



Minutes of the meeting of the Ramsey & Parkeston Parish Council held remotely, in line with Government guidance and legislation, using the Zoom application, on Thursday 16th April 2020 at 6 p.m.

Present: Cllrs Baalham, Davidson (also TDC Cllr (Parkeston & the Vines), Ferguson, Lungley, Passmore (Chair), Wood

Also Present: None

Clerk: Lin Keating, Clerk

Absent: None

1. **To accept apologies for absence all due to technical issues:** Cllrs Bird, Colbourne, Fay, Kadlec, Ramsay
2. **To receive the declaration of office Katie Baalham, Parkeston Ward Councillor:** Katie Baalam read her acceptance of office, the clerk confirmed an electronic signed copy has been received for records and Tendring District Council notified. Cllr Baalham joined the meeting, being welcomed by the Chair and all present.
3. **Declaration of Interest: Councillors are invited to declare any disclosable Pecuniary Interests or other interest and nature of it, in relation to any item on the agenda.** None
4. **To confirm the minutes of the meeting of the RPPC held on 20th February 2020,** as previously circulated to all Councillors. Cllr Davidson proposed and Cllr Ferguson seconded a motion that the minutes to be signed as a true record with the motion carried. The Chairman is to sign the minutes retrospectively as a true record at the earliest opportunity of a meeting held in person.
5. **To acknowledge receipt of reports and to address any queries raised as circulated prior to this meeting:**
 - a) Essex County Councillor Andrew Erskine (Ramsey & Parkeston) – nothing received
 - b) Tendring District Councillors:
 - Councillor Bill Davidston (Parkeston & The Vines) – Cllr Davidson reported on the derelict bungalow, Garland Road has work being carried out to make the site safe.
 - Councillor Zoe Fairley (Stour Valley) – report circulated with this agenda -details noted.
 - c) RPPC Councillors – nothing received
 - d) Clerk's actions weekly report – circulated with this agenda:
 - Cllr Ramsay has secured a quotation for Hi Vis vests (Blue) printed one colour on the back 'RPPC - Ramsey & Parkeston Parish Council' at £6.95 per item. Cllr Davidson proposed that the order should be placed, seconded by Cllr Ferguson with all in favour.
Action: Cllr Ramsay
 - Virtual Meetings: the offer via NALC to subscribe to Zoom pro plan @ £7.99 per month will allow the meeting to be locked once started and lift the restriction of the time of 40 minutes under the ruling of the free app being used for today's meeting is to be investigated fully.
Action: Clerk

Post Meeting Note: information circulated to all members via email 25 April 2020 explaining the need to sign up for an annual subscription costing £784 to access Zoom Pro plan has been agreed an unnecessary expense to the council; benefits for this application over the free version will allow the meeting to be locked after started and no restriction on time for a meeting, currently 40 minutes on the free app. The recommendation to continue with the free app was proposed via email by Cllr Passmore, seconded by Cllr Davidson.

- Planning Updates:
 - a) Application No: 19/00917/OUT
 - Proposal: Outline application for the development of 31 dwellings and 10 alms-houses type bungalows for older persons and associated open space
 - Location: Land to the South of Ramsey Road and East of Mayes Lane, Ramsey
 - Decision: in conclusion the decision is to defer the application to enable a member site visit to take place and for officers to obtain further information relating to affordable housing provision.
 - The Chair formally requests for the application to be called in by TDC Cllr Fairly, proposed by Cllr Ferguson, seconded by Cllr Davidson with all in favour.
 - b) Application No: 20/00267/FUL
 - Proposal: Proposed retention of church and conversion of church hall to accommodate four, two bedroom apartments
 - Location: Methodist Church Hall, Garland Road, Parkeston
 - Decision: Refusal Full – partly by reason of failure to provide on-site parking and failure to provide private amenity space.



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- e) Finance report against budget year ending 2019-20 – documents circulated with this agenda:
- no queries were raised; all details were noted. The opening balance for 2020/21 of £95,454 was confirmed.
 - Annual Governance and Accountability Return (AGAR) instructions for the process of internal/external audits have been received with key dates for the 2019/20 reporting season:
 - submission deadline of completed and approved AGAR – Friday 31st July 2020, an extension as a result of Covid-19.
 - period for the exercise of public rights (30 day period) following approval of AGAR at our next meeting will fall between Monday 15 June to Friday 24 July 2020.

Internal audit instructions are to be received with a date to be confirmed; late May suggested.

- f) Accounts for payment as approved Chair/Vice Chair – circulated with this agenda: no queries were raised, Authorising signatures to be gained retrospectively for a clear audit trail at the earliest opportunity of a meeting held in person
- g) Chairman's report :
- New Government legislation in place as a result of Covid-19 releases the need of an Annual meeting of the council where the first agenda item is to select a Chairman for the new year; this can be done virtually or the current Chairman can continue until further notice.
 - There is a good community support being given by volunteers, thanks to all involved.
- 6. To confirm the next meeting of the Ramsey & Parkeston Parish Council is to be held under current Government guidance, remotely via Zoom on Thursday 14th May 2020 at 6.p.m.**