

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 25th November 2020 which commenced at 7.35pm. The Chairman advised the meeting would be audio and video recorded.

In the Chair: Cllr Alan Kingsford

Present: Cllr. D. Hills, Cllr. D. Watts, Cllr. Flood, Cllr. Piggott,

Officers: Mrs. Stephanie Robinson (Clerk and RFO)

Members of the public: Cllr. McKinlay, Cllr. Tierney and 22 members of the public

20/21.042 Public participation session with respect to items on the agenda and other matters that are of mutual interest.

A resident objected to the parish council's objections lodged with Brentwood borough council regarding the planning application at 47 cricketers lane. The resident felt the comments were unfair and that the parish council should have viewed the site prior to reaching any conclusion. The parish council took what the resident said on board and advised that any new application will be viewed afresh. However, viewing sites is not possible at this time owing to Covid restrictions.

20/21.043 Apologies for absence

Members discussed and decided to resolve to accept Cllr. Ellis' apology for absence due to working exceptionally long hours due to Covid 19 and thereby suspend the 6 month rule until the end of March 2021. No other apologies were received. **All Agreed**

20/21.044 Minutes

Members to approve the Minutes of the **Parish Council Meeting** held on Tuesday 27th October 2020.

Proposed: Cllr. Hills

Seconded: Cllr. Piggot All Agreed

As there were many members of the public present who wished to discuss the planning application at St Nicholas church the chairman moved to skip to Declaration of interests and then to proceed with the planning section of the Agenda, returning to the progress report from the Clerk afterwards.

20/21.045 Progress Report from the Clerk

Co-option of Cllr. Flood –all details passed to BBC.

Accessibility of website: statement loaded on to website. No longer loading scanned signed minutes but instead loading a pdf of the minutes to improve accessibility. Not responsible for the accessibility of documents we have not produced ourselves such as audit reports etc.

Statement on website that it is too onerous a burden to make the website fully compliant, but best efforts are being made and if anyone has any specific accessibility issue they should bring it to the attention of the clerk who will do her best to address the issue.

Installed final memorial bench.

Posts all around green man /donovans gardents etc. all finished.

Christmas tree: additional lights for tree purchased. Tree sourced by Cllr. Hills and Cllr. Kingsford, tree to go in on 30th. Situation regarding the lighting up still uncertain, hopefully we may be able to have just the winner of the Christmas card competition and their family there to press the button and light up the tree.

Community special constable: we have had someone come forward who is interested in being a special constable. The clerk has passed on all the relevant information regarding how to apply etc. EALC Agm & training day – Clerk attended this

Playing field committee: committee met but as there was no representative from Brentwood Borough council there was little they could accomplish.

Newsletter : went out and was well received.

Remembrance Day: Cllrs. Hills and Watts laid 2 wreaths at St. Nicholas and St. Andrew's church.

20/21.046 Borough/County councillors report

County councillor report – park lane jet patching work done, but it did not hold. Road needs to be brought up to same proper standard which won't happen until the next financial year. Localised asphalt patching will be done before Christmas, the concern is whether it has anything to grip to.

Borough councillor report– Cllr. Tierney had reported the damage to the cricket green and put the cricket club in touch with the appropriate people to resolve the issue.

20/21.047 To receive member's declaration of interests in items on the agenda.

None.

20/21.048 Co-option

Members discussed and voted to co-opt Mr. Steve Waite who came forward for co-option.

The council resolved that the declaration of acceptance of office can be signed before the next meeting at a time convenient to the councillor and Clerk. Cllr. Waite confirmed he had no interests to declare with regards to the rest of the agenda.

All agreed.

20/21.049 Finance

- a) Members to approve payments made since the October meeting.

None

- b) Members to approve payments at this meeting.

S Robinson (Clerk Salary & Expenses) £1,059.13

Essex Pension Fund £331.28

HMRC £101.84

Billericay Self Storage (august storage) £150.00

BTR Electrical (4 new sets of lights + star for tree) £274.95

Helen Kingsford (editorial nov newsletter) £169.88

PKF Littlejohn (external auditors) £240.00

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

Unity Bank: £68,972.

