

# Herongate and Ingrave Parish Council



Clerk to the Council:  
Ms. Theresa Grainger  
30 Westwood Gardens  
Hadleigh  
Benfleet  
Essex SS7 2SJ  
Tel: 07851 214222  
Email: [clerk@herongateandingravepc.org.uk](mailto:clerk@herongateandingravepc.org.uk)  
Website: [www.herongateandingravepc.org.uk](http://www.herongateandingravepc.org.uk)



Members of the Council are hereby summoned to attend the Parish Council Meeting of Herongate and Ingrave Parish Council at St. Andrews Hall, Brentwood Road, Herongate CM13 3PN on Wednesday, 26<sup>th</sup> April 2017 commencing 7.15pm for the purpose of transacting the following business.

*Theresa Grainger*

Signed  
Theresa Grainger  
Clerk to Herongate and Ingrave Parish Council

20<sup>th</sup> April 2017

The Press and Public are also cordially invited to attend this meeting.

## AGENDA

- 17/18.001 Public participation session with respect to items on the agenda and other matters that are of mutual interest.**
- 17/18.002 Apologies for absence**
- 17/18.003 Minutes**
- Members to approve the Minutes of the Ordinary Parish Council Meeting held on Tuesday, 28<sup>th</sup> March 2017.
- 17/18.004 Progress Report from the Clerk**
- 17/18.005 To receive member's declaration of interests in items on the agenda.**
- 17/18.006 Finance**
- a) Members to approve cheques signed since the last meeting.
  - b) Members to approve and sign cheques at this meeting.
  - c) Members to approve the year end accounts/bank reconciliation for April 2017.
- 17/18.007 Appointment of a new Responsible Financial Office**  
Members to consider and approve the appointment of Mrs. Stephanie Robinson as Responsible Financial Officer to commence 1<sup>st</sup> May 2017.
- 17/18.008 Herongate Tye**  
Cllr Mark Kelly to update Members on the progress with the Notice Board.

### **17/18.009 Register of Activities**

As requested by Cllr Paul Hawkins at the last meeting, Members to consider keeping a register of PC activities conducted by individual Councillors, to be updated on a monthly basis.

### **17/18.010 Crime and Disorder**

Councillors to discuss any recent events.

### **17/18.011 Planning**

To receive a list of planning applications below received since the last meeting and review the progress of previous applications on the Planning List previously circulated. Planning Applications received after this Agenda is published and before the meeting will be added as appropriate.

<b>Planning App. No.</b>	<b>Address</b>	<b>Planning Details</b>
17/00488/FUL	61 The Meadows, Ingrave	Extend hip to gable roof and add front and rear dormers and single storey rear extension
17/00619/FUL	70 Brentwood Road, Ingrave	Construct new detached double garage
17/00606/FUL	South Essex Golf & Country Club, Brentwood Road, Herongate	Installation of a 25m mast housing 4 x 0.6m microwave dishes along with an equipment cabinet and ancillary development

### **17/18.012 Reports from Councillors**

Members to report on any projects they are undertaking which are not on the current agenda.

### **17/18.013 Correspondence**

Members to review the list of General Correspondence received by the Clerk since the last Ordinary meeting.

### **17/18.014 Training**

- Councillors to consider their training needs from the EALC schedule for 2017 previously circulated. The EALC regularly updates training schedule which can be viewed on line [www.ealc.gov.uk](http://www.ealc.gov.uk)
- 

### **17/18.015 Items from Councillors to be added to the next Agenda.**

**17/18.016 Members to note that the next Meetings to be held at St. Nicholas Hall, School Lane, Ingrave CM13 3RB on Tuesday, 16<sup>th</sup> May are as follows:-**

- **Annual Parish Assembly – Commencing 7.00pm**
- **Annual Parish Council Meeting – Commencing 8.00pm**