

Herongate and Ingrave Parish Council



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Minutes of the Herongate and Ingrave Ordinary Parish Council Meeting held virtually via Zoom meetings, on 23rd September 2020 which commenced at 7.30pm. The Chairman advised the meeting would be audio and video recorded.

In the Chair: Cllr Alan Kingsford
Present: Cllr. D. Hills, Cllr.D. Watts,
Officers: Mrs. Stephanie Robinson (Clerk and RFO)
Members of the public: Cllr. Cat Tierney

20/21.009 Public participation session with respect to items on the agenda and other matters that are of mutual interest.

A member of the public joined us from Chicago! It was the son of a resident of the parish who follows the parish council on Facebook and having seen meeting details posted there decided to join us. It was lovely to meet him and the parish council were delighted he had joined us.

20/21.010 Apologies for absence

Cllr. Pearson & Louise McKinley – both had a meeting at Brentwood borough council
Cllr. Piggott also sent her apologies.

20/21.011 Minutes

Members approved the Minutes of the **Parish Council Meeting** held on Wednesday 15th July 2020.

20/21.012 Progress Report from the Clerk

Review of decisions made under delegated decisions:

1. Delegation of power to the clerk – all in favour. Now that the parish council is meeting via Zoom the delegation of power to the clerk has ended. All decisions now need to be discussed and made in full council meeting.
2. The fixed asset register was revised and insurance quotes were sought on the basis of the revised register
3. Insurance – considered 5 quotes moved to Zurich
4. Additional posts at to be installed at park lane once the travellers had left to help prevent further unauthorized incursions.
5. Verge at Middle road which was obscuring signposts to be cut back.

6. Memorial bench requested by the children of a deceased resident to be installed on the cricket green. Donation to the value of the bench and installation cost to be given to the parish council. Bench to be on parish council asset register going forward. Bench is now installed and looks lovely.
7. Put large posts around park lane/village hall/donovans gardens to prevent unauthorized encampments/parking on the grass. Total cost approx. £8000. Money to be taken from reserves as work was not budgeted for.
8. Greenstow contract renewed for maintenance of the Ingrave pond.
9. Contractor for putting in the posts – the quotation from cut above was accepted as it was the cheapest.
10. Zoom licence – parish council to buy a zoom licence to enable it to host parish council zoom meetings without any restrictions on time etc.
11. Payments/planning decisions taken during lockdown are all listed below.

Achievements during delegation of power:

Internal audit completed, all documentation appropriately displayed and submitted to external auditor. No reply as of yet.

Installed the memorial bench on the cricket green, it looks lovely and resident is v pleased. Another one in the process of being manufactured, they will make a nice pair.

Unfortunately as they were unable to attend the July meeting Cllr. Hannush and Cllr. Flood have automatically lost their seats on the council. The parish council will seek to fill the vacancies by co-option and both previous councillors are most welcome to stand for co-option.

A litterpick was held in the parish, organized by Cllr. Pearson. This was a great success and many offers of help with future litter picks were received from members of the parish through the Facebook page. We will attempt to arrange one more before winter really sets in.

20/21.013 Borough/County councillors report

Cllr. Tierney reported that Brentwood borough council is still meeting regularly via Teams. There was nothoing specific to report for the parish. The potholes at Park lane are to be done by Highways.

20/21.014 To receive member's declaration of interests in items on the agenda.

None

20/21.015 Finance

a) Members to approve payments made since the February meeting.

Unity Bank (Bank fees)	£18.00
Sue Barr (refund of VE75)	£10.00
L. Walland (refund of VE75)	£25.00
S Robinson (Clerk Salary & Expenses)	£1,173.85
Essex Pension Fund	£303.67
HMRC	£97.55
Billericay Self Storage	£150.00
BTR electrical (refund of VE75)	£5.00
Mr S J Hughes (refund of VE75)	£22.50
Erin Gray (refund of VE75)	£12.50
EALC	£517.53
S Robinson (Clerk Salary & Expenses)	£1,027.42
Essex Pension Fund	£321.25
HMRC	£84.40
Billericay Self Storage	£150.00
Cllr. A. Kingsford (expenses)	£195.18
Zurich insurance	£439.49

