

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, 28th May 2012 at 8.00pm

In the Chair: Cllr A. Marsh

Present: Cllrs Alan Bayless, Alan Kingsford, Stewart Theobald, Kelly Pegram and Alison Thurgood

Officers: Mrs. T. Grainger (Parish Clerk) and Mr. David Tooke-Kirby (Responsible Financial Officer)

Members of the public: Cllr Roger Hirst (ECC), Mr. Paul Hawkins (Councillor delegate for co-option) and 6 members of the public

13/14.016 To elect a Chairman

Cllr Alan Marsh was elected Chairman.

Proposed: Cllr S. Theobald **Seconded:** Cllr A. Kingsford **All agreed with a show of hands**

13/14.017 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.

13/14.018 To elect a Vice Chairman

Cllr D. Harman was not present however he had advised the Clerk previously that should his name be put forward as Vice Chairman, he would be honoured to accept. Cllr D. Harman was elected Vice Chairman.

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

13/14.019 Apologies for absence

Apologies were received from Cllr D. Harman and Cllr S. Murphy. Apologies were accepted.

Proposed: Cllr A. Thurgood **Seconded:** Cllr A. Marsh **All agreed**

13/14.020 Public participation session

- Residents from Herongate Tye complained about the state of the pavements and gutters in their part of the Parish. They showed photographs of the damaged areas and explained that one elderly resident who uses an 'A-frame' was actually unable to walk beyond her own front path as the pavement was so bad. They also raised the issue of the school bus which has still not been resolved. They asked why the new pavement to the Olde Dog had been prioritised. Cllr Marsh responded; he had had a meeting with ECC Highways, Cllr John Roberts and ECC Education when Highways said that they would extend the pavement with a view to the school bus being brought down to the Olde Dog. The Parish Council had offered to pay for a bus shelter for the 21 children travelling to St. Martin's

School and ECC Highways was in discussion with ECC Education. Education then said that the bus company would not drive down to the Olde Dog, at which stage the whole project fell apart. As a Parish Council we do not know where to go to get this issue resolved and Cllr Roberts could not make any headway either. This matter is still under discussion and consideration. Cllr Marsh also mentioned that the Brentwood Rangers had cleared the footpath last year and that this work was supposed to put on a maintenance programme. Cllr Hirst confirmed that the footpath was supposed to be cleared first, then improvements to the road followed by the bus service and advised that there are three budgets involved in this project – Education, Maintenance and then Development. Cllr Hirst said that he would take up the baton to get this project completed.

13/14.021 Co-option of New Councillor

Mr. Paul Hawkins was brought to the table and co-opted as a Member of the Parish Council. He signed his Declaration of Acceptance of Office in the presence of the Clerk.

Proposed: Cllr A. Marsh **Seconded:** Cllr A. Kingsford **All agreed**

13/14.022 To receive Members' declarations of interest in items on the agenda

There were no declarations of interest made.

13/14.023 Minutes

It was agreed that the Minutes of the Meeting held on 24th April 2013 were a true record of accounts and signed by the Chairman.

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

13/14.024 Progress Report from the Clerk

Report on matters arising from Minutes dated 24th April 2013:

- *13/14.008 Highways issues*

As requested, a letter was sent by the Clerk to Mr. Robert Overall, Deputy Chief Executive – Environment Sustainability and Highways in support of the letter sent by Doddinghurst PC.

- *13/14.012 Training*

Cllrs Kingsford and Hawkins will both be attending Councillor Training Days 1 and 2.

