



Members of Ramsden Crays Parish Council

YOU ARE HEREBY SUMMONED TO **RAMSDEN CRAYS ANNUAL PARISH COUNCIL MEETING** to be held at the SHEPHERD AND DOG PUBLIC HOUSE on **MONDAY** the **FIFTEENTH OF APRIL 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
8th April, 2019

AGENDA

50/19 Appointment of Chairman:

- (i) To propose the Chairman.
- (ii) The Chairman to sign acceptance of office.

51/19 Appointment of Vice-Chairman:

To propose appointment of Vice-Chairman.

52/19 Apologies for Absence:

To receive apologies for absence.

53/19 Minutes of Previous Meetings:

To approve the minutes of the Parish Council Meeting held on Monday 18th March, 2019 as an accurate record.

54/19 Declaration of Members Interests:

- (i) Members to note that declarations of disposable pecuniary interests, other pecuniary interests or non-pecuniary interests are the responsibility of members and for these to be updated within 28 days.
- (ii) To receive any pecuniary or non-pecuniary interests from members.

55/19 Dates and Times for Parish Council Meetings for 2020:

To continue the third Monday in the month as usual for 2020 pending location of meetings, with the exception of August – no meeting.

56/19 Receive Nominations for Representatives/Committees/Working Parties:

- (i) Consider representative at the ABLC/Basildon Liaison Meetings.
- (ii) Consider representative to Essex County Council at the Parish Transport Meetings.
- (iii) Consideration of continuance with Personnel Committee and review of current terms of reference.
- (iv) Consideration of continuance for Working Parties and all members to be included.

57/19 Public Forum (time restricted to 15 minutes):

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

Borough and County Councillors:

To receive updates from Borough and County Councillors.

58/19 Finance Report:

(i) **Expenditure:**

Clerk/RFO April 2019 Salary/Expenditure	£ 661.26
EALC/NALC Affiliation Fees 2019/20	£ 346.17
Bus Shelters – cleaning – April 2019	£ 80.00
Footpath – adjacent to notice board	£
Newsletter	£
Essex Air Ambulance	£ 100.00
SLCC – Renewal ½ Ramsden Bellhouse	

(ii) Barclays Bank balance at 31st March, 2019 at £9,201.27 to be reconciled.

(iii) To receive an update on the Parish Council submitted Mandate Change Form for removal and addition to Barclays.

(iv) To note VAT reclaimed received.

(v) To note ½ precept received in April, 2019.

59/19 Planning:

Application No: 19/00304/FULL. Erection of agricultural barn for livestock shelter accessed from Outwood Farm Road,

Location: Crays Hall Farm, Church Lane, Ramsden Crays, Billericay, Essex. Response by 24th April, 2019.

Application No: 19/00307/FULL. Proposed Orangery, side extension.

Location: Halls Lodge, Crays Hill Road, Billericay, Essex. Response by 26th April, 2019.

Application No: 19/00283/OUT. Erection of agricultural dwelling accessed from Outwood Farm Road.

Location: Crays Hall Farm, Church Lane, Billericay, Essex. Response by 24th April, 2019.

Consultations:

Review consultation “The Future of Essex” – online survey closes 21.04.19

<https://consultations.essex.gov.uk/equalities-and-partnership/4b634be/consultation/>

Consider responses from Basildon:

To note any additional responses regarding Longwood, Crays Hill, Foyers, Crays Hill.

To note updates received regarding Woolshots Farm and enforcement on waste burning via Basildon Borough Council.

Corner Road and Approach Road – to note updates on the planning issues in this area from Basildon Borough Council.

60/19 Community Projects:

(i) To review the update on the base of the pathway to the newly installed Notice Board.

(ii) Consider costs to the replacement of the old bin by the Crays Hill Primary School, installation and Basildon Borough Council continue to remove the rubbish.

(iii) To note update on Footpath no. 69 from Cllr. Buckley and Cllr. Ball member enquiries.

(iv) Consideration of Taxi Voucher Scheme – communication for fundings via ECC/EALC and review of information on this for the Parish.

(v) Consideration of replacement Notice Board at corner of Church Road and Crays Hill.

61/19 Clerk Report:

Year end, audit.

62/19 Travellers:

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

63/19 Car Park at Ramsden Crays Recreation Ground:

To consider any response regarding a sign and CCTV camera in the car park and information on this via Cllr. Buckley's enquiries to Basildon Borough Council on behalf of the Parish Council.

64/19 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.

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.
- (viii) Freedom of Information Act – Publication Scheme.

65/19 Annual Governance and Accountability Return – AGAR for the year ending 31 March 2019:

The following to be considered:

- (i) Approve the Annual Governance Statement Part 1. To be completed by the Chairman and RFO to sign.
- (ii) Approve the Accounting Statements Part 2. To be completed by the Chairman and RFO to sign.
- (iii) Review of additional documentation for audit.
- (iv) To review internal audit report comments if review undertaken.

66/19 Insurance:

Renewal consideration of current insurance company – for commencement 31st May, 2019.

67/19 Information/Correspondence/External Meeting Reports from Parish Councillors:

To receive updates.

68/19 Public Question Time:

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

69/19 Date of Next Meeting:

The next meeting of the Parish Council is scheduled to be on Monday 20th May at 7.00 p.m. The venue should be in the Shepherd and Dog Public House.

70/19 To Consider the Exclusion of the Public and Press:

The council to consider the exclusion of the public and press due to the confidential matters arising in item 169/18 Public Bodies (Admission to Meetings) Act 1960. Councillors are advised that a proposer and seconder are required.

- (i) Finalise and sign off Staff Appraisal Form.
- (ii) Sign off continuation Contract.
- (iii) Adopt a training intent document.

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.