

Herongate and Ingrave Parish Council



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Minutes of the Parish Council Meeting held at St. Nicholas Church Hall on Tuesday, 22nd October 2013 at 7.15pm

In the Chair: Cllr D. Harman

Present: Cllr A. Bayless, Cllr P. Hawkins, Cllr A. Kingsford, Cllr F. O'Connor and Cllr St. Theobald

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

Members of the public: Three plus Cllr L. Golding (BBC)

13/14.090 To receive nominations and elect a new Chairman

Cllrs Harman and Bayless nominated Cllr Kingsford to be the new Chairman. There were no other nominations.

All agreed

Cllr Kingsford accepted the nomination, signed the Declaration of Acceptance of Office book and took up the Chair for the rest of the meeting.

13/14.091 Public participation session with respect to items on the agenda and other matters that are of mutual interest

No matters were raised.

13/14.092 Apologies for absence

Apologies were received from Cllr S. Murphy and Cllr K. Pegram. Apologies were accepted.

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

13/14.093 Minutes

It was noted that the date of the Minutes to be signed should have been 25th September 2013. The Minutes of the Meeting held on 25th September 2013 were accepted as a true record and signed by the Chairman, Cllr A. Kingsford.

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

13/14.094 Progress Report from the Clerk

Report on matters arising from Minutes dated 25th September 2013:

- **13/14.071 Resignation of the Chairman**

A letter of thanks and appreciation was sent to Mr. Alan Marsh after his resignation from the Parish Council.

- **13/14.080 Charitable Donations**

A cheque for £500 was sent to Essex Air Ambulance.

- **13/14.082 Village signs**

No progress has been made on this item. After a conversation with the artist, Russell Newton, it seems that he was going to buy the special tiles from Hazel Ceramics, paint them and then take them back to Hazel Ceramics for firing. I did email this information to Cllr Alan Bayless on 30th September and copied in all Members asking for further leads on artists but have had no response. Ex Cllr Alan Marsh did recommend this particular artist and unless anybody knows the work of another artist then it is going to take considerable research to find somebody suitable.

I also emailed Cllr Murphy on 26th September and copied in all Members to advise that Russell Newton had not carried out any work yet, just a preliminary inspection to make an estimate. If he gets the contract he is happy to move the Ingrave sign to a new position at no extra charge. Obviously this depends on the condition of the structure. If it is unstable then he will have to charge extra for a rebuild. Cllr Sheila Murphy will be looking into the street works licence for resiting the sign and also investigating if the Parish Council could buy the area of land for a nominal fee then we would not need a licence.

- **13/14.083 Herongate Village Hall**

I have given the keys and the 2004 building survey of Herongate Village Hall to Cllr Paul Hawkins for further investigation.

- **13/14.084 Remembrance Day**

I have ordered a poppy wreath to be placed at St. Andrews War Memorial.

Discussion took place regarding the village signs. It was suggested the Clerk look further into obtaining a street licence. Cllr O'Connor put forward the idea of a village sign for Herongate Tye.

13/14.095 To receive Members' declarations of interest in items on the agenda

There were no Declarations of Interest.

13/14.096 Finance

(a) Cheques signed since the last meeting.

None.

(b) Cheques signed at this meeting

Payee	Cheque No.	Amount
Cut Above	748	£1,650.00
EALC	749	£45.00
Poppy Appeal	750	£50.00
Essex Air Ambulance	751	£500.00
Cllr A. Kingsford (Expenses)	752	£30.95
Administration	753	£514.02
Administration	754	£337.40
Essex Pension Fund	755	£193.20
HMRC	756	£71.73

Proposed: Cllr D. Harman

Seconded: Cllr A. Bayless

All agreed

(c) To approve accounts/bank reconciliation for October 2013

Bank Reconciliation

Current Account	£9,291.00
30 Day Investment Account	£3,845.00
Investment Account n 2.44%	£25,000.00
Investment Account 1.10%	£20,000.00
Investment Account 0.90%	£10,000.00

Proposed: Cllr A. Bayless

Seconded: Cllr D. Harman

All agreed

(d) To review and approve the draft budget for 2014/2015

The draft budget was discussed in detail and Members were asked to take it away and provide feedback before the next meeting when it will be presented for final approval.

