**Present:** Cllrs Davidson, Norgan, Priestnall, Fay, Smith, Wogan, Kadlec, Stanford

**Also Present:** None

**Clerk:** Teresa Le-Blanc

**Absent:** Cllr Bird

1. **Election of Chairperson and to receive their Declaration of Office** Cllr Smith nominated and Cllr Fay seconded Cllr Bill Davidson to be Chair which he accepted and signed his acceptance of office.
2. **Apologies for absence:** Cllr Ferguson has sent apologies as she is on holiday and Cllr Passmore has also sent his apologies
3. **Election of Vice Chairperson and to receive their Declaration of Office** Cllr Fay nominated Cllr Norgan and Cllr Wogan seconded, Cllr Norgan accepted and signed her acceptance of post.
4. **Councillors to be appointed to the following committees, external bodies and groups:**
   1. **Planning Sub Committee:**

Ramsey (Chair, Vice Chair, Ramsey Ward Councillor(s)) - All Cllrs

Parkeston (Chair, Vice Chair, Parkeston Ward Councillor(s)) - All Cllrs

* 1. **Tree Wardens/Footpath Wardens**:

1. Ramsey – Cllr Stanford
2. Parkeston – Cllr Priestnall
   1. **Transportation**:
3. Ramsey – Cllr Smith
4. Parkeston – Cllr Wogan
   1. **Haltermann Carless:**

Ramsey – Cllr Davidson

2. Parkeston – Cllr Kadlec

* 1. **TDALC (Tendring District Association of Local Councils)**

Chairman: Cllr Davidson

Vice Chairman: Cllr Norgan

* 1. **Port Liaison Committee**

Ramsey – Cllr Fay

Parkeston – Cllr Davidson

* 1. **Parkeston Cemetery –** Cllr Davidson
  2. **Media Representative –** Cllr Smith
  3. **To consider representation to any other bodies proposed. –** Cllr Norgan and Cllr Priestnall to be river wardens

1. **To confirm the schedule of meeting dates and venues of the RPPC for the municipal year 2023/24 as proposed on the calendar copied with this agenda. –** Meetings to be held at Parkeston Community Centre until Ramsey War Memorial Hall becomes available.
2. **To confirm the Clerk’s current terms and conditions. –** All agreed, Clerk to bring paperwork to be signed off at the next meeting.

Action: Clerk

1. **To consider the Council’s assets values as logged in the asset register, as copied with this agenda.** Asset register approved.
2. **To agree the review and any revisions where applicable for RPPC policies/code of conduct, fees and charges as shown on the summary previously circulated with this agenda and as proposed by the Clerk/RFO**: All current policies are published on the RPPC website: [www.ramseyparkeston-pc.gov.uk](http://www.ramseyparkeston-pc.gov.uk) Changes proposed to the Standing Orders, just to update them to the 2023 version. Proposed Cllr Smilth, seconded Cllr Fay signed by Cllr Davidson.
3. **To confirm the minutes of the RPPC meeting held on 17th April 2023 –** Minutes signed by Cllr Davidson as a true record of the meeting.

# Planning Updates: Proposed Cllr Wogan, seconded Cllr Kadlec, signed by Cllr Davidson

## Applications received for consultation/information:

* Application No: [23/00314/FUL](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQSF7KQB0MT00)

Proposal: Proposed change of use class from Hotel to HMO.

Location: Captain Fryatt 65 Garland Road Parkeston Harwich – Cllr Davidson has spoken to planning and asked clerk to write a letter to planning highlighting lack of parking, lack of amenities, HMO’s are only allowed in towns.

Action: Clerk

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## To receive decisions submitted by the RPPC Planning Sub-Committee since the last meeting: None - Noted

## Decisions received from TDC: For Information Only

* Application No:23/00294/FULHH – Approval Full 26.04.2023 Delegated Decision

Proposed: Two storey side extension with detached garage (resubmission of approved planning 22/01391/FULHH).

