

**Minutes of the Annual Meeting followed by a meeting of the Ramsey & Parkeston Parish Council held in the Ramsey War Memorial Hall, Ramsey on Wednesday 1<sup>st</sup> May 2013 at 6.30 p.m.**

**Present:** Cllrs Elmer, Ramsay, L Donn, M Donn, Stertz, Prior, Ferguson, Singh

**Also Present:** Clerk, Mrs L Keating, Mrs Suzanne Howe

- 1) **Apologies for absence:** Cllrs Colbourne, Ramsay, ECC M Skeels
- 2) **Election of Chairperson and to receive their Declaration of Office**  
Cllr Smith nominated Cllr G Elmer to remain as Chairman, seconded by Cllr Ferguson with all in favour, Cllr Elmer accepted the position. The Clerk apologised for not having declaration paperwork available for signature. All members agreed for Cllr Elmer to take the meeting as Chairman with all declarations to be signed at the next meeting to be held on Thursday 20<sup>th</sup> July 2013.  
**Action: Clerk**
- 3) **Election of Vice Chairperson and to receive their Declaration of Office**  
Cllr Smith nominated Cllr M Donn to remain as Vice Chairman, seconded by Cllr Prior with all in favour. Declaration of office to be signed at the next meeting to be held on 20<sup>th</sup> July 2013.  
**Action: Clerk**  
At the suggestion of the Chairman it was agreed for Cllr M Donn to take the chair at some meetings during the year for training.
- 4) **To receive Declaration of Interest Register amendments from all councillors where applicable**  
No changes to be made by members present. The Clerk apologised for not having declaration paperwork available for signature that will be addressed at the next meeting to be held on Thursday 20<sup>th</sup> July 2013.  
**Action: Clerk**
- 5) **Councillors to be appointed to the following committees, outside bodies and groups:**
  - a) **Crime Prevention Panel:**
    1. Ramsey: Cllr Singh
    2. Parkeston: Cllrs Prior and Stertz
  - b) **Two Village School: To be confirmed in writing**
  - c) **Spring Meadow CP School:** Cllr Smith
  - d) **Ramsey War Memorial Hall:** Cllr L Donn
  - e) **The Welfare Park:** Cllr Prior
  - f) **Tree Wardens/Footpath Wardens:**
    1. Ramsey: Cllr Singh
    2. Parkeston: Cllr M Donn
  - g) **Transportation:**
    1. Ramsey: Cllr Ramsay
    2. Parkeston: Cllr Ferguson
  - h) **Carless:**
    1. Ramsey: Cllr Ramsay
    2. Parkeston: Cllr Elmer
  - i) **TDALC (Tendring District Association of Local Councils):** Cllr Elmer/Cllr M Donn
  - j) **Harwich International Port Liaison Committee**
    1. **Ramsey:** Cllr Ramsay
    2. **Parkeston:** Cllr Prior
    3. **Reserve both wards:** Cllr M Donn
  - k) **Parkeston Cemetery:** Cllrs Elmer, M Donn, Singh
  - l) **TDC Tourist Information Committee: To be Confirmed**
- 6) **To confirm proposed schedule of meetings of the RPPC for the municipal year 2013/14** as shown in the table copied with this agenda: the schedule of meetings was accepted; attention was drawn to all future meetings will be held in Hamilton House unless otherwise deemed relevant to hold a meeting in the Ramsey War Memorial Hall. The press are to be invited at the next meeting to show the support being given by Colchester Institute in allowing the RPPC to use their classroom and to advertise the new meeting place of the RPPC.  
**Action: Clerk/Cllr Elmer**
- 7) **To agree any revisions where applicable for RPPC policies/code of conduct as proposed by the Clerk/RFO:**
  1. Scheme of Allowances 2013/14: Not issued due May
  2. Complaints Procedure : revised version
  3. Freedom of Information Policy: no change
  4. Headstone and Memorial Risk Assessment Policy: no change
  5. Code of Conduct : No change
  6. Data Protection Registration: annual registration
  7. News Media Policy: no change

All policies, as signed by the Chairman, are to be copied electronically on CD to all members  
**Action: Clerk**

