

# Herongate and Ingrave Parish Council



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**Minutes of the Parish Council Meeting held at St. Andrews Hall, Herongate on Monday 24<sup>th</sup> November 2014 at 7.15pm**

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

**Present:** Cllr D. Harman (Vice Chair), Cllr A. Bayless, Cllr P. Hawkins, Cllr M. Hannush, Cllr S. Murphy and Cllr S. Theobald

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

**Members of the public:** Three plus Cllr J. Squirrell (BBC Ward Councillor)

## **14/15.133 Public participation session with respect to items on the agenda and other matters that are of mutual interest**

Mrs. Jane Kelly, the mother of a child who was recently knocked down by a vehicle on the A128 in Herongate, advised that she has joined a traffic speed reduction group called '20's Plenty' and she was now a representative for this group. She is going to put together a petition, which needs a minimum of 100 signatures and take this to ECC. It was mentioned that there are already some roads in Brentwood designated 20mph.

## **14/15.134 Apologies for absence**

Apologies were received from Cllr K. Pegram, Cllr N. Amor and Cllr R. Hirst (ECC). Apologies were accepted.

**Proposed:** Cllr S. Murphy

**Seconded:** Cllr D. Harman

**All agreed**

## **14/15.135 Cllr Barry Aspinell, Leader of Brentwood Borough Council, to provide a short update on Council issues to Members**

Cllr Aspinell sent his apologies for non-attendance. However, he would like to meet with the Chairman in the near future. The Chairman asked that the Vice Chair and the RFO accompany him to this meeting.

## **14/15.136 Minutes**

The Minutes of the Parish Council Meeting held on 28<sup>th</sup> October 2014 were accepted as a true record with one small change – Cllr R. Hirst should be recorded as ECC and not BBC. Minutes were signed by the Chairman, Cllr A. Kingsford.

**Proposed:** Cllr M. Hannush

**Seconded:** Cllr S. Theobald

**All agreed**

**14/15.137 Progress Report from the Clerk**  
**Report on matters arising from Minutes dated 28<sup>th</sup> October 2014**

***Illegal Motor bikers in the countryside***

*I contacted the local Police regarding a complaint made at the last meeting regarding motor bikers who drive across fields and private land on Sunday afternoons, destroying crops, causing a noise nuisance and driving threateningly at residents. The Police were aware of this problem however they offered the local resident farmer some notices to be displayed at access points to his land which form a first warning to the trespassers so that if they are caught then the Police can confiscate their vehicles.*

***Irresponsible Dog Owners***

*I obtained some lengthy information regarding new legislation on irresponsible dog owners which I passed onto the local resident farmer who reported issues close to his property. Once more concise information is available this will go on the website.*

***Parking Issues around Ingrave Johnstone School***

*I have written to the Deputy Head Teacher regarding illegal and inconsiderate parking in Peartrees and The Meadows. The school is aware of this problem but will once again put something in their next Newsletter.*

***Button Common Fireworks Display***

*I wrote to a contact of the Ingrave Johnstone PA voicing the concerns of residents regarding parking on grass verges, blocking driveways, etc. I did not receive a reply.*

**14/15.138 To receive Members' declarations of interest in items on the agenda**

There were no Declarations of Interest.

**14/15.139 Finance**

a) Cheques signed since the last meeting:-

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>
Poppy Appeal	224	£100.00
<b>Proposed: Cllr S. Murphy</b>	<b>Seconded: Cllr D. Harman</b>	<b>All agreed</b>

b) Cheques signed at this meeting:-

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>
St. Nicholas Church Hall	225	£84.00
St. Andrews Methodist Hall	226	£100.00
A. Kingsford (Training Expenses)	227	£116.85
S. Murphy (Newsletter Print)	228	£95.00
H. Kingsford (Newsletter)	229	£185.66
Greenstow (Peartrees Pond)	230	£1,200.00
Administration	231	£688.56
Morgan Signs (Banner)	232	£123.23
Administration	233	£354.72
Essex Pension Fund	234	£265.09
HMRC (PAYE)	235	£74.32
A. Kingsford (Christmas Tree)	236	£150.00
Greenstow (Button Common)	237	£7,240.00
<b>Proposed: Cllr D. Harman</b>	<b>Seconded: Cllr A. Kingsford</b>	<b>All agreed</b>

c) To approve accounts/bank reconciliation for November 2014.

Current Account	£19,958
30 Day Investment Account	£3,848
Fixed Term Deposit Account Maturity Date 02.02.15	£25,000

**Proposed: Cllr M. Hannush**      **Seconded: Cllr A. Kingsford**      **All agreed**

d) The new draft Financial Regulations taken from the NALC model updated on 08.04.14 (circulated at the October meeting) were approved.

