

# 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](mailto:clerk@herongateandingravepc.org.uk)  
Website: [www.herongateandingravepc.org.uk](http://www.herongateandingravepc.org.uk)



**Minutes of the Herongate and Ingrave ANNUAL PARISH ASSEMBLY held at St. Nicholas Church Hall, Ingrave, on Tuesday, 24<sup>th</sup> May 2016 commencing at 7.00pm.**

- In the Chair:** Cllr Alan Kingsford
- Present:** Cllr N. Amor, Cllr Alan Bayless, Cllr Martin Hannush (Vice Chair), Cllr Paul Hawkins, Cllr Mark Kelly, Cllr Sheila Murphy, Cllr K. Pegram and Cllr Stewart Theobald
- Officers:** Mrs. Theresa Grainger (Parish Clerk) and Mr. David Tooke-Kirby (Responsible Financial Officer)
- Members of the Public:** Initially seven members of the public and then another three arrived late.

## 1. Welcome from the Chairman

Cllr A. Kingsford, Chairman, gave a warm welcome to all attending and advised that the meeting would be recorded. Cllr Kingsford advised that this meeting is an opportunity for Parish Groups and Representatives to talk about what they can offer to our Community. Anybody who would like to speak on behalf of a local Group would be welcome to apply to the Parish Council to speak at the next Annual Parish Assembly. This year the Clerk was unable to secure a Guest Speaker.

## 2. Opportunity for the Public to speak

A member of the public questioned the viability of the Parish Newsletter in as much that he felt it would be more cost effective to publish it on social media. The Parish Council responded to say that the Newsletter is mostly funded by the advertisements. The Newsletters are delivered by volunteers and to isolate those people who only wanted to receive the publication by Facebook would be a more complicated process. The PC will look into posting the Newsletter on the Herongate and Ingrave Facebook site for those interested however it was felt that a hard copy to each household was the best approach.

The same resident pointed out that there were three Facebook sites for Herongate and Ingrave:- "Herongate and Ingrave Save our Villages", "Herongate and Ingrave Parish Council" and "Herongate and Ingrave Parish Council News". Cllr Kingsford advised that the Save our Villages site was nothing to do with Herongate and Ingrave Parish Council. Cllr Amor is working to tidy up the other two sites.

Another member of the public questioned the accounts. Mr. D. Tooke-Kirby, RFO explained that at the year end the PC had not received all the outstanding invoices from contractors.

**3. Apologies for absence**

Apologies were received from Cllr Roger Hirst (ECC) and Cllr Jo Squirrell (Ward). Apologies and excuses were accepted.

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

**4. Minutes of the Annual Assembly dated 19<sup>th</sup> May 2015**

It was agreed that the Minutes of the Annual Parish Assembly dated 19<sup>th</sup> May 2015 be accepted as a true record and signed by the Chairman, Cllr A. Kingsford.

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

**5. Chairman's Report**

Cllr A. Kingsford read an interesting report which highlighted the important achievements/projects of the Herongate and Ingrave Parish Council and changes seen over the past year. A copy of the report can be viewed at the Parish Office and on the website.

**The Report was noted.**

**6. Financial Report**

The Financial Report 2015/2016, presented by Mr. D. Tooke-Kirby (RFO), can be viewed at the Parish Office and on the website. Mr. Tooke-Kirby also circulated a sheet of Financial Highlights for 2015/2016. All Members agreed that this was a true record of the finances for 2015/2016.

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

**7. Date of next meeting**

The date of the next Annual Parish Assembly was agreed to be held on 23<sup>rd</sup> May 2017.

Cllr A. Kingsford thanked all those attending the Annual Parish Assembly and advised that the Annual Parish Council Meeting would follow.

The meeting closed at 7.30pm which was earlier than expected. Cllr Kingsford advised that rather than make residents wait until 8.00pm for the Annual Parish Council Meeting, this meeting would follow immediately and any residents arriving after 8.00pm would be given the opportunity to speak.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_