

**Minutes of the Assembly followed by a meeting of the Ramsey & Parkeston Parish Council held in the Parkeston Methodist Church Hall, Garland Road, Parkeston on Thursday 18<sup>th</sup> April 2013 at 6.30 p.m.**

**Present:** Cllrs Colbourne, L Donn, M Donn, Elmer, Prior, Sheers, Singh (Part), Smith, Stertz,  
**Also Present:** Clerk – Mrs L Keating

**1. To accept apologies for absence:** Cllr Ferguson, ECC Cllr M Skeels

Cllr Ferguson had submitted a letter of apology explaining her workload has prevented her attending and if felt necessary by the members she would stand down. All members present voted in favour for Cllr Ferguson to remain as a member.

**2. To receive a report from the Chairman**

Cllr Elmer gave his report of the last Municipal Year:

Cllr Elmer showed his appreciation of all members' commitment with a full complement of Councillors;

6 Ramsey Ward and /5 Parkeston Ward; however, the resignation of Cllr Sheers due to work commitments and moving from the area, was received this evening. Cllr Elmer thanked Cllr Sheers for her input and wished her luck for the future. Notification of the vacancy for Ramsey Ward will be made to TDC.

**Action: Clerk**

Cllr Elmer reported on the noticeable improvement on the road and street signs that have been successfully obtained in working with TDC with the annual survey to be carried out with Alan Howard from TDC, Cllr M Donn and himself on 22/04 to address any outstanding issues such as signage to deter HGV entering Ramsey Village and to place a village sign at Dock River to welcome visitors to Parkeston.

With Ramsey roundabout damage now completed, brambles along The Street cut back and acknowledgement received that the potholes in Clayton Road are to be rectify in the ECC programme, both wards are slowly improving.

The RWMH has had a successful year in securing funding for new doors and the installation of the mural. With bookings growing and enjoyable events put on regularly that have been well supported and congratulations are to be passed onto all members of the committee for their hard work and commitment to the Hall.

Two blows have hit Parkeston with the closure of both St Pauls Church and the Parkeston Methodist Church with Parkeston Church.

Parkeston Cemetery has had improvements with the planting of laurels cut back opening the area around the Chapel. The planting of laurels on the east boundary is becoming well established. The transformation of the Chapel window has been well received by visitors and the new Jubilee commemorative bench installed. The production of the Cemetery brochure will help to raise the profile of the area with thanks to Cllr M Donn and Cllr Singh for their hard work during the year.

Further improvements being considered in the new budget year will include the resurfacing of the driveway and lift trees. Designs for the additional windows of the Chapel will be considered.

Another achievement is that the Clerk has now entered her 10<sup>th</sup> year starting employment with the RPPC on 14<sup>th</sup> October 1993.

**3. To receive a report from Tendring District Councillor A Colbourne**

Cllr Colbourne submitted a report covering:

Parkeston House; TDC are covering legal matters in relation to building regulations.

St Pauls Church, Parkeston will be made secure up with memorabilia to be taken out for safe keeping/re housing.

Neighbourhood Watch Parkeston: interest from residents are being encouraged with details passed to Cllr Stertz.

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- 4. To receive a report from Essex County Councillor M Skeels:** Nothing further to report in the absence of ECC Cllr M Skeels.
- 5. To hear questions from members of the public: 15 minutes allowed**  
BEST (Behaviour Education Support Team) Support Worker, Christine Jose and 2 parents made a presentation on the services delivered by the organisation and reported on the funding being withdrawn as from 31<sup>st</sup> August 2013. The service supporting children and parents covering Primary Schools in Tendring, including Spring Meadow Primary and Two Village Primary.  
The request for support from the RPPC was discussed at length with Cllr Singh agreeing to meet the group to gain further understanding; it was proposed by Cllr Smith, seconded by Cllr M Donn that a letter is to be sent to Bernard Jenkins MP from the RPPC, copied to BEST Team Manager Jane Ogden.

**Action: Cllr Singh/Chair/Clerk**

- 6. To receive a report from Essex Police: information only**  
The monthly report for March was circulated proving an increase in incidents of 67 against 58 and a slight decrease of 10 against 12 reported for the same period of the previous year was discussed. An invitation to attend a future meeting of the RPPC is to be sent to Inspector Willis once the meeting dates have been confirmed.

**Action: Clerk**

The Chairman closed the Assembly meeting at 7.45 p.m.

**10 minute Break:** Cllr Singh made his apologies and left the meeting.

- 7. 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.**
- 8. To confirm the minutes of the RPPC meeting held on 21<sup>st</sup> March 2013**  
Cllr M Donn proposed and Cllr L Donn 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
- 9. To receive the decision of the tender process for the provision of Landscape services to the RPPC for a period of 5 years commencing 1<sup>st</sup> May 2013.**  
Following the advertising the tender process, the result was one tender fully supported with required documents was received from Landscape Services, the current contractor for the council. The new contract does not include Orchard Close being the responsibility of ECC Highways. Cllr Elmer summarised the new contract to commence 1<sup>st</sup> May 2013 for a fixed term of 5 years. Cllr Sheers proposed acceptance of the tender from Landscape Services, seconded by Cllr L Donn with all in favour, the Chairman signed the contract.  
  
