



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 17<sup>th</sup> September 2020 at 7 p.m.

**Present:** Cllrs Baalham, Davidson, Fay, Ferguson, Kadlec, Lungley, Passmore (Chair), Ramsay, Wood

**Also Present:** ECC Cllr Erskine

**Clerk:** Lin Keating, Clerk

**Absent:** None

1. **To accept apologies for absence all due to technical issues:** Cllrs Bird, Colbourne, TDC Cllr Fairley
2. **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.**
3. **To confirm the minutes of the meeting of the RPPC held on 16 July 2020,** as previously circulated to all Councillors. Cllr Davidson proposed and Cllr Ramsay seconded a motion that the minutes 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.
4. **To acknowledge receipt of reports and to address any queries raised as circulated prior to this meeting:**
  - a) Parkeston Cemetery: Cllr Davidson reported on the current works on the maintenance of the Lodge:
    - Re-wiring of the lodge has been completed
    - Wood burner has been removed and will be replaced with an electric fire for safety of the tenants
    - Plumbing works to address issues in the bathroom are taking place next week.
    - Inspection of the property is to take place once all works are complete with the tenants.

Action: Chair/Vice Chair/Clerk

b) Planning Updates:

**Applications received:**

- **Application No:20/00585/OUT**

**Proposal:** Erection of five bespoke selfbuild/custom built dwellings (concurrent application with a proposal for an additional car park for the Two Village Primary School).

**Location:** Land rear of Some View and Roborough Church Hill Ramsey Essex CO12 5EL

Concerns of this application, previously refused, being a creeping development Cllrs Passmore, Ferguson and Lungley are to arrange a site visit with comments for submission to be provided to the Clerk.

*Post meeting note: a comprehensive report supporting the view of the RPPC to strongly object to this application was submitted to the TDC planning portal 22.09.2020 as proposed by Cllr Lungley, seconded by Cllr Passmore.*

- **Application No:20/01057/FUL**

**Proposal:** Provision of an additional car park for the Two Village Primary School.

**Location:** Land adjacent of Two Village School Mayes Lane Ramsey Essex CO12 5EL  
Comments submitted in relation to this application are covered in the above application.

**Decisions received:**

- **Application No:20/00936/COUNOT**

**Proposal:** Proposed conversion of agricultural buildings to one dwelling.

**Location:** Brick Kiln Farm Tinker Street Ramsey Essex CO12 5LT

**Decision:** Determination prior approval not required 08.09.2020 Delegated Decision

- **Application No:19/00917/OUT**

**Proposal:** Outline application for development of 31 dwellings and 10 almshouse type bungalows for older persons and association open space.

**Decision:** Approval-Outline 27.08.2020 Committee Decision

**RPPC Comments 19/00917/OUT (Neutral) submitted Fri 26 Jul 2019**

The view of the Ramsey & Parkeston Parish Council is to remain neutral with the following comments requested to be considered:

- The outline plan shows the development close to the boundary of established residential properties, causing concerns of an invasion of privacy to those residents.

- Concerns of the access to Mayes Lane is deemed dangerous to pedestrians needing to cross at this point.

- The wildlife survey being conducted in the month of December would not reflect the full quantity of species potentially in hibernation. It is also stated that the land is regularly maintained, this is disputed as the vegetation is thick and high, giving ideal habitat for many species that appear to have increased.



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5. **Chairman's report:** Due to current Government guidelines restrictions at the Ramsey War Memorial Hall and lack of space at the Parkeston Community Centre dictates that future meetings will continue to be held virtually using ZOOM and will be continued to be monitored on a monthly basis.
6. **To discuss budget spend 2020/21 and 2021/22 for consideration supported by finance report as circulated with this agenda.**
  - a) Cemetery fee review: a full review of the cemetery fees and Cemetery Lodge rent are to be undertaken by Cllrs Davidson and Ramsay for submission at the budget meeting, date to be agreed.
  - b) Waste Management: a lengthy discussion on the previous proposal of the purchase of a van for Council use in addressing removal of rubbish in both wards and distributing salt bags took place. There have been 10 cases reported of flytipping over the 2 wards of Ramsey & Parkeston during the lockdown period. Cllr Lungley had submitted a request for voting on this item to be recorded, however it was agreed for further consideration to be given once confirmation of any impact on the Council from Tendring District Council reducing services is received. The Clerk reported that there is a meeting for Tendring Clerks via TEAMS on 5<sup>th</sup> November 2020 in relation to 2021/22 precept setting that she will be attending.  
An invite for TDC Chief Executive, Ian Davidson, to join a meeting of the RPPC regarding devolution of services following the Clerk's meeting on 5<sup>th</sup> November was proposed by Cllr Davidson, seconded by Cllr Ferguson with all in favour.  
Action: Clerk
  - c) CCTV: to assist in fly tipping reporting the purchase of a CCTV system that can be used throughout both wards is to be sourced.  
Cllr Davidson/Clerk
  - d) VE Memorial benches: the purchase of the benches was proposed by Cllr Ferguson, seconded by Cllr Passmore with all in favour. Cllr Lungley has reserved 2 benches that are not expected ready for delivery until February 2021 due to COVID impact; a deposit of £200 is to be paid to secure the order.
7. **To agree accounts for payment as approved by the Chair/Vice Chair as previously circulated and to hear an update report in relation to the External Audit 2019/20:**

