

Herongate and Ingrave Parish Council



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Minutes of the Parish Council Meeting held at St. Andrew's Hall. Herongate on Wednesday, 27th April 2016 at 7.15pm.

- In the Chair:** Cllr Alan Kingsford
- Present:** Cllrs Martin Hannush (Vice Chair), Neil Amor, Paul Hawkins, Mark Kelly, Kelly Pegram and Stewart Theobald
- Officers:** Mrs Theresa Grainger (Clerk) and Mr David Tooke-Kirby (RFO)
- Members of the public:** Eight including Cllr Roger Hirst (ECC), CPSO Debbie Powis and Mr. Peter Cunliffe-Jones, Retired Solicitor and Legal Officer for BBC

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

16/17.001 Public participation session with respect to items on the agenda and other matters that are of mutual interest

- A local resident advised the PC that she had emailed the Clerk at the beginning of January 2016 to complain about the rubbish left outside the flats, 205a and 205b Brentwood Road, Herongate. The Clerk had no recollection of receiving this email but would check with the Environmental Health Department and BBC Depot to see if something could be done.
- A resident of St. Nicholas Grove advised that his property had been burgled the previous week and his next door neighbor the week before. Other local properties had been burgled recently including two in Pittman Close. PCSO Debbie Powis responded that they get tasked for burglaries but have stopped coming out to them and are not always aware that they have occurred. She was being made redundant from 9th May 2016 and Police foot patrols are going to be non-existent shortly. Cllr Roger Hirst said that it is not unusual for the Police to only respond to residents who had been previously burgled. Essex Community Messaging is a good on line source of information for residents to gain information relating to local crime. Cllr Alan Kingsford is trying to galvanise residents to sign up Neighbourhood Watch. Cllr Hirst said that should he be voted as the next District Crime Commissioner, he would be pushing Neighbourhood Watch and Farm Watch. A resident of St. Nicholas said he would be happy to take the lead as co-ordinator for St. Nicholas Grove when Neighbourhood Watch is put into place for the Parish. Cllr Kingsford offered to visit him to discuss this further,
- The question of illegal and irresponsible parking by parents/carers outside the Ingrave School area was raised. The Clerk advised that Parking Enforcement had been requested to patrol at school drop off/collection times. Mr Richard Horton, Ingrave Johnstone School Governor, advised he was going to attend a meeting at the school to discuss parking

problems. Cllr Kingsford reminded Cllr Hirst that the PC is waiting for a draft of an advert for a School Crossing Patrol Person.

- Cllr Kingsford made a special presentation of flowers and chocolates to PCSO Debbie Powis to mark 10 years of dedicated service to the community and wished her well in the future. A photograph was taken which will appear in the next Newsletter.

16/17.002 Apologies for absence

Apologies were received from Cllrs Sheila Murphy and Alan Bayless. Apologies and reasons were accepted.

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

16/17.003 Minutes

The Minutes of the Ordinary Parish Council Meeting held on Tuesday, 29th March 2016 were accepted as a true record with a small correction in the Clerk's Report where it was stated that a resident was driving across the grass verge in Middle Road and this should have read The Meadows.

Proposed: Cllr M. Hannush Seconded: Cllr M. Kelly All agreed

16/17.004 Progress Report from the Clerk

Report on matters arising from Minutes dated 29th March 2016

Resident in The Meadows who is driving over the greensward to gain access to the driveway. I am still awaiting a response from PCSO Debbie Powis.

Fire damaged Speed Camera. I have received an email to say this would be repaired as soon as possible. I will continue to monitor the situation.

Footpath No. 62 between Thorndon Hall and Thorndon Golf Club – churned up and impassable. I have received an update from Laura Dunnell, PROW Inspector who advised she had contacted the Golf Course and Thorndon Country Park to enlist their support but with no luck so far so she will chase them up. Laura also mentioned that along the same path she had the bridge part way along the route replaced as it was reaching the end of its life. This is good news and I have thanked her on behalf of the PC.