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

**POINTS (e) AND (f) WERE DISCUSSED IN REVERSE ORDER:**

f) The Council Tax rate for a D rate based property for 2015/2016 as detailed in the Draft Budget was set at £34.00.

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

e) The Draft Budget for 2015/2016 (circulated at the October meeting) was approved.

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

Due to a budget overspend, the RFO asked Members for permission to move £1,500 from Play Equipment to Button Common for the year 2014/2015.

**Proposed: Cllr M. Hannush                      Seconded: Cllr A. Bayless                      All agreed**

**14/15.140    Lighting of the Christmas Tree Event**

a) The purchase of a new banner advertising the event was approved.

**Proposed: Cllr S. Murphy                      Seconded: Cllr S. Theobald                      All agreed**

b) Members approved the purchase of another Christmas tree at a cost of £150.00 including VAT.

**Proposed: Cllr M. Hannush                      Seconded: Cllr D. Harman                      All agreed**

**14/15.141    Peartrees Pond Maintenance Contract**

a) Members reviewed and approved the new Contract with Greenstow for the maintenance of Peartrees Pond – 01.11.14 to 31.10.16.

**Proposed: Cllr D. Harman                      Seconded: Cllr M. Hannush                      All agreed**

b) Members discussed the problem of residents parking on the green area between the road and fence of Peartrees Pond and agreed to the installation of square posts up to the value of £150.00 + VAT. Cllr Kingsford to contact Cut Above to carry out this work.

**Proposed: Cllr S. Murphy                      Seconded: Cllr A. Bayless                      All agreed**

**14/15.142    Draft Publication of Photographs Policy**

Members reviewed and agreed the Draft Publication of Photographs Policy. This information will now go on the website.

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

**14/15.143    Draft Event Risk Assessment Policy**

Members discussed and agreed that there was a need for a Draft Risk Assessment Policy. Cllr P. Hawkins agreed to take this project forward and will bring further information to the January 2015 meeting. The Clerk to enquire about EALC training for Cllr Hawkins.

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

**14/15.144    Advertising on the Website**

Members agreed to put this item on hold for future discussion.

**All agreed**

**14/15.145    SpeedWatch**

- The issue of reducing the speed of traffic through the villages was discussed in the Public Participation Session.
- Cllr Murphy reported that no progress had been made with Essex Highways regarding an Enforcement Officer visiting the Meadows and Peartrees. Cllr Kingsford reported that he has been trying to organise more sites for SpeedWatch but has received no response.

**14/15.146    Crime and Disorder**

Over the last few weeks there has been several burglaries and vandalism in the Brentwood areas mainly in houses unoccupied during the day.

**14.15/147 Planning**

a) A list of Planning Applications received and determined since the last meeting was agreed.

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

b) Regarding the proposed Hillcrest development, it was established that the PC had until 5<sup>th</sup> December to make a representation. Cllrs Harman and Hawkins were working together on a flyer to be delivered to residents advising the closing date and giving information relating to the application. Cllr Harman to request a written report from Steve Kuschell and Andy Day which would form the basis of the PC's objections and response to the Borough Planning Office.

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

**14/15.148 Reports from Councilors**

- Cllr D. Harman reported that he had received a Consultation on Whole Council Elections for Brentwood Borough Council. It was felt that before make any comments that both he and Cllr A. Kingsford should take this to the next BBPCA meeting on 3<sup>rd</sup> December 2014.
- Cllr A. Kingsford reported that the village signs will be completed within the next 4 to 5 weeks.
- Cllr Kingsford also reported that the Button Common project was now completed. Cllr S. Theobald advised that the budget for this project needs to be increased as the steel for the internal gate was £600 and with labour on top this could be £800. At this point there was a vote of thanks for the Chairman, Cllr A. Kingsford for all his hard work in making this project so successful.
- Cllr Kingsford advised that he would still like to take the War Memorial Project forward in the next financial year, despite the lack of external funding. He asked Cllr S. Murphy if the Herongate and Ingrave Preservation Society would like to contribute towards this project from the proceeds of the sale of the Museum building. Cllr Murphy said she would ask.
- Cllr Kingsford reported that he had been consulting with ECC regarding the Flower Planter project. He would know within the next 3 weeks if he had been successful with his CIF application and he will be meeting with ECC regarding sites.

**14/15.149 Correspondence**

A list of correspondence for the month of November was noted.

**14/15.150 Training**

- Cllr P. Hawkins requested training on Event Risk Assessment.
- No training was reported.

**14/15.151 The next meeting will be on Tuesday, 27<sup>th</sup> January 2015 MONDAY, 24<sup>TH</sup> NOVEMBER 2014 AT ST. NICHOLAS HALL, INGRAVE, 7.15PM.**

**The meeting closed at 9.45 pm**

**Signed:-----Chairman**

**Date:-----**