Earth Anchors (memorial bench)	£941.29
St Nicholas church (hall hire)	£100.00
S Robinson (Clerk Salary & Expenses)	£1,251.57
Essex Pension Fund	£321.25
HMRC	£90.40
Billericay Self Storage	£150.00
Greenstow Foliage (pond maintenance)	£1555.20
S Robinson (Clerk Salary & Expenses)	£1,056.70
Essex Pension Fund	£321.25
HMRC	£87.40
Billericay Self Storage	£150.00
Unity Bank (Bank fees)	£18.00
Cut Above	£1020.00
S Robinson (Clerk Salary & Expenses)	£1,183.01
Essex Pension Fund	£321.25
HMRC	£87.40
Billericay Self Storage	£150.00
S Robinson (Clerk Salary & Expenses)	£1,131.88
Essex Pension Fund	£321.25
HMRC	£87.40
Billericay Self Storage	£150.00
ICO registration	£40.00
M.H. Dunn	£4656.00
Cut Above	£1380.00

b) Members to approve payments at this meeting.

S Robinson (Clerk Salary & Expenses)	£1,234.21
Essex Pension Fund	£321.25
HMRC	£87.40
Billericay Self Storage (august storage)	£150.00
Tsohost (website hosting)	£25.91

c) Members to approve the accounts/bank reconciliation for Sept 2020.

Unity bank balance:	£74,150
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Proposed: Cllr. Hills

Seconded: Cllr. Watts

All agreed

20/21.016 Crime and Disorder

A car was stolen from Peartrees.

Police have been in attendance at Green Man however now seems to have all settled down.

20/21.017 Planning

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

Date Rec'd	Planning App. No.	Address	Planning Details	PC response
06.04	20/00431 /HHA	Silvermead 13 Grange Close Ingrave Brentwood Essex CM13 3QP	Demolition of existing single storey rear extension and conservatory and a part two storey, part single storey rear extension, dormer window and velux rooflights to rear to create second floor. Construction of new porch and alterations to fenestration	No Objections 27.04
07.04	20/00468 /FUL	Garth Cottage Cricketers Lane Herongate Brentwood Essex CM13 3QB	Demolish existing garage and construct detached dwelling (Resubmission of refused application 19/01)	Objections scale/design 27.04
07.04	20/00454 /HHA	49 Brentwood Road Ingrave Brentwood Essex CM13 3RE	Demolish existing garage, construct two storey side and rear extensions.	No Objections 27.04
28.04	20/00545 /TPO	67 The Meadows Ingrave Brentwood Essex CM13 3RW	T1 (Silver Birch) - Section fell dead tree to as close to ground level as possible. T2 (Cherry) - Section fell dying tree to as close to ground level as possible. T3 (Silver birch) - Section fell broken tree to as close to ground level as possible. T4 (Holly) - Section fell to as close to ground level as possible, and 2nd smaller Holly. T5 & T6 (Laurel - Section fell the tree to as close to ground level as possible, and poison the stump with 6 x Eco Plugs. Subject to Tree Preservation order no. 04 of 1948.	No Objections 12.05
13.03	20/00299 /FUL	37 Middle Road Ingrave Brentwood Essex CM13 3QS	Single storey front extension to both properties.	No Objections
23.03	20/00391 /LBC	77 Brentwood Road Ingrave Brentwood Essex CM13 3NU	Insert 4 new timber sash windows, insert timber French doors and replace existing Crittall type doors all to rear. Replace kitchen door to side. Carry out internal alterations including removal of 1950's and 1960's partitions. Decorate existing timber garage.	No Objections

