

Herongate and Ingrave Parish Council



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Minutes of the Parish Council Meeting held at St. Andrews Church Hall on Monday, 24th February 2014 at 7.15pm.

In the Chair: Cllr A. Kingsford

Present: Cllr. D. Harman (Vice Chairman), Cllr A. Bayless, Cllr S. Murphy, Cllr F. O'Connor and Cllr S. Theobald

Officers: Mrs T. Grainger (Clerk) and Mr. D. Tooke-Kirby (RFO)

Members of the public: Ten plus Cllr Linda Golding (BBC Ward Cllr)

13/14.147 Public participation session with respect to items on the agenda and other matters that are of mutual interest

- A resident reported that the owner of the house adjacent to Peartree Pond has been parking a van on the grass verge beside the pond with an advertisement offering the van for sale. Cllr A. Kingsford said he would speak with the resident. Enquiries have been made in the past with the Police and the Borough regarding random parking to no avail. The Clerk was asked to write to Lord Petre regarding this issue.
- A resident reported that there is a large polyurethane bag stuck in the telegraph wire outside 76 Brentwood Road, Ingrave following the recent storms. The Clerk was asked to contact BT and another resident offered to make some enquiries as well.
- Mr. Ronnie Crighton, Church Warden, St. Nicholas Church, Ingrave, advised that he had not been able to obtain estimates for the maintenance of the Churchyard due to most companies working on recent storm damage. He hoped to be able to submit an application for a donation towards Churchyard maintenance in the next financial year.

13/14.148 Apologies for absence

Apologies were received from Cllr P. Hawkins. Apologies were accepted.

Proposed: Cllr A. Kingsford

Seconded: Cllr A. D. Harman

All agreed

13/14.149 Minutes

The Minutes of the Meeting held on 28th January 2014 were accepted as a true record with the correction that the Meeting was actually held at St. Nicholas Church Hall. The Minutes were signed by the Chairman, Cllr A. Kingsford.

Proposed: Cllr A. Bayless

Seconded: Cllr D. Harman

All agreed

13/14.150 Progress Report from the Clerk

Report on matters arising from Minutes dated 28th January 2014

13/14.127 Public participation session with respect to items on the agenda and other matters that are of mutual interest

Potholes along School Lane – I have been in touch with Rev Paul Hamilton, Rector of St. Nicholas Church who advised that the lane is not the responsibility of the Church and suggested I speak with Lord Petre. I contacted Lord Pertre who advised that even though School Lane is part of Wastes and Commons of the Manor and belongs to him, he has no liability to keep the road in any particular state of repair and suggests the residents club together to do the necessary repairs.

13/14.139 Village Sign

I am in discussion with Kim Anderson at BBC who, after investigation, advised that if it were possible to re-site the Ingrave sign it would need to be raised to provide a clearance of 2.1m minimum. I have asked her to look into this for me however the cost for this project is rising. Her suggestion (which we have considered before) is to cut back the hedge more radically to expose the seat and sign. I believe the hedge is owned by Essex Highways and the Neighbourhood Action Team has trimmed it in the past. I asked if NAT could take it back further and have been advised that this work will be carried out next week.

13/14.151 To receive Members' declarations of interest in items on the agenda

Cllr A. Kingsford declared a non-pucuniary interest in agenda point 13/14.133 Herongate and Ingrave Heritage Centre (Museum) but would stay to make representation and vote on the outcomes.

13/14.152 Finance

(a) Cheques signed since the last meeting.

Payee	Cheque No.	Amount
None		

(b) Cheques signed at this meeting

Payee	Cheque No.	Amount
Elveden Farms Ltd. (Xmas Tree)	784	£477.84
Doppler Press (Newsletter)	785	£448.00
H. Kingsford (Newsletter)	786	£226.77
EALC (Councillor Training)	787	£45.00
The Fane Memorial Room (Website)	788	£24.00
A. Kingsford (Councillor Training)	789	£24.00
Administration	790	£377.31
HMRC	791	£71.73
Essex Pension Fund	792	£193.21
Administration	793	£519.72
Greenstow Foliage (Pond Maintenance)	794	£1,200.00

Proposed: Cllr A. Kingsford Seconded: Cllr S. Murphy All agreed

(c) To approve accounts/bank reconciliation for February 2014

Bank Reconciliation	
Current Account	£10,223.00
30 Day Investment Account	£3,846.00
Fixed Term Deposit Account 0.75% Maturity Date 05.06.14	£20,000.00
Fixed Term Deposit Account 1.10% Maturity Date 02.02.15	£25,000.00

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

(d) Mr. D. Tooke-Kirby reported that at the end of last year he submitted a schedule of ground maintenance works to BBC, carried out by the Parish Council, in order to submit a claim for a Discretionary Grant. He had now received a response advising that the PC would not be receiving a grant. This is disappointing and he feels that the PC should have better clarification on what the BBC is using this Discretionary Budget for. Cllr S. Murphy offered to take this matter up with Mr. Adrian Tidbury, BBC.

13/14.153 Review of Documents

Councillors acknowledged receipt of the documents to be confirmed at the May 2014 meeting.

13/14.154 Herongate and Ingrave Heritage Centre (Museum)

- a) Members agreed that the Parish Council should no longer include the Museum in the Parish Council insurance policy.

