



Minutes of the Annual meeting of the Ramsey & Parkeston Parish Council held on Thursday 13th May 2021 in the Ramsey War Memorial Hall at 7.15 p.m.

Present: Cllrs Baalham, Davidson, Fay, Ferguson, Kadlec, Lungley, Passmore, Ramsay,

Also Present: None

Clerk: Lin Keating, Clerk

Absent: None

All Members were welcomed to our first face to face meeting since 20th February 2020.

Members were asked to join in a minute's silence in memory of former Councillor Suzanne Howe and all the victims of COVID 19.

- 1) **Election of Chairperson and to receive their Declaration of Office:** Cllr Passmore announced his intention to stand down as Chairman and thanked all for their support.
Nominated by Cllr Passmore, seconded by Cllr Ferguson with all in favour, Cllr B Davidson accepted the position as Chairman and signed his declaration of office. Cllr Davidson thanked Cllr Passmore for his last 3 years in leading the parish council and will endeavour to follow his lead; he also thanked all Councillors present in working as a team allowing the projects in the last year coming into fruition; he gave his appreciation of commitment by all and encouraged to any further projects to be brought forward for consideration.
- 2) **Apologies for absence:** Cllr Bird
- 3) **Election of Vice Chairperson and to receive their Declaration of Office**
Nominated by Cllr Davidson, seconded by Cllr Ramsay with all in favour, Cllr Passmore accepted the position as Vice Chairman and signed his declaration of office.
- 4) **Councillors to be appointed to the following committees, external bodies and groups:**
 - a) **Planning Sub Committee:**
 1. Ramsey (Chair, Vice Chair, Ramsey Ward Councillor(s))
 2. Parkeston (Chair, Vice Chair, Parkeston Ward Councillor(s))
Zoom meetings between Councillors are to be encouraged to address planning issues or discuss details to take forward to a full council meeting within each ward.
 - b) **Tree Wardens/Footpath Wardens:**
 1. Ramsey: Cllr Lungley
 2. Parkeston: Cllr Davidson
 - c) **Transportation:**
 1. Ramsey: Cllr Fay
 2. Parkeston: Cllr Fay
 - d) **Haltermann Carless:**
 1. Ramsey: Cllr Ramsay
 2. Parkeston: Cllr Kadlec
 - e) **TDALC (Tendring District Association of Local Councils)**
 1. Chairman and Vice Chairman
 - f) **Harwich International Port Liaison Committee**
 1. Ramsey: Cllr Ramsay
 2. Parkeston: Cllr Ferguson
 - g) **Parkeston Cemetery sub committee :**
To continue with projects in place and move the business forward it was proposed to form a sub-committee by Cllr Davidson, seconded by Cllr Ferguson with all in favour to include Cllrs Davidson, Passmore, Ramsay, Ferguson and Fay.
 - h) **Media Representative:** Cllr Ramsay remains as contact for any media statements within the parish council's media policy.
 - i) **To consider representation to any other bodies proposed.** None brought forward
- 5) **To confirm the schedule of meeting dates and venues of the RPPC for the municipal year 2021/22 as proposed on the calendar copied with this agenda.** With recognition of subject to change, the dates/venues presented were accepted as proposed by Cllr Fay, seconded by Cllr Baalham with all in favour.
- 6) **To confirm the Clerk's current terms and conditions.** A revision of the current contract in place for the Clerk is to be drafted for consideration.

