

Herongate and Ingrave Parish Council



Clerk to the Council:
Mrs Stephanie Robinson
The Dower House
135-139 Billericay Road
Herongate
Essex
CM13 3SD
Tel: 07512 078975

Email: clerk@herongateandingravepc.org.uk

Website: 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. Nicholas Hall, School Lane CM13 3RB on Tuesday 21st May 2019 commencing at 7.30pm for the purpose of transacting the following business.

Signed

Stephanie Robinson
Clerk to Herongate and Ingrave Parish Council

13th May 2019

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

AGENDA

- 19/20.020 To elect a Chairman
- 19/20.021 To receive the Chairman's Declaration of Acceptance of Office
- 19/20.022 To elect a Vice Chairman
- 19/20.023 To receive the Vice Chairman's Declaration of Acceptance of Office
- 19/20.024 Apologies for absence
- 19/20.025 Public participation session with respect to items on the agenda and other matters that are of mutual interest.
- 19/20.026 To receive Members' Declarations of Interest in items on the agenda.
- 19/20.027 **Minutes**
Members to consider and approve the Minutes of the Ordinary Parish Council Meeting held on Wednesday, 24th April 2019
- 19/20.028 **Progress Report from the Clerk**

19/20.029 General Power of Competence

Herongate and Ingrave Parish Council to confirm eligibility 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 council 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 the number of Councillors 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.

19/20.030 Co-option

Members to consider and vote on the co-option of any candidates which have come forward to fill the vacancy on the Parish Council.

19/20.031 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 2019.

19/20.032 Internal Audit Report for the year 2018/19

- 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 2019/20.

19/20.033 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 2018/19 and sign the Annual Governance Statement.

19/20.034 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.

19/20.035 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).

19/20.036 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 2018/19 was Essex Air Ambulance RCN 1108989 with a donation of £500.00
- Last year a separate donation of £250 was made to 1st Ingrave Scout Group RCN 267344 but the cheque was never cashed.
- Last year a donation of £250 was agreed to Wendys Kitchen but could not be paid as they were not a registered charity and a Parish Council cannot give money to the church or an individual.

19/20.037 Code of Conduct

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

19/20.038 Community Special Constables

Members to note that the advertising materials have now been received and have been posted on social media and in the noticeboards.

Members to review and sign the Agreement document with Essex Police.

19/20.039 Emergency Plan

Members to discuss and consider whether to redact information contained in the Emergency Plan prior to publication on the website.

19/20.040 Cricket Nets

Members to discuss and consider whether to take any action regarding the lack of use of the cricket nets by the cricket club and the potential danger caused thereby.

19/20.041 Crime and Disorder

Councillors to discuss any recent events.

19/20.042 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..

Planning App. No.	Address	Planning Details
19/00550 /FUL	1 Salmonds Grove Ingrave Essex CM13 3RS	Loft conversion with roof lights.
19/00591 /FUL	125 Brentwood Road Herongate Essex CM13 3PB	Construct boundary wall and railings with gates.
19/00610 /FUL	Tanglyn 71 Cricketers Lane Herongate Essex CM13 3QB	First floor side extension and alterations to fenestration

19/20.043 Reports from Councillors**19/20.044 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

19/20.045 Items from Councillors to be added to the next Agenda.**19/20.046 The next Ordinary Parish Council meeting will be held on Wednesday, 26th June 2019 at St. Andrews Hall, Brentwood Road, Herongate CM13 3PN commencing 7.15pm.**