

# Herongate and Ingrave Parish Council



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Members of the Council are hereby summoned to attend the Parish Council Meeting of Herongate and Ingrave Parish Council at St. Nicholas Hall, School Lane CM13 3RB on Tuesday 22<sup>nd</sup> May 2018 commencing at 7.30pm for the purpose of transacting the following business.

Signed

Stephanie Robinson  
Clerk to Herongate and Ingrave Parish Council

14<sup>th</sup> May 2018

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

## AGENDA

- 18/19.020 To elect a Chairman
- 18/19.021 To receive the Chairman's Declaration of Acceptance of Office
- 18/19.022 To elect a Vice Chairman
- 18/19.023 To receive the Vice Chairman's Declaration of Acceptance of Office
- 18/19.024 Apologies for absence
- 18/19.025 Public participation session with respect to items on the agenda and other matters that are of mutual interest.
- 18/19.026 To receive Members' Declarations of Interest in items on the agenda.
- 18/19.027 **Minutes**  
Members to consider and approve the Minutes of the Ordinary Parish Council Meeting held on Wednesday, 25<sup>th</sup> April 2018
- 18/19.028 **Progress Report from the Clerk**

### **18/19.029 General Power of Competence**

Herongate and Ingrave Parish Council to confirm ineligibility to use the General Power of Competence which is found in the Localism Act 2011 s1-8 and gives a local authority the statutory power to do anything that individuals may do without breaking other laws. The Clerk is not qualified and hence the council do not meet the criteria as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, a local council must have a qualified Clerk and two thirds of Councillors must be elected at the last election, or at a subsequent by-election must equal or exceed two thirds of the total number of seats on the council.

### **18/19.030 Finance**

- a) To approve cheques signed since the last meeting.
- b) To approve and sign cheques at this meeting.
- c) Members to approve the accounts/bank reconciliation for May 2018.

### **18/19.031 Internal Audit Report for the year 2017/2018**

- a) Members to note that the Internal Auditor has now visited and returned the books and will be preparing the final report for the next meeting.
- b) Members to agree that Maurice Howard CPFA be appointed as Internal Auditor for the year 2018/2019.

### **18/19.032 Annual Governance Statement**

- Following the annual review the effectiveness of its systems of internal control, Members to consider and complete the draft Annual Governance Statement (Section 1 of the Annual Return).
- Members to review the proposed Section 1 and approve the Annual Return 2017/2018 and sign the Annual Governance Statement.

### **18/19.033 Annual Accounting Statement**

- Members to consider the Accounting Statement (Section 2 of the Annual Return) prepared and signed by the RFO.
- Members to review and approve the proposed Accounting Statement to be signed by the Chairman and Minuted accordingly.

### **18/19.034 Asset Register and Parish Council Insurance**

Members to review the Asset Register prepared by the Clerk. Members to agree the insurance quotation for the coming year as they are in a 3 year binding agreement to remain with Inspire (agreement will terminate in 2020).

### **18/19.035 Charity of the Year**

Members to consider which Charity to adopt as the Herongate and Ingrave Parish Council Charity of the Year.

- The Charity of the Year for 2017/2018 was Essex Air Ambulance RCN 1108989 with a donation of £500.00
- Last year a separate donation of £500 was made to 1<sup>st</sup> Ingrave Scout Group RCN 267344.

### **18/19.036 Code of Conduct**

Members to review the Code of Conduct as adopted by the Parish Council in 2012.

### **18/19.037 General Data Protection Regulations**

Members to discuss the GDPR report prepared by the Clerk and circulated to all members before the meeting. Members to decide whether to implement recommendations made in the Report.

**18/19.038 Dunton Boot Sale**

Members to consider the recent complaints brought forward by residents regarding recent traffic issues on Billericay Road and A127 during the Dunton Boot Sale. Members to consider what actions if any the Parish Council can take in relation to the complaints.

**18/19.039 Parking Restrictions**

Members to agree what action if any the Parish Council wishes to take in regards to residents requests that Parking Restrictions be put in place around Heron Court/Button Common.

**18/19.040 Parish Council Planning Process**

Members to review and agree upon the Parish Council Process for reviewing Planning Applications.

**18/19.041 Declarations of Interest**

Members to agree on Parish Council Process for reviewing Declarations of Interest.

**18/19.042 Crime and Disorder**

Councillors to discuss any recent events.

**18/19.043 Planning**

To consider 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 has been published but before the date of the meeting will be added as appropriate..

<b>Planning App. No.</b>	<b>Address</b>	<b>Planning Details</b>
18/00630 /LBC	The Farmhouse 49 Cricketers Lane Herongate Essex CM13 3QB	Demolition of some 20th century parts at the rear of the property, single storey oak vestibule and demolition of the double pitched roofs over the single storey kitchen,removal of 2 no UPVC windows to the rear of the property at first floor and the removal of the UPVC French Doors to the rear of the ground floor, the scabbling back of the concrete floor to the existing kitchen in order to lower that floor to a common height and incorporating underfloor heating to the kitchen and new extension, contemporary single storey rear extension, that effectively re-roofs the existing kitchen and new addition with one roof,replacement of the existing single glazed windows to both side elevations with new Georgian style painted hardwood double glazed windows, replacement of the two timber windows at first floor level with more traditional bay windows, addition new hardwood double glazed casement window, fully obscured glass, to first floor on the east elevation, addition of folding/sliding doors across the ground floor rear elevation, addition of 3 no. light tunnels into the existing roof above a new central staircase, the addition of timber cladding to the existing single storey lean-to at the west of the property, internal modifications to include a replacement staircase, modifications to the existing stair landing, thermal enhancement works to the suspended timber floor on the ground floor, thermal enhancements to some external walls with insulated stud work to the ground and first floors, the raising of the ceilings to all bedrooms, thermal improvements to the existing roof, relocation of one stud partition between the kitchen and lounge, the addition of 2 no. ensuite WC's, the addition of high-quality timber and ceramic tiled floor finishes to the entire ground floor, replacement of all internal doors, replacement of the existing front door with hardwood painted door, and possible repair work to the existing chimney stacks on the east and West elevations.

<b>Planning App. No.</b>	<b>Address</b>	<b>Planning Details</b>
18/00616 /FUL	13 Priests Field Ingrave Essex CM13 3QJ	Single storey rear extension to include roof lights.
18/00698 /FUL	12 The Meadows Ingrave Essex CM13 3RL	Demolish garage and construct part single part two storey side extension with single storey rear and front extensions

**18/19.044 Reports from Councillors**

**18/19.045 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)

**18/19.046 Items from Councillors to be added to the next Agenda.**

**18/19.047 The next Ordinary Parish Council meeting will be held on Wednesday, 27<sup>th</sup> June 2018 at St. Andrews Hall, Brentwood Road, Herongate CM13 3PN commencing 7.15pm.**

**18/19.048 Exclusion to the Public**

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

**18/19.049 Members to discuss and consider matters relating to Personnel**