

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 Wednesday 5th May 2021 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. Watts, Cllr. Piggott, Cllr Baldock, Cllr. Pearson (left 8pm), Cllr. Waite

Officers: Mrs. Stephanie Robinson (Clerk and RFO)

Members of the public: 1 member of the public

21/22.001 To elect a Chairman

Cllr. Alan Kingsford was elected as Chairman.

All agreed.

21/22.002 To receive the Chairman's Declaration of Acceptance of Office

The council resolved the Chairman's Declaration of Acceptance of Office could be signed at a time mutually convenient to the Chairman and the Clerk, prior to the next meeting.

All agreed.

21/22.003 To elect a Vice Chairman

Cllr. Marie Pearson was elected as Vice Chairman.

All agreed.

21/22.004 To receive the Vice Chairman's Declaration of Acceptance of Office

The council resolved the Vice Chairman's Declaration of Acceptance of Office could be signed at a time mutually convenient to the Vice Chairman and the Clerk, prior to the next meeting.

All agreed.

21/22.005 Apologies for absence

Cllr. Hills, Cllr. Louise McKinlay and Cllr. Tierney all sent apologies for absence which were accepted by the council.

All agreed.

21/22.006 Public participation session with respect to items on the agenda and other matters that are of mutual interest.

A member of the public spoke on behalf of the Herongate & Ingrave Preservation Society. HIPS sold the old museum and accrued a sum of money. Contents went to Essex records office. Hopefully they will be digitalized in the future. The Society is looking for ideas within the area to spend some of the money accrued on. There is a pot of about £5000 available. The closing date is in July - all ideas to go to Jenni Penkul.

21/22.007 To receive Members' Declarations of Interest in items on the agenda.

None

21/22.008 Minutes

Members considered and approved the Minutes of the Ordinary Parish Council Meeting held on Wednesday, 28th April 2021 **All agreed.**

21/22.010 Finance

- a) To approve and sign payments at this meeting.
- | | |
|--|-----------|
| S Robinson (Clerk Salary & Expenses) | £1,243.34 |
| Essex Pension Fund | £331.18 |
| HMRC | £110.05 |
| Billericay Self Storage (june) | £157.80 |
| Cut Above (salting/grass cutting & tree maintenance) | £1,270.00 |

- b) Members approved the accounts/bank reconciliation for May 2021.
Cashbook balance £95,507.73 **All agreed.**

21/22.011 Annual Governance Statement

- Following the annual review the effectiveness of its systems of internal control, Members considered and complete the draft Annual Governance Statement (Section 1 of the Annual Return).
- Members reviewed the proposed Section 1 and approved the Annual Return 2020/21 which was signed by the Chairman and minuted accordingly. **All agreed.**

21/22.012 Annual Accounting Statement

- Members considered the Accounting Statement (Section 2 of the Annual Return) prepared and signed by the RFO.
- Members reviewed and approved the proposed Accounting Statement which was signed by the Chairman and minuted accordingly. **All agreed.**

21/22.013 Delegation of authority to the Clerk.

Members discussed and decided to delegate authority to the Clerk, in consultation with the council, until such time the parish council can safely and legally meet indoors with regards to Covid 19.

All agreed.

21/22.014 Highways Devolution

Members discussed and decided they wished to join the Highways devolution scheme for 2021/22.

All agreed.

21/22.015 Decking area at Peartree pond

Members discussed and decided they wished to repair the unstable decking area at Peartree pond and so allow the unsightly cones to be removed. Clerk to obtain quotes. **All agreed.**

21/22.016 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
	Green man	No comment to make
21/00667/ HHA	10 Common Road Ingrave Brentwood Essex CM13 3QL	Demolition of existing garage and construction of a hip to gable loft extension including rooflights to front and dormer to rear, single storey side and rear extension to include roof lantern, first floor front extension. Fenestration and roof alterations. No objections
21/00624/ HHA	27 Common Road Ingrave Brentwood Essex CM13 3QL	Single storey rear extension to include roof lights and part conversion of garage to create a utility room. No objections

21/22.017 Reports from Councillors

Cllr.Watts – thorndon approach has had pothole repair.

Cllr. Piggott – new footpath sign in waterworks road by old bakery.

21/22.018 Items from Councillors to be added to the next Agenda.

Peartree pond

21/22.019 The date for the next Ordinary Parish Council meeting will be set when the legal and safety situation with regards to Covid 19 is resolved.

Meeting closed at 20.40pm