

Herongate and Ingrave Parish Council



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Members of the Council are hereby summoned to attend the Parish Council Meeting of Herongate and Ingrave at St. Andrews Hall, Herongate on Wednesday, 29th April 2015 for the purpose of transacting the following business.

Theresa Grainger

Signed
Theresa Grainger
Clerk to Herongate and Ingrave Parish Council

22nd April 2015

The Press and Public are also cordially invited to attend this meeting.

AGENDA

- 15/16.001 Public participation session with respect to items on the agenda and other matters that are of mutual interest.**
- 15/16.002 Apologies for absence**
- 15/16.003 Minutes**
Acceptance of the Minutes of the Ordinary Parish Council Meeting held on Tuesday, 24th March 2015.
- 15/16.004 Progress Report from the Clerk**
- 15/16.005 To receive member's declaration of interests in items on the agenda.**
- 15/16.006 General Notice of Registerable Interests**
Members to consider completing the General Notice of Registerable Interests form on an annual basis.
- 15/16.007 Finance**
- To approve list of cheques signed since the last meeting.
 - To approve and sign cheques at this meeting.
 - To approve accounts/bank reconciliation for April 2015.
 - To approve the updated Asset Register for 2015/2016.
 - Members to note that Maurice Howard has agreed to be the Parish Council Auditor for the financial year 2015/2016
 - Members to note that the Clerk posted the Notice of the Annual Return on 24th April 2015. The books are currently with the Internal Auditor.

15/16.008 Village Plan

Members to consider the information provided by Sarah Sapsford, Engagement Manager, Rural Community Council of Essex, Threshelfords Business Park, Inworth Road, Feering, Essex CO5 9SE, 01376 574330, www.essexrcc.org.uk regarding a Village Plan. This matter was deferred from the March meeting.

15/16.009 To record Parish Council Meetings

Members to consider if it would be beneficial to sound record Parish Council Meetings and if so then the purchase of a suitable recording machine. This matter was deferred from the March meeting.

15/16.010 Standing Orders

Members to bring any suggestions regarding Standing Orders (circulated at the last meeting on 25th February 2015) for adoption at the May 2015 meeting. This matter was deferred from the March meeting.

15/16.011 Code of Conduct

Members to review the 2014 Code of Conduct for adoption at the May 2015 meeting which was distributed at the March meeting..

15/16.012 Dog/Litter Bin for the rural end of Middle Road

Members to discuss the possibility of an additional dog/litter bin to be installed along the rural end of Middle Road, Ingrave as requested by a local resident in relation to the protection of the countryside.

15/16.013 Charity of the Year

Members to put forward nominations for the Parish Council Charity of the Year 2015/2016.

15/16.014 Media Protocol Policy

Members to consider a Media Protocol Policy from a draft prepared by the Clerk.

15/16.015 Old Village Signs

Members to decide the future of the old village signs.

15/16.016 Website

- a) Cllr A. Kingsford to update Members on a recent meeting with the website designer, Vision Computing, to make our website more attractive and interesting.
- b) If a quote is available at this meeting, Members to consider the cost.

15/16.017 Members to agree by individually signing in agreement that they are prepared to receive Agendas/Minutes electronically.

15/16.018 Crime and Disorder

Councillors to discuss any recent events.

15/16.019 Planning

- To receive a list of planning applications received since the last meeting and review the progress of previous applications.
- Members to approve a letter to BBC regarding the handling of the Strategic Growth Options Consultation.

15/16.020 Reports from Councillors

15/16.021 Correspondence

Members to review the list of General Correspondence received by the Clerk since the last Ordinary meeting.

15/16.022 Training

- Councillors to consider their training needs from the EALC schedule for 2015 previously circulated. The EALC regularly updates training schedule which can be viewed on line www.ealc.gov.uk
- Councillors who have recently attended training to give a brief outline of their courses.

15/16.023 Items from Councillors to be added to the next Agenda.

**15/16.024 The next meetings will be as follows: TUESDAY, 19th May 2015 - St. Nicholas Church Hall, Ingrave as follows:-
ANNUAL PARISH ASSEMBLY – 7.00pm
ANNUAL PARISH COUNCIL MEETING – 8.00pm**

15/16.025 Exclusion to the Public

Council to approve, pursuant to section 1(2) of the Public Bodies (Admissions to meetings) 1960 that due to the confidential nature of the business to be transacted the press and Public be excluded from discussions relating to personnel matters.

15/16.026 Council to consider and ratify the staff annual increment of one point on the LC1 and part LC2 spinal column pay scale for the Clerk and Responsible Financial Officer from April 2015 as per Contracts.