

Minutes of the Annual Council meeting of the Ramsey & Parkeston Parish Council
held in the Ramsey War Memorial Hall, Church Hill, Ramsey on Thursday, 21st May
2015

Present: B Davidson, M Donn, G Elmer, T Ferguson, S Howe, R Passmore, E Ramsay, P Singh, D Smith

Also Present: ECC Cllr A Erskine

Clerk: Lin Keating

1) Election of Chairperson and to receive their Declaration of Office:

M Donn, nominated by D Smith, seconded by P Singh

G Elmer, nominated by S Howe, seconded by B Davidson

A ballot of members present, excluding T Ferguson who had arrived after proceeding has commenced, resulted in a majority for G Elmer 5 votes, M Donn 3 votes. G Elmer accepted the position of Chair and signed a declaration of acceptance of office.

2) Election of Vice Chairperson and to receive their Declaration of Office:

M Donn, nominated by D Smith, seconded by P Singh

R Passmore, nominated by S Howe, seconded by E Ramsay

A ballot of all members present resulted in a majority for R Passmore 5 votes, M Donn 4 votes. R Passmore accepted the position of Vice Chair and signed a declaration of acceptance of office.

3) Apologies for absence: S Stertz, the clerk confirmed that S Stertz had signed a declaration of acceptance of office as an elected member to the RPPC and had received a copy of the current Standing Orders and had signed for a copy of the Code of Conduct as adopted by the RPPC. Cllr Stertz asked for her interest to remain as Parkeston representative at meetings of Petrochem Carless to be taken into consideration.

4) To receive Acceptance of Office from ALL Councillors:

All members present signed a declaration of acceptance of office as elected members to the Ramsey & Parkeston Parish Council, received a copy of the current Standing Orders and signed for a copy of the Code of Conduct as adopted by the RPPC.

The Chairman welcomed Cllr Davidson to the meeting and congratulated Cllr Ferguson on her new appointment as District Councillor to Ramsey & Parkeston; it was agreed that the best support Cllr Ferguson could offer was to take forward any issues from RPPC as requested.

5) To receive Declaration of Interest from ALL Councillors

All members, excluding Cllr Ferguson, submitted their declaration of interests to the Clerk.

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

a) Essex Police Local Community Meetings:

1. Ramsey – Cllr Smith volunteered, seconded by Cllr Donn with all in favour

2. Parkeston – Cllr Davidson volunteered, seconded by Cllr Howe with all in favour

b) Two Village CP School – Cllr Howe volunteered, seconded by Cllr Davidson with all in favour.

c) Spring Meadows CP School- Cllr Smith volunteered, seconded by Cllr Donn with all in favour.

d) Tree Wardens/Footpath Wardens:

1. Ramsey- Cllr Singh, proposed by Cllr Donn, seconded by Cllr Ramsay with all in favour.

2. Parkeston – Cllr Davidson, proposed by Cllr Ferguson, seconded by Cllr Howe with all in favour.

e) Transportation:

1. Ramsey – Cllr Passmore, proposed by Cllr Elmer, seconded by Cllr Singh with all in favour.

2. Parkeston- Cllr Ferguson, proposed by Cllr Elmer, seconded by Cllr Passmore with all in favour.

f) Petrochem Carless:

1. Ramsey – Cllr Smith, proposed by Cllr Donn, seconded by Cllr Singh with all in favour.

2. Parkeston: - Cllr S Stertz volunteered, seconded by Cllr Donn with all in favour.

g) TDALC (Tendring District Association of Local Councils)

1. Chairman: Cllr Elmer

2. Vice Chairman: Cllr Passmore

h) Harwich International Port Liaison Committee

1. Ramsey – Cllr Ramsay, proposed by Cllr Passmore, seconded by Cllr Howe with all in favour.

2. Parkeston – Cllr Davidson, proposed by Cllr Elmer, seconded by Cllr Passmore with all in favour.

i) Parkeston Cemetery – Cllr Donn, proposed by Cllr Elmer, seconded by Cllr Singh with all in favour.

