



**Present:** Cllrs Bird, Colbourne, Davidson (also TDC Parkeston & the Vines), Kadlec, Lungley, Passmore (Chair), Ramsay

**Also Present:** Essex County Councillor A Erskine, Tendring District Councillor Zoe Fairley (Stour Valley)

**Clerk:** Lin Keating

**Absent:** None

1. Election of Chairperson and to receive their Declaration of Office.  
Nominations received:  
Rob Passmore by Cllr Ramsay, seconded by Cllr Colbourne  
Bill Davidson by Cllr Kadlec, seconded by Cllr Passmore  
Following a paper ballot Rob Passmore was elected to the chair by 4 votes to 3.  
In signing his declaration of acceptance of office Cllr Passmore took the role of Chairman for the Municipal Year 2019/20.
2. **To accept apologies for absence:** Cllrs Ferguson, Stertz
3. **Election of Vice Chairperson and to receive their Declaration of Office.**  
Nominations received:  
Bill Davidson by Cllr Passmore, seconded by Cllr Ramsay with all in favour.  
In signing his declaration of acceptance of office Cllr Davidson took the role of Vice Chairman for the Municipal Year 2019/20.
4. **Councillors to be appointed to the following committees, external bodies and groups.**
  - a) **Planning Sub Committee:**
    1. Ramsey (Chair, Vice Chair, all Ramsey Ward Councillors)
    2. Parkeston (Chair, Vice Chair, all Parkeston Ward Councillors)
  - b) **Tree Wardens/Footpath Wardens:**
    1. Ramsey : nominated by Cllr Davidson, seconded by Cllr Ramsay with all in favour, Cllr Lungley accepted the role.
    2. Parkeston : nominated by Cllr Passmore, seconded by Cllr Kadlec with all in favour, Cllr Davidson accepted the role.
  - c) **Transportation:**
    1. Ramsey: nominated by Cllr Ramsay, seconded by Cllr Davidson with all in favour, Cllr Colbourne accepted the role.
    2. Parkeston: nominated by Cllr Passmore, seconded by Cllr Kadlec with all in favour, Cllr Davidson accepted the role.
  - d) **Haltermann Carless**
    1. Ramsey: nominated by Cllr Davidson, seconded by Cllr Lungley with all in favour, Cllr Ramsay accepted the role.
    2. Parkeston: Vacant – to be taken to the next meeting of the Parish Council to be held on 27<sup>th</sup> June 2019.
  - e) **TDALC (Tendring District Association of Local Councils)**
    1. Chairman: Cllr Passmore
    2. Vice Chairman: Cllr Davidson
  - f) **Harwich International Port Liaison Committee**
    1. **Ramsey:** nominated by Cllr Passmore, seconded by Cllr Colbourne with all in favour, Cllr Ramsay accepted the role.
    2. **Parkeston:** nominated by Cllr Kadlec, seconded by Cllr Lungley with all in favour, Cllr Davidson accepted the role.
  - g) **Parkeston Cemetery :** nominated by Cllr Passmore, seconded by Cllr Lungley with all in favour, Cllr Davidson accepted the role. The support of all Councillors is invited in assisting Cllr Davidson at his request.
  - h) **To consider representation to any other bodies proposed.**
    - a) **Tendring District Council Emergency Planning:**
      1. Ramsey: nominated by Cllr Davidson, seconded by Cllr Passmore with all in favour, Cllr Lungley accepted the role.
      2. Parkeston: Vacant – to be taken to the next meeting of the Parish Council to be held on 27<sup>th</sup> June 2019.
    - b) **Press Officer- to be undertaken inline with the Ramsey & Parkeston PC's media policy:** nominated by Cllr Davidson, seconded by Cllr Colbourne with all in favour, Cllr Ramsay accepted the role. All Councillors were reminded of the content of the policy and importance to act within the guidelines as set out.

