

**Present:** Cllrs Bird, Davidson, Donn, Collis, Elmer (Chair), Ferguson, Howe, Passmore, Ramsay, Smith

**Also Present:**

**Clerk:** Lin Keating

The Chairman opened the meeting at 7.35 p.m.

1. **To accept apologies for absence:** Cllr, Stertz, ECC Cllr Erskine
2. **To receive a report on Essex Police crime information:** no further report available since the last meeting.
3. **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:** None
4. **To receive a report from Essex County Councillor Andrew Erskine:** Nothing received.
5. **To receive a report from TDC Councillor Tanya Ferguson:**
  - a) Ramsey Roundabout: Highways operations have now been transferred to Kier contractors with whom the concerns of poor visibility due to the overgrown vegetation are being addressed.

Action: Cllr Ferguson
  - b) Collier Road fire: TDC, Street Scene Officer, Darren O'Neill has written to the landowners instructing them to clear the site of waste and to fully secure the site, they have 14 days to respond following such time TDC may pursue a legal avenue.
  - c) Overgrown vegetation: the annual problem in both wards on verges was discussed at length with the outcome of Cllr Ferguson, seconded by Cllr Passmore with all in favour for a contractor to be sourced for a quotation to cut all areas together with an invite for Mr Palmer and Mr Shilton of Highways England to attend a meeting of the RPPC.

Action: Clerk/Chairman
  - d) Elections: County Council elections on Thursday 4<sup>th</sup> May followed by a General Election to be held on 8<sup>th</sup> June 2017
  - e) Captain Fryatt Rose: 2 roses have been donated to the Welfare Park with a memorial plaque in memory of Carl Stertz and Kip.
  - f) CIF Projects: 2 bids were successful, Ramsey Village Sign (£2,000) and a replacement Ramsey Notice board (£500); to prevent the funds being lost it was proposed by Cllr Ferguson, seconded by Cllr Davidson with all in favour to purchase the noticeboard. Cllr Passmore proposed that the village signage also to be purchased with additional costs to be covered from the 2017/18 projects budget, seconded by Cllr Ferguson with all in favour.
6. **To confirm the minutes of the meeting of the RPPC held on 16<sup>th</sup> March 2017:** with the amendment made to show in item 14b) of Cllr Smith giving his report, not Cllr Davidson, Cllr Davidson proposed and Cllr Smith 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.
7. **To confirm the minutes of the planning meeting of the RPPC held on 4<sup>th</sup> April 2017:** Cllr Smith proposed and Cllr Davidson 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.
8. **To hear a report on actions taken by the clerk and members as agreed at the last meeting.** Referring to item 15b: the skip placed within the boundary of a home in Garland Road has become a permanent feature; complaints from neighbours have been received of the 'eyesore' and the road being blocked when the skip is emptied. TDC Street Scene Officer, Darren O'Neill is aware of the issue and will be followed up with him.

Action: Cllr Ferguson
9. **To consider any Planning issues and receive any decisions submitted to the meeting date:**
  - a) **To receive decisions submitted by the RPPC Planning Sub-Committee since the last meeting:** None
  - b) **To receive decisions received from TDC:**
    - Application No: 16/02070/FUL

Proposal: proposed village hall  
Location: Recreation Field, Wix Road, Ramsey  
Delegated Decision – Approval - Full

- Application No: 16/02104/FUL  
Proposal: Two storey side extension and detached outbuilding (existing garage to be demolished)  
Location: Andalucia, The Street, Ramsey  
Delegated Decision – Approval - Full
- Application No: 17/00097/FUL  
Proposal: Demolition of an existing derelict agricultural building and a replacement with a new store and workshop  
Location: Willowfields, The Street, Ramsey
- Application No: 17/00165/FUL  
Proposal: erection of a new outbuilding to be used as a kennel and store, a new greenhouse, and to replace the driveway gates  
Location: Lord Nelson, Wrabness Road, Ramsey  
Delegated Decision – Approval - Full
- Application No: 17/00127/OUT  
Proposal: demolition of bungalow and replacement with four two bedroom houses  
Location: 121 Garland Road, Parkeston  
Delegated Decision – Approval - Outline

**10. To allow public participation: 15 minutes allowed: None**

**11. To receive any report from Members on Community Activities:**

- a) The Welfare Park: Cllr Davidson reported:
  - The windmill has now been installed and has been well received
  - Inflatables fun organised 23<sup>th</sup> April
  - Fun Day organised 28<sup>th</sup> May
  - Football presentation organised 6<sup>th</sup> May
  - Newsletter; the new format is sponsored by local businesses; any input is welcome with a deadline for receipt of any article/functions to Cllr Davidson mid-month.
  - Harwich International Port have donated the land at the top of Foster Road for the use of a football pitch and are assisting with the cost of fencing the area.
- b) Parkeston Railway Senior Citizens Club: Cllr Elmer reported on his attendance where he gave a report on the Rosebank Flat, by the Mayflower Medical Centre, out of the 70 flats just 15 are currently occupied.
- c) Ramsey War Memorial Hall: Cllrs Howe and Passmore reported:
  - 12 bags of rubbish were collected by volunteers through the village from Wash Corner on 7<sup>th</sup> April.
  - Easter Egg Hunt; hugely successful with 330 children attending; £750 was raised for charity.
  - Football running well
  - Goal posts: a set have been donated to the RWMH from Marketfield School, making a saving circa £3k.