A renewal contract received from A&J Lighting to commence 1<sup>st</sup> August 2013 for a fixed period of either 3 or 5 years was considered resulting in the preferred option to be that of a fixed term of 5 years, proposed by Cllr Prior, seconded Cllr Stertz with all in favour The Chairman signed the contract.
- 10. To hear a report on actions taken by the clerk and members as agreed at the last meeting**  
Nothing not covered elsewhere
- 11. To consider any Planning issues received to the meeting date: None**  
Cllr Sheers reported that Ramsey Mill and Mill House have now been sold: Minimal maintenance to the mill required circa £12k is to be undertaken.

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**12. To receive a report regarding the Parkeston Cemetery.**

- The annual inspection of lodge with the current tenants is to be undertaken by Cllrs M Donn, Elmer and the Clerk to establish any necessary maintenance required. Date to be confirmed
- Salt stored in the Chapel is to be moved to free the area for additional storage and security – 3 tonne of salt has been stored over 2 seasons with approx 1 tonne used to date : 3 spreaders available and 2 bins as purchased by RPPC are available; an offer to place salt bin next season in Railway Club is to be made
- Sign to show the Cemetery site on the fingerpost at the entrance to the Hangings from Station Road is to be erected

**Action: Cllr M Donn**

- Chapel windows: following the success of the installation of a 'stained glass' window on the Chapel Cllr Smith proposed, seconded by Cllr Elmer that a quotation is to be sourced from the company in relation to the other windows for consideration.

**Action: Cllr M Donn/Clerk**

**13. To receive a report regarding the Ramsey War Memorial Hall/Playing Field.**

Cllr L Donn reported:

- Easter egg hunt extremely successful with over 100 children participating no charge donations reached: £79.65
- Bingo nights are now at full capacity
- Cheese & Wine evening is planned for 19/04
- Plans to hold a Family Day in August are in hand
- Following the success the next coffee & catch up morning is booked for 17/05
- Field project is ongoing with 1000 questionnaires now out relating to the installation of changing rooms and a potential new hall

**14. To receive a report regarding the Welfare Park: Nothing to report**

The suggestion of extending the park in the future to service the potential additional expansion of the village will be considered at a later date. Cllr Elmer asked for his congratulations to be passed onto the Committee in achieving such a huge task in the enhancement of the park now in place.

**15. To receive a report from the Transport Representatives**

a) Ramsey:

- Ownership of the triangle has still to be confirmed prior to any consideration of placing any memorial/planting can be made.

b) Parkeston:

- Port Road: potholes in the road are to be address with HIP at the next Liaison meeting.

**Action: Cllr Stertz**

- Cllr M Donn with the Payback Team has worked in tidying up the Collier Road. The option to adopt this area is to be considered once ownership has been established.

**Action:Cllr Elmer**

- St Pauls Church: following concerns the 2 memorials have been removed from the Litchgate, owned by RPPC, for safe keeping/resiting with an option for a replica to be made.

**Action: Cllrs Elmer/M Donn**

**16. To receive reports from Councillors attending other meetings**

a) TDALC: Cllr M Donn reported on his attendance at the meeting 27/03:

- Reporting procedures in relation to highways issues is being address
- Reporting of pot holes can be made via TDC website  
Costs for repairs to pot holes in 2012 was £11m with a further increase in 2013 to £118m
- Hare Green Junction: considered a black spot the central barrier will be closed to stop traffic turning right, avoiding crossing traffic
- Mini Windfarms: springing up over Tendring with and owners being financially rewarded
- Local District Plan: the expiry of the old plan has brought the draft Local Plan into action by default

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- b) Hamilton House; members of the RPPC visited the new Colchester Institute site at the invitation of Gary Horne to view the new facilities. The invite to use the 1<sup>st</sup> floor classroom to hold meetings of the RPPC was well received and proposed by Cllr M Donn seconded by Cllr Smith with all in favour that a £10 meeting payment is to be made. Final details to be confirmed with the view to hold the June meeting at Hamilton House.

Action: Clerk

**17. To receive any correspondence for action/information not covered elsewhere:**

Invitation to the Chairman to attend the choral evening at Chelmsford Cathedral on Sunday 16<sup>th</sup> June 2013: Apologies to be submitted

Action: Clerk

**18. 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.**

**19. To receive a financial report year ending 31 March 2013 and to agree accounts for payment.**

The Clerk summarised the end of year report and the finalised Annual Return prepared for the internal audit scheduled 09/07. Proposed by Cllr Prior, seconded by Cllr Smith, the Chairman signed annual return as a true record of accounts.

In reflection the Chairman then signed the annually revised Financial Regulations and Financial Risk Assessment as adopted by the RPPC.

L Keating – Clerks Salary & Office Rent	1235.63	AutoArt (Chapel Window)	2375.50
P Strelitz Legal	840.00	ICO (Data Protection Registration)	35.00
E-On	80.83	A&J Lighting	50.74
Landscape Sers	285.60 & 840.00	Accent Stationers	42.05
EALC Affiliation	444.45		

**20. To confirm that the Annual Meeting followed by a meeting of the RPPC will be held on Wednesday 1<sup>st</sup> May 2013 in the Ramsey War Memorial Hall at 6.30 p.m.**

The Chairman closed the meeting at 9.30 p.m.