



Minutes of the Annual Meeting of the Ramsey & Parkeston Parish Council held in Hamilton House, Foster Road, Parkeston on Thursday 5<sup>th</sup> May 2016 at 7.00 p.m.

**Present:** Cllrs Collis, Davidson, Elmer, Howe, Passmore, Ramsay, Singh, Stertz

**Also Present:**

**Clerk:** Lin Keating

Essex Council Councillor Erskine

**1. Election of Chairperson and to receive their Declaration of Office**

Cllr Passmore was proposed for the role by Cllr Singh, seconded by Cllr Singh. Cllr Passmore decline the proposal.

Cllr Elmer was proposed for the role by Cllr Collis, seconded by Cllr Davidson, with all in favour the motion was carried. Cllr Elmer accepted the role, he then signed and read his declaration of office.

**2. Apologies for absence:** Cllrs Ferguson, Donn, Smith

**3. Election of Vice Chairperson and to receive their Declaration of Office**

Cllr Passmore was proposed for the role by Cllr Elmer, seconded by Cllr Davidson, with all in favour the motion was carried. Cllr Passmore accepted the role, he then signed and read his declaration of office.

**4. Councillors to be appointed to the following committees, external bodies and groups:**

a) **Two Village CP School:** proposed by Cllr Davidson, seconded by Cllr Collis with all in favour Cllr Howe accepted the role.

b) **Spring Meadows CP School:** proposed by Cllr Elmer, seconded by Cllr Davidson with all in favour, and in his absence in showing an interest to remain in the role Cllr Smith remains in the role.

c) **Essex Police Local Community Meetings:** the committee has disbanded.

**d) Tree Wardens/Footpath Wardens:**

1. **Ramsey:** proposed by Cllr Davison, seconded by Cllr Collis with all in favour, Cllrs Singh and Passmore accepted the joint role.

2. **Parkeston:** proposed by Cllr Elmer, seconded by Cllr Passmore with all in favour, Cllr Davidson accepted the role.

**e) Transportation:**

1. **Ramsey:** proposed by Cllr Elmer, seconded by Cllr Davidson with all in favour, Cllrs Howe and Passmore accepted the joint role.

2. **Parkeston:** proposed by Cllr Singh, seconded by Cllr Davidson with all in favour, Cllr Collis accepted the role.

**f) Haltermann Carless:**

1. **Ramsey:** proposed by Cllr Passmore, seconded by Cllr Collis with all in favour, Cllr Ramsay accepted the role.

2. **Parkeston:** proposed by Cllr Howe, seconded by Cllr Passmore with all in favour, Cllr Stertz accepted the role.

**g) TDALC (Tending District Association of Local Councils)**

1. **Chairman:** Cllr Elmer

2. **Vice Chairman:** Cllr Passmore

**h) Harwich International Port Liaison Committee**

1. **Ramsey:** proposed by Cllr Passmore, seconded by Cllr Howe with all in favour, Cllr Ramsay accepted the role.

2. **Parkeston:** proposed by Cllr Passmore, seconded by Cllr Ramsay with all in favour, Cllr Davidson accepted the role.

i) **Parkeston Cemetery:** proposed by Cllr Stertz, seconded by Cllr Howe with all in favour, Cllrs Elmer and Davidson accepted the joint role.

**Exclusion of the public:** In accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public, including the press, from the meeting so that any items containing exempt and confidential information (for example confidential personal or tender issues) can be considered by the council.

**j) To consider representation to any other bodies proposed.**

- Local Plan Working Committee: to have representation at the meetings it was agreed that notice of meetings are to be advised to all Councillors to enable representation of the RPPC to be present. ECC Cllr Erskine is to advise the clerk the best link to ensure notice of meeting dates are received.

**Action: ECC Cllr Erskine**

ECC Cllr Erskine reported on committees he attended that may be of interest to the RPPC:

- a) Local Highway Panel: meetings held 3-4 times per year are held at Weeley Chambers and open to the public; Cllr Erskine is to forward notice of meetings together with agendas/minutes to the Clerk for circulation to all Councillors. RPPC Transport Representatives are encouraged to attend.

