

Herongate and Ingrave Parish Council



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Minutes of the ANNUAL PARISH COUNCIL MEETING held at St. Nicholas Hall, Ingrave on 27th May 2014 at 8.00pm

In the Chair: Cllr D. Harman

Present: Cllr N. Amor, Cllr A. Bayless, Cllr P. Hawkins, Cllr S. Murphy, Cllr K. Pegram and Cllr S. Theobald

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

Members of the public: Six plus Cllr R. Hirst (Deputy Leader of the Council - BBC) and Cllr J. Squirrell (Ward Councillor – BBC)

14/15.025 To elect a Chairman

Cllr Alan Kingsford was elected as Chairman.

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

14/15.026 To receive the Chairman's Declaration of Acceptance of Office

(Cllr Kingsford was not present at the meeting but at the April meeting had expressed his desire to continue as Chairman – Agenda Point 14/15.017, last point)

14/15.027 To elect a Vice Chairman

Cllr D. Harman was elected as Vice Chairman

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

14/15.028 Apologies for absence

Apologies were received from Cllr A. Kingsford. Apologies were accepted.

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

14/15.029 Public participation session

- Cllr D. Harman thanked ex Cllr Linda Golding for all she had done and accomplished for the Ward of Herongate and Ingrave and West Horndon. He then welcomed new Cllr Jo Squirrell.
- Cllr Harman addressed an email from a resident, who was unable to be present, regarding reduced street lighting. Cllr R. Hirst explained the savings in revenue to ECC and said that feedback had been positive. Others felt that in some areas, due to personal safety issues, street lights should be reinstated. Another issue highlighted by this resident was the pot holes in Middle Road, Ingrave. Cllr S. Murphy said that the problem had been reported and Cllr R. Hirst asked that Cllr. D. Harman send him the photos of the pot holes. Cllr J. Squirrell also asked for copies of the photos.

14/15.030 To receive Members' declarations of interest in items on the agenda

Cllr S. Theobald declared an interest in Planning Application No. 14/00428/FUL under Agenda Point 13/14.044.

14/15.031 Minutes

The Minutes of the Meeting held on 28th April 2014 were accepted as a true record. Minutes were signed by Cllr D. Harman.

Proposed: Cllr S. Murphy Seconded: Cllr P. Hawkins All agreed

14/15.032 Progress Report from the Clerk

Report on matters arising from Minutes dated 28th April 2014

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

Regarding the concerns of the resident in Brentwood Road who reported that the pathway at the back of her house was overgrown, I received a copy of an email from Dawn Taylor, BBC on 1st May advising that the problem would be dealt with that day. However at the time of writing the work has not been carried out and Cllr D. Harman has now identified the owner of the overgrown hedge who has promised to cut it back.

- **14/15.007 Peartree Pond**

Regarding the parking problems on the Peartree Pond site, I have now received permission from Lord Petre to put up a 'No Parking' sign.

- **14/15.018 Reports from Councillors**

Following Cllr N. Amor's concerns regarding the spraying around posts by Brentwood Council, I have since spoken with Stuart Anderson, BBC, who advised that the chemical is a growth inhibitor. Dawn Taylor, BBC also advised that BBC carried out weed treatment around street furniture throughout the borough. This allow them to lower the risk to parked vehicles suffering possible damage from debris being thrown up by strimmers and complete mowing cycles more efficiently.

14/15.033 Finance

- (a) Cheques signed since the last meeting.

None

- (b) Cheques signed at this meeting

Payee	Cheque No.	Amount
Broker Network Ltd. (Insurance)	804	£634.06
H. Kingsford (Newsletter)	805	£166.12
Vision Computing (Website Upload)	806	£25.00
Administration	807	£534.00
HMRC	808	£99.87
Administration	809	£538.71
Essex Pension Fund	810	£265.48

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

- (c) To approve accounts/bank reconciliation for May 2014

Current Account	£14,975.00
30 Day Investment Account	£3,847.00
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. Bayless All agreed

- (d) It was reported that the VAT Return of £535.57 was sent off at the beginning of May 2014.