Location: 1 Poplar Cottages, Wix Road, Ramsey, Harwich, Essex, CO12 5LU - Noted

1. **To allow public participation: 15 minutes allowed. –** None attended

# To receive reports from Councillors attending other meetings. – None received

1. **To receive a report from the Clerk and Councillors activities:**

Clerk’s Report –

* The new Grounds Maintenance contract has started, Great Oak Treeland Services are our new contractors for the next 5 years.
* New meeting dates for 2023/24 have been circulated, Ramsey War Memorial Hall may not be available for meetings at the time requested, either change of day/time required or change of venue – Meetings to be held at Parkeston Community Centre until Ramsey War Memorial Hall becomes free.
* Emergency plan committee – Catherine from TDC has arranged an emergency plan leaflet session on Wednesday 17th May at Clacton Town Hall, 18:00-20:00hrs – Apologies received from Cllr Ferguson. Cllr Wogan is attending.
* PC IT Help have found a solution to IT issues experienced during the last few weeks, our email provider, Namesco, put a block on the emails as we were over the 25gb limit and I needed to pay £19.19 by council debit card just to release the emails or they asked for £90 for give us more space. With renewals due soon, PC IT Help, who assisted with freeing up space once they were unblocked, have suggested Microsoft 365, who can host all the email addresses required with 50gb space for each address for £505.58 for the year, rather than Namesco who with extra space added would come to £581.75 for the year – To be discussed and resolution made where appropriate. – Proposed by Cllr Priestnall and seconded by Cllr Wogan all agreed to go ahead.
* Correspondance: Bank statement received – bank statement signed by Cllr Davidson

Ramsey Councillors Report:

* Coronation party went well and was well received.

Parkeston Councillors Report:

* Coronation party was fantastic, it was moved at the last minute to the park due to issues at the railway club but it was a great day.
* Flowers in Garland Road sign keep going missing.

Parkeston Cemetery Report:

* Lodge: Work has commenced, damp found in one of the bedrooms, the source has been rectified and work is continuing. A decision by council members was reached to replace the kitchen after the old one did not survive being removed, at a cost of £1,495.00.
* Rent and new contract need to be reviewed for Lodge tenants. – Guttering needs clearing but it all looks great. One of the heaters has broken and we need to organise an electrician.

Action: Cllr Davidson/Clerk

* Make a note in 11 months time so we renew their contract and we can inspect it twice a year.

Action: Cllr Davidson/Clerk

# Councillors’ reports 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.

# Cllr Stanford reported that at the bottom of Ramsey Hill, the grass is so high that its getting dangerous, Clerk to report to Cllr Land.

Action: Clerk

# Speed awareness signs – add to next agenda

Action: Clerk

# Keys for Ramsey Noticeboard – Cllr Davidson has allen keys, try them and work out which size is required, one set needed for the clerk.

Action: Cllr Davidson

# Cllr Wogan asked about the newsletter, add to next agenda.

Action: Clerk

# To agree accounts for payment and to receive an update on the Internal/External Audits year ending 31 March 2023

* Internal Audit: Internal Auditor, Val Evans PSLCC, Independent Internal Auditor for Local Councils – the audit process is in hand there is a meeting arranged for 23rd May 2023. The annual Internal Audit report to be received by External Auditors, PKF Littlejohn before 01 July 2023.
* External Audit: The appointment by Smaller Authorities, Audit Appointments Ltd (SAAA) of the External Auditors PKF Littlejohn. The deadline for the submission of the approved AGAR to PKF Littlejohn is Friday 1st July 2023.

The completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31st March 2023 to invite any person interested and who has the right to inspect records for the financial year to which the audit relates was published May 2023, announcing that the documents will be available on reasonable notice by application to the Clerk/RFO between the dates of Monday 12th June 2023 and Friday 21st July 2023.

* To agree accounts for payment as approved by the Chair/Vice Chair as previously circulated.



1. **To confirm the date and venue of the next meeting of Ramsey & Parkeston Parish Council is to be held on Monday 19th June 2022 venue to be confirmed.** Date agreed, venue confirmed asParkeston Community Centre.