PROW between Green Man and Billericay Road: The Inspection was completed on 22.03.16. Highways say that at present this does not meet the criteria for immediate repair but they will continue to monitor the situation.

Parking Problems in Ingrave – in front of Ingrave Johnstone School and around Peartrees. I am still waiting for a response and have sent the Parking Enforcement Team a reminder.

Tree Stump outside St. Nicholas Church: I contacted ECC for a list of approved contractors and have applied to two for an estimate.

The Progress Report was noted.

The problem of the crumbling pavement in Peartrees was mentioned. The Clerk will chase this up. It was mentioned that the sign for St. Nicholas Grove was falling over. The Clerk will report this problem.

16/17.005 To receive Members' declarations of interest in items on the agenda

It was noted that there were no Declarations of Interest.

16/17.006 Finance

a) No Cheques signed since the last meeting:-

b) Cheques signed at this meeting:-

Payee	Cheque No.	Amount
EALC (NALC & EALC Membership)	1021	£468.27
Earth Anchors (Benches)	1022	£2,924.40
EALC (Councillor Training)	1023	£200.00

Administration + New laptop computer	1024	£703.41
HMRC (PAYE)	1025	£312.90
Administration	1026	£638.16
Essex Pension Fund	1027	£393.82
Came & Copany (Insurance)	1028	£703.69
Greenstow (Pond Maintenance)	1029	£1,656.00
SLCC Membership Fees	1030	£118.00
T. Grainger (Expenses for presentation)	1031	£27.00

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

c) The RFO explained that the 2015/2016 Year End Accounts were basically no different to the accounts agreed at the last PC Meeting on 29th March 2016 as no invoices were received after that date. Members approved the Year End Accounts.

Proposed: Cllr M. Kelly Seconded: Cllr. N. Amor All agreed

d) Members approved the accounts/bank reconciliation for April 2016.

Current Account	£12,873
Business 30 day Investment Account	£3,848.00
Fixed Term Deposit 1.05% Maturity 30.11.16	£25,000.00

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

e) Members considered and approved the revised Draft Budget for 2016/2017.

Proposed: Cllr M. Hannush Seconded: Cllr M. Kelly All agreed

f) Members considered and approved the appointment of Maurice Howard CPFA for the 2015/2016 Audit.

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

16/17.007 Herongate Village Hall

- Cllr A. Kingsford introduced Mr. Phillip Cunliffe-Jones, retired Solicitor and former Legal Officer for BBC. Mr. Cunliffe-Jones proceeded by advising that as he was retired he did not have a Practising Certificate so he could not legally advise anybody, however he explained in great detail the complexities around the PC becoming a Trustee/Custodian Trustee for the Hall together with financial implications. He had considerable background knowledge of the Hall from his term with BBC. He highlighted the cost of demolition, £50,000 and possible rebuild cost of £170,000 (as at 2014). Then there are added costs such as insurances and a caretaker.
- Members considered Mr. Cunliffe-Jones's comments and unanimously agreed not to take any responsibility for the Hall as it was financially inappropriate to do so. Cllr A. Kingsford said that he would contact BBC and decline their offer of the PC becoming a Trustee/Custodian Trustee. There were no recommendations as to the future of the Hall.

THIS DECISION WAS UNANIMOUS

16/17.008 1st Ingrave Scout Group

- Cllr A. Kingsford reported that he had been to visit the site in Thriftwood and highlighted the condition of the building. It seems that they need at least another £20,000 to complete the project and they are in the process of applying for grants.
- Members agreed to donate £500 towards the refurbishment of the Scout Hut however, as the PC will not receive a Discretionary Grant until October 2016, the payment will be deferred until then.

A vote was taken on this matter with 6 Members voting to make a donation and 1 Member against making a donation.

It was agreed that the donation would be made after we receive the Discretionary Grant in October 2016.

16/17.009 Charity of the Year

Members agreed to make Essex Air Ambulance Charity of the Year 2016/2017 with a donation of £500 to be paid as soon as possible.