17.09.20	L Keating		1,584.53	1,584.53	<b>109,177.65</b>
	HMRC		605.96	605.96	<b>108,571.69</b>
	HMRC		201.20	201.20	<b>108,370.49</b>
	L Keating		185.62	185.62	<b>108,184.87</b>
	Elcon Electrical		4,727.02	4,727.02	<b>103,457.85</b>
	A&J Lighting		993.54	993.54	<b>102,464.31</b>
	A&J Lighting		59.40	59.40	<b>102,404.91</b>
	A Smith Builders		1,632.00	1,632.00	<b>100,772.91</b>
	Came & Co		2,550.00	2,550.00	<b>98,222.91</b>
	E-on		194.17	194.17	<b>98,028.74</b>
	Autoprint		48.00	48.00	<b>97,980.74</b>
	Autoprint		24.00	24.00	<b>97,956.74</b>
	Bill Davidson		245.96	245.96	<b>97,710.78</b>
	M Kadlec		34.98	34.98	<b>97,675.80</b>
	Accent Stationers		62.51	62.51	<b>97,613.29</b>
	Aspire		420.00	420.00	<b>97,193.29</b>
	Classic Memorial Benches Deposit		200.00	200.00	<b>96,993.29</b>
	Marvan's Landscaping		1,416.00	1,416.00	<b>95,577.29</b>
	Cemetery lodge rent	560.00	0.00	0.00	<b>96,137.29</b>
	Burial/memorials	1,251.00	0.00	0.00	<b>97,388.29</b>

**N.B.**

Expenses incurred by Councillors:

Cllrs Kadlec: planting of artificial flower arrangement for the Parkeston Village Sign; appreciate of her contribution in maintenance of the village sign were noted.

Cllr Davidson: purchase of electric fire for Cemetery Lodge installation.



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Cllr Ferguson proposed the approval of accounts for payment as previously circulated, seconded by Cllr Lungley with all in favour. The Clerk reported that the Chapel Lodge rent continues to be received in line with the contract with the tenants.

- Q2 accounts check: in line with the RPPC finance regulation a quarterly check of accounts and VAT claims are to be made, Cllr Lungley carried out the check for Q1, no concerns were raised. Cllr Ferguson has agreed to undertake the check for Q2, all Councillors other than the Chair and Vice Chair are requested to be available to undertake such a check.
- Insurance renewal policy as circulated 10/09 for comment, with no objection received, has been accepted with an increase for the annual insurance cover to 30<sup>th</sup> September 2021 to £ 2,550.00 from £1,183.41 for 2019/20:
- Clerk's Salary: NALC have announced that NJC (National Joint Council) payscales have been agreed with the Unions (26/08/20) with an increase to pay scales, this brings the Clerk's salary from £13.41 to £13.74 under SCP21, backdated to April 1<sup>st</sup> 2020.
- External Audit: following the favourable internal audit and inline with regulations and the deadline of 21<sup>st</sup> July 2020, the relevant documents for the AGAR and additional 5% sample for an intermediate review have been submitted to the External Auditors, PFK Littlejohn via email that has been confirmed as received. Notice of Exercise of Public Rights remain published for the period 15<sup>th</sup> June to 24<sup>th</sup> July 2020. A report from the External Auditors is yet to be received.  
AGAR Audit (Coronavirus)(Amendment) Regulations 2020 have amended the deadline where the AGAR must be published from 20<sup>th</sup> September 2020 to 20<sup>th</sup> November 2020.

**8. To confirm the next meeting of the Ramsey & Parkston Parish Council is to be held under current guidance:**

Restrictions during the COVID crisis dictate the possibility of holding face to face meetings therefore a change of venue may not be avoidable:

15 <sup>th</sup> October 2020	Remote
19 <sup>th</sup> November 2020	Ramsey
21 <sup>st</sup> January 2021	Parkeston
18 <sup>th</sup> February 2021	Parkeston
18 <sup>th</sup> March 2021	Parkeston
22 <sup>nd</sup> April 2021	Parkeston

The Chairman closed the meeting at 8.00p.m.