

# Herongate and Ingrave Parish Council



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**Minutes of the Parish Council Meeting held at St. Nicholas Church Hall on Tuesday, 28<sup>th</sup> January 2014 at 7.15pm**

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

**Present:** Cllr A. Bayless, Cllr. D. Harman (Vice Chairman), Cllr P. Hawkins, Cllr K. Pegram and Cllr S. Theobald

**Officers:** Mrs T. Grainger (Clerk)

**Members of the public:** Five

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

- A resident of School Lane raised the problem of dangerous potholes along this lane and asked if the Parish Council could do anything about the situation. The resident felt that the houses in School Lane were not responsible for repairs. This is a private lane and not adopted by the Borough. Discussion took place regarding the possibility of the Parish Council organising a load of aggregate for the residents to spread to fill the holes but this was dismissed as the aggregate would soon wash away. It was suggested that the Clerk write to St. Nicholas Church to establish who is responsible for repairs.
- Members of the Public expressed their appreciation of the beautiful Christmas tree this year. At this point the Chairman thanked all involved in the Christmas tree celebrations.

## **13/14.128 Apologies for absence**

Apologies were received from Cllr S. Murphy, Cllr F. O'Connor and Cllr R. Hirst (BBC). Apologies were accepted.

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

## **13/14.129 Minutes**

The Minutes of the Meeting held on 27<sup>th</sup> November 2013 were accepted as a true record and signed by the Chairman, Cllr A. Kingsford.

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

## **13/14.130 Progress Report from the Clerk**

*Report on matters arising from Minutes dated 27<sup>th</sup> November 2013*

### **13/14.113 Co-option of a new Councillor**

*Despite recent advertising in the Brentwood Gazette, on Notice Boards and canvassing by the Clerk, at the time of writing there have been no applications.*

However, the Clerk did mention that since writing this report, there had been interest.

### 13/14.131 To receive Members' declarations of interest in items on the agenda

Cllr A. Kingsford declared a personal interest in Agenda Point 13/14.133 Herongate and Ingrave Heritage Centre (Museum) as his wife was to present a grant application for the Museum..

### 13/14.132 Finance

(a) Cheques signed since the last meeting.

Payee	Cheque No.	Amount
E.ON (Museum Electricity)	769	£20.67
S. Murphy (Xmas Tree Celebs)	770	£82.66
Administration	771	£577.12
Administration	772	£344.83
Essex Pension Fund	773	£193.21
HMRC	774	£71.73

**Proposed: Cllr D Harman      Seconded: Cllr S. Theobald      All agreed**

(b) Cheques signed at this meeting

Payee	Cheque No.	Amount
Cut Above (Peartree Pond & Xmas Tree)	775	£650.00
Administration	776	£343.14
A. Kingsford (Training & Xmas Tree)	777	£57.20
Administration	778	£553.77
HMRC	779	£71.73
Essex Pension Fund	780	£193.21
BTR Electrical (Xmas Tree)	781	£400.00
Vision Computing (Essex) Ltd (Website)	782	£50.00
EALC (Councillor Training)	783	£45.00

**Proposed: Cllr A. Bayless      Seconded: Cllr Kelly Pegram      All agreed**

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

Bank Reconciliation	
Current Account	£57,605.00
30 Day Investment Account	£3,846.00
Investment Account 2.44% (maturity 20.01.14)	
Investment Account 1.10% (maturity 07.01.14)	

The RFO, in the Budget Report, requested permission to invest £20,000 over 6 months and £25,000 over 12 months of matured funds.

**Proposed: Cllr Cllr S. Theobald      Seconded: Cllr K. Pegram      All agreed**

The RFO also requested permission to move £700 from Highways and Transport to Events to meet the cost of the Christmas Tree event.

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

(d) Council to agree a Precept of £22,964.00.

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

(e) The Clerk reported that neither she nor the RFO had received a response from BBC regarding the BBC Discretionary Grant, despite numerous requests for information.

### 13/14.133 Herongate and Ingrave Heritage Centre (Museum)

Mrs. Helen Kingsford, a Trustee of the Herongate and Ingrave Heritage Centre, presented updated estimates for the repair of the building. Since presenting the previous estimates it has been

discovered that the condition of the building is far worse than anticipated and extensive work will be required to make the floor and walls safe. Mrs. Kingsford requested that the Parish Council fund the whole project. Only half the building has been surveyed and Council asked that the rest of the building be inspected and findings highlighted before any commitment is made by the Council. If information is received in time this matter will be taken to the next meeting.

**13/14.134 St. Nicholas Churchyard**

Mr. Ron Crighton, Church Warden, presented a Churchyard yearly maintenance document which was produced at the request of the Parish Council in 2012. This document has since been reviewed and several aspects deleted. The estimate for the work was £3,700 but with the deletions would be in the region of £3,000 (based on 2012 prices). It was stated that the Parish Council has no legal Power to take over the responsibility for the maintenance of an open graveyard, only a closed graveyard. However, subject to suitable estimates and agreement the Council could offer a grant towards the work. Mr. Crighton agreed to obtain estimates for the maintenance of part of the site. If estimates are received in time this matter will be taken to the next meeting.