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

- b) Members agreed that the Parish Council would cover the cost of independent insurance arranged and paid for by the Trustees of the Museum by way of a donation. Mrs. Kingsford advised that the premium was in the region of £283.00 which would provide very limited insurance cover. Mrs. Kingsford asked if the Parish Council would underwrite their insurance policy, however this was refused and Mrs. Kingsford was advised that in the event of a claim, the Trustees of the Museum should apply to the Parish Council for further related funding. Mrs. Kingsford to provide a receipt for the insurance cover in order to process the donation.

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

- c) Mrs. Kingsford advised that following a request from the Parish Council in January the Trustees had checked the rest of the building and it was stable however the situation had changed and the original grant application to the Parish Council was withdrawn. Since being advised that there was no legal insurance cover on the property they had decided to take out their own policy. As the Parish Council is unable to meet the total cost of repairs and the grants they had already received would not cover these costs, Trustees were considering the option of closing the Museum. Mrs. Kingsford put it to the Council that the building could be used as a Parish Council office, storage and surgeries. It did not seem practical to keep the building going and attract the cost of all the services which would amount to in excess of £2,000 p.a. without the building actually being used. She asked that the Parish Council commit to providing at least £2,000 p.a. to support the running costs. **Cllrs F. O'Connor and S. Theobald were in agreement with the donation of £283.00 towards the insurance but wanted it Minuted that they were not in support of a long term yearly donation of £2,000 towards services.**

- d) Members discussed the possibility of paying for the services (electricity, water, rates, sewerage) together with donations towards the repairs to the building in order to bring it up to an inhabitable standard. It was considered that it was possible the building could be used as a Parish Council office but it was proposed that a Working Party in conjunction with Trustees from the Museum should be set up to investigate all issues. The Parish Council Working Party is Cllr F. O'Connor, Cllr S. Murphy and Cllr D. Harman and this Working Party are to bring their recommendations to the next meeting of the Parish Council.

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

13/14.155 Parish Council Storage

Councillors could not offer any options for storage facilities. The Parish Clerk to ask EALC how long the Parish Council has to legally keep documents.

13/14.156 Annual Parish Assembly

It was suggested that the Parish Clerk approaches Laura Dunnell, BBC to talk about footpaths.

13/14.157 St. Andrews Church Hall Room Hire Agreement

Having been previously reviewed, the agreement was signed by Cllr A. Kingsford.

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

13/14.158 Speedwatch

Cllr Kingsford advised that the PCSO had been unable to attend the meeting previously reported and the speedwatch sites had not been confirmed. Cllr O'Connor had been approached by a local resident who was interested in joining the team.

13/14.159 Village Planters

Cllr Theobald has established a rough estimate of £500 per planter but it is possible cheaper options could be found. He will provide a firm estimate by the next meeting. Cllr S. Murphy reiterated that she will donate £500 of her Ward money towards the planters and £500 towards the War Memorials restoration project. It was suggested that the Flower Show Committee may be interested in planting up the tubs and Cllr A. Kingsford will approach them.

13/14.160 Herongate Tye

- a) Council discussed the disrepair of the pavements and the encroaching vegetation. The Clerk advised that the cut back of the grass growing over pavements had been requested for the next NATS visit in March. It was suggested that the Clerk write to Eric Pickles MP and Cllr Rodney Bass ECC to update them on the disrepair of the area and ask for assistance on this problem.

Proposed: Cllr F. O'Connor Seconded: Cllr S. Murphy All agreed

- b) Cllr S. Murphy advised that she had been onto the bus company and they will not do anything about providing a bus service for the children in Herongate Tye unless they are paid extra. ECC has no funding and expect children to walk up to 1 mile to catch the school bus. This matter was also to be included in the letters mentioned above.

13/14.161 Planning

A list of planning applications received and determined since the last meeting was agreed.

Proposed: Cllr P. Hawkins Seconded: Cllr A. Bayless All agreed

- Cllr S. Theobald advised that he had not had a chance to speak with the resident in Blind Lane which was reported in the previous Minutes..

13/14.162 Reports from Councillors

- Cllr F. O'Connor advised that she had not managed to obtain the third estimate for work to renovate the Herongate War Memorial. Due to her workload, family commitments and appointment to the Museum Working party she asked that Cllr A. Kingsford help obtain the estimate. She will still put together the grant application which has to be completed in March. It was reported that Rev. Paul Hamilton had agreed to the names of the fallen from the First World War which appear in St. Nicholas Church be added to those on the War Memorial by way of a plaque.
- Cllr A. Kingsford updated the Council on the meeting booked for the following day to be held at BBC regarding the future of Herongate Village Hall to which both he and the Clerk had been invited.
- Cllr A. Kingsford also advised that the estimates for Button Common had been whittled down to two and he would be meeting contractors within the next few weeks.
- Cllr A. Kingsford reported that he was still investigating the supply of materials to make a Christmas tree stand.

13/14.163 Correspondence

A list of correspondence having previously been circulated was noted.

13/14.164 Training

No requests for training were made at the meeting.

13/14.165 Items from Councillors to be added to the next Agenda

- Herongate and Ingrave Heritage Centre (Museum)
- Village Planters
- Herongate Village Hall

13/14.126 The next meetings will be as follows:-

TUESDAY 25th March 2014, St. Nicholas Church Hall, Ingrave at 7.15pm

The meeting closed at 9.30 pm

Signed:..... Chairman

Date:.....