

# Herongate and Ingrave Parish Council



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**Minutes of the Herongate and Ingrave ANNUAL PARISH COUNCIL MEETING held at St. Nicholas Hall, Ingrave on 19<sup>th</sup> May 2015 at 8.30pm**

**In the Chair:** Cllr Alan Kingsford

**Present:** Cllr Alan Bayless, Cllr Martin Hannush, Cllr Paul Hawkins, Cllr Sheila Murphy and Cllr Stewart Theobald

**Officers:** Mrs Theresa Grainger (Clerk) and Mr. David Tooke-Kirby (Responsible Financial Officer)

**Members of the public:** All members of the public left after the Annual Parish Assembly

**15/16.027 To elect a Chairman**

Cllr Alan Kingsford was elected as Chairman.

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

**15/16.028 To receive the Chairman's Declaration of Acceptance of Office**

Cllr A. Kingsford signed the Declaration of Acceptance of Office as Chairman.

**15/16.029 To elect a Vice Chairman**

Cllr M. Hannush was elected as Vice Chairman. Cllr Hannush signed the Declaration of Acceptance of Office as Vice Chairman.

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

**15/16.030 Apologies for absence**

Apologies were received from Cllr Neil Amor and Cllr Kelly Pegram. Apologies were accepted.

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

**15/16.031 Public participation session**

The Public left after the Annual Parish Assembly.

**15/16.032 To receive Members' declarations of interest in items on the agenda**

There were no Declarations of Interest.

**15/16.033 Minutes**

The Minutes of the Meeting held on 29<sup>th</sup> April 2015 were accepted as a true record. Minutes were signed by Cllr A. Kingsford

**Proposed:** Cllr M. Hannush      **Seconded:** Cllr P. Hawkins      **All agreed**

**15/16.034 Progress Report from the Clerk**

**Report on matters arising from Minutes dated 29<sup>th</sup> April 2015**

**PROTECTION OF THE COUNTRYSIDE** – I have heard nothing further from the PRow Officer regarding issues raised by local residents at the meeting in March. I will chase up this matter next week.

**TO RECORD PARISH COUNCIL MEETINGS** – I have not had time to research suitable equipment due to holiday commitments.

**DOG/LITTER BIN FOR MIDDLE ROAD** – I have not had time to contact the Borough Depot regarding this matter due to holiday commitments.

**PLANNING** – 15/00304/FUL 23 Brentwood Road. I obtained a two week extension to respond to this application.

**15/16.035 General Power of Competence**

Eligibility to use the General Power of Competence was confirmed.

**Proposed: Cllr A. Kingsford Cllr A. Bayless**

**All agreed**

**15/16.036 Finance**

(a) Cheques signed since the last meeting.

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>
Vision Computing (Essex Ltd)-Website	860	£80.00

(b) Cheques signed at this meeting

<b>Payee</b>	<b>Cheque No.</b>	<b>Amount</b>
Broker Network Ltd. (Insurance)	861	£674.45
Administration	862	£576.97
HMRC (PAYE)	863	£204.94
Administration	864	£489.93
Essex Pension Fund	865	£315.63
EALC (H&S-Cllr P. Hawkins)	866	£80.00
Cllr P. Hawkins (Printing)	867	£72.00

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

**All agreed**

(c) To approve accounts/bank reconciliation for May 2015

Current Account	£24,207.00
30 Day Investment Account	£3,848.00
Fixed Term Deposit Account 1.00% Maturity Date 05.11.15	£25,000.00

The RFO suggested that another £5,000 be allocated to replace the play equipment on the Ingrave Playing Field making the total £20,000.00.

**Proposed: Cllr A. Kingsford Seconded: Cllr S. Theobald**

**All agreed**

**15/16.037 Internal Audit Report for the year 2014/2015**

a) Members noted that the Internal Auditor has now visited and returned the books and will be preparing the final report for the next meeting.

b) Members agreed that Maurice Howard CPFA be appointed as Internal Auditor for the year 2015/2016.

**Proposed: Cllr S. Murphy Seconded: Cllr P. Hawkins**

**All agreed**

**15/16.038 Annual Return**

Members reviewed and agreed the Annual Return which included the Annual Governance Statement. This was signed by the Chairman, Cllr A. Kingsford and the Clerk.

**Proposed: Cllr S. Murphy Seconded: Cllr St. Theobald**

**All agreed**

**15/16.039 Statutory Documents**

Standing Orders 2015 and Code of Conduct 2015 were adopted.

**15/16.040 Crime and Disorder**

It was reported that rally bikes are still careering across the countryside, especially at weekends.

**15/16.041 Planning**

- A list of planning applications having previously been circulated was noted.
- Cllr P. Hawkins advised that he was still working on a response to the Planning Application at 23 Brentwood Road, 15/00304/FUL.
- Cllr P. Hawkins reported that the Parish Council’s letter of complaint to BBC regarding the handling of the Strategic Growth Options Consultation had been refuted. The Parish Council will take this matter further.

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

**15/16.042 Correspondence**

A list of correspondence received by the Clerk having been previously circulated was noted. The Clerk highlighted correspondence from Brentwood Borough Parish Council Association. As David Harman has retired as Councillor and Vice Chair, Cllr A. Kingsford asked Cllr M. Hannush if he would join him in attending the BBPCA meetings. Cllr M. Hannush agreed to attend meetings.

**15/16.043 Training**

Cllr P. Hawkins reported that he was attending a Health & Safety Course and a Risk Assessment Course shortly.

**15/16.044 Reports from Councillors**

There were no reports from Councillors.

**15/16.045 Items from Councillors to be added to the next Agenda**

There were no requests from Councillors for items to be added to the next Agenda.

**15/16.046 The next meeting will be held on Wednesday, 24<sup>th</sup> June 2015 at St. Andrews Methodist Church Hall, Herongate commencing 7.15pm.**

**The meeting closed at 9.20pm**

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

**Date:-----**