5. **To confirm the schedule of meeting dates and venues of the RPPC for the municipal year 2019/20 as proposed on the calendar copied with this agenda.** Cllr Davidson proposed the dates of 10 meetings over the new municipal year are accepted, seconded by Cllr Lungley with all in favour.
6. **To confirm the Clerk's current terms and conditions.** With no changes reported Cllr Bird proposed agreement of terms and conditions, seconded by Cllr Davidson with all in favour., the Chairman signed the agreement.
7. **Appointment of Internal Auditor:** The clerk made a recommendation to remain with the current internal auditor, Trevor Brown (CPFA) Internal Audit Services, Woodbridge Suffolk, working with him currently for the 2<sup>nd</sup> year. Proposed by Cllr Passmore, seconded by Cllr Ramsay with all in favour the recommendation was accepted.
8. **To agree the review and any revisions where applicable for RPPC policies/code of conduct, fees and charges as proposed by the Clerk/RFO (\*as copied with this agenda):**
  1. Members Code of Conduct – (no change)
  2. RPPC Standing Orders – (no change)
  3. Dispensation Policy (no change)
  4. Complaints Procedure (no change)
  5. Data Protection Policy (no change)
  6. Documents and Records Retention Policy (no change)
  7. \*Financial Risk Assessment Policy – Revised to reflect the agreed amendments in the current insurance policy.
  8. Financial Regulations (no change)
  9. Freedom of Information Policy (no change)
  10. Headstone and Memorial Risk Assessment Policy (no change)
  11. Members Scheme of Allowance – \*Revised for adoption  
Councillors were reminded of the importance in returning their Members' allowance claim form for the financial year 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020 to confirm whether they will be claiming the allowance or not and that the allowance is only effective for elected members of RPPC.
  12. News Media Policy (no change)
  13. Social Media Policy (no change)
  14. CCTV Policy (no change)
  15. Cemetery Lodge rent - no change although full revision recommended during budget year 2019/20.
  16. Cemetery burial/memorial fees -no change although full revision recommended during budget year 2019/20.  
Cllr Davidson proposed, seconded by Cllr Passmore to accept all addition/amendments as highlighted by the Clerk. The Chairman signed the revised policies as indicated \*above together with the schedule of policies in place.
9. **To confirm the minutes of the meeting of the RPPC held on 18<sup>th</sup> April 2019.**  
Cllr Davidson proposed and Cllr Colbourne 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.
10. **To receive a report from the ECC and newly appointed TDC Councillors.**
  - a) HGV Signage: 7.5t limit signage has been installed at Wix Road by Highways; their suggestion on additional signage on the A120 on both direction at a distance approaching the access road would be the responsibility of Highways England at an estimated price for £15k for consultation with ECC, this would not be feasible to commit to such a cost, however Cllr Erskine will take this forward to the LHP to explore the possibility of LHP funding.
  - b) Highways survey: Cllr Lungley reported that it appears a survey of works required through Ramsey Village has been done with markings made at certain points. It is understood that the markings indicate the time frame of works to be undertaken relating to urgency for safety.
  - c) River Stour: Cllr Ramsay asked if the the river has be reclassified from 'river' to 'ditch' that would remove the responsibility of the upkeep by the Environment Agency. Cllr Davidson reported on the evidence of fish, voles and swans in the water and the commitment given by the Environment Agency to address the Pennwort over a 5 year plan. The current classification is to be established.  
  
Action: Cllr Davidson
  - d) Wheelie Bins: Cllr Fairley reported that the introduction of the new waste collection service will start with the new bins being delivery from 1<sup>st</sup> June to relevant properties. Cllr Davidson reported that he has arranged for the Tendring District Council CEO to attend a 'ward walk' in Parkeston to raise the concerns of the suitability for some proposed properties and concerns of the possible rise in fly-tipping.



Minutes of the meeting of the Annual meeting of the Ramsey & Parkeston Parish Council held in the Parkeston Community Centre, Hamilton Street, Parkeston on Thursday 16th May 2019

- e) Tree planting project: Cllr Fairley reported on the planned project to include all parishes under her ward. Cllr Lungley made the request to include wildflower patches within the project.

