

Herongate and Ingrave Parish Council



Clerk to the Council:
Mrs. Theresa Grainger
34a Common Road
Ingrave
Brentwood
Essex CM13 3QL
Tel: 07851 214222

Email: clerk@herongateandingravepc.org.uk
WEBSITE: www.herongateandingravepc.org.uk



Minutes of the Parish Council Meeting held at St. Andrews Hall on Wednesday, 30th September 2015 at 7.15pm.

In the Chair: Cllr Alan Kingsford

Present: Cllrs Neil Amor, Alan Bayless.
(Cllrs Martin Hannush and Paul Hawkins arrived shortly after the start, following a Planning meeting at BBC)

Guest Speakers: Mrs. Amanda Burton (resident) and Mr. Matt Bolton (The Great Outdoor Gym Company)

Officers: Mrs Theresa Grainger (Clerk)

Members of the public: Six plus Cllr Jo Squirrell (Ward) and Brentwood Gazette Reporter, Joe Sturdy.

15/16.088 Public participation session with respect to items on the agenda and other matters that are of mutual interest
No matters were raised by the Public.

15/16.089 Apologies for absence

Apologies were received from Cllr S. Murphy, Cllr M. Lewindon and Cllr R. Hirst (ECC). Apologies were accepted. Cllrs M. Hannush and P. Hawkins were attending a meeting at BBC and had expressed that they would attend as soon as possible. It was decided that the meeting should go ahead but no decisions be made until Cllrs Hannush and Hawkins arrived and any decisions recorded were made when they were present.

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

15/16.090 Minutes

The Minutes of the Ordinary Parish Council Meeting held on Tuesday, 28th July 2015 and Minutes of the Extraordinary Parish Council Meeting held on Wednesday, 5th August 2015 were accepted as a true record.

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

15/16.091 Progress Report from the Clerk

Report on matters arising from Minutes dated 28th July 2015

DOG/LITTER BIN FOR MIDDLE ROAD – I have contacted Alan Marsh who advised me that he is yet to speak with the owners of the land where we want to place the bin.

VILLAGE PLANTERS – BBC advised that it was not prepared to take on a maintenance contract for planters as they are already overstretched. We are looking into other possibilities.

PUBLIC PARTICIPATION SESSION

Regarding the broken kerb stones outside Heron Court, Herongate, this problem has been reported.

The Report was noted.

15/16.092 To receive Members' declarations of interest in items on the agenda

It was noted that there were no Declarations of Interest.

15/16.093 Finance

a) Cheques signed since the last meeting:-

| Payee | Cheque No. | Amount |
|--|-------------------|---------------|
| Vidahost (Website Domain Renewal) | 885 | £4.31 |
| St. Andrews Methodist Church (Hall Hire) | 886 | £10.00 |
| Cut Above | 887 | £800.00 |
| Vision Computing (Essex) Ltd. | 888 | £445.00 |
| Administration | 889 | £695.84 |
| Administration | 890 | £448.84 |
| HMRC (PAYE) | 891 | £205.82 |
| Essex Pension Fund | 892 | £297.62 |
| Vidahost (Website hosting) | 893 | £21.59 |

Proposed: Cllr A. Bayless Seconded: Cllr M. Hannush All agreed

b) Cheques signed at this meeting:-

| | | |
|---|-----|----------|
| Mr. A. Kingsford (War Memorial) | 894 | £203.50 |
| PKF Littlejohn LLP (Audit Fees) | 895 | £240.00 |
| Administration | 896 | £753.73 |
| Administration | 897 | £369.74 |
| Essex Pension Fund | 898 | £280.17 |
| HMRC (PAYE) | 899 | £179.59 |
| Abbey Memorials Ltd. (War Memorial) | 900 | £1446.40 |
| Brentwood Borough Parish Council Assoc. | 926 | £50.00 |

Proposed: Cllr M. Hannush Seconded: Cllr A. Bayless All agreed

c. To approve accounts/bank reconciliation for August and September 2015.

| | |
|--|------------|
| Current Account | £15,380.00 |
| 30 Day Investment Account | £3,849.00 |
| Fixed Term Deposit Account 1.00% Maturity 05.11.15 | £25,000.00 |

Proposed: Cllr P. Hawkins Seconded: Cllr A. Kingsford All agreed

d. Members agreed to move the £470 from the sale of the village signs from Receipts (Other Grants) to Payments (S.137).

