

Herongate and Ingrave Parish Council



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Minutes of the Annual Parish Council Meeting held at St. Nicholas Church Hall, Ingrave, on Tuesday, 22nd May 2012 at 7.30pm

- In the Chair:** Cllr A. Marsh
- Present:** Cllrs Alan Bayless, David Harman, Sheila Murphy, Stewart Theobald, Alison Thurgood and Roger Watkins
- Officers:** Mrs. T. Grainger (Parish Clerk) and Mr. David Tooke-Kirby (Responsible Financial Officer)
- Members of the public:** Cllr Linda Golding (Brentwood Borough Council) and nine members off the public

12/13.017 To elect a Chairman

Cllr Alan Marsh was elected Chairman.

Proposed: Cllr R. Watkins **Seconded:** Cllr D. Harman **All agreed with a show of hands**

12/13.018 To receive the Chairman's Declaration of Acceptance of Office

Cllr A. Marsh signed and dated the Declaration of Acceptance of Office which was received by the Clerk.

12/13.019 To elect a Vice Chairman

Cllr D. Harman was elected Vice Chairman.

Proposed: Cllr R. Watkins **Seconded:** Cllr S. Murphy **All agreed**

12/13.020 Apologies for absence

Apologies were received from Cllr K. Marsh who had work commitments and Cllr K. Pegram who was away on holiday. Apologies were also received from Cllr J. Roberts (Essex County Council) who was on holiday. Apologies were accepted.

Proposed: Cllr A. Marsh **Seconded:** Cllr D. Harman **All agreed**

12/13.021 To adopt paragraph 12.2 of the Code of Conduct contained in the Local Authorities (Model Code of Conduct)

All members agreed to adopt paragraph 12.2 of the Code of Conduct contained in the Local Authorities (Model Code of Conduct).

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

12/13.022 Public participation session

None of the public wished to make any representations.

12/13.023 Minutes

It was agreed that the Minutes of the Meeting held on 25th April 2012 be accepted as a true record and signed by Cllr A. Marsh.

Proposed: Cllr S. Theobald Seconded: Cllr A. Thurgood All agreed

12/13.024 Progress Report from the Clerk

- **12/13.001** A letter was sent to Chief Commander Ed Wells, Brentwood Police with a copy to Cllr A. Jackson, Chair, Essex Police Authority regarding incidents reported by local residents during the public participation session. Acknowledgement letters have been received.
- **12/13.007** An email regarding parking restrictions at Hernshaw was sent by the deadline for responses. No acknowledgement was received by the Clerk however this email prompted a response to residents' emails.
- **12/13.008** The deposit of £130 was sent to Vision Computing and progress is being made with the website with a target date of 2nd June 2012 for the launch.

12/13.025 Finance

(a) Cheques signed since the last meeting:

Payee	Cheque No,	Amount
None		

(b) Cheques signed at this meeting:

Landscape Plan (W. Tooke-Kirby)	595	£350.00
Administration	596	£596.77
HMRC	597	£73.13
Cancelled	598	
Essex Pension Fund	599	£207.03
Administration	600	£351.07
Brentwood Community Transport	611	£1,000.00
Cancelled	612	
S. Murphy (re: Essex & Suffolk Water)	614	£100.17

(c) Bank Reconciliation as at 22.05.12

Current Account	£11,557
30 Day Investment Account	£3,843
Investment Account 1.55%	£50,000
Investment Account 1.70%	£15,000

(d) It was agreed that a payment of £714.01 - cheque no. 605 – Brentwood Borough Council for grit bins and payment of £250.00 – cheque no. 609 – SJK Planning for professional fees be retrospectively approved.

Proposed: Cllr D. Harmam Seconded: Cllr A. Marsh All Agreed

12/13.026 To approve the Annual Return for the year ending 31st March 2012

It was agreed that the Annual Return for the year ending 31st March 2012 be approved.

