

Herongate and Ingrave Parish Council



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Minutes of the Herongate and Ingrave ANNUAL PARISH COUNCIL MEETING held at St. Nicholas Hall, Ingrave on 24th May 2016 which was scheduled to start at 8.00pm but was brought forward to 7.30pm due to the early finish of the Annual Parish Assembly.

In the Chair: Cllr Alan Kingsford

Present: Cllr Neil Amor, Cllr Alan Bayless, Cllr Martin Hannush (Vice Chair), Cllr Paul Hawkins, Cllr Mark Kelly, Cllr Sheila Murphy, Cllr Kelly Pegram and Cllr Stewart Theobald

Officers: Mrs Theresa Grainger (Clerk) and Mr. David Tooke-Kirby (Responsible Financial Officer)

Members of the public: Ten Members of the Public.

16/17/16.025 To elect a Chairman

Cllr Alan Kingsford was elected as Chairman.

Proposed: Cllr S. Murphy **Unanimously agreed**

16/17.026 To receive the Chairman's Declaration of Acceptance of Office

Cllr A. Kingsford signed the Declaration of Acceptance of Office as Chairman which was witnessed by the Clerk.

16/17.027 To elect a Vice Chairman

Cllr M. Hannush was elected as Vice Chairman.

Proposed: Cllr A. Kingsford **Unanimously agreed**

16/17.028 To receive the Vice Chairman's Declaration of Acceptance of Office

Cllr M. Hannush signed the Declaration of Acceptance of Office as Vice Chairman which was witnessed by the Clerk.

16/17.029 Apologies for absence

Apologies were received from Cllr Roger Hirst and Cllr Jo Squirrell. Apologies were accepted.

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

16/17.030 Public participation session with respect to items on the agenda and other matters that are of mutual interest

- A Herongate Tye resident and former Parish Councillor, advised that she had met with Cllr M. Kelly and raised outstanding issues relating to investment in that area for a timber gateway, speed camera, traffic calming measures, flower planters and a village sign. The subject of the pathway to the Olde Dog Public House was also highlighted together with the

ongoing concern relating to school children having to walk along narrow, damaged pathways, in all weathers, to the Herongate bus stop to pick up the school bus.

- Former Parish Council Chairman addressed the issue of the school bus and advised that ECC Education refused to pay for the bus but in the meantime, ECC Highways had put in a pathway to the Olde Dog as this was the way forward for school children to walk a short distance to the Pub to collect the bus. The Licensees of the Old Dog were at that time willing to allow the bus company to turn around in their car park. The PC would revisit this issue.
- Cllr Kingsford advised the reason Herongate Tye did not get the gateway was due to ECC budgetary restrictions. The PC would approach ECC again and investigate the possibility of this project going forward.
- The village sign is on the agenda and the Clerk will look at costings and a licence. It was suggested that residents might contact the Preservation Society for assistance with this project.
- The village planter project did not get off the ground as despite obtaining a grant, the PC decided the maintenance cost was not viable. It was unreasonable to expect residents to plant out and water the planters regularly and there were H&S issues. It was agreed by Councillors that the grant funding for the planters be used towards benches rather than lose it.
- The PC would consider buying some bulbs later in the year if residents want to plant them out on the grass verge opposite the houses. This item is on the agenda. The bulbs that were planted along the A128 were put in by the Flower Show Committee and not the PC.
- Cllr A. Kingsford has been working tirelessly on the Speedwatch programme in the Herongate Tye area. The spot designated by the Police cannot be moved without their permission.
- It was mentioned that Herongate Tye is not the only area locally with road and pavement pothole problems.
- Cllr A. Kingsford reiterated that any improvements to Herongate Tye depend on H&IPC budgetary restrictions.
- Cllr M. Kelly will take forward many of the issues regarding Herongate Tye.
- Mrs. Amanda Burton, Project Leader for the Adult Fitness Equipment on the Ingrave Johnstone Playing field spoke about the project. £12,000 has been secured so far. The Parish Council is funding a licence which was not anticipated and the Public Liability Insurance has been increased to £10,000,000. Mrs. Burton has asked to attend the Queens 90th Birthday celebrations to ask residents what type of equipment they would like to see in place. Mrs. Burton also highlighted another project she is pioneering – reflective house numbers which she will give freely to anybody who is interested. The Clerk will advertise this on the H&IPC website.

16/17.031 To receive Members' declarations of interest in items on the agenda

There were no Declarations of Interest.

16/17.032 Minutes

The Minutes of the Meeting held on 27th April 2016 were accepted as a true record. Minutes were signed by Cllr A. Kingsford

Proposed: Cllr S. Murphy

Seconded: Cllr N. Amor

All agreed

16/17.033 Progress Report from the Clerk

Report on matters arising from Minutes dated 27th April 2016

Resident in The Meadows who is driving over the greensward to gain access to the driveway. It was mentioned at the last meeting that this is no longer a problem.