Proposed: Cllr P. Hawkins Seconded: Cllr A. Kingsford All agreed

e. Members were each emailed previously and again circulated at the meeting a copy of the Draft Budget for 2016/2017. The Chairman and Clerk highlighted certain areas for consideration. No Members made any comments and this will be on the Agenda for October when any changes will be considered. **Noted**

f. Members noted that Audit Report for 2014/2015 – Copy of Section 3 – External Auditor Certificate and Opinion had been circulated to all members. The Chairman briefed Members that the External Auditor stated “in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”. The Chairman reported that Sections 1, 2 and 3 of the Annual Return have been displayed on the notice boards, which is a legal requirement. **Noted.**

15/16.094 Ingrave Playing Field – Adult Fitness Equipment

- Mrs. Amanda Burton opened the discussion by explaining her vision for a selection of adult fitness equipment to be installed on the Ingrave Playing Field. She has already put her case forward to the Playing Field Committee which is in agreement in principle with the project and she has been accepted at the first stage for a CIF Grant from BBC and now needs to apply in full. As Mrs. Burton does not represent a local independent group with a bank account she asked that the PC sign off the application and take responsibility for the project. As requested by the Playing Field Committee, Mrs. Burton had prepared a Business Plan which was circulated to Members and she advised that she is still awaiting approvals from ECC to go ahead. Mrs. Burton introduced Mr. Matt Bolton from The Great Outdoor Gym Company who gave a brief outline of his company, equipment, legal requirements and any ongoing costings which would be the responsibility of the PC. He advised that the nearest similar installation was at Lake Meadows, Billericay.
- Members considered this application and the financial commitment. It was considered that the gym equipment would be an interesting and useful asset to the community and if Mrs. Burton could obtain funding for the whole project to be installed without the PC needing to top-up then it was a feasible idea. If Mrs. Burton is unable to obtain full funding then any money pledged by CIF would be returned and the project would not go forward at that stage. It was agreed that the PC would sign off the CIF application and take responsibility for the project once it was completed.

MEMBERS VOTED UNANIMOUSLY IN FAVOUR OF THIS PROJECT.

15/16.095 St. Nicholas Church, Ingrave, Church Yard Maintenance

- Cllr Kingsford advised that he had received several quotes for a maintenance agreement from £4,000 to £7,000 per year. He felt that this was an unacceptable commitment for the PC and that the Church should apply to the Diocese for funding and/or organise fundraising events similar to the Hog Roast. However, the PC would support the Church by advertising for volunteers on the website and in the newsletters. The PC allocated Ward money of £600 for the recent clean-up and another cut back was being planned by the Church Warden, Mr. Paul Douglas, with volunteers the following Saturday.
- Cllr Kingsford thought that even though the Church grounds are a central visual asset to Ingrave, the PC could not support the financial burden of the project when funding/help may be available elsewhere. He will go back to Rev Paul Hamilton to discuss the matter further.

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

15/16.096 HM Queen Elizabeth II 90th Birthday in 2016 and Longest Reign

In the absence of Cllr S. Murphy, Cllr A. Kingsford advised that Cllr Murphy had spoken with the Flower Show Committee regarding hosting an event to celebrate the Queen's 90th birthday and longest reign. It seems that there will be plenty of support from residents regarding organisation and equipment. A previous party for the Queen's Jubilee had been a great success and brought together the villages. The PC agreed that this was a good idea in principle. Permission will need to be sought from the Playing Field Committee.