Cllr Elmer volunteered, seconded by Cllr Davidson with all in favour.

j) TDC Tourist Information Committee – Vacancy remains open until confirmation of committee remains active.

Action: Clerk/Cllr Ferguson

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k) To consider representation to any other bodies proposed.

Crime Prevention Panel – Proposed by Cllr Smith as group has now reformed, seconded by Cllr Howe with all in favour.

1. **Ramsey** – Cllr Smith volunteered seconded by Cllr Singh with all in favour.
2. **Parkeston** - Cllr Ferguson volunteered, seconded by Cllr Howe with all in favour.

7) To confirm the schedule of meeting dates and venues of the RPPC for the municipal year 2015/16 as suggestions shown on the calendars copied with this agenda.

Following a lengthy discussion it was proposed to continue with 3rd Thursday of the month at 7.15 p.m., excluding December and to divide the meetings between Ramsey and Parkeston where possible. The Clerk asked for the June meeting to be brought forward to the first Thursday.

It was agreed that a budget meeting should be held separately in the first week of December.

A revised calendar of meeting dates is to be confirmed to reflect the above, proposed by Cllr Passmore, seconded by Cllr Elmer; Cllr Smith and Cllr Donn voted against with all other members in favour allowing the motion to be carried.

Action: Clerk/Cllr Howe

8) To agree any revisions where applicable for RPPC policies/code of conduct as proposed by the Clerk/RFO as *copies circulated with the agenda for the Annual Parish Council Meeting:

1. Members Code of Conduct (no change)
2. RPPC Standing Orders (no change)
 - a) A motion was carried to vary Standing Order 1, (j) to remove the need to stand when speaking, as proposed by Cllrs Howe, Donn and Singh, with all in favour.
 - b) A motion was carried to vary Standing Order 29 to include the invitation to the District and County Councillors to be included in the seating arrangements made for Members at all meetings of the Council where appropriate, as proposed by Cllrs Ferguson, Passmore and Davidson with all in favour.

Action: Clerk

3. *Complaints Procedure (no change)
4. *Financial Risk Assessment Policy – A motion was carried to adopt the revised Financial Risk Assessment Policy as amended in conjunction with the adopted budget 2015/16; proposed by Cllr Elmer, seconded by Cllr Davidson with all in favour.
5. *Financial Regulations (no change)
6. *Freedom of Information Policy (no change)
- *Members Scheme of Allowance – A motion was carried to adopt the revised Members Scheme of Allowance, proposed by Cllr Elmer, seconded by Cllr Singh with all in favour.
7. *News Media Policy (no change)
8. *Headstone and Memorial Risk Assessment Policy (no change)

9) To confirm the minutes of the Annual Meeting held on 1st May 2014 – information only

These had been circulated after the meeting and approved as a true record at the meeting of the RPPC held on 15th May 2014.

10) 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 unless otherwise agreed by the Chairman.

- a) Parkeston Ward Vacancy: Two independent applications have been received for the vacancy: Cllr Donn proposed and Cllr Howe seconded for the selection process to be undertaken under Part B of this meeting to allow the successful applicant to join the June meeting. In line with legislation that following an ordinary election where there is insufficient persons nominated to fill all the available seats the parish has 35 days from the date of the election to co-opt a person to fill the vacancy without the necessity of advertising for a potential bye election; and in line with the Local Government Act 1972, 100B (4) (b) the Chairman announced that this item was to be raised under Part B following closure of this meeting.

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

The next meeting of the RPPC is to be held on Thursday 4th June at 7.15 p.m. in the Ramsey War Memorial Hall, Ramsey.

Cllrs Howe and Singh submitted their apologies in advance.

The Chairman brought forward a card of thanks received from Lesley Donn for the floral tribute received from the RPPC for her work as serving as a Ramsey Councillor on the RPPC.

The Chairman closed the meeting at 8.50p.m.