**Action: ECC Cllr Erskine/ Clerk**

**Post Meeting Note:** the next meeting of the LHP is to be held on Thursday 16<sup>th</sup> June 2016 at 5.p.m. TDC Weeley Offices.

- b) Tendring Locality Board: Cllr Erskine is to forward notice of meetings together with agendas/minutes to the Clerk for circulation to all Councillors to allow representation of RPPC to attend where any agenda item is of local interest. The next meeting is scheduled to be held at TDC Weeley Office on 12<sup>th</sup> May 2016 at 6 p.m.

**Action: ECC Cllr Erskine**

**Post Meeting Note:** the Clerk circulated the agenda and minutes to all Councillors in relation to the meeting 12<sup>th</sup> May as received from ECC Cllr Erskine 5<sup>th</sup> May 2016 .

- 5. To confirm the schedule of meeting dates and venues of the RPPC for the municipal year 2016/17 as proposed on the calendar copied with this agenda:** proposed by Cllr Collis, seconded by Cllr Stertz with all in favour, the proposed calendar was accepted. In addition, December will include a Budget Meeting with the date to be set. The Assembly and Annual meeting in 2017 are to be held in Ramsey on a day/date to be set subject to the availability of the Ramsey War Memorial Hall.
- 6. To confirm the Clerk's current rate of pay and conditions:** no changes: pay set in accordance with the NJC Salary Point Scale, LC1, Spinal Colum Point (SCP) 21 that equates to £10.26 per hour, any potential increase in pay would depend on the Clerk being successfully qualified through her current CiLCA training and the current national agreement increase in debate with the union UNITE. Proposed by Cllr Stertz, seconded by Cllr Singh with all in favour the Chairman signed the Written Statement of Employment – Basic Terms of Employment in relation to the Clerk's current contract.
- 7. To agree any revisions where applicable for RPPC policies/code of conduct as proposed by the Clerk/RFO as \*copies circulated with this agenda:**
1. **Members Code of Conduct (no change)**
  2. **RPPC Standing Orders (no change)**
  3. **\*Complaints Procedure (no change)**
  4. **\*Data Protection Policy – New**
  5. **\*Documents and Records Retention Policy - New**
  6. **\*Financial Risk Assessment Policy – Revised to reflect the introduction of internet banking**
  7. **\*Financial Regulations – Revised to reflect the introduction of internet banking**
  8. **\*Freedom of Information Policy (no change)**
  9. **\*Headstone and Memorial Risk Assessment Policy (no change)**
  10. **\*Members Scheme of Allowance – (no change)**
  11. **\*News Media Policy (no change)**
  12. **\*Social Media Policy (no change)**

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Cllr Passmore, seconded by Cllr Davidson proposed that the RPPC accepted the revisions of the RPPC policies as Item 7, 1-12, with all in favour. The Chairman then signed the policies, as amended where relevant, and adopted by the RPPC.

In relation to item 7, 10. Cllr Passmore reported on his intention to claim the allowance, currently set at a maximum of £516 for Band C, in the next financial year in order to pass the funds onto deserving local causes. The Chairman claims an allowance within the current budget of £600 per annum, paid in 2 instalments over the year. All members were reminded of their responsibility to declare any such allowance to HMRC in relation to any tax implications due. Proposed by Cllr Passmore, seconded by Cllr Collis with all in favour the Members Scheme of Allowance is to be considered at the Budget Meeting of the RPPC to be held in December 2016.

**Action: Clerk**

**8. To confirm the minutes of the RPPC meeting held on 14<sup>th</sup> April 2016.**

Cllr Davidson proposed and Cllr Stertz seconded a motion that the minutes to be signed as a true record with the motion carried. The Chairman then signed the minutes as a true record.

**9. Councillor's report 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.**

- a) Proposed Development Land Adj Two Village School, Mayes Lane: Cllr Elmer
- b) Ramsey Roundabout: Cllr Howe
- c) Procedures in communicating with TDC Officers: Cllr Elmer

**10. To confirm the date of the next meeting of the Ramsey & Parkeston Parish Council to be held on Thursday 19<sup>th</sup> May 2016 at 7.15 p.m. in Hamilton House, Foster Road, Parkeston.**

**The Chairman closed the meeting at 7.50 p.m.**

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