



Members of Ramsden Crays Parish Council

YOU ARE HEREBY SUMMONED TO **RAMSDEN CRAYS PARISH COUNCIL MEETING** to be held at the SHEPHERD AND DOG PUBLIC HOUSE on **MONDAY the TWENTIETH OF MAY 2019** at 7.00 p.m.

Members of the public are welcome to attend. They have the opportunity to speak at the public session at the early part of the meeting only as this is a Parish Council Meeting.

Signed *G. Bassett*
G. Bassett (Mrs.) Clerk/RFO to the Parish Council
13TH May, 2019

AGENDA

71/19 Apologies for Absence:

To accept apologies for absence.

72/19 Minutes of Previous Meetings:

To approve the minutes of the Parish Council Meeting held on Monday 15th April, 2019.

73/19 Declaration of Members Interests:

Members to declare pecuniary or non-pecuniary interests. To note these interests are the responsibility of members and for these to be updated within 28 days.

74/19 Co-option:

The Parish Council to consider co-option appointment to the Parish Council.

75/19 Public Forum (15 minutes maximum):

To receive issues raised by the public on items on the agenda.

Borough and County Councillors:

To receive updates from Borough and County Councillors.

76/19 Finance Report:

(i) Expenditure:

Clerk/RFO May 2019 Salary/Expenditure	£ 766.31
Bus Shelters – cleaning – May 2019	£ 80.00
SLCC – Renewal ½ Ramsden Bellhouse	£ 72.50
4Tec Limited - internal audit (inc. VAT)	£ 336.00
Litter Bin – Glasdon UK Ltd	£ 145.29
Installation of litter bin	£
ABLC – membership – AGM 12.07.18	£ 20.00
Insurance renewal	
Ramsden Bellhouse Village Hall – Hire 02.05.19	£ 10.00

- (ii) Barclays Bank statement at 30th April, 2019 at £13,299.31. Actual available £12,753.14 to be reconciled.

77/19 Planning:

Application No: 19/00307/FULL. Proposed orangery side extension.

Location: Halls Lodge, Crays Hill Road, Crays Hill, Billericay, Essex.

Application No: 19/00437/FULL. Replacement dwelling.

Location: Cullins, Gardiners Lane North, Crays Hill, Billericay, Essex.
Response for 21st May, 2019.

Application No: 19/00474/OUT. Outlie application for demolition of existing buildings and areas of hardstanding and construction of 8 low profile dwellings, gardens and parking and improved access to Gardiners Lane on land inclusive of no. 2 Adelaide Villas and land to the south.

Location: Adelaide Villas, 2 Gardiners Lane North, Billericay, Essex.

Application No: 19/00496/COND. Application for approval of details reserved by conditions 3 (surface water drainage strategy etc.)

Location: The Belvedere, Hardings Elms Road, Crays Hill, Billericay, Essex.

Application No: 19/00513/FULL. Replace conservatory with single-storey rear extension and convert loft inclusive of hip to gable alteration and rear dormer. Alterations to the front elevation together with the addition of a pitched roof to the existing garage.

Location: 12 Hope Road, Crays Hill, Billericay, Essex.

Decided:

Application No: 19/00294/FULL. Proposed demolition of existing dwelling, sub-division of plot and construction of 2 no. dwellings.

Location: Elmbank, Crays Hill Road, Crays Hill, Billericay, Essex. **Granted.**

Application No: 19/00246/COND. Approval of the details reserved by condition 3 (material samples) of consent ref:

Location: Land corner of Gardiners Close and Gardiners Lane South, Gardiners Lane South.

Granted.

Consultations:

Concessionary bus travel – Essex County Council Park and Ride Services. Responses by 31st July, 2019.

Consider responses from Basildon:

To note update from the Planning Manager of Basildon Borough Council on Longwood, Crays Hill and Foyers, Crays Hill.

To note any further update regarding Woolshots Farm and enforcement on waste burning via Basildon Borough Council.

To note any further update as requested from enforcement on Corner Road and Approach Road via Basildon Borough Council.

78/19 Community Projects:

(i) To note update on the replacement bin by the Crays Hill Primary School on the left bus shelter in the direction of Wickford.

(ii) Consider the Taxi Voucher Scheme as a future project. Subject to decision, application for relevant funding.

- (iii) Consideration of replacement Notice Board at corner of Church Road and Crays Hill. Subject to decision, application to EALC for relevant funding.
- (iv) Consideration of areas for garden maintenance and funding.
- (v) Consideration of Business Action Plan for the year 2019/2020 with consideration for grass cutting adjacent to the Village Sign.

79/19 Clerk Report:

To note report received from Clerk.

80/19 Travellers:

To note any information received from Basildon Borough Council on planning enforcement.

81/19 Car Park at Ramsden Crays Recreation Ground:

To consider response from Basildon Borough Council for a larger bin in this area, CCTV and fly tipping and update on information received from Basildon Borough Council on behalf of the Parish Council.

82/19 Standing Orders/Procedures:

The following to be considered for review/amendment:

- (i) General Risk Assessment - property.
- (ii) Risk Assessment – Public area.
- (iii) Risk Assessment – Employee at home.
- (iv) E-mail Policy Guidelines.
- (v) Councillor Code of Conduct.
- (vi) Complaints against the Parish Council.
- (vii) Freedom of Information Act – Publication Scheme.

General Data Protection Regulations:

The following to be considered for review/amendment:

- (i) Information and Data Protection Policy.
- (ii) Subject Access Request Form.
- (iii) Social Media and Electronic Communication Policy.
- (iv) The Management of Transferable Data Policy.
- (v) Retention and Disposal Policy.
- (vi) General Data Protection Regulations (Service) Consent to hold Contact Information.
- (vii) Data Security Breach Reporting Form.

83/19 Annual Governance and Accountability Return – AGAR for the year ending 31 March 2019:

The following to be considered:

- (i) Control Procedures as per April meeting.
- (ii) Consider eligibility on Certificate of Exemption.
- (iii) Approve the Annual Governance Statement Part 1. To be completed by the Chairman and RFO to sign.
- (iv) Approve the Accounting Statements Part 2. To be completed by the Chairman and RFO to sign.
- (v) Review of additional documentation for audit.
- (vi) To review internal audit report recommendations.

84/19 Insurance:

Renewal consideration of current insurance company on an annual or three-year fixed term – commencement 31st May, 2019.

85/19 Training:

- (i) Consider training for councillors – via EALC – tailored or individual.
- (ii) Consider Training Intent document for the Parish Council to be adopted.

86/19 Information/Correspondence/External Meeting Reports from Parish Councillors:

To receive an update.

87/19 Public Question Time:

Members of the public to raise questions not on the agenda.

88/19 Date of Next Meeting:

The next meeting of the Parish Council is scheduled to be on Monday 17th June at 7.00 p.m. The venue should be in the Shepherd and Dog Public House.

Any member who is unable to attend must notify their apologies to the Parish Clerk, Georgina Bassett, from whom further information on the agenda can be obtained at ramsdencrayspc@live.co.uk 07469702826 or 306 Maplin Way North, Southend-on-Sea, SS1 3NZ.