

# Herongate and Ingrave Parish Council



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**Minutes of the Parish Council Meeting held at St. Nicholas' Church Hall, Ingrave on Tuesday, 26<sup>th</sup> July 2011 at 7.15pm.**

**In the Chair:** Cllr A. Marsh

**Present:** Cllr A. Bayless  
Cllr D. Harman  
Cllr K. Pegram  
Cllr S. Theobald  
Cllr R. Watkins

**Officers:** Theresa Grainger, Parish Clerk

**Members of public** Four

## **11/12.59 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr K. Marsh due to work commitments, Cllr A. Thurgood who is away on a family holiday, Cllr G. MacLellan who is away on holiday and Cllr. J. Roberts who is away on holiday.

**Apologies were accepted.**

## **11/12.60 MINUTES**

**Resolved** that the Minutes of the Meeting held on 22<sup>nd</sup> June 2011 be approved as a correct record and signed by Cllr A. Marsh, Chairman.

## **11/12.61 CLERK'S PROGRESS REPORT**

### **Re: Agenda Point 11/12.51 Peartree Pond Opening**

The pond opening on Saturday, 9<sup>th</sup> July was a success, the weather was good and the families involved seemed happy and enthusiastic to be there to dedicate the benches to their loved ones. We have received a nice letter of thanks from one of the families.

### **Re: Agenda Point 11/12.52 Herongate Museum**

At the time of writing this Report one contractor had been to look at the condition of the roof but no estimate had been received from him in time for this meeting. However, Councillors reported that another contractor had visited the Museum and this is outlined under Agenda Point 11/12.69.

### **Re: Agenda Point 11/12.55 Training**

Cllrs. A. Marsh, K. Marsh, Theresa Grainger – Clerk and David Tooke-Kirby – RFO are booked onto the Budget & Precept Course on 6<sup>th</sup> September 2011.

**11/12.62 DECLARATION OF INTERESTS**

There were no declarations.

**11/12.63 PUBLIC PARTICIPATION SESSION**

Two members of the public attended the Meeting to reopen the issue of the grit bins. They had been in touch with Highways Department at Harlow and informed that under a pilot scheme, large bags of grit could be made available instead of the yellow grit bins. They requested that the grit bin at the corner of Thorndon Gate be relocated and replaced with bags. Cllr Marsh informed the residents that for this to be successful a work force of residents would have to be enlisted to spread the grit from the bags at the junction of Thorndon Gate and Brentwood Road during hazardous weather conditions. One resident offered her services and that of her partner. Cllr Marsh also pointed out that the pilot scheme was not suitable for HIPC as the bags need to be kept in a secure parish council yard and HIPC does not have this facility. Cllr Marsh agreed to reconsider the situation and report back to the residents concerned.

**11/12.64 FINANCE**

(a) Cheques signed since the last meeting:

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>
Essex Pension Fund	524	£564.63

(b) Cheques signed at this meeting:

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>
M. Howard (Internal Audit Fee)	525	£375.00
Administration Costs	526	£759.48
Administration Costs	527	£353.25
HMRC	528	£66.20
Cut Above	529	£1110.00
Essex Pension Fund	530	£206.25

NB: As the second signatory was absent from the meeting the cheques were taken to be countersigned on 24<sup>th</sup> June 2011.

(c) Bank Reconciliation as at 17.06.11

£634.15	Treasurers Account
£22,842.46	30 Day Investment Account
25,000.00	Investment Account 1.1%
50,000.00	Investment Account 1.55%

**Proposed: Cllr Harman                      Seconded: Cllr Murphy                      All agreed**

Councillors were advised that the two new bank signatories, Cllr Pegram and Cllr Thurgood had now been approved by the Bank and were able to sign cheques.

Cllr Marsh went through the final Report on Internal Audit of Accounts for Year 2010/11 which was distributed at the meeting.

Cllr Marsh explained that he will be attending a Budget & Precept Course at the beginning of September then having a 6 month review of the Budget before the next meeting. He asked Councillors to consider anything to be included for the Budget.

### **11/12.65 PLANNING**

Cllr Watkins reported that the main applications were those from Ingrave Johnstone School for their new hall and porch/reception area. Cllr Marsh asked if there was any provision for car parking. Cllr Bayless advised that the school is going to open the school gate for parking on the playground but Cllr Murphy reported that 3 car parking spaces would be lost due to the construction.

92 Billericay Road

The new application is the same as the previous application but moving the footprint.

76 Brentwood Road

Cllr Watkins advised that he had no objections but some residents had told him that they were not happy and he has advised them to raise their own objections.

51 The Meadows

This build is now in its first anniversary and work is still ongoing slowly.

### **11/12.66 INGRAVE JOHNSTONE SCHOOL REQUEST FOR GRANT AID**

Lengthy discussion took place with input from a local resident with no real agreement being reached. Cllr Marsh felt that it was not right to make a decision on this matter at this time. He will consult more widely and speak with the Borough Solicitors. Cllr Watkins will speak with Planning about the hiring aspect of the hall. The matter was deferred until the next meeting.

### **11/12.67 EMERGENCY PLAN**

Cllr Marsh reported that the experts dealing with the matter are progressing nicely. He also mentioned that he had seen an article which stated that the networking site, Twitter, was being considered as an alternative 999 system. Cllr Marsh and Cllr Watkins will meet again soon to progress the matter and report at the next meeting.