Action: Clerk/Chairman



- 7) **To consider the Council's assets values as logged in the asset register, copied with this agenda, prior to the renewal of the insurance policy due September 2021.**
Values submitted for consideration in the renewal insurance policy were approved as correct, proposed by Cllr Baalham, seconded by Cllr Lungley with all in favour.
- 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:** All current policies are published on the RPPC website: www.ramseyparkeston-pc.gov.uk No changes are proposed to any policy at this time other than item 15.:
1. Members Code of Conduct
 2. RPPC Standing Orders
 3. Dispensation Policy
 4. Complaints Procedure
 5. Data Protection Policy
 6. Documents and Records Retention Policy
 7. Financial Risk Assessment Policy
 8. Financial Regulations
 9. Freedom of Information Policy
 10. Headstone and Memorial Risk Assessment Policy
 11. Members Scheme of Allowance
 12. News Media Policy
 13. Social Media Policy
 14. CCTV Policy
 15. Cemetery Lodge rent – to approve the revised tenancy agreement to include an increase in rent with effect from 1st July 2021 and to approve the Rental Inspection Report template and parking permits.
The Chairman thanked Cllr Baalham for her assistance in ensuring the new tenancy agreement was within legislation; it was noted that a deposit was not part of the previous tenancy agreement and will be included at such time of a change of tenancy. Cllr Lungley proposed the acceptance of the policies as listed and the approval of the new tenancy agreement, seconded by Cllr Ferguson with all in favour.
An inspection of the property of the property and gardens has been arranged with the current tenants for 24th May 2021 to be undertaken by Cllrs Davidson, Fay and the Clerk.
 16. Cemetery Fees for burials and memorials: the Clerk confirm that the increase of fees has been circulated and implemented as of 1st April 2021 with no concerns raised.
- 9) **To confirm the minutes of the RPPC meeting held on 22nd April 2021:**
Cllr Passmore proposed and Cllr Ramsay 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.
- a) **To consider any Planning issues and decisions submitted to the meeting date. None**
 - b) To receive decisions submitted by the RPPC Planning Sub-Committee since the last meeting:
 - c) To receive decisions received from TDC:
- 10) **To allow public participation: 15 minutes allowed. None**
- 11) **To receive reports from Councillors attending other meetings:**
- a) Cllr Ramsay reported on the ongoing work on the business plan to enhance the facilities available within the Parkeston Cemetery; the costs for the memorial bricks are to be confirmed along with the procedures needed to be put in place. The history of the Commonwealth War Grave Commission graves is being raised through the media.
The upgrade of the road within the cemetery has been completed and works on the areas to establish a Children's memorial garden and a pet's memorial garden are in hand.
- 12) **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.**
- b) Donation requests received for consideration:
 - Ramsey & Mistley Football Club, to support the self- build of changing rooms, totalling £23k, to date £8k raised. The facilities will support the growing popularity of the current 10 adult teams, 2 ladies' teams and youth teams that have 50+ girls aged 5-11 years and 50+ boys aged 4-8 years enrolled.



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- c) Purchase of vehicle to assist in waste management – Cllr Davidson
- d) Replacement cemetery gates – Cllr Davidson
- e) Mental Health training – Cllr Ferguson (Cllr Passmore to pass contact details to clerk.)
- f) Invite new ECC Cllr Daniel Land to attend

13) To agree accounts for payment and to receive an update on the Internal/External Audits year ending 31 March 2021

- Internal Audit: Internal Auditor, T Browne CPFA, all document requirements have been met with a date for the internal audit set 16th May 2021.
- External Audit: The appointment by Smaller Authorities, Audit Appointments Ltd (SAAA) of the External Auditors PKF Littlejohn for the 5 financial years from 2017/18 to 2021/22. The deadline for the submission of the approved AGAR to PKF Littlejohn is Friday 2nd July 2021.
The completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for the year ended 31st March 2021 to invite any person interested and who has the right to inspect records for the financial year to which the audit relates was published 1st May 2021, announcing that the documents will be available on reasonable notice by application to the Clerk/RFO between the dates of Monday 14 June 2021 and Friday 23rd July 2021.

13.05.21	L Keating	Bacs	Net Pay	824.56	132,343.23
	L Keating	Bacs	May expenses	79.77	132,263.46
	HMRC	Bacs	Clerks tax/NI	247.16	132,016.30
	HMRC	Bacs	Employers NI	45.95	131,970.35
	A&J Lighting	Bacs	Contract	59.40	131,910.95
	Veolia	Bacs	Contract	52.85	131,858.10
	Marvan's Landscaping	Bacs	Contract	1,356.00	130,502.10
	Accent Stationers	Bacs	Supply	69.43	130,432.67
	A Smiths Builders	Bacs	Building works	1,392.00	129,040.67
	E-on	Bacs	Supply	187.90	128,852.77
	Cemetery Lodge Rent			560.00	129,412.77

14) To confirm the date and venue of the next meeting of Ramsey & Parkeston Parish Council is to be held on Wednesday 23rd June 2021 in the the Parkeston Community Centre, Hamilton Street at 7.15 p.m.

23 rd June 2021	Parkeston
15 th July 2021	Ramsey
16 th September 2021	Ramsy
21 st October 2021	Parkeston
18 th November 2021	Parkeston
13 th January 2022	Parkeston
17 th February 2022	Parkeston
17 th March 2022	Parkeston
21 st April 2022	Assembly at 6.45 p.m. followed by meeting Ramsey

Cllr Passmore asked for his apologies for absene at the next meeting to be noted.

The Chairman closed the meeting at 8.16 p.m.