**11. To consider any planning issues and receive decisions received to the meeting date: None**

- a) To receive decisions submitted by the RPPC Planning Sub-Committee since the last meeting:
- Application No: 19/00606/FUL  
Proposal: proposed insulation and cladding of external walls  
Location: Primrose Cottage Back Lane Ramsey  
The view of the RPPC is no objection.
- b) To receive decisions determined by Tendring District Council:
- Application No: 19/00439/OUT  
Proposal: Hybrid application comprising of: Outline planning permission for five bespoke self-build/custom built dwellings and Full planning permission for additional car park for Two Village Primary School  
Location: Land rear of Some View and Roborough, Church Hill, Ramsey  
Decision: Refusal – Outline  
Delegated Decision 15/05/19
  - Application No: 18/01726/FUL  
Proposal: Proposal for the building of 6 new residential dwellings together with ancillary parking & garaging (including an annee to plot 6) and two point of access onto Oakley Road  
Location: Burnthouse Farm, Oakley Road, CO12 5DW  
Decision: Approval – Full  
Delegated Decision 09/05/19
  - Application No: 19/00503/HHPN  
Proposal: Proposed single storey rear extension 3.2 metres depth x 2.75 metres height  
Location: 16 Tyler Street, Parkeston  
Decision: Approval not required  
Delegated Decision 29/04/19
  - 19/00186/FUL  
Proposal: proposed drop kerb  
Location: Nyanza, Oakley Road, Ramsey  
Decision: Approval – Full  
Delegated Decision 24/04/19

**12. To allow public participation: 15 minutes allowed.** None present

**13. To receive reports from Councillors attending other meetings.**

- a) Tendring District Council Emergency Planning: Cllr Lungley reported on his attendance with Cllr Stertz who are both working on a draft copy on behalf of the RPPC, there are a further 2 meetings scheduled 27<sup>th</sup> August and 19<sup>th</sup> December at TDC Council Chamber, Weeley.

**14. Correspondence to note:**

- a) **RWMH:** The Trustees of the hall are looking to promote the service & activities operating in the hall and recreation ground in hosting a Community Business event to engage with a wider audience, all hall users are invited to support the event. The first event is being proposed to be held on a Sunday at the beginning of September, date to be confirmed.
- b) **RWMH:** the project of a new hall is ongoing with a developer interested taking on both sites in a joint venture – with outline planning for houses on the current site approved, also approval for the new hall is in place. Although there is a potential shortfall of funding of £100-200k. Cllr Fairley asked for an overview of the project to be sent to her to take forward, both the Ramsey playing field and the Welfare Park are recognised as high quality and she would like to support both.
- c) **Parkeston Chapel Restoration:** Cllr Davidson circulated a detailed account of spend against the £20k budget for the project that is near completion. The proposal to hold a service in the chapel in memory of George Elmer has been supported by his family, the church and Independent Funeral Services. All are welcome to attend and will be notified of the date once set.



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**15. 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 hall; respectfully reminded that this is not an opportunity for debate or decision making: nothing requested.

- a) To consider the installation of post at top of the cemetery driveway to prevent vehicles accessing grounds past the chapel.
- b) Memorial bricks: to receive information and consider the details of the proposal for sponsored memorial bricks to be installed within the secure area of the chapel.
- c) Chapel Lodge; to arrange a visit with the tenants to address any issues.

**16. To agree accounts for payment.**

EXPENDITURE				3		
Payee	Description	Payment Ref	£p	Name	Description	£p
L Keating	Clerks Salary Net	online	£88.00		Brought Forward	
	HMRC Clerk's Tax		£401.85			
	Clerks Expenses		£87.29		Cemetery Lodge Rent	£560.00
B Davidson	Chapel Restoration	online	£199.14			
V Lungley	Travel Expenses	online	£15.30			
Parkeston Community Centre	Hall Rental	online	£27.00			
E-On	Supply	online	£382.07			
Marvan's Landscaping	Contract	online	£2,256.00			
Accent Stationers	Stationery/Office	online	£739.57			
A&J Lighting Solutions	Contract	online	£59.40			
						£560.00
		Total	£4,255.62		Balance	

**17. To confirm the date of the next meeting of the Ramsey & Parkeston Parish Council is to be held in the Ramsey War Memorial Hall, Church Hill, Ramsey on Thursday 27<sup>th</sup> June 2019 at 7.15 p.m.**

The Chairman closed the meeting at 8.37 p.m.