Proposed: Cllr N. Amor

Seconded: Cllr M. Kelly

All agreed

16/17.010 Adult Fitness Equipment – Ingrave Playing Field

- Cllr A. Kingsford advised that ECC had come back to him with an increased estimate for the License which he had approved due to the advanced state of the negotiations. He had however negotiated a 10 year License with a 5 year break clause when ECC wanted an annual License.
- Members approved the cost of £500 + VAT and legal fees of £1,350 for the License. Mr D. Tooke-Kirby (RFO) said that he would check with ECC regarding the need for a License as he believed that under the terms of the existing play equipment and MUGA the PC should not have to pay for a License.

Proposed: Cllr P. Hawkins

Seconded: Cllr M. Kelly

All agreed

16/17.011 Village Benches

Cllr A. Kingsford advised Members that all the benches had now been purchased and delivered to Cut Above's yard in Doddinghurst for storage until installation within the next two weeks.

16/17.012 Broken Finger Post at junction of A128 and Billericay Road

- Members reviewed the emails from Mr. Nicholls.
- Members agreed that as this is a historical landmark feature of the village, if ECC is not willing to repair the finger post then the PC will pay Mr. Nicholls the cost of the replacement part (£283.00 + VAT) and he will fix the post free of charge for labour. The Clerk will raise a report with ECC before taking this further.

Proposed: Cllr K. Pegram

Seconded: Cllr P. Hawkins

All agreed

16/17/013 Parish Council Working Groups

The Clerk will send out the final version of the Working Groups to Members.

16/17/014 Website Security

Cllr A. Kingsford advised that following the recent hacking of the website, the Clerk had purchased additional online security with Securi AntiVirus at a cost of \$199.99 p.a. This was on the recommendation of the PC's website designer, Philippa Brown of Vision Computing.

This was noted by Members.

16/17.015 Crime and Disorder

- Cllr A. Kingsford mentioned that Adam Pipe, Essex Police Casualty Reduction, had emailed photographs of individuals on quad bikes on the A128 who had been caught on the speed camera exceeding the speed limit and making hand gestures to the camera. It seems that this group use false number plates and the Essex Police did a press release asking if anybody could recognise the offenders. Cllr N. Amor said that they are often seen in Thorndon Country Park making a nuisance.
- Cllr Kingsford tried to promote Neighbourhood Watch again. Cllr Amor felt that the scheme needed rebranding to attract a wider/younger audience. In London many homes display a sign in their windows to say that all property is marked by Smart Water which is a solution with a unique forensic code and applied to valuables.
- It was noted that the Travelling Community had been seen at the Brentwood Centre recently.

16/17.016 Planning

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

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

16/17.017 Reports from Councillors

- Cllr M. Hannush reported that there is further fly tipping in Dunton Road, on the site owned by South Essex Golf Centre, where the previous fly tipping was reported.
- Cllr A. Kingsford reported that there are now nine people signed up for SpeedWatch.
- Cllr Kingsford also reported that a letter had been sent to the two local Churches and the Esso Garage to request permission to install a defibrillator at each site. We are still awaiting replies.

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16/17.018 Correspondence

A list of correspondence for April was noted.

16/17.019 Training

- There were no requests for training.
- There were no outlines from courses attended.

16/17.020 Items from Councillors to be added to the next Agenda

None.

16/17.021 Members noted that the next meetings will be held on Tuesday, 24th May 2016 as follows:

Annual Parish Assembly – 7.00pm

Annual Parish Council Meeting – 8.00pm

16/17.022 Exclusion to the Public

Members approved, pursuant to section 1(2) of the Public Bodies (Admissions to meetings) 1960 that due to the confidential nature of the business to be transacted the Press and Public be excluded from discussions relating to personal matters.

Proposed: Cllr AN. Amor Seconded: Cllr A. Kingsord All agreed

The Public Meeting ended at 9.35pm

16/17.023 Members to discuss and consider Personnel matters

Members agreed to discuss consider Personnel matters.

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

16/17.024 Council considered and ratified additional training hours, as required, for staff. The Private Meeting ended at 9.40pm

Signed:..... Chairman)

Date:.....