2018/19:**
 - a) Internal Auditor, Trevor Brown (CPFA), the internal audit has been arranged as previously last year with Trevor Brown to be undertaken between 12th – 18th May 2019.
 - b) External Auditor, PKF Littejohn LLP, London, appointed by the Audit Commission. Audit plan is to set a submission date for the return of the completed AGAR Part 3 (Annual Governance and Accountability Return) and associated documentation to be no earlier than Monday 10th June 2019. It is anticipated that the instructions will be sent out during March 2019 in line with current practice with the Accounts and Audit Regulations 2015.
- 20. To confirm the date and venue of the next RPPC meeting scheduled to be held in the Parkeston Community Hall, Hamilton Street, Parkeston on Thursday 21st March 2019 at 7.15 p.m.**
- 21. To agree dates for meetings of the Ramsey & Parkeston Parish Council for the new municipal year 2019/2020**

The Chairman closed the meeting at 8.30 p.m.