Proposed: Cllr S. Theobald Seconded: Cllr S. Murphy All agreed

12/13.027 To review the draft Internal Audit Report

The Responsible Financial Officer reviewed the recommendations in the report. Cllr A. Marsh highlighted the opinion of the Internal Auditor, "Since the appointment of the new Responsible Financial Officer to provide ongoing support to the Clerk there has continued to be major improvement in the Council's financial management". It was agreed that the Parish Council accept the draft report and retain the services of Maurice Howard, Internal Auditor for the financial year 2012/2013.

Proposed: Cllr D. Harman Seconded: Cllr A. Bayless All agreed

12/13.028 Herongate and Ingrave Museum

Cllr S. Murphy requested that the Parish Council support the Museum by paying the bill of £100.17 for the water rates. Discussion took place regarding the future of the building which is in a dilapidated condition. Cllr Murphy explained that the Trustees were considering the possibility of selling the building and relocating the Museum artifacts elsewhere and there would be a meeting of the Trustees on 9th June 2012. It was agreed that the Parish Council would pay for the water rates. Cllr Murphy extended a vote of thanks on behalf of the Trustees to the Parish Council for the funding.

Proposed: Cllr D. Harman Seconded: Cllr A. Bayless All agreed

12/13.029 Sunday Bus Service

Cllr S. Murphy reported that both she and Cllr L. Golding attended the West Horndon Annual Parish Council Meeting where the Members indicated that they were will to join with Herongate and Ingrave to extend the Sunday Bus Service to West Horndon. As the service has already started there is now a legal entity of 56 days before West Horndon can be included. Cllr Murphy added that she went on the pilot run of the bus which had 27 passengers that day. Usage will be reviewed by Brentwood Community Transport. It was agreed that the Parish Council pay the balance of £1,000.00 outstanding from the original invoice of £4,000.00. Cllr A. Thurgood asked if the bus service could be extended to include Herongate Tye and Cllr Murphy responded that when West Horndon is included then there is no reason why Herongate Tye cannot be incorporated also.

Proposed: Cllr A. Bayless Seconded: Cllr A. Thurgood All agreed

12/13.030 Planning

- Cllr R. Watkins reported that outline planning permission for 1 Pittman Close (to which the Parish Council objected) had been recommended for refusal.
- There had been no further news regarding plans for 9 Donovans Gardens.
- Cllr A. Bayless asked about the land on the southbound slip road to the A.127 but Cllr Watkins had no further updates.

A list of applications received and determined during May was received and agreed.

Proposed: Cllr R. Watkins Seconded: Cllr A. Bayless All agreed

12/13.031 Correspondence

A list of correspondence, having been previously circulated, was noted.

12/13.032 Reports from Councillors

- Cllr A. Thurgood spoke about the Olympic Torch event. Volunteers are still needed to run stalls or help in any way. She has investigated the possibility of employing Stewards for the event and considering the expected numbers attending will need a Supervisor plus 6 Stewards at an approximate cost of £1,100/£1,200 plus VAT. This is a considerable sum from the event budget and Cllr A. Marsh suggested that this issue be put on the Agenda for the next Parish Council meeting with a view to the Parish Council increasing its funding for this event from £1,080.00 to £2,500.00. Cllr Thurgood continued to explain progress and discussion took place regarding possible parking problems. Cllr Marsh gave a vote of thanks to Cllr Thurgood for her excellent work in this project so far.
- Cllr S. Theobald reported an issue in Park Lane where the posts put in by the Parish Council have been removed and a sign put up stating that the area is for residents parking by order of Brentwood Borough Council. This is common land owned by Lord Petre. Cllr L. Golding offered to look into this matter

12/13.033 Items from Councillors to be added to the next Agenda

- Olympic Torch Event funding.

12/13.034 The next meeting will be held on Wednesday, 27th June 2012 at St. Andrews Church Hall, Herongate, 7.15pm.

12/13.035 Exclusion of the Public

This item has been deferred pending research by Councillors

The meeting closed at 9.30pm

Signed:..... Chairman

Date:.....