Fire damaged Speed Camera. The camera has now been replaced.

Footpath No. 62 between Thorndon Hall and Thorndon Golf Club – churned up and impassable. Laura Dunnell continues to work on this problem and raise funds.

Parking Problems in Ingrave – in front of Ingrave Johnstone School and around Peartrees. I have received a response from the Parking Enforcement Team at Chelmsford to say that they will ensure ongoing patrols are part of their school rota.

Peartrees – pavement defects. The site was inspected by the engineering team on 21.03.16 and the fault has been added to their schedule of works for 2016/2017. No date has been given for the work and I will continue to monitor the problem.

Billericay Road – pavement defects. The site was inspected by the engineering team on 14.03.16 and the fault has been added to their schedule of works for 2016/2017. I called again last week to be told that they cannot say exactly when the work will be done but during this financial year. I will continue to monitor on a monthly basis.

Refuse left outside flat nos. 205a and 205b Brentwood Road. I contacted Steve Blake, Environmental Health regarding this problem and he forwarded the complaint to Darren Laver, Operations Manager at the Depot to contact the residents regarding leaving their rubbish out too early. This has been referred to the Street Inspector.

St. Nicholas Grove – sign falling over. I have reported this problem (ref. 2464829) and will monitor the progress. I have now been advised that this is the responsibility of BBC and have reported the problem with them (ref. QC127794).

Fly Tipping – Dunton Road. I spoke with Steve Blake, Environmental Health regarding further fly tipping on the Golf Course land. This has been referred to the Depot for removal. It appears that the Golf Course has now dumped a load of soil at the entrance to the site to prevent vehicles backing in to leave rubbish.

The Clerk's Report was noted.

16/17.034 General Power of Competence

Eligibility to use the General Power of Competence was confirmed.

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

16/17.035 Finance

(a) Cheques signed since the last meeting – None.

(b) Cheques signed at this meeting

Payee	Cheque No.	Amount
EALC	1032	£150.00
The Printing Place Ltd. (Newsletter)	1033	£480.00
Mrs. H. Kingsford (Newsletter)	1034	£194.25
Mr. A. Kingsford (Website)	1035	£143.34
Administration	1036	£645.54
HMRC (PAYE)	1037	£241.72
Administration	1038	£556.47
Essex Pension Fund	1039	£358.67
Cut Above (Benches and Maintenance)	1040	£1650.00

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

(c) To approve accounts/bank reconciliation for May 2016

Current Account	£28,855.00
30 Day Investment Account	£3,850.00
Fixed Term Deposit Account 1.00% Maturity Date 05.11.16	£25,000.00

The RFO suggested that another £5,000 be allocated to replace the play equipment on the Ingrave Playing Field making the total £25,000.00.

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

16/17.036 Internal Audit Report for the year 2015/2016

Members noted that the Internal Auditor has now visited and returned the books and will be preparing the final report for the next meeting. Also Members noted that Maurice Howard CPFA be appointed as Internal Auditor for the year 2016/2017 as agreed at the last meeting. The Internal Auditor has recommended that due to staff changes he should carry out an interim review of the books in September 2016.

16/17.037 Approval of Annual Governance Statement (Section 1 of the Annual Return) and Accounting Statement (Section 2 of the Annual Return)

The RFO explained the changes that had been made in the audit arrangements for the 2016 Annual Return including that the Annual Governance Statement must be approved prior to the Accounting Statement.

- **Annual Governance Statement:-**

Following the Councils annual review of the effectiveness of its systems of internal control, the Members considered the completed draft Annual Governance Statement (Section 1 of the Annual Return)

Members reviewed the proposed Section 1 and after due consideration, approved the proposed Annual Governance Statement. This was duly signed by the Chairman, Cllr A. Kingsford and the Clerk and evidenced by the Minute reference 16/17.037 and the date 24th May 2016.

Proposed: Cllr N. Amor Seconded: Cllr K. Pegram All agreed

- **Annual Accounting Statement:-**

The Council then considered the Accounting Statement (Section 2 of the Annual Return) prepared and signed by the RFO.

Members reviewed the proposed Section 2 and after due consideration, approved the proposed Accounting Statement. This was duly signed by the Chairman, Cllr A. Kingsford and evidenced by the Minute reference 16/17.037 and the date 24th May 2016.

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

Members thanked the RFO for his excellent and diligent financial recordings.