**15 minute break**

- 8) **To hear a report from Essex Police:** information only Nothing received
- 9) **Members Declaration of Interest in items on the agenda:** Members joining the meeting part way through should wait for the next agenda item before joining any discussion/debate and declare any interest on any of the remaining agenda items.
- 10) **To hear questions from members of the public:** 15 minutes allowed.  
**Cllr Ferguson:** speaking as a member of the public, reported on a cockerel at a premises in Hamilton Street disturbing residents; it was recommended that the issues was reported to TDC Environment (Tim Clarke) as a noise nuisance.
- 11) **To confirm the minutes of the meeting** held on 18<sup>th</sup> April 2013  
 Cllr Stertz proposed and Cllr L Donn 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.
- 12) **To hear a report on actions taken by the clerk and members as agreed at the last meeting**  
**Item 2:** in conjunction with legislation the vacancy for Councillor (Ramsay Ward) has been publicised.  
**Item 5:** A letter of support of BEST (Behaviour Education Support Team) has been written to Bernard Jenkins MP on behalf of the RPPC in an attempt to secure future funding for the service. Cllr Singh, reported as governor on Chase Lane CP School, that the school has trained a member of staff to enjoy in house skills and being more cost effective against buying in services.  
**Item 15:** the memorials on the lichgate at St Pauls church, Parkeston have been removed by RPPC for safe keeping with re-siting of the plaques in a secure place available for public view and replicas to be re-instated at their original setting yet to be considered.
- 13) **To consider any Planning issues:**
- i) **Appeal concerning land rear of Edward Street and Una Road, Parkeston:**  
**Application No: 11/01172/OUT**  
**Description of Development: Construction of thirty houses with associated parking, access and landscaping works:**  
 The view of the RPPC is to re-iterate previous comments on the application submitted 16 December 2008, proposed by Cllr L Donn, seconded by N Prior with all in favour:  
*Ramsey and Parkeston Parish Council strongly object with the following concerns raised: Access and project would be via Una Road. This road is already heavily congested with parked cars; therefore this would be a serious safety factor. Concerns for clear access for Emergency and Utility vehicles. There is no school located in the village and this would mean that any children living in the new complex would be in the catchment area of the Spring Meadows Primary School which is a long distance from the complex along a very busy main road that will be added to should the proposed site at Station Road go ahead as light industrial use. It is also understood that the school is already at its full capacity.*
- ii) **Planning Application No: 13/00449/TPO**  
**Proposal: Laurel bushes/trees - reduce to ground level branches overhanging Ashridge**  
**Location: Whinney Grove – Land adjacent Ashridge Church Hill Ramsey**  
 The view of RPPC: No Objection, proposed by Cllr Ramsay, seconded by Cllr M Donn with all in favour.
- iii) **Application No: 13/00442/FUL**  
**Proposal: Proposed new garage and link extension, proposed rear extension and additional accommodation within roof space (following demolition of existing garage)**  
**Location: Llamedos Ramsey Road Dovercourt**  
 The view of RPPC: No Objection, proposed by Cllr Ferguson, seconded by Cllr Prior with all in favour.
- Cllr M Donn questioned the S106 application process to secure funding for both wards from planning application.
- Action: Clerk**
- 14) **To receive a report regarding the Parkeston Cemetery**
- Further quotations are to be sought for additional windows at the chapel
  - Jubilee bench now installed
  - Visible spots of walkways being used as short cuts are to be investigated
  - Cemetery lodge inspection to be carried out at a mutual convenient time with tenants
- Action: Cllrs Elmer/M Donn**
- Sign on fingerpost to cemetery in hand

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**15) To receive a report regarding the Ramsey War Memorial Hall**

Cllr L Donn reported;

- Bookings remain high
- Cheese and wine evening was not as well attended as expected
- 17<sup>th</sup> May next Coffee & Catch Up meeting being held with all invited
- 31<sup>st</sup> May – Pampered Chef evening booked
- Documentation including legal documents have been released from Ellisons; a copy is to be made for future reference.

**16) To receive a report from the Transport Representatives**

**Ramsey:** The request to reduce the speed limit along Wrabness Road is being pursued with ECC Highways Panel that is being monitored by Cllr Ramsay.

**Parkeston:** the pot holes reported in the Port Road have now been addressed

**SNP Inspection:** a report from Alan Howard, TDC, following the inspection of Ramsey & Parkeston proved positive with maintenance of Street Name Plates to be undertaken. The cost to install/replace 'Welcome to' village signs are £234.75 + Vat (replacement posts are an addition £96.00 +VAT per set)

**Replacement signs nominated:**

**Parkeston:** top of Station Road, proposed by Cllr M Donn, seconded by Cllr Elmer with all in favour. The additional sign at the Dock Road entrance to Parkeston is to be given further consideration along with the re-siting of the Parkeston village sign removed from the Parkeston Methodist Church Hall for refurbishment.

**Ramsey:** Full consideration to be given for replacement signs to be placed at:

Church Hill

Junction of Wix Road/A120 (Finger post to be included stating 'No HGVs')

Adjacent to Orchard Close entering the village

Ramsey Road Bridge

**17) To receive any reports from councillors attending other meetings:** Nothing to report

**18) To receive any correspondence not covered elsewhere:**

**EALC: Village Halls Training Day;** Cllr Elmer, Cllr L Donn, Clerk and Ms Suzanne Howe (RWMH Committee Member) to attend

**TDC Household Waste and Recycling Collection Letter:** a copy presented by Cllr Smith that explains the responsibility of residents to dispose of waste correctly is to be requested to be sent to all residents of both Ramsey and Parkeston: proposed by Cllr Ferguson, seconded by Cllr L Donn with all in favour.

**Action: Clerk**

**CAB:** request for funding; a response to be sent to enquire if any donation will be guaranteed to support the Harwich Branch together with a request for a copy of accounts.

**Action: Clerk**

**19) To agree the accounts for payment :**

P Strelitz Legal	1218.00 1566.00	L Keating Clerks Salary/ Hol pay	715.75 576.57
A-On Additional to policy	56.86	CVST Affiliation	25.00
HM CT Legal	80.00	L Donn Travel Expenses	36.00
Accent Stationers	28.39	A&J Lighting	50.74
TDALC Affiliation	15.00	Stanley Baker Studios Legal Documents	35.00
E-On	78.23	Acumen Wages	52.20
Landscape Services	906.00		

**20) Councillors 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 making unless otherwise agreed by the Chairman.**

**21) To confirm the date of the next meeting of Ramsey & Parkeston Parish Council Thursday 20<sup>th</sup> June in Hamilton House**

The Chairman closed the meeting at 8.35 pm



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**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.