### **11/12.68 HERONGATE TYE**

Cllr Marsh advised that he had had a meeting with Cllr Roberts and Cllr Murphy last week when the consultant's report was handed to Cllr Roberts. There are 21 children in Herongate Tye using the school bus service. Cllr Roberts will be getting in touch with the Highways Officer. The Highways Officer, Cllr, Marsh, Cllr Murphy and Cllr Roberts will be walking the road at Herongate Tye on 10<sup>th</sup> August 2011. Cllr Marsh will report again at the next meeting.

Cllr Marsh also mentioned the email received last week from ECC regarding the Highway Rangers Service and this will be brought to the attention of the Highways Officer so that some of the minor work can be attended to promptly.

### **11/12.69 HERONGATE MUSEUM/PARISH COUNCIL OFFICE**

- (a) There has been no progress in the Lease so far.
- (b) Cllr Marsh asked Councillors to look out for alternative office space at a reasonable cost.
- (c) The one contractor arranged by the Clerk did not respond with a quote. Cllr Marsh organized another contractor to visit. This contractor inspected the building and went on to look inside the adjoining property where there is also evidence of water damage. The contractor said that he would prefer to work on a daily basis, dealing with each problem as it arose however, Council felt that this was not a cost effective way of dealing with the problem and it was suggested that

the Trustees of the Museum employ the services of a building surveyor to compose a schedule of work which can be offered out for tender.

#### **11/12.70 PROJECT DELIVERY OFFICER**

This matter was deferred until the next Meeting.

#### **11/12.71 HERONGATE HALL**

Cllr Murphy spoke about the condition of the building and how she had been asked by several residents about either clearing the site or rescuing the property with a view to using it, for one part, as the Museum. Cllr Marsh advised that he had spoken with Cllr MacLellan who in turn had made enquiries with the Borough. The Borough has since spoken with Cllr Marsh and the paperwork will be investigated again. The structure of the building is currently deemed as uninhabitable but it is the responsibility of the Borough if it becomes a dangerous structure.

#### **11/12.72 IT**

Prior to the meeting Cllr Marsh introduced Ricardo, an IT technician to the Councillors. Cllr Marsh had used the services of Ricardo recently and felt it would be of benefit to the Parish Council to ask him to have a look at our website and emails. Cllr Harman offered to take this forward with the involvement of Cllr Watkins.

#### **11/12.73 CORRESPONDENCE**

A list of all correspondence received by the Clerk, having been previously circulated, was reviewed. Cllr Theobald asked about the letter addressed to Cllr Marsh from BBC regarding Herongate Wood Cemetery. Cllr Marsh advised that this was to do with an issue relating to the fencing.

#### **11/12.74 TRAINING**

Councillors requested to attend the following courses:

Planning	Thursday, 13 <sup>th</sup> October 2011	Cllrs Watkins, Harman and Bayless
Roles & Responsibilities	Tuesday, 18 <sup>th</sup> October 2011	Cllr Bayless
Law & Procedures	Tuesday, 15 <sup>th</sup> November 2011	Cllr Pegram

#### **11/12.75 REPORTS FROM COUNCILLORS**

- Cllr Harman reported that he had attended a Broadband Implementation Conference in Coggeshall regarding rural broadband. He had received a comprehensive file on the subject which he would make available to other interested Councillors.
- Cllr Harman attended the Neighbourhood Consultation Event on Policy Planning where he requested a map book of the Borough land designations. This was shown to the Councillors and is now filed with the Definitive Map in the Clerk's office.
- Cllr Murphy reported that she had been approached by a local resident who is concerned that the pathway along the back of the houses in The Meadows which leads out onto the Brentwood Road is becoming overgrown and the elderly residents are unable to keep down. She asked if the Parish Council could help cut it down. This will be added to the next Agenda.
- Cllr Theobald stated that some of the posts in Park Lane had been pulled up and builders have been using the space as a dumping place for building material and rubble.
- Cllr Theobald informed the Parish Council that he received a telephone message from a neighbor regarding the political rally at Thorndon Park North. Apparently there were gazebos and loudspeakers and no police activity as far as he knew. Cllr Murphy also mentioned that she

had driven past and seen people asleep in sleeping bags out in the open. This is really the remit of East Horndon Parish Council.

- Cllr Marsh reminded the Council of the letter which was sent by Cllr Harman to Brentwood Police a few months ago regarding unauthorized traffic and drug dealing in Middle Road from which we have had no reply. He will chase this matter up and report back.
- Cllr Marsh spoke about the new FarmWatch Scheme in this area organized by Essex Police. Farm Watch and Rural Watch will be added to the next Agenda.
- Cllr Marsh reported that he had written to the Borough stating that the Parish Council is not interested in taking over responsibility for the Playing Fields at the moment.
- Cllr Marsh gave Cllr Theobald copies of plans and the specification for the work on Button Common.

**11/12.76 ITEMS FROM COUNCILLORS FOR THE NEXT AGENDA**

- Clearing of the vegetation along the pathway between The Meadows and Brentwood Road.
- Farm Watch and Rural Watch.
- IT

**11/12.58 DATE OF THE NEXT MEETING**

The next Meeting will be held on Wednesday, 28<sup>th</sup> September 2011 at St. Andrews Church Hall, commencing at 7.15pm.

The Meeting closed at 9.20pm

Signed: \_\_\_\_\_ Chairman                      Date \_\_\_\_\_