Proposed: Cllr. Flood

Seconded: Cllr. Watts

All agreed

20/21.050 Conclusion of audit

Members to note that the external audit has been concluded. The auditors have concluded:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper

Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

They did however note the following:

We note that Sections 1 and 2 of the Annual Governance and Accountability Return were approved on 15/07/2020 but that the public rights period did not commence until 01/09/2020. The period set is not strictly in contravention of the timing permitted under the legislation introduced as a result of Covid-19, but it should be noted that this year's extension to allow later public inspection was intended to allow for authorities who were not able to approve their AGAR until as late as the statutory deadline of 31 August 2020. Regulation 12 (3) of the Accounts and Audit Regs 2015 (signing and approval of the statement of accounts for Category 2 authorities) requires the Responsible Financial Officer, as soon as practicable after the date on which the authority complies with regulation 12 (2c) (re. accounts approved and signed following meeting), to do the following on behalf of the smaller authority: a) commence the period for the exercise of public rights in accordance with regulation 14 and regulation 15; and b) notify the local auditor of the date on which that period was so commenced. We fully appreciate the difficulties arising as a result of coronavirus restrictions; however, please consider the requirements of the Accounts and Audit Regulations 2015, when setting the date for the approval of the AGAR in relation to the public rights period in future years. **NOTED**

20/21.051 Speeding on the Billericay Road

Members discussed the problem of speeding on the Billericay Road. There was also a lot of discussion regarding the size of the lorries using the road and how they were causing the erosion of the verge. One resident reported that their water meters were now 6 inches from the roadside due to the verge erosion. Cllr. McKinlay reported that the most recent speed report for the road (Sept 2019) showed an average speed of 33.2mph. The road is a PR2 road and as such no physical restriction can be put in. A VAS sign could be used -although the one currently in place appears to be having little effect. The reported statistics for injuries also do not warrant any further activity. The issue with regard to the weight restriction on the road is one of enforcement. The latest quarterly report from highways says that the drain and gulley have been cleared but that there is a ditch that needs to be cleared on the land opposite the pub. Cllr. McKinlay agreed to arrange a meeting with the resident, herself and highways on site to assess the verge and to what extent it is highways land. Cllr. McKinlay agreed to look into the replacement of the weight restriction signs.

20/21.052 Village Hall

Members to discuss and decide if they want to take any further action with regard to the Village Hall. Item moved to next agenda.

20/21.053 Conservation area signage

Cllr. Hills has been looking at different types of signage in different villages and is trying to find out who supplies them and how much they cost. Hopes to have more detail to present at the next meeting.

20/21.054 Additional rubbish bins

Members discussed and decided to ask Cllr. Pearson to approach Brentwood whether they could move the new bin which is over by the cricket club and move it to between the 2 new benches.

All agreed.

20/21.055 Crime and Disorder

Cllr. Kingsford said we now have a new community police officer.

20/21.056 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
27.10	20/01499/F UL	35 Brentwood Road Ingrave Brentwood Essex CM13 3RE	Demolition of existing dwelling and construction of new 2 storey dwelling. No objections
28.10	20/01477/H HA	27 Common Road Ingrave Brentwood Essex CM13 3QL	Single storey rear extension, part conversion of garage to create a utility room and raise roof over. No objections
03.11	20/01540/F UL	158 Brentwood Road Herongate Brentwood Essex CM13 3PF	Demolish conservatory, utility room and outbuildings and half of existing dwelling and construct pair of semi detached houses with layout parking and new vehicular access. Mop- 3 houses 5 parking spaces on drive. Obstruct view leaving to access brentwood road.destroy vista. Ramps for car access dangerous for pedestrians and for cars coming out. Oppose due to A128 at bottom of crest of hill.overdevelopment. Object.unanimous. overshadowing. Issues to do with building works on 128.
10.11	20/01627/L BC	Salmonds Farm House Salmonds Grove Ingrave Brentwood Essex CM13 3RS	Formation of en-suite to master bedroom; remove lowered ceiling to first floor bedroom; floor repairs to lounge; reorder rear store including new door window and roof alteration; new window to utility room. No objections
10.11	20/01626/H HA	Salmonds Farm House Salmonds Grove Ingrave Brentwood Essex CM13 3RS	Formation of en-suite to mater bedroom; remove lowered ceiling to first floor bedroom; floor repairs to lounge; reorder rear store including new door window and roof alteration; new window to utility room. No objections
24.11	20/01656/F UL	St Nicholas Church Hall School Lane Ingrave Essex	Demolish rear flat roofed element of existing Church hall and extend to create additional hall, kitchen and storage areas including first floor office/storage and add chimney, construct terrace of three houses with layout parking/amenity area, construct car park and relocation of allotments within site. Objection majority based. Reduction in greenspace, PROW will be affected, access road is private and in a very poor state of repair.

20/21.057 Reports from Councillors

Cllr. Watts has asked if we could obtain the code to Thorndon Hall after he was locked in there delivering newsletters. Cllr. Kingsford said he would make enquiries.

Cllr. Kingsford suggested that we put a celebration of the Queen's platinum jubilee on the agenda for the next meeting.

20/21.058 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

20/21.059 Items from Councillors to be added to the next Agenda.

Queens platinum jubilee /village hall

20/21.060 Members to note that the next meeting will be held on Tuesday 26th January 2021 virtually via Zoom meetings commencing at 7.30pm.

Meeting closed at 21.40.