

Herongate and Ingrave Parish Council



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Minutes of the Parish Council Meeting held at St. Andrews Church Hall on Wednesday, 27th November 2013 at 7.15pm

In the Chair: Cllr A. Kingsford

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

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

Members of the public: Four plus Cllr, R. Hirst (Deputy Leader of the Council – BBC) and Cllr L. Golding (Ward Councillor -BBC)

13/14.110 Public participation session with respect to items on the agenda and other matters that are of mutual interest

- Mrs. Helen Kingsford advised that she has taken over the Parish Newsletter from Mrs. Jennie Penkul. As the October deadline has been missed the next Newsletter will go out in January 2014.
- Mrs. Kingsford also advised that she is now a Trustee of the Herongate and Ingrave Heritage Centre (previously known as the Museum). The name has changed as the word "Museum" did not attract much interest and Heritage Centre is a more modern name. Unfortunately the building is in a poor condition and in need of extensive repairs. She has applied for and obtained a grant from the Brentwood Community Fund for £2,975 for repairs and £2,000 from Essex Heritage for display cabinets. Mrs. Kingsford asked the Council for a grant to support this important work. The Clerk will send Mrs. Kingsford a Grant Application Form and this subject will go on the Agenda for the January 2014 meeting.
- A member of the public reported that there was a large sign outside a building in the Old Stock Yard by the Green Man public house advertising the opening of a business. This is a conservation area and the Conservation Authority.

13/14.111 Apologies for absence

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

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

13/14.112 Minutes

The Minutes of the Meeting held on 22nd October 2013 were accepted as a true record and signed by the Chairman, Cllr A. Kingsford.

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

12/13.113 Co-option of a new Councillor

As the Candidate is no longer available for co-option, this matter has been deferred until January 2014.

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

13/14.114 Progress Report from the Clerk

Report on matters arising from Minutes dated 22nd October 2013

13/14.097 St. Nicholas Churchyard Clearance

At the time of writing this report no response has been received from the Parochial Church Council.

13/14.115 To receive Members' declarations of interest in items on the agenda

There were no Declarations of Interest.

13/14.116 Draft Budget 2014/2015 – Button Common and Village Sign

- The RFO explained that when preparing the Draft Budget last month no consideration was given to financing the Button Common Project should funding not be granted and also for the work planned for the village signs. This was now included in the revised Draft Budget which was previously circulated. The RFO asked for approval for the amendments. This was approved.

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

- The RFO also advised that he has sent a list of maintenance expenditure to Brentwood Borough Council in an attempt to obtain a Discretionary Grant towards such works. This list was previously circulated. Cllr S. Murphy commended the RFO for his excellent financial reporting.

13/14.117 Finance

- (a) Cheques signed since the last meeting.

None.

- (b) Cheques signed at this meeting

Payee	Cheque No.	Amount
St. Nicholas Church Hall	757	£91.00
St. Andrews Church	758	£100.00
EALC	759	£20.00
Cut Above	760	£480.00
Stewart Theobald	761	£96.00
BTR Electrical	762	£1,120.00
Turners Tree Surgery Specialist	763	£260.00
Administration	764	£601.02
Mrs. J. Davey	765	£30.95
Administration	766	£402.23
Essex Pension Fund	767	£193.21
HMRC	768	£71.73

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

- (c) To approve accounts/bank reconciliation for November 2013

Bank Reconciliation

Current Account £19,314.00

30 Day Investment Account £3,846.00

Investment Account n 2.44% £25,000.00

Investment Account 1.10% £20,000.00

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

- (d) The revised draft budget for 2014/2015 was agreed.

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

(e) A Council Tax rate of £22.00 for a D based property for 2014/2015 was agreed.

Proposed: Cllr D. Harman Seconded: Cllr S. Murphy All agreed

13/14.118 Christmas Card Competition

From a selection of beautifully drawn entries, the Members, together with the Public, chose the design by Chelsea Brett-Hockley, Class 5, Ingrave Johnstone C of E School. It was decided that the card be printed in time for the Lighting of the Christmas Tree event on 30th November 2013.

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

13/14.119 Speed Watch

Cllr A. Kingsford explained that the Police were unable to attend. A request for volunteers will appear in the next Parish Newsletter. Cllr R. Hirst suggested the Parish Council gets in touch with Essex Speed Watch.

13/14.120 War Memorial outside St. Andrews Church

(a) Cllr A. Kingsford reported that a Poppy Wreath was laid at the Memorial on Remembrance Sunday. He has been in touch with Jane Bennett of Bennetts Funerals regarding the renovation of the memorial and received an estimate of £1,420.00 plus VAT which includes the supply of a further grey wedge memorial for inscription of additional names. The extra cost of inscription would be £2.00 per letter plus VAT. Cllr F. O'Connor will take the lead on this project. Another quotation is awaited. Cllr O'Connor has been in touch with the War Memorial Trust and will apply for grants from this Trust and other sources. She reported that she needs a letter from the owner of the property/Memorial to confirm that it is in order for the Parish Council to carry out the work. Cllr S. Murphy pledged £500.00 from her Ward budget towards this project.

(b) Councillors agreed to take this project forward.

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

13/14.121 Planning

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

Proposed: Cllr Harman Seconded: Cllr Hawkins All agreed

13/14.122 Reports from Councillors

- Cllr A. Kingsford spoke of Mr. Vic Davis of the Parish who died recently. Vic had been a Member of the Parish Council in the past and was then the only elected Member. He was a driving force for the villages and a leading person in the Speedwatch campaign. The Parish Council expressed condolences to his wife, Brenda, and family.
- Cllr D. Harman reported he had noticed that a springy in Ingrave Playing Field playground had been missing for some time. The RFO advised that the Borough Council would replace this equipment before the end of this financial year. Cllr A. Kingsford mentioned that the life expectancy of the play equipment was 10 to 15 years and when it all breaks down it will not automatically be replaced by the Borough Council. £5,000 has been set aside in our Budget for 2014/2015 and further money will be set aside in the future to replace the equipment. Cllr R. Hirst said that the play areas are a specific priority for Brentwood Borough Council. Cllr Kingsford said that he had attended a recent meeting of the Ingrave Playing Field Committee. It was suggested that a Borough Member should be present at these meetings and perhaps Cllr R. Hirst would attend.
- Cllr A. Kingsford reported that he was looking into the possibility of flower planters for the villages and asked Members for their ideas as to where to position them. He also advised that he had attended a meeting of the Parish Paths Partnership (3P) to sign up to an

agreement to survey and report back on all pathways and bridleways. There will be something about this in the next Newsletter. He mentioned that both he and the Clerk had attended a brunch meeting with the Rt Hon Eric Pickles MP recently to discuss issues between local Parish Councils and the Borough. A further meeting will be held in the New Year to include Borough Officers.

- Cllr K. Pegram advised that there had been a few negative messages on Facebook regarding the date of the Lighting of the Parish Council Christmas tree.

13/14.123 Correspondence

A list of correspondence having previously been circulated was noted.

13/14.124 Training

There were no requests for training. A new training schedule will be circulated as soon as possible.

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

- Speedwatch
- Planters
- Village Signs
- Grant Request from the Herongate and Ingrave Heritage Centre (Museum)

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

St. Nicholas Church Hall, Ingrave, Tuesday, 28th January 2014 at 7.15pm

The meeting closed at 9.10 pm

Signed:..... Chairman

Date:.....