



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 11th June 2020 at 7 p.m.

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

Also Present: None

Clerk: Lin Keating, Clerk

Absent: None

1. **To accept apologies for absence all due to technical issues:** Cllrs Bird, Colbourne, Kadlec, Wood, 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 4th May 2020,** as previously circulated to all Councillors. Cllr Baalham proposed and Cllr Lungley 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) Essex public foot[paths – complaints received Ramsey: notification received via email from ECC Cllr Erskine stated that there will be a cut to address the complaints, specifically from the back of Little Oakley FC down to the Jehovahs Witness Hall, Ramsey of overgrowth of vegetation along the Essex Way paths and the concerns regarding damaged and loose fence sections have been taken forward to the Public Rights of Way officers. Cllr Lungley has noted the details to monitor the situation.
 - b) Review of Parkeston Cemetery fees and Chapel Lodge rent: Cllr Passmore proposed, seconded by Cllr Ferguson, with all in favour, for a working group to be formed to propose any changes to the Council before the next budget setting (19th November 2020 meeting) the group will consist of Cllr Davidson and Cllr Ramsay with the support of the Clerk in administration duties.
 - c) Winter Salt Scheme 2020/21: - deadline 26th July 2020: the submission application for 1 tonne of salt from Essex County Council to be delivered to Parkeston was proposed by Cllr Davidson, seconded by Cllr Ramsay with all in favour.
Post Meeting Note: the application has been submitted and acknowledged 17.06.20
 - d) Parkeston Chapel Lodge maintenance update: Cllr Davidson reported that works recently undertaken within the insurance claim for subsidence included drains maintenance with monitoring of movement of the building to be arranged on the external walls of the building. Confirmation of the remedial works are able to be carried out, Cllr Davidson recommended that the re-wiring should be addressed; the proposal from Cllr Passmore for the works to be ordered were seconded by Cllr Lungley with all in favour.
 - e) George Elmer Way – Hutchinson Ports extension of land lease: Cllr Ferguson proposed that the agreement to be signed and returned by the Clerk on behalf of the Council, seconded by Cllr Davidson with all in favour.
 - f) Planning Updates: No applications or determinations received.
5. **Chairman's report:**
 - a) Letter of thanks: a letter recognising the efforts of volunteers across Tendring, as previously circulated to all Councillors, from TDC Councillor Daniel Land, Chairman of the TDC Council was reiterated by Cllr Passmore on the local ongoing support to our residents.
6. **To consider applications for donations under 2020/21 budget:**
 - a) Carer's week – Mrs S Howe, Ramsey. The proposal to support the delivery of 'treats' to carers within our community to show our support of their work and the impact on them recognised during the COVID pandemic, Cllr Baalham proposed a donation of £250.00, seconded by Cllr Davidson with all in favour.
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 Internal Audit 2019/20:**

Cllr Davidson proposed the approval of accounts for payment, 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.

Internal Audit: the report from our auditor, Trevor Brown, as circulated to all Councillors 09/06, proves favourable with the acceptance of procedures introduced to cover the recommendations set last year. The process now demands documents to be submitted to the External Auditors, PFK Littlejohn within the deadline of 21st July 2020. Cllr Ferguson asked for her thanks to the Chair, Vice Chair and Clerk to be minuted in their efforts in work related to the internal audit and receiving a positive report. The new procedure of a quarterly check of accounts and VAT claims that excludes the Chairman and Vice Chairman due to their input on approval of accounts, needs to be started. Cllr Lungley has agreed with the Clerk to take the first check when it is physically possible to receive the paperwork from the Clerk.



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	Cemetery Plot reservation 198		1,005.00		0.00	128,186.46
11.06.20	L Keating	Net pay June		806.30	806.30	127,380.16
	HMRC	Clerks tax/NI		239.68	239.68	127,140.48
	HMRC	Empoyers Contribution		43.33	43.33	127,097.15
	L Keating	June Expenses		173.57	173.57	126,923.58
	E-On	Supply		194.17	194.17	126,729.41
	Accent Stationers	Stationery		129.60	129.60	126,599.81
	A&J Lighting	Contract		59.40	59.40	126,540.41
	Veolia	Contract		45.46	45.46	126,494.95
	Marvan's Landscaping	Contract		1,344.00	1,344.00	125,150.95
	Namesco	Supply		70.80	70.80	125,080.15
	Trevor Browne	Internal Audit		230.00	230.00	124,850.15
	CVST	Affiliation 2020/21		25.00	25.00	124,825.15
	RCCE - Carers' Week	Donation		250.00	250.00	124,575.15
	Purple Polly - PPE Hi Vis Vests	PPE		250.20	250.20	124,324.95
	Cemetery Lodge Rent June 2020		560.00		0.00	124,884.95

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

Restrictions during the COVID crisis of holding face to face meetings remain following Government guidance. It was agreed with all present to hold a further remote meeting via ZOOM on Thursday 16th July 2020 at 7 p.m. with all those unable to attend due to technical issues to be recorded as present in relation to any claim for Councillor allowances at the end of the year.

The Chairman closed the meeting at 7.40p.m.