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

15/16.097 Lighting of the Christmas Tree Event 2015

- Cllr A. Kingsford reported that the street light which was knocked over by a tractor earlier this year had still not been replaced despite numerous attempts by the Clerk to organise this and promises from ECC Lighting that it would be done. Once the post has been replaced then another department will connect it. The PC has no idea when the work will be carried

out and as the junction box for the Christmas tree lights runs off the light this may disrupt our Lighting of the Christmas Tree event. The PC is looking into the possibility of solar lights.

- Saturday, 5th December 2015 was approved.
- Members agreed that the PC should spend in the region of £150 for the tree.
- Cllr A. Kingsford reported that Cllr S. Murphy had previously agreed to organise the refreshments as she has done in previous years.
- It was agreed that the PC should run the Christmas Card competition.

Proposed: Cllr A. Bayless Seconded: Cllr M. Hannush All agreed

15/16.098 Neighbourhood Plan (Village Plan)

This subject was deferred as it was felt all Members should be present to make decisions on such an important matter. The Clerk will reissue the documents to Members.

15/16.099 Councillors' Geographical Areas of Responsibility

This subject was deferred as Cllrs Kingsford and Hannush had not had enough time to meet and discuss.

15/16.100 Members' Apologies

It was agreed that the Clerk keep a separate record of the reasons why Members do not attend meetings, however the reasons do not have to be finitely detailed but general and reasonable.

Proposed: Cllr M. Hannush Seconded: Cllr A. Kingsford Two other Members voted yes but Cllr N. Amor voted no.

15/16.101 Remembrance Sunday, 8th November 2015

- Members agreed a donation of £50 for two poppy wreaths.
- Cllr P. Hawkins agreed to place a wreath at St. Nicholas Church by the Role of Honour. And Cllr A. Kingsford agreed to place the wreath at St. Andrews Church on the War Memorial.
- Cllr A. Bayless reminded the Clerk that he would like to represent the PC at the BBC memorial parade.

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

15/16.102 Herongate War Memorial

- Cllr A. Kingsford advised Members that the refurbishment of the War Memorial was a great success and the Rededication of the War Memorial on 20th September had been a very special and enjoyable occasion. Cllr Kingsford thanked Rev David Bagwell for leading the ceremony which was attended by The Mayor, members of the public and representatives from the Royal Naval Association, British Legion and Women's Institute.
- Rev David Bagwell advised that he would put the suggestion of the PC taking ownership of the War Memorial to the Local Church Council at a meeting which was due shortly. If the Council were to be in agreement then the matter would be referred to the District and Property Advisors for legal advice. The PC advised that the reasoning behind this suggestion was to protect the War Memorial, which is of significant community interest, should the Church close and the land be designated for building. The PC awaits Rev Bagwell's response.

15/16.103 Crime and Disorder

It was reported that the young person who had been annoying residents with his moped had now moved away. There have been a couple of burglaries in Ingrave. The speed of the traffic through the villages seems to have increased and this may be due to the speed cameras at either end not working.

15/16.104 Planning

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

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

Cllr P. Hawkins reported on his third stage of complaint on behalf of the PC to BBC regarding Strategic Growth Options Consultation and frustration at being sent around in circles.

15/16.105 Reports from Councillors

- Cllr A. Bayless reported that the flashing beacon by the Ingrave zebra crossing at Middle Road was not working. Also that the VA signs at either end of the Parish were still not working despite having been reported.
- Cllr P. Hawkins reported that lorries were mounting the grass area outside 17 The Meadows and churning up the grass. This is on a hair pin bend section where the road narrows and cars park in the road causing obstruction. There was some discussion about double yellow lines in this area however the double yellow lines at the other end in Peartrees are difficult to enforce.

15/16.106 Correspondence

A list of correspondence for August and September was noted.

15/16.107 Training

- The Clerk reported that Cllr M. Lewindon no longer wished to attend the Councillor Training Days.
- There were no other reports regarding training.

15/16.108 Items from Councillors to be added to the next Agenda

None.

15/16.109 The next meeting will be as follows: Tuesday, 27th October 2015, 7.15pm at St. Nicholas Hall, Ingrave.

The meeting ended at 9.50pm

Signed:-----Chairman

Date:-----