16/17.038 Herongate Tye

a) Members considered and approved the purchase of 1000 spring bulbs to be donated to the residents of Herongate Tye for planting in October/November 2016. Cllr S. Murphy said she may be able to obtain the bulbs via the Borough and the cost would be approximately £60.00

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

b) Members considered and agreed in principle to the purchase of a Notice Board for Herongate Tye. This project would be subject to any budgetary restrictions and the PC being able to obtain a licence and permission from ECC Highways. The Clerk will make the usual enquiries and report back to the PC as soon as possible.

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

c) Cllr A. Kingsford reported that the SpeedWatch team had been in action the previous week in the Herongate Tye area from 4pm to 6pm and they recorded 20 vehicles travelling at about 38mph.

d) Cllr M. Kelly advised that he had made enquiries regarding the potholes along the Billericay Road pathway but apart from the fact that the work is scheduled, there was nothing else to report. Cllr Kelly is the designated Councillor for Herongate Tye. He has had meetings with the residents there and will continue to work with them to resolve any outstanding issues.

16/17.039 Adult Fitness Equipment – Ingrave Playing Field

Cllr A. Kingsford advised that he had received the Draft Licence which had been circulated to all Members for consideration. As there had been no comments from Members Cllr Kingsford suggested that he confirm the details and as soon as the actual Licence is received he will sign it on behalf of the Parish Council.

Proposed: Cllr M. Hannush Seconded: Cllr K. Pegram All agreed

16.17.040 Village Benches

Cllr A. Kingsford advised that all the benches were now in and looking really smart. Cllr P. Hawkins asked if they could be made more secure as he felt that those on the Cricket Green looked exposed and vulnerable. Cllr Kingsford said that they are fixed by a standard method but he would make enquiries regarding further fixings.

16.17.041 Thorndon Country Park South

Cllr A. Kingsford reported that a local resident had expressed concerns regarding the BBQ season which started at the beginning of May Bank Holiday weekend. The concerns related to traffic management, traffic queues, parking fee avoidance, Health & Safety issues relating to the BBQ's and gazebos, damage to trees, rubbish, noise and nuisance to local residents and lack of sufficient wardens to cover the event. The Clerk had been in touch with ECC and assured that management is continuously monitored and improved, however Cllr S. Murphy advised that there was concern that the number of Wardens may be cut. The Clerk will continue to monitor the situation.

16.17.042 Tree Stump outside St. Nicholas Church

Members considered the estimates for the removal of the tree stump outside St. Nicholas Church and decided that the cost was too high. Members felt that the cost should be borne by ECC and not the PC. The Clerk will take this back to ECC.

BY A SHOW OF HANDS IT WAS UNANIMOUSLY AGREED THAT THE PC WOULD NOT TO GO AHEAD WITH THIS PROJECT

16.17.043 Broken Finger Post at junction of A128 and Billericay Road

Members noted that a report has been raised with ECC regarding the broken finger post. In order to accelerate and achieve a more sympathetic repair, Members asked the Clerk to investigate funding through Essex Heritage Trust.

16.17.044 Crime and Disorder

- Cllr S. Murphy reported that the quad bikes are still causing a nuisance to residents at weekends.
- It was highlighted that a car crashed into the back garden of the house on the corner of Whitby Avenue and Brentwood Road. The driver/passengers also broke into the house and then left the scene.

16.17.045 Planning

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

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

16.17.046 Reports from Councillors

- Cllr A. Kingsford reported that he is not happy when he reads what is posted on the Herongate and Ingrave Save Our Villages Facebook website as it is deeply offensive when Parish Councillors are singled out and ridiculed. The Parish Council has a Code of Conduct and needs to be careful of what is said on Social Media as this could be reported to the Borough Monitoring Officer and is therefore unable to respond. Cllr M. Hannush remarked that the posts relating to Herongate Tye are contradictory, either talking about speeding and then traffic jams. Cllr A. Kingsford felt that when Parish Councillors make posts on this site that alienate other Councillors, publically this does not represent a cohesive team.

- Cllr A. Kingsford reported that he would not be at the next meeting and Cllr M. Hannush would take the Chair.
- Cllr K. Pegram also reported that she would not be available for the next meeting.

16/17.046 Correspondence

A list of correspondence received by the Clerk having been previously circulated was noted

15/16.047 Training

- Cllrs P Hawkins and Mark Kelly are both booked on a Playground Inspection Course so that they are qualified to inspect the adult fitness equipment.
- There were no reports regarding recent courses.

15/16.045 Items from Councillors to be added to the next Agenda

There were no requests from Councillors for items to be added to the next Agenda.

15/16.046 The next meeting will be held on Wednesday, 22nd June 2016 at St. Andrews Methodist Church Hall, Herongate commencing 7.15pm.

Members noted the date and time of the next meeting.

The meeting closed at 9.25pm

Signed:-----Chairman

Date:-----