



Minutes of the Assembly meeting of the Ramsey & Parkeston Parish Council remotely by ZOOM on Thursday 22<sup>nd</sup> April 2021 at 6.45pm

**Present:** Cllrs, Baalham, Davidson (also TDC Parkeston & The Vines), Fay, Ferguson, Kadlec, Lungley, Passmore (Chair), Ramsay

**Also Present: Member of public x 1**

**Clerk:** Lin Keating

**Absent:** None

- 1. To accept apologies for absence:** Cllr Bird, TDC Cllr Zoe Fairley (Stour Valley)
- 2. To confirm the minutes of the Assembly of the Ramsey & Parkeston Parish Council held on 16<sup>th</sup> May 2019:** Cllr Davidson and proposed and Cllr Kadlec seconded a motion that the minutes be signed as a true record with the motion carried.
- 3. Chairman's welcome and report:**

The Chairman welcomed all to the meeting and reflected on the last 2 years being impacted by the COVID-19 pandemic and thanked all the Councillors involved in assisting the community in delivery the support packs donated by the Parish Council and in many other ways, all on a voluntary basis.

With the introduction of remote meetings, the Council was able to complete necessary business over the year together with a good support of local community projects in donations totalling £10,151 that we should take in pride in having done so:

Poppy Wreaths	£51.00	x 3 Ramsey Church/Ramsey War Memorial Hall and Parkeston Cemetery Chapel
First Responders	£500.00	Annual Automatic donation
Essex Air Ambulance	£500.00	Annual Automatic donation
Parkeston Welfare Park	£500.00	towards Children's Christmas Party
RWMH	£500.00	towards Children's Christmas Party
Lads Need Dads	£300.00	Harwich area for supporting young boys and men
RCCE Carers' week	£250.00	COVID-19
RWMH	£3,750.00	grounds improvement grant
Parkeston Welfare Park	£3,750.00	grounds improvement grant
McMillan	£50.00	In memory of an ex RPPC Councillor, Suzanne Howe

Since the last Assembly in 2019, 2020 being cancelled in line with the COVID-19 legislation in place at the time, there have been some goodbyes to councillors through resignations and some welcomed on board and thanks go to all for their hard work. Special thanks go to Cllr Davidson for his work and passion in the Parkeston Welfare Park and the Parkeston Cemetery, now supported by Cllr Ramsay the Chapel has been re-furbished with an interest in weddings, blessings and christenings to take place in the future. The cemetery grounds continue to be kept in a good tidy condition with many visitors giving positive feedback and thanks for saving the lychgate from St Paul's Church, Parkeston.

Also special thanks go to Cllr Lungley in his lead in issues brought to the council in relation to the bridleways and public footpaths.

The support of both Tendring District Councillors Davidson and Fairley has been welcomed in taking issues forward on our behalf and thank them both.



## **Ramsey**

New builds dotted in the ward have increased over the last 2 years with more in the pipeline.

HGV's in the village has caused much frustration and some damage, mainly to the bridge that has been rectified with thanks to Cllr Lungley for his perseverance. Signage erected to make HGVs aware of 'No Access' through the village has assisted and less reports have been received.

Ramsey Playing Field is in good order and looking forward to opening up fully following the lift of restrictions. There have been some drainage issues with Ramsey Creek works ongoing now taken on by the council.

## **Parkeston**

The Welfare Park remains a popular area with high standards maintained, thanks to Cllr Davidson.

HGV's, issues in the village have also improved with signage erected as in Ramsey village.

The Community Centre, again led by Cllr Davidson's hard work will offer a meeting hub for both residents and the Parish Council for meetings, once able to fully open up again.

## **Finance**

The Parish Council is in a stable financial condition with a healthy balance of £103,585.45 to carry forward to the new financial year.

I convey my thanks to all Councillors and our Clerk for their work throughout the year.

In return the members present showed their gratitude to the Chairman for his work and support.

#### **4. Finance Report for the year ending 31<sup>st</sup> March 2021**

The Clerk/RFO delivered a report of finances to year end:

##### **Budget Overall:**

##### **Cemetery income:**

Burials and memorials gave an income of £3162.00 over the year.

