

Herongate and Ingrave Parish Council



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Minutes of the Parish Council Meeting held at St. Andrews Church Hall, Herongate on 28th April 2014 at 7.15pm.

In the Chair: Cllr A. Kingsford

Present: Cllr. D. Harman (Vice Chairman), Cllr N. Amor, Cllr A. Bayless and Cllr S. Theobald

Officers: Mrs T. Grainger (Clerk)

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

14/15.001 Public participation session with respect to items on the agenda and other matters that are of mutual interest

- A resident of Brentwood Road reported that the footpath at the rear of her property was still overgrown despite having mentioned this at the last meeting. The Clerk advised that the problem had been reported to the Borough.

14/15.002 Apologies for absence

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

Proposed: Cllr A. Bayless

Seconded: Cllr A. Kingsford

All agreed

14/15.003 Minutes

The Minutes of the Meeting held on 25th March 2014 were accepted as a true record. Minutes were signed by the Chairman, Cllr A. Kingsford.

Proposed: Cllr S. Theobald

Seconded: Cllr A. Bayless

All agreed

14/15.004 Progress Report from the Clerk

Report on matters arising from Minutes dated 25th March 2014

- **13/14.167 Public participation session with respect to items on the agenda and other matters that are of mutual interest**
Regarding the public pathway at the rear of a residence in Brentwood Road which was reported as being overgrown, I have not yet progressed this matter.
- **13/14.170 Progress report from the Clerk**
Annual Parish Assembly – Laura Dunnell, PRoW Officer, BBC is unable to attend our Annual Assembly due to previous commitments.

- **13/14.181 Herongate and Ingrave Village Signs**
Work on the signs has been delayed as the artist has been unwell but should begin during the week commencing 28th April 2014. The artist has assured me that the delay will not put back the deadline.
- **13/14.185 Reports from Councillors**
I asked Cut Above to reinstate the posts around Herongate Village Hall. This was carried out but some of the posts have since fallen down again. Cut Above advised that most of the posts should be replaced as they have rotted away.
- **13/14.187 Training**
Cllr Neil Amor agreed to undertake New Councillor training later in the year.

14/15.005 To receive Members' declarations of interest in items on the agenda

There were no Declarations of Interest.

14/15.006 Finance

(a) Cheques signed since the last meeting.

Payee	Cheque No.	Amount
Russell Newton (Village Signs)	803	£850.00
Proposed: Cllr N. Amor	Seconded: Cllr S. Theobald	All agreed

(b) Cheques signed at this meeting

Payee	Cheque No.	Amount
Eon (Museum electricity)	841	£8.26
EALC (Membership fees)	842	£445.18
Listed & Period Homes (Museum Ins.)	843	£283.55
SLCC (Membership fees)	844	£116.00
Administration	845	£469.95
EALC (Training)	846	£67.00
HMRC	847	£99.87
Administration	848	£557.35
Essex Pension Fund	849	£265.48
Proposed: Cllr N. Amor	Seconded: Cllr S. Theobald	All agreed

(c) To approve accounts/bank reconciliation for April 2014

Current Account	£17,239.00
30 Day Investment Account	£3,846.00
Fixed Term Deposit Account 0.75% Maturity Date 05.06.14	£20,000.00
Fixed Term Deposit Account 1.10% Maturity Date 02.02.15	£25,000.00
Proposed: Cllr D. Harman	Seconded: Cllr A. Kingsford
All agreed	

(d) The Year End Accounts for 2013/2014 were agreed.

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

(e) The Annual Return Governance Statement for 2013/2014 was agreed.

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

The Clerk advised that Maurice Howard had agreed to be the Parish Council Auditor for the year 2014/2015.

14/15.007 Peartree Pond

Cllr A. Kingsford reported on the recent parking problems on the grass in front of Peartree Pond. He had approached the contractors parking there who said that there was no "No Parking" sign and if there had been one then they would have parked elsewhere. The possibility of installing posts was discussed. The Parish Council Contractor has quoted £7.00 per post installed. The Clerk was asked to contact Lord Petre to ask permission to put up a sign.

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

It was also mentioned that the fence around the pond needs to be cleaned and repainted. We will ask Cut Above to give a quote.

14/15.008 School Lane

Cllr S. Theobald reported that Cllr K. Pegram had a meeting with Essex Highways the following day to discuss how the road could be repaired so that it could be adopted by ECC. He asked the Clerk to obtain information from residents of School Lane to further this matter.

14/15.009 Herongate and Ingrave Bus Shelters

Cllr A. Kingsford went over the history of the removal of the bus shelters. He has not heard back from BBC regarding funding for two new shelters. He has advised BBC that the Parish Council will contribute towards the cost in order to ensure that the shelters are adequate. Cllr R. Hirst advised that he would speak with Adrian Tidbury, BBC, to further this matter.

14/15.010 Parish Council Equipment

Cllr A. Kingsford reported that he had collected the equipment from the previous Chairman. The Clerk to trace the whereabouts of outstanding items.