13/14.025 Finance

(a) Cheques signed since the last meeting:

Payee	Cheque No,	Amount
None		

(b) Cheques signed at this meeting:

EALC (Nos. 2905, 2911 & 2907)	706	£269.00
Mr. M. Howard (Internal Audit)	707	£250.00
Broker Network (Insurance)	708	£776.77
Administration	709	£547.80
HMRC	710	£95.69
Administration	711	£447.44
Essex Pension Fund	712	£222.79
J. Penkul (Newsletter postage)	713	£34.50

Proposed: Cllr A. Thurgood **Seconded:** Cllr K. Pegram **All agreed**

(c) Bank Reconciliation as for May 2013

Current Account	£6,364
30 Day Investment Account	£3,845
Fixed Term Deposit 2.44% maturing 20.01.14	£25,000
Fixed Term Deposit 1.80% maturing 23.07.13	20,000
Fixed Term Deposit 1.00% maturing 02.08.13	10,000

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

(d) The VAT Return claiming £1,365.00 was approved.

Proposed: Cllr A. Marsh Seconded: Cllr A. Kingsford All Agreed

(e) The investment of a further £10,000 on a fixed term deposit at 1%, maturing on 02.08.13 was approved.

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

13/14.026 Annual Return

(a) It was agreed that the Annual Return for the year ending 31st March 2013 be approved.

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

(b) It was agreed that Maurice Howard CPFA be appointed as Internal Auditor for 2013/2014. However, the Responsible Financial Officer is to investigate a different Internal Auditor for 2014/2015.

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

13/14.027 Internal Audit Report for the year 2012/2013

The Responsible Financial Officer highlighted the recommendations in the report. The opinion of the Internal Auditor is, "Since the appointment of the new Responsible Financial Officer to provide ongoing support to the Clerk, continuing improvements have been made in the Council's financial management".

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

13/14.028 Councillor Expenses

Cllr Marsh asked Members to consider the matter of expenses. It had previously been resolved that Councillors would not claim expenses however it was now considered fair that Councillors may claim expenses of £10 and over. This will be added to the Financial Regulations.

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

13/14.029 Charitable Donations

Members decided to wait until the Parish Council is approached by a Charity before considering any charitable donations.

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

13/14.030 Highways Issues

Members felt that this had been covered in the Public Forum.

13/14.031 Billericay Road

This matter was discussed in the Public Forum. Cllr R. Hirst to take this matter forward.

13/14.032 Billericay Road School Bus Service

This matter was discussed in the Public Forum. Cllr R. Hirst to take this matter forward.

13/14.033 Litter Bins

(a) Agreement could not be reached on the exact positioning of the bins, therefore it was suggested and accepted that the Parish Council propose an area and the Borough decide the best position within that area. The two positions are (1) in Middle Road, just past the entrance to the allotments, possibly by the second telegraph pole and (2) in Thorndon Gate along the stretch of land where the grit bin is sited. Cllr P. Hawkins offered to establish ownership of this site

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

(b) The cost of installation at £99.75 plus VAT per bin was agreed.

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

13/14.034 Autumn Pageant

This point was deferred until the next meeting.

13/14.035 Crime and Disorder

This point was deferred until the next meeting.

13/14.036 Planning

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

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

13/14.037 Correspondence

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

13/14.038 Training

There were no requests for training.

13/14.039 Reports from Councillors

- Cllr Bayless reported on the potholes in Park Lane. A resident had fallen on the uneven ground. ECC Highways was going to send an Inspector to take a look. There was a query as to whether Park Lane was an adopted road or a private road.
- Cllr Kingsford still has tenders out for the Button Common Project. He has given a deadline of the end of May so should have something to report at the June meeting. A resident had asked him if we were responsible for the Church yard. Cllr Marsh reiterated that the Parish Council had offered to help with maintenance costs but had heard nothing since. A local builder has been parking his vehicles on the strip of grass outside the fence of Peartree Pond. Several residents had complained. Cllr Marsh explained that he had spoken with the builder who had assured him that he would reduce parking. Maintenance work is continuing on the pond and the Moorhens now have a batch of chick.

13/14.040 Items from Councillors to be added to the next Agenda

None.

13/14.041 The next meeting will be held on Wednesday, 26th June 2013 at St. Andrews Church Hall, Herongate, 7.15pm.

The meeting closed at 9.45pm

Signed:..... Chairman

Date:.....