**13/14.135 Button Common**

The Terms and Conditions of the offer letter from CIF were agreed. Discussion took place as to when planting should begin and Cllr Theobald recommended this should start in September.

**Proposed: Cllr D. Harman      Seconded: Cllr K. Pegram      All agreed**

**13/14.136 Speedwatch**

Cllr Kingsford updated the Council regarding the recent Speedwatch workshop held at the Town Hall. He has now gathered all the equipment and the speed gun is being recalibrated and he will be meeting with the PCSO to look at the designated areas suitable for this initiative. The speed gun will be shared with West Horndon. Ingrave Johnstone School supports this initiative but will only let the school children join in if there is Police presence. Mrs. Jacqueline Capps-Coe is willing to co-ordinate but Cllr Kingsford is still looking for volunteers. At least three volunteers will be needed at each Speedwatch event which will last about two hours. This project is still in its very early stages however, he hopes that enough interest will be raised to make it a worthwhile traffic calming strategy.

**13/14.137 War Memorial outside St. Andrews Church**

- a) Cllr O'Connor was not present at the meeting but had sent a report to say that two out of the three estimates needed had been received and everything is on schedule for the Grant deadline in March 2014. The trees around the War Memorial will be removed but not relocated; the small retaining brick wall will be rebuilt; a granite plaque will be added with additional names taken from St. Nicholas Church, Ingrave; railings to be painted; monument cleaned and letters reground. It is anticipated that this work will be completed before 1<sup>st</sup> August 2014.
- b) It was agreed that the Methodist Church Council be included in any decisions regarding the upgrade of the War Memorial and any ceremonies organised to commemorate the start of the 1<sup>st</sup> World War. A letter to this effect would be drawn up by the Clerk.

**Proposed: Cllr P. Hawkins      Seconded: Cllr D. Harman      All agreed**

**13/14.138 Village Planters**

It was suggested that suitable sites for the flower planters would be by the Ingrave Village sign, the Herongate Village sign and Peartree Pond. Cllr S. Theobald to source information on the planters at Bulphan.

### **13/14.139 Village Signs**

It was reported that after discussion with an Officer at Essex Highways, the Clerk was informed that using the 1890 Public Health Act, Amended Act, sect 42, it may be possible to move the Ingrave Village sign without the need for a costly Street Works Licence and Advertising Licence. Unfortunately BBC Planning are in disagreement with this and still insisting that we will have to pay for the Licences. The Clerk is making further investigations.

### **13/14.121 Planning**

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

**Proposed: Cllr D. Harman      Seconded: Cllr P. Hawkins      All agreed**

### **13/14.140 Lighting of the Christmas Lights**

- a) Council approved the purchase of a new tree base subject to reasonable quotes being received. Cllr S. Theobald suggested that his son would be able to make the base if the Parish Council paid for the materials and recommended a local supplier for the tube. Cllr A. Kingsford to approach the supplier.

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

- b) Council approved the purchase of 3 or 4 halogen lamps subject to reasonable cost estimates which the Clerk will investigate.

**Proposed: Cllr S. Theobald      Seconded: Cllr K. Pegram      All agreed**

### **13/14.141 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 brought to the attention of the Council the issue of an elderly man who lives in difficult conditions on his property in Blind Lane. Neighbours have complained to the Borough about the build-up of old metal items and rubbish on his land. Cllr Theobald will attempt to visit the gentleman to try and resolve the problem and asked if the Council would be prepared to make some contribution toward a clean-up or screening from the neighbours. He will report back at the next meeting.
- Cllr D. Harman reported that he had received an email of complaint regarding 51 The Meadows where the resident has concreted over the grass verge and the grass has been churned up. A Planning Officer will carry out an inspection.

### **13/14.142 Reports from Councillors**

- Cllr P. Hawkins advised that the Village Plan is still in template format and he will be allocating time to this soon. He also asked if there was a visual audit of public footpaths including trees, shrubs, etc. as it seems that trees can mysteriously disappear! The Council responded that it is not aware of such an audit and it would be an onerous task to undertake.
- Cllr K. Pegram reported that there had been another car accident outside Button Farm last week due to excessive speeding. Discussion took place and it was suggested that it would be interesting to see the accident statistics for that stretch of road along the A128. Cllr A. Kingsford offered to contact Michael Green who is involved with Speedwatch.

### **13/14.143 Correspondence**

A list of correspondence having previously been circulated was noted.

### **13/14.144 Training**

- a) Website training has been organized for the Clerk, RFO, Chairman and Vice Chairman on 26<sup>th</sup> February at Fane Hall, Kelvedon Hatch.
- b) No requests for training were made at the meeting.

**13/14.125 Items from Councillors to be added to the next Agenda**

- Herongate and Ingrave Heritage Centre (Museum) Grant Application
- St. Nicholas Churchyard Grant Application
- Herongate Tye Issues
- Village Planters
- Village Signs

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

**MONDAY** 24<sup>th</sup> February 2014, St. Andrews Church Hall, Herongate at 7.15pm

**The meeting closed at 9.45 pm**

Signed:..... Chairman

Date:.....