14/15.011 Speedwatch

Cllr A. Kingsford advised that there were now two authorised allocated sites – one along the A128 between Common Road and Middle Road and the other along the Billericay Road. All volunteers will have to be trained and this will take place at Cllr Kingsford's house within the next 2/3 weeks. Cllr. L. Golding said that she needs to be retrained.

14/15.012 Herongate and Ingrave Museum (Heritage Centre)

Cllr D. Harman reported that after a meeting with the Working Party it was decided that a questionnaire should go out to the residents of Herongate and Ingrave to determine what they would like to see happen to the Museum. A draft copy was circulated by the Clerk. This survey will be distributed with the next newsletter. By June/July the Working Party should have received the responses and be able to make a decision.

14/15.013 Village Planters

Cllr A. Kingsford reported that he is still in discussion with the Flower Show Committee. He has identified at least 10 sites for the planters. The Parish Council still needs to go back to the Borough with a specification for the planters and the proposed sites. He is also going to apply for a grant from CIF or from a grant available from BBC (contact Kim Anderson).

14/15.014 Crime and Disorder

- The recent incursion of Travelers on Button Common was discussed. Fortunately the Travelers left within the time frame they promised with no damage and little rubbish. A bank of soil has now been put down in front of the gate by Cllr S. Theobald to prevent further incursions until such time as the site can be made more secure.
- Since the turn off of public lighting at 12 midnight there have been at least six burglaries locally. The Parish Council would like to write to Nick Alston CBE, Conservative Police and Crime Commissioner for Essex Police to express local concerns.

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

14/15.015 Good Citizen's Award

Cllr A. Kingsford spoke of his idea for a Good Citizen's Award. Cllr S. Murphy advised that West Horndon have a similar scheme and the winner gets a cup, certificate and bouquet of flowers and the Mayor of Brentwood makes the presentation. Cllr Kingsford asked the Members to consider a working party for this project. This can be discussed at the next meeting.

14/15.016 Website

It was agreed that the website needs refreshing and Cllr N. Amor should undertake this work.

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

14/15.017 Planning

A list of planning applications received and determined since the last meeting was agreed.

Proposed: Cllr N. Amor Seconded: Cllr D. Harman All agreed

- Cllr A. Bayless reported that work on 31 St. Nicholas Grove was halted by BBC Planning as there had been no application.
- Cllr S. Theobald reported that the smallholder in Middle Road has permission to create a single storey residential dwelling from the building that he has used for agriculture for 3 years prior to 31.03.14.
- Cllr A. Kingsford reported that Redrow Builders had been taking soil samples from the land at the back of Grange Close back towards the land at the rear of Salmonds Farm. The Parish Council has now put in place a tree preservation order on all the land in this area to prevent building plans. The Parish Council is working with Alan Marsh, BBC regarding the TPO and Cllrs N. Amor and P. Hawkins are now our local Tree Wardens
- Cllr A. Kingsford reported that an environmental agency would be doing a great crested newt survey on Peartree Pond on behalf of the Hillcrest developer. This would be conducted at night by the end of May for about 4 weeks and would involve laying traps.
- Cllr A. Kingsford gave his apologies for the following meeting in May but said that should he be re-elected as Chairman he would be happy to accept.

14/15.018 Reports from Councillors

- Cllr A. Bayless reported that the VAS in between Common Road and Middle Road was not flashing, possibly due to the overhanging trees. Cllr L. Golding said that she would report this.
- Cllr N. Amor mentioned that the Borough have been spraying weed killer around the posts on the green in The Meadows. He said that not only is this unsightly but has killed off the daffodils planted there.
- Cllr A. Kingsford reported that he has now applied for a grant towards the work on the Herongate war memorial and he should know by the end of May 2014. The overall cost for the refurbishment will be approximately £2,500.00. The commemoration date is at the beginning of August and if the Parish Council wants to have the work done before this date then we may have to fund the whole project ourselves but would be unable to reclaim any funding in retrospect.
- Cllr A. Kingsford reported that he was due to attend a meeting with the Borough regarding the future of the Herongate Village Hall but this has been postponed until the Borough gains further information.

14/15.019 Correspondence

A list of correspondence having previously been circulated was noted.

14/15.020 Training

No requests were made for any training other than that already booked.

14/15.021 Items from Councillors to be added to the next Agenda

None.

14/15.022 The next meeting will be the Annual Assembly 7.00 pm and Annual Parish Council Meeting 8.00 pm on 27th May 2014 at St. Nicholas Church, Ingrave.

14/15.023 Exclusion to the Public

Members agreed that Public and Press be excluded.

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

14/15.024 Council to ratify the staff annual increment of one point on the LC1 abd part LC2 spinal column pay scale for the Clerk and Responsible Financial Officer from April 2014 as per Contracts

Members agreed.

Proposed: Cllr A. Bayless Seconded: Cllr N. Amor All agreed

The meeting closed at 9.30pm

Signed:-----Chairman

Date:-----