Date Rec'd	Planning App. No.	Address	Planning Details	PC response
23.03	20/00390 /FUL	77 Brentwood Road Ingrave Brentwood Essex CM13 3NU	Insert 4 new timber sash windows, insert timber French doors and replace existing Crittall type doors all to rear. Replace kitchen door to side. Carry out internal alterations including removal of 1950's and 1960's partitions. Decorate existing timber garage.	No Objections
31.03	20/00412 /FUL	4 Peartrees Ingrave Brentwood Essex CM13 3RP	Obscured side window to single storey rear extension	No objections
04.05	20/00479 /FUL	Fowchers Farm Cottage 1 Rectory Lane Herongate Brentwood Essex CM13 3PR	Demolition of existing garage and construction of a two bedroomed dwelling	No objections
05.05	20/00547 /HHA	The Timbers Thorndon Approach Herongate Brentwood Essex CM13 3PA	Proposed demolition of existing roof space and construction of new roof to include loft conversion with 2 dormers to front, single dormer to side and 2 dormers to rear with roof light. Addition of new chimney.	No objections
12.05	20/00593 /FUL	Brora Thorndon Approach Herongate Brentwood Essex CM13 3PA	Demolition of the existing detached dwelling and construction of 2 new residential dwellings, landscaping and associated parking	No objections
19.05	20/00602 /HHA	Peartree Cottage 40 Billericay Road Herongate Brentwood Essex CM13 3PU	Construction of part single part two storey rear extension to include rear dormer windows and fenestration alterations.	No objections
29.05	20/00688 /ADV	South Essex Golf And Country Club Brentwood Road Herongate Brentwood Essex CM13 3LW	1 x Non illuminated entrance welcome sign and flags for golf club.	No objections
03/06	20/00698 /HHA	Mallards Thorndon Approach Herongate Brentwood Essex CM13 3PA	Single storey ground floor rear extension and two storeyside extension. Construction of detached garage and internal alterations.	No objections
02/06	20/00551 /FUL	42 Peartrees Ingrave Brentwood Essex CM13 3RP	Demolish attached garage and construct two detached bungalows and create new access	Objected streetscene/overdevelopment/parking
17.06	20/00797/ HHA	49 Brentwood Road Ingrave Brentwood Essex CM13 3RE	Demolish existing garage. Construction of two storey side and rear extensions and internal alterations.	No objections

Date Rec'd	Planning App. No.	Address	Planning Details	PC response
07.07	20/00902/ HHA	66A Brentwood Road Ingrave Brentwood Essex CM13 3RD	Raise ridge and add two storey front extension, first floor front and rear extensions, conversion of garage to dining room and add new porch to front, alterations to fenestration and render all external surfaces	No objections
14.07	20/00923/ HHA	12 Priests Field Ingrave Brentwood Essex CM13 3QJ	Single storey rear extension, conversion of garage to playroom and store, add rooflights to existing kitchen, alterations to fenestration	No objections
27.07	20/01011/ FUL	Fowchers Farm Cottage 1 Rectory Lane Herongate Brentwood Essex CM13 3PR	Demolition of existing garage and construction of a two bedroomed dwelling	No objections
03.08	20/01065/ FUL	Land Adj 5 Middle Road Ingrave Brentwood Essex CM13 3QX	Construct detached three bedroomed house with integral garage.	No objections
20.08	20/01166/ HHA	133 Brentwood Road Herongate Brentwood Essex CM13 3PB	First Floor rear extension over existing ground floor and conversion of existing store room into habitable space. Roof alterations.	No objections
02.09	20/01070/ FUL	Land Opposite Cherrywood Blind Lane Herongate Essex CM12 9SN	Retention of hardstanding and use land for domestic use (Restrospective)	Objection due to being green belt land.
07.09	20/01224/ ADV	South Essex Golf And Country Club Brentwood Road Herongate Brentwood Essex CM13 3LW	Retrospective application for the installation of two freestanding advertisement signs and two pole mounted flags on site entrance	No objections
17.09	20/01250/ HHA	5 Salmonds Grove Ingrave Brentwood Essex CM13 3RS	Demolish garage and construct single storey side extension with pitched roof over whole side element and add front porch, insert bi-fold doors to rear elevation and insertion of new window to first floor font elevation and ground floor side elevation	No objections
01.09	H1515/W/ 20/325747 4	Garth Cottage Cricketers Lane Herongate Brentwood Essex CM13 3QB	Planning appeal against refusal	objections

20/21.018 Reports from Councillors

Cllr. Kingsford reported that Lord Petre has authorized Razmatazz to have a marquee on the green outside the Green Mann to enable them to carry on having classes. The marquee will need to be put up and taken down each time.

Several posts have been knocked down opposite St Nicholas church – Cllr. Tierney to raise members request.

The clerk will order poppy wreaths for remembrance Sunday.

Articles are needed for the Newsletter.

There is a post and rail down at the pond – repair is in hand

20/21.019 Training

- Councillors to consider their training needs from the EALC schedule for 2020 previously circulated. The EALC regularly updates training schedule which can be viewed on line www.ealc.gov.uk

20/21.020 Members to discuss and consider matters relating to Personnel.

Members noted that the NALC/SLCC have released the latest pay rates for 2020/21 which are to be backdated to April 2020.

20/21.021 Items from Councillors to be added to the next Agenda.

Arrangements for Christmas tree.

20/21.022 Members to note that the next meeting will be held on Tuesday 27th October 2020 virtually via Zoom meetings commencing at 7.30pm.

Meeting ended at 20.19