

# Herongate and Ingrave Parish Council



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**Minutes of the Parish Council Meeting held at St. Andrews Hall, Herongate on Wednesday, 29<sup>th</sup> April 2015 at 7.15pm.**

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

**Present:** Cllrs N. Amor, A. Bayless, D. Harman, P. Hawkins, M. Hannush, S. Murphy, Kelly Pegram and S. Theobald

**Officers:** Mrs T. Grainger (Clerk)

**Members of the public:** Seven together with Cllr. Roger Hirst (ECC)

## **15/16.001 Public participation session with respect to items on the agenda and other matters that are of mutual interest**

- Members of the public expressed concern regarding the Planning Application for no. 23 Brentwood Road where the intention is to convert the property into two, two bedroom flats. They felt that this development was out of character with the area and would cause additional parking problems. The Clerk will ask for an extension to reply.
- Other residents thanked the PC for the help regarding land to the south of 229 Brentwood Road, Herongate.

## **15/16.002 Apologies for absence**

Apologies were received from Cllr Jo Squirrel. Apologies were accepted.

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

## **15/16.003 Minutes**

The Minutes of the Ordinary Parish Council Meeting held on 24<sup>th</sup> March 2015 were accepted as a true record.

**Proposed:** Cllr S. Murphy                      **Seconded:** Cllr N. Amor                      **All agreed**

## **15/16.004 Progress Report from the Clerk**

### **Report on matters arising from Minutes dated 24<sup>th</sup> March 2015**

#### **Public participation Session**

*The Clerk has written to the PRow Officer to highlight the problems raised by a resident regarding protecting the countryside, dog fouling, dog control and litter. At the time of writing a reply has not been received.*

***I have now received a reply*** - Thank you for your email. I won't comment on all the issues raised at present as I want to discuss parts with my manager before responding. In regards to David's comments in regards to poor signage on the footpaths. Please do ask him and other residents to report this via our website (see link below) as due to the lengths of paths that I am responsible for I reply on reports from members of the public to identify problems. We do carryout a Rolling Programme whereby 20% of public

rights of way within the county are inspected each year but as part of the programme Herongate and Ingrave is not due to be surveyed until 2017/2018 and so, as I've said, reports from members of the public are invaluable.

<https://secureweb1.essexcc.gov.uk/Highways/Report-a-highway-problem.aspx>

### **Park Lane Potholes**

The potholes in the Highways maintained section of Park Lane have been repaired. The Clerk thanked Cllr Roger Hirst for his intervention and he advised that the Rt Hon Eric Pickles MP also lent his support in having this problem prioritised.

### **Essex County Council License for Village Planters**

The License was amended and returned to ECC.

### **Electricity Supply for the Christmas Tree**

The Clerk contacted Essex Highways regarding the replacement of the street light next to the power supply for the Christmas tree and was told that they have looked into this matter but currently have no time scale at present for replacement of the street light due to the time of year – year end and budgetary restrictions. Once new budgets have been set they will be in a position to move matters forward.

### **Ingrave Village Sign**

Dominic has now repaired the roof.

It was suggested that the Clerk approach the Nat's team to ask if the hedge around the sign could be reduced. Also concern was raised regarding the hedge along the main Brentwood Road outside Thorndon Gate Lodge which obscures the view of traffic trying to pull out of Thorndon Gate. Cllr P. Hawkins offered to speak with the residents there.

### **15/16.005 To receive Members' declarations of interest in items on the agenda**

There were no Declarations of Interest.

### **15/16.006 General Notice of Registerable Interests**

Members agreed to complete a General Notice of Registerable Interests form on an annual basis. The Clerk will issue the document.

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

### **15/16.007 Finance**

a) Cheques signed since the last meeting:-

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>
None		

b) Cheques signed at this meeting:-

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>
EALC (Membership Fees)	850	£444.59
Dominic Property Services	851	£270.00
SLCC (Membership Fees)	852	£116.00
Cancelled	853	
Administration	854	£551.37
HMRC (PAYE)	855	£208.83
Administration	856	£601.21
Essex Pension Fund	857	£321.55
Abbey Memorials Ltd.	858	£1,500.00
Mr. A. Kingsford	859	£57.85

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

c) To approve accounts/bank reconciliation for April 2015.

Current Account	£26,701.00
30 Day Investment Account	£3,848.000
Fixed Term Deposit Account 1.00% Maturity 05.11.15	£25,000.00

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

- d) Members accepted the Register of Assets. The RFO to look into adding the fence around Peartree Pond.

**Proposed: Cllr. N. Amor**

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

- e) Members noted that Maurice Howard has agreed to be the Parish Council Auditor for financial year 2015/2016.

- f) Members noted that the Clerk had posted the Annual Return.

#### **15/16.008 Village Plan**

Cllr Alan Kingsford outlined the PC meeting with Sarah Sapsford on how to create a Village Plan. A vote was taken as to whether or not the Parish Council should take a Village Plan forward.

**Cllr P. Hawkins abstained. Cllrs Amor, Bayless, Harman, Hannush, Kingsford, Murphy, Pegram and Theobald were all in favor. It was agreed that the Parish Council should take this project forward and a Working Group of Cllrs Kingsford, Hannush and Murphy was established. The Clerk to contact other interested parties.**

#### **15/16.009 To record Parish Council Meetings**

Members thought that it might be beneficial to the Clerk to record PC Meetings. The Clerk to investigate the costings of suitable recording equipment.