14/15.034 Asset Register

RFO, Mr. D. Tooke-Kirby reported that the Internal Auditor had noted that we had not updated our Asset Register. This has now been updated and index linked for insurance purposes. In the 2014/2015 Asset Register the Museum and contents has been removed.

Proposed: Cllr N. Amor Seconded: Cllr P. Hawkins All agreed

14/15.035 Insurance

It was agreed that the Parish Council would continue with the Aviva policy through Came & Co. for a 3 year term from 2014 at £634.00 p.a.

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

14/15.036 Internal Audit Report for the year 2013/2014

(a) The final report had not yet been received. This will be on the next Agenda.

(b) It was confirmed that Maurice Howard CPFA be appointed as Internal Auditor for 2014/2015.

Proposed: Cllr N. Amor Seconded: Cllr P. Hawkins All agreed

14/15.038 Website

It was agreed that the Parish Council would pay £50.00 for the creation of an additional test website.

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

14/15.039 Replacement of wooden posts around the area outside the Green Man Pub

It was agreed that Cut Above would replace the posts, however they might need a few more than the estimated 60 posts.

Proposed: Cllr A. Bayless Seconded: Cllr K. Pegram All agreed

14/15.040 Charitable Donations

It was agreed that the Parish Council would donate £500.00 to Essex Air Ambulance. The RFO said that he would move £500 from Grants to Section 137 to accommodate this.

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

14/15.041 School Lane

Cllr K. Pegram had a meeting on site with ECC Highways who said that it would be in the region of £27,000 to bring the lane up to an adoptable standard. She also made enquiries with other contractors regarding repair and one contractor has estimated £7,065. This item will be on the next Agenda.

14/15.042 Herongate and Ingrave Bus Shelters

Cllr D. Harman advised that BBC has now agreed to fund two new bus shelters and the order process is in hand. The Parish Council will, as previously agreed, pay the balance up to £4,500 to obtain more substantial shelters.

14/15.043 Crime and Disorder

Cllr S. Murphy spoke of the recent restructuring within Essex Police. She also mentioned that youths have been sniffing substances from canisters by the Esso garage and local Pub car parks.

14/15.044 Planning

Cllr D. Harman highlighted Planning Application 14/00428/FUL – Button Farm, Herongate, CM13 3PN – to build a pair of semi-detached agricultural workers properties. It was suggested that in order to demonstrate transparency in making any decisions in local matters where a Parish Councillor was the applicant that the Parish Council would hold an Extraordinary Meeting to make a decision. The Clerk was asked to arrange this and post the Agendas.

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

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

14/15.045 Correspondence

A list of correspondence having previously been circulated was noted.

14/15.046 Training

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

14/15.047 Reports from Councillors

- Cllr D. Harman reported that he has received an update and the start date for Superfast Broadband should be the second quarter of next year. Unfortunately there are some premises in the villages where due to the distance from the box they will not get the same Superfast Broadband as other residents. Cllr R. Hirst said that he would ask the leader of the Broadband programme why our start date is so late and if could it be brought forward.
- Cllr N. Amor spoke about inconsiderate parking outside no. 22 Peartrees, Ingrave and how the resident nearly had an accident due to a car being parked across the drive.

14/15.048 Items from Councillors to be added to the next Agenda

- Parish Council to consider the final Internal Audit Report and take note of the findings and recommendations.
- School Lane update.
- To record that Cllr A. Kingsford signed the Declaration of Acceptance of Office.
- Button Common update.

14/15.049 The next meeting will be held on Monday, 23rd June 2014 at St. Andrews Methodist Church Hall, Herongate commencing 7.15pm.

14/15.050 Exclusion to the Public

Members approved, 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 Public and Press be excluded from discussions relating to personnel matters.

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

14/15.051 Review of Clerk's Hours

It was agreed to increase the Clerk's contracted hours from 46 to 56 per month.

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

The meeting closed at 9.45pm

Signed:-----Chairman

Date:-----