

Herongate and Ingrave Parish Council



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Minutes of the Parish Council Meeting held at St. Nicholas Hall, Ingrave on Tuesday, 26th January 2016 at 7.15pm.

In the Chair: Cllr Alan Kingsford

Present: Cllrs Martin Hannush (Vice Chair), Paul Hawkins, Sheila Murphy, Kelly Pegram and Stewart Theobald

Officers: Mrs Theresa Grainger (Clerk)

Members of the public: Six plus Cllr Jo Squirrell (Ward)

THE CHAIRMAN ADVISED ALL PRESENT THAT THE MEETING WOULD BE RECORDED USING A VOICE RECORDER

15/16.147 Public participation session with respect to items on the agenda and other matters that are of mutual interest

No items or matters were addressed.

15/16.148 Apologies for absence

Apologies were received from Cllrs Neil Amor and Alan Bayless. Apologies were accepted.

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

15/16.149 Minutes

The Minutes of the Ordinary Parish Council Meeting held on Wednesday, 25th November 2015 were accepted as a true record.

Proposed: Cllr M. Hannush **Seconded:** Cllr S. Murphy **All agreed**

15/16.150 Progress Report from the Clerk

Report on matters arising from Minutes dated 25th November 2015

The Clerk advised that enquiries had been made with ECC Lighting regarding the old lamp post stumps along the A128.

15/16.151 To receive Members' declarations of interest in items on the agenda

It was noted that there were no Declarations of Interest.

15/16.152 Finance

a) Cheques signed since the last meeting:--

Payee	Cheque No.	Amount
Administration	940	£612.82
Administration	941	£396.82

Essex Pension Fund	942	£286.08
HMRC (PAYE)	943	£184.59
Doppler Press (Newsletter)	944	£488.00
Proposed: Cllr A. Kingsford	Seconded: Cllr K. Pegram	All agreed

b) Cheques signed at this meeting:-

Payee	Cheque No.	Amount
St Nicholas Church Hall (Hall Hire)	945	£70.00
St Andrew's Methodist Church (Hall Hire)	946	£100.00
Vision Computing (Website)	947	£100.00
BTR Electrical (Xmas Tree)	948	£630.00
Cut Above (Peartree Pond & Xmas Tree)	949	£700.00
Administration	957	£399.67
EALC (Training)	951	£80.00
Administration	952	£616.21
HMRC (PAYE)	953	£179.59
Essex Pension Fund	954	£280.16
A Kingsford (Phone Top-up)	955	£20.00
Brentwood Community Print (Newsletters)	956	£16.80
Cancelled	950	
Proposed: Cllr A. Kingsford	Seconded: Cllr K. Pegram	All agreed

c) The accounts/bank reconciliation for November 2015 were approved.

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

d) The accounts/bank reconciliation for December 2015 through to January 2016 were explained by the RFO who also circulated a cash flow and Precept calculation.

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

e) Members approved the Parish Precept submission for 2016/2017 based on Band D £34.00. Cllr A. Kingsford thanked the RFO for his hard work and dedication.

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

f) Members noted that BBC has offered Parish Councils a Discretionary Grant based on 37% reduction from previous years. H&IPC is likely to receive £6,944.00 for 2016/2017.

g) Members reviewed and approved the Financial Regulations 2016/2017 and Standing Orders 2016/2017 with no changes from the previous year apart from the date of approval.

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

15/16.153 Community Emergency Plan

Cllr A. Kingsford explained that BBC wants Parish Councils to implement a standardised Community Emergency Plan which is purely to cover major emergencies but will not replace the emergency services. Cllr P. Hawkins, who has attended a course on emergency planning, offered to look at this template and bring his findings/recommendations to the next meeting. It was agreed that Mr. Mark Stanbury, BBC Environmental Health Manager, be invited to attend the next meeting.

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

15/16.154 Commemorative Bench for Herongate Cricket Green

Members approved a replacement bench on the Cricket Green; all expenses to be met by the Bostock family.

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

15/16.155 HM Queen Elizabeth II 90th Birthday and Longest Reign

Cllr S. Murphy reported that a family event to celebrate the Queen's 90th birthday and longest reign was planned for Saturday, 11th June, 2.00pm till dusk on the Ingrave Johnstone Playing Field. Permission is being sought from the Ingrave Playing Field Committee. The theme will be a dress code of red, white and blue and it is suggested that residents bring their own pop-up tents, food and refreshments, however, there will be a licensed bar. Mr. Peter Hewitt is organising up to 9 separate groups to perform throughout the day. The cost will be £10 per family of two adults and 3 children. There will be more information in the PC newsletter with information on how to buy tickets. Cllr S. Murphy asked the RFO to investigate the possibility of extending the PC Public Liability Insurance to cover this event. This is a community event and not for profit. The group leading the event are asking for support to set up and clean up.