The income from the Cemetery Lodge continues to be secured by monthly payments being made by standing order direct into the Council's bank account. A full revision of the cemetery fees and Cemetery Lodge has been undertaken by Cllrs Ramsay and Davidson, whom I both thank for their work to update our fees. The adopted cemetery



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fees came into force as from 1<sup>st</sup> April 2021, however the increase in rent was agreed to be deferred for 6 months with the current impact from the pandemic.

**Vat Return:** £6,685.37 has been claimed and received in the bank 24.02.2021

**Banking:** the recent introduction of a debit card on the Council's account has released the requirement and costs in issuing cheques. Online banking is welcomed and robust procedures in place are followed.

**Annual Governance and Accountability Return (AGAR) 2020/21 timetable**  
Internal Audit – Trevor Brown (CPFA) Internal Audit Services, Woodbridge Suffolk  
submission of documents to be made 15<sup>th</sup> May 2021

**External Audit** – PKF Littlejohn LPP, London as appointed by the Audit Commission:  
Audit plan received is to set a submission date for the return of the completed AGAR Part 3, consisting of 3 parts: (1) The annual internal audit report, (2) Annual Governance statement and Accounting statements completed and approved by the Parish Council (3) External audit report and associated documentation to be submitted by 2<sup>nd</sup> July 2021.

### **Precept 2021/22**

Councillors' allowances remain in line with recommendations set by **the Tendring District Council Parish Independent Remuneration Panel:**

Maximum Band 2 Parish Basic Allowance: Member = £516

Maximum Band 2 Parish Basic Allowance: Chairman = £650

Elected Councillors are only at liberty to claim the allowance, payable year ending 31<sup>st</sup> March pro-rata to reflect attendance to meetings (10 full council meetings set per annum).

These allowances are in accordance with the Local Government legislation for any member to claim during the current budget year.

### **Contracts:**

**Ramsey Street Lighting:** the current 5-year contract held with A&J Lighting Solutions for maintenance was renewed to run from 1<sup>st</sup> August 2018 to 31<sup>st</sup> July 2023 with an annual value circa £3,200.

**Landscape Services:** following a tender process the current 5-year contract has been won by Marvan's Tree & Landscape Services, Ray Lane Ramsey to run from 1<sup>st</sup> May 2018 to 30<sup>th</sup> April 2023. The annual value of the contract is circa £13,430.

### **Projects:**

**Cemetery Chapel:** led by Cllr Davidson the chapel has been totally refurbished with the artifacts donated from St Paul's Church Parkeston, following its closure in 2014, are all now re housed along with the Lychgate. Not only securing the property with maintenance it is the aim to open the chapel for services, blessings etc that will bring further income to the council.

**Memorial Bricks:** a project being taken forward by Cllrs Ramsay and Davidson in raising the profile of the cemetery is to offer memorial bricks to be placed within the existing wall

in the chapel's secure porch. To date there has been much interest with full costings and promotions to following during the year.

**Memorial Benches:** Cllr Lungley researched the purchase of 2 memorial benches to commemorate VE 2020; cost £2,500 with installation of one bench in the Parkeston Cemetery with the other to be installed in Ramsey Village, hopefully on the 'Triangle' following full permissions and insurance requirements secured.

**LED Lighting Replacement Programme:** the programme to replace all 32 lamps in Ramsey under our ownership as rolled out in 2019, with 12 replacements that year, has seen an additional 12 lamps replaced in 2020/21 budget; the order of works to complete the project has been given to A&J Lighting to replace the remaining 8 lamps in Ramsey in the new budget year. The total cost of the programme over 3 budget years is £14,016 with an anticipated return due to lower maintenance and a longer life span expected of 30+years together with the lower wattage reducing power consumption and a lower carbon footprint. Each new LED panel and the driver carry a 10 year manufacturer's warranty.

**2021/22 Objectives:** the bank balance to be carried forward for 2021/22 is £103,585.45 together with income expected from the cemetery of £9,900 and the precept of £72,418.00 gives an extremely healthy income over the year, however it must be used as set in the budget; ensuring the public purse is protected and our parishioners see value for money in the precept they pay.

- 5. To allow public participation: 15 minutes:** No questions asked, however the lady present was interested and enjoyed the opportunity to observe the procedures.

The Chairman closed the meeting at 7.10 p.m.