13/14.097 St. Nicholas Churchyard Clearance

It was agreed in principle that the Parish Council would be prepared to make a donation. However, as the previous quotation provided by the Church was nearly 2 years old, the Clerk was asked to contact the Parochial Church Council to provide an up to date detailed estimate for consideration. It was also suggested that the Church could use "Community Payback", a team of ex-offenders, to help with the clearance.

Proposed: Cllr A. Kingsford Seconded: Cllr F. O'Connor All agreed

13/14.098 Lighting of the Christmas Tree Event

(a) It was agreed that the event be held on Saturday, 30th November 2013 commencing 6.00pm

Proposed: Cllr D. Harman Seconded: Cllr F. O'Connor All agreed

(b) The estimate of from Elveden Farms Ltd. of £398.20 plus VAT was agreed.

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

(c) It was approved that refreshments would be provided as in previous years.

Proposed: Cllr F. O'Connor Seconded: Cllr P. Hawkins All agreed

(d) It was approved that electrical work be carried out by Russell Butler with assistance from Cut Above, as in previous years.

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

(e) It was approved that 50 Christmas cards be printed using the design of the Christmas card competition from 2012.

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

(f) It was approved that a further Christmas card competition be organized for 2013.

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

Cllr S. Theobald to arrange for a new banner advertising the event as the previous one was vandalised. The Clerk to print a notice for the notice boards and other display areas advertising the event.

13/14.099 Playing Field Committee

Cllr A. Kingsford was nominated to represent the Parish Council at the Playing Field Committee meetings.

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

13/14.100 Parish Council Meeting Dates for 2014

A list of proposed dates was reviewed and it was agreed that the meetings at St. Nicholas Church Hall would remain on Tuesdays and the meetings held at St. Andrews Church Hall change to Mondays.

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

13/14.101 War Memorial outside St. Andrews Church

No decision was made regarding taking forward a project. Cllr A. Kingsford to approach Jane Bennett of Bennett's Funeral Service to enquire about a suitable mason to restore the Memorial in order to obtain an estimate. The Clerk to enquire regarding possible funding opportunities.

13/14.102 Button Common Orchard

It was agreed that the purchase of two trees, at a total cost of between £50 and £60, be made as and when necessary.

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

13/14.103 Parish Council Working Groups Schedule

The schedule was reviewed and agreed. The Chairman spoke of his vision for the future of the villages and the projects he would like to take forward:

- Neighbourhood Watch
- Speed Watch
- Good Citizen Award
- Planters

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

13/14.104 Planning

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

Proposed: Cllr Harman Seconded: Cllr Hawkins All agreed

It was noted that in the BBC Weekly Planning Report 1611 dated w/e 18th October 2013, page 28, regarding 11 Grange Close, Ingrave, comments were listed under Consultation Responses which were **NOT** made by the Parish Council. The Clerk has been in touch with the Borough Planning Department to raise concerns.

13/14.105 Reports from Councillors

- **Superfast Broadband**

Cllr D. Harman spoke of his disappointment and annoyance that the Parish of Herongate and Ingrave, despite being the joint highest in the number of registrations, will be the last in the area of the Brentwood Borough to be provided with Superfast Broadband. Cllr Harman worked tirelessly to encourage residents to register with Superfast Essex Ltd. which he was told would constitute the consultation process and would be a major factor in deciding on the sequence of upgrade rollout. There seems to be no logic to the method of rollout they have used. Cllr Harman will be taking the matter further to get a better understanding and adequate explanation for their decision.

- **Herongate Village Hall**

Cllr P. Hawkins reported that both he and Cllr Kingsford visited the Hall in order to conduct an informal survey. Cllr Hawkins prepared a slide show of the condition of the internal and external elements. Further discussion took place regarding the feasibility of a project to rescue the Hall. Cllr Golding offered to consult with the Borough Planning office regarding the footprint.

13/14.106 Correspondence

A list of correspondence having previously been circulated was noted.

13/14.107 Training

Cllr Kingsford to attend the full day Greens, Commons and Open Spaces Course on 14th November. Cllr F. O'Connor requested a copy of the training schedule.

13/14.108 Items from Councillors to be added to the next Agenda

No items were noted.

13/14.109 The next meetings will be as follows:-

St. Andrews Church Hall, Herongate, 27th November 7.15pm

The meeting closed at 9.50 pm

Signed:..... Chairman

Date:.....