15/16.156 Village Planters

Cllr A. Kingsford reported that he has not been able to make any progress with the planter project regarding building and maintenance. The PC was successful in obtaining a grant of £2,000 from the CIF fund which will be rescinded in March 2016 if the work does not go forward. The PC is anxious not to end up with planters full of dead flowers and weeds. Cllr Kingsford advised that he has run out of steam with this project. A member of the public suggested asking the CIF team if the £2,000 could be used towards something else, maybe benches. Cllr Kingsford will contact Angela Balcombe.

15/16.157 Vacancy for Parish Councillor

Members noted that there were no requests for an election and the vacancy for Parish Councillor can be filled by Co-option. It was agreed that Co-option should take place at the February 2016 meeting.

Proposed: Cllr M. Hannush Seconded: Cllr S. Murphy All agreed

15/16.158 Crime and Disorder

- Cllr A. Kingsford spoke about the Essex Community Messaging facility which reports local crime via email and text. There appears to have been an increase in thefts of and from vehicles in the Brentwood Ward together an increase in house burglaries.
- Cllr Kingsford mentioned that there will be a Police Conference on 15th March which he would like to attend with one other Councillor.
- Cllr S. Murphy reported on an accident outside the Old Dog Public House recently where a driver of a vehicle crashed into the pub sign, knocking it down and causing damage in excess of £26,000.
- Mrs. Helen Kingsford (Public) mentioned that there will be an article in the next PC Newsletter regarding Neighbourhood Watch.

15/16.159 Planning

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

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

- Cllr P. Hawkins reported that the Hillcrest Nursery site appeal decision had been put back until the site had been visited by the Inspector next week. A decision will probably be made by the end of February.
- Cllr Hawkins reported that application 15/01404/FUL – Land adjacent to 37 Cricketers Lane, Herongate had been refused.
- Cllr Hawkins mentioned that the LDP was going to Full Council the following day.

15/16.160 Reports from Councillors

- Cllr M. Hannush mentioned the Lower Thames Crossing Route Consultation which is available for all to respond to and closes on 24th March 2016.
- Cllr S. Murphy stated that she is a Member of the LDP Working Group and will be fighting for the villages.
- Cllr A. Kingsford felt it should be noted that the Facebook Group, "Save our Villages" is not connected with the PC and does not represent the views of the PC. If any Councillors wish to post personal comments then it should be made clear that these comments are not representative of the PC.
- Cllr A. Kingsford and Cllr S. Murphy reported that they went to a meeting with the Legal Department of BBC regarding the future of Herongate Village Hall. The PC resurrected this issue some 4 years ago and BBC has been prevaricating ever since. Cllr Kingsford offered BBC the opportunity to use the PC Newsletter to disseminate a referendum but this was refused. Now BBC is saying that new Trustees should be appointed who fully understand their responsibilities. Sustainable proposals are needed to secure its future but if no proposals are forthcoming then the building will be demolished and there is money in the BBC budget to cover this work. All existing Trustees will be notified by the end of February 2016. Cllr Kingsford asked if the PC would consider becoming a Trustee but highlighted that there would be financial implications. There will be an article in the next PC Newsletter and if any resident wants to put forward a proposal that would be of benefit to the community then the Trustees will consider it. It was noted that the building was burgled and vandalized before Christmas but it has been boarded up and made safe.
- Cllr Kingsford advised that Amanda Burton has secured a grant of £12,000 for the Adult Fitness Equipment on the Ingrave Playing Field. ECC has not yet given permission for this project. Cllr Kingsford would like to know if the PC would be prepared to take over the maintenance and insurance of this equipment?

15/16.161 Correspondence

A list of correspondence for November was noted. The Clerk highlighted an email from a local resident regarding vehicles driving across the grass areas in The Meadows. The PC said this was a matter for the Police to deal with.

15/16.162 Training

- The RFO will be attending an End of Year Accounting course on 25th February.
- Cllr A. Kingsford would like to attend The Local Council Police Conference on 15th March.
- There were no other reports regarding training.

15/16.163 Items from Councillors to be added to the next Agenda

It was requested that the following items be added to the next agenda for discussion:-

- Ingrave Johnstone Playing Field Adult Fitness Equipment – invite Amanda Burton.
- HM Queen Elizabeth II 90th Birthday and Longest Reign.
- Community Emergency Plan – invite Mark Stanbury.

15/16.164 Members noted that the next meeting will be held on Wednesday, 24th February 2016, 7.15pm at St. Andrews Hall, Herongate.

The meeting ended at 9.15pm

Signed:-----Chairman

Date:-----