**12. To receive a report regarding Parkeston Cemetery:** Cllrs Davidson and Elmer reported:

- a) CCTV: the installation of the cameras following a bout of fly-tipping has already proved its worth with one offender identified. The ICO (Information Commissioner's Office) have been notified of the cameras instalment in relation to data protection and signs have been erected.
- b) Hangings Boundary Hedge: the hedge appears to be being used as a walk through with gaps evident, preventative measures are being sourced.
- c) Chapel Lodge: necessary maintenance including the front door, windows, guttering and minor plumbing work is being addressed with the option to replace all windows being considered.
- d) Headstone Risk Assessment: necessary maintenance to secure some headstones has been identified; through the cemetery records, existing relatives are to be approached.

Action: Clerk/Chairman

**13. To receive a report regarding Spring Meadows CP School and the Two Village School**

- a) Spring Meadows CP School: Cllr Smith reported:
  - The Headteacher is retiring at Christmas with the school in the process of recruiting their replacement.
  - Approval has been gained to extend the nursery to incorporate an additional 20 places.
- b) Two Village CP School: Cllr Howe reported:
  - Governors met 3<sup>rd</sup> May
  - SATs week commences 8<sup>th</sup> May
  - PTA Funday organised 1<sup>st</sup> July
  - Parking: issues continue of parents parking causing concerns for student's safety; actions including the presence on site of a PCSO and letters written to all parents have not improved the situation.
- c) Clayton Road: Cllr Bird reported:
  - A site visit with the Estate Manager proved positive with trees since trimmed to expose the street lights.
  - Litter picking and sweeping of the estate and play area has been undertaken by Cllr Bird personally.

**14. To receive a report from the Transport Representatives:**

- a) Ramsey:
  - Ramsey Roundabout: see item 5a) of these minutes
  - Oakley Road: Cllr Ramsay reported on a conflict of residents over a shared drive that he is taking forward to Tendring District Council.
- b) Parkeston:
  - Collier Road Fly-tipping: see item 5b) of these minutes.
  - Street Sweeping: Cllr Elmer asked for the lack of sweeping, impacted on by vehicles parked to be considered under contract with verge cutting as recorded in item 5c) of these minutes.

**15. To receive a report from Councillors attending other meetings:**

- a) Harwich International Port Liaison Committee: Cllrs Davidson Ramsay reported on their attendance:
  - Station Road: the overgrown vegetation along the road was raised at the meeting
  - Makins Road: the untidy state of the paved area including the old railway lines was raised; HIP refute responsibility of the area. The boundary map received from HIP is to be checked and copied to all Councillors.

Action: Clerk

**16. Correspondence to note: Nothing**

**17. 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 making.**

- a) Councillors Allowance – claims procedures

**18. To adopt the CCTV Policy following installation of equipment at the Parkeston Cemetery.**

The Clerk confirmed that the installation of the equipment has been registered with the Information Commissioner's Office under the Register of data controllers (registration reference: Z3600731). Authorised monitoring of footage is to be carried out by the Clerk, Chairman and Cllr Davidson with any incidents to be reported at full council.

Cllr Ferguson proposed and Cllr Donn seconded a motion that the policy and authorisation of monitoring to be adopted, with the motion carried the Chairman signed the CCTV Policy as adopted.

- 19. To approve the Statement of Internal Control 2017/18** as previously circulated to all Councillors, Cllr Smith proposed and Cllr Howe seconded a motion of approval, with the motion carried the Chairman signed the document.
- 20. To approve the Annual governance statement 2016/17 in accordance with requirements of the Annual return for the year ended 31 March 2017, as previously circulated.**  
Cllr Howe proposed and Cllr Smith seconded a motion of approval, with the motion carried the Chairman signed the document.
- 21. To approve Accounting statements 2016/17 in accordance with requirements of the Annual return for the year ended 31 March 2017, as previously circulated.**  
Cllr Davidson proposed and Cllr Bird seconded a motion of approval, with the motion carried the Chairman signed the document.
- 22. To agree accounts for payment:** The Clerk reported that the claim for the annual VAT for the period of 1<sup>st</sup> March 2016 to 28<sup>th</sup> February 2017 to the total of £2,266.21 was received in the bank on 31<sup>st</sup> March 2017.

EXPENDITURE				INCOME			Bank Balance
Payee	Description	Payment Ref	£p	Name	Description	£p	
Cemetery Account Balance	including budget figures for lodge rent, water rates, business rates, landscaping less expenditure.		£4,302.00		Brought Forward		£46,996.90
Homeview Surveillance	CCTV equipment	Cheque	£1,155.60				
Autoprint	CCTV Signage	Cheque	£36.00				
A&J Lighting Solutions	Contract	Cheque	£55.80				
		Cheque	£69.60				
SLCC	Clerk Training	online	£50.00	TDC	1st half Precept 17/18	£33,545.00	
L Keating	Office Rent	online	£500.00	M Jay	Cemetery Lodge Rent (April)	£570.00	
L Keating	Salary/Expenses	online	£950.40	Independent Funeral Sers	Internment M Fidgett/D Hanton	£1,052.00	
			£76.20				
Acumen	Service	online	£96.00	Independent Funeral Sers	Internment J Harvey	£174.00	
Landscape Services	Contract	online	£1,014.00	Affinity Water	Overpayment	£404.95	
EALC	EALC/NALC 2017/18 Affiliation	online	£484.48				
E-on	Service	online	£126.51				
		Total	£8,916.59		Total	£35,745.95	£73,826.26

- 23. To confirm that date of the next meeting of the Ramsey & Parkeston Parish Council:**  
The Annual meeting of the Ramsey & Parkeston Parish Council is the at 7.15 p.m. followed by a limited council meeting, to be held on Thursday 18<sup>th</sup> May 2017 at the Ramsey War Memorial Hall, Church Hill, Ramsey

**The Chairman closed the meeting at 8.45 p.m.**