**Proposed: Cllr P Hawkins**

**Seconded: Cllr N. Amor**

**All agreed**

#### **15/16.010 Standing Orders**

Members agreed that the current Standing Orders should be adopted at the Meeting on 19<sup>th</sup> May 2015.

**Proposed: Cllr P Hawkins**

**Seconded: Cllr S. Murphy**

**All agreed**

#### **15/16.011 Code of Conduct**

Members agreed that the current Code of Conduct should be adopted at the Meeting on 19<sup>th</sup> May 2015.

#### **15/16.112 Dog/Litter Bin for the rural end of Middle Road**

Members felt that the bin should be placed between Ingrave Hall and the Waterworks. The Clerk to investigate.

#### **15/16.013 Charity of the Year**

After consideration it was decided that the following Charities should be adopted as the Herongate and Ingrave Charities of the Year:

SNAP £250.00

Essex Air Ambulance £250.00

**Proposed: Cllr A. Kingsford**

**Seconded: Cllr N. Amor**

**All agreed**

#### **15/16.014 Media Protocol Policy**

Members agreed that the outline proposed by the Clerk was acceptable. Cllr N. Amor and the Clerk to meet to define the document and bring to the PC for adoption.

**Proposed: Cllr A. Kingsford**

**Cllr D. Harman**

**All agreed**

#### **15/16.015 Old Village Signs**

Cllr Kingsford reported that the Herongate tiles were blown and therefore of no value. However the Ingrave tiles were still in reasonable condition. It was suggested that the Ingrave tiles be put forward for auction at the next Ingrave Johnstone School Fete and any money raised be given to the Charities of the Year. Cllr N. Amor thought he might be able to help with this.

**Proposed: Cllr S. Murphy**

**Seconded: Cllr N. Amorq**

**All agreed**

#### **15/16.016 Website**

- a) Cllr Kingsford outlined updates to the website.
- b) Members agreed to a quote of £400 .00 from Vision Computing to enhance the existing PC website.

**Proposed: Cllr N. Amor**

**Seconded: Cllr A. Kingsford**

**All agreed**

#### **15/16.017 Members to agree by individual signing that they are prepared to receive Agendas/Minutes electronically.**

Members agreed, by signing, how they would like receive legal documents.

#### **15/16.018 Crime and Disorder**

There was a burglary in Thorndon Gate. Cllr Roger Hirst reported that he had spoken with Basildon Council regarding the recent fly tipping. Concern was raised regarding the youth who has been annoying residents whilst riding his motor bike around the The Meadows and Peartrees area.

#### **15/16.019 Planning**

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

**Proposed: Cllr D. Harman**

**Seconded: Cllr N. Amor**

**All agreed**

- Cllr D. Harman spoke of the recent Planning Meeting at the Council Offices where the proposed development at land to the south of 229 Brentwood Road, Herongate was discussed and refused. This was carried unanimously without any abstentions. Cllr N. Amor asked if the original 5 bar gate should be reinstated there under an Enforcement Order. The Clerk to contact Planning to ask if this is possible.
- Members approved the letter to BBC regarding the handling of the Strategic Growth Options Consultation.

**Proposed: Cllr A. Kingsford**

**Seconded: Cllr N. Amor**

**All agreed**

#### **15/16.020 Reports from Councillors**

- Cllr D. Harman reported that he had recently attended an Essex Superfast Broadband parish event.
- Cllr Harman advised that, after 10 years as a Parish Councillor, he has decided not to stand for re-election this year. However, he is still prepared to be the broadband champion for Superfast Essex and support the Parish Council in this way. Cllr A. Kingsford expressed his thanks to Cllr Harman for all his hard work and efforts for the Parish Council and local residents. There is now a vacancy for Co-option and the Clerk will contact the Borough for the necessary posters.
- Cllr A. Kingsford advised that there are three guest speakers for the forthcoming Annual Parish Assembly – **Adam Pipe**, Casualty Reduction Manager, Casualty Reduction Section, Essex Police, **Deborah Powis**, Neighbourhood PCSO beat officer for Brentwood West, West Horndon, Herongate and Ingrave and **Emma Callaghan**, Restorative Justice Development Manager for Essex Police.  
There will be a speed survey carried out along the Billericay Road in the near future and the SpeedWatch scheduled for Herongate Tye will be put back until after the survey is completed.
- Cllr N. Amor mentioned that the path from Thorndon Gate to Running Waters was becoming narrow due to vegetation and soil. The Clerk to contact BBC NAT's.
- In view of the fact that Cllr D. Harman did not stand for re-election Cllr P. Hawkins offered to Chair the Planning Working Group. Also Cllr M. Hannush offered to be a cheque signatory.

**15/16.021 Correspondence**

A list of correspondence for April was noted.

**15/16.022 Training**

- Cllr N. Amor requested training on the website with Philippa from Vision Computing.

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

None

**15/16.024 The next meetings will be as follows:**

**TUESDAY, 19<sup>TH</sup> MAY 2015 – ST. NICHOLAS CHURCH HALL, INGRAVE –**

**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) Act 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.

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

**15/16.026 Council considered and ratified 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.**

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

The meeting ended at 9.20pm

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

**Date:-----**