

# Herongate and Ingrave Parish Council



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**Minutes of the Herongate and Ingrave Ordinary Parish Council Meeting held at St Nicholas Church Hall, on Tuesday 27<sup>th</sup> July 2021 which commenced at 7.30pm.**

**In the Chair:** Cllr Alan Kingsford

**Present:** Cllr. Piggott, Cllr Baldock, Cllr. Pearson (left 8pm), Cllr. Waite, Cllr. Flood, Cllr Mc.Kinlay (joined at 20.30)

**Officers:** Mrs. Stephanie Robinson (Clerk and RFO)

**Members of the public:** 2 members of the public

## **21/22.020 Apologies for absence**

Cllr. Hills and Cllr. Tierney both gave apologies which were accepted by the council.

## **21/22.021 Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

None

## **21/22.022 To receive Members' Declarations of Interest in items on the agenda.**

None

## **21/22.023 Minutes**

Members considered and approved the Minutes of the Annual Parish Council Meeting held on Wednesday, 5<sup>th</sup> May 2021 **All Agreed.**

## **Clerks Report**

**FOI** – a freedom of information request was received concerning the distribution of expenditure over the different parts of the parish over the last 3 years. This has now been completed and sent to the member of the public who requested it.

**Bins** – 3 new multipurpose bins have been installed. One on Middle road, one on the cricket pitch and one on the Billericay road outside Heron Hall farm.

**Insurance** – The insurance has been renewed with Zurich municipal.

**Salt bag** – the clerk has confirmed that no salt bags are needed this year.

**Internal/external audit** – the internal audit is complete and all paperwork has been submitted to the external auditors and displayed on the noticeboard as appropriate.

**Annual pension valuation** – the annual pension valuation return has been submitted and the new monthly valuation spreadsheets have also been submitted.

**Still o/s** – Clerk to send a letter to Cllr. Chris Hossack enquiring as to the current situation with regards to the village hall.

Clerk will order the tommy statues.

**Jubilee committee** – decisions needed – date/location/beacon?

**Noted.**

**21/22.024 Finance**

a) To approve and sign payments made since the last meeting

Zurich municipal (insurance 2021/22)	£461.30
Simmons printers (newsletter may)	£769.00
Helen Kingsford (editorial may)	£204.62
Billericay Self Storage (July)	£157.80
S. Robinson (June wages & expenses)	£1404.55
Essex pension fund (June pension)	£338.18
HMRC (June)	£110.05

b) To approve and sign payments made at this meeting.

Billericay Self Storage (Aug)	£157.80
Brentwood borough council (3xbins)	£974.16
M.G.Howard (internal auditor)	£250.00
S. Robinson (Aug wages & expenses)	£1231.23
Essex pension fund (July pension)	£338.18
HMRC (July)	£109.85

c) Members to approve the accounts/bank reconciliation for July 2021.

Cashbook balance £88983.

**All Agreed.**

**21/22.025 Internal Audit**

- Members noted that the Internal Audit for 2020/21 has been concluded.
- Members reviewed the Internal Audit report for 2020/21 circulated to them prior to the meeting no recommendations were made.
- Members appointed Trevor Brown as the Internal Auditor for 2021/22.

**All Agreed.**

**21/22.026 Highways Devolution**

Members reviewed the highways devolution agreement circulated to them prior to the meeting and decided to sign it.

**All Agreed.**

**21/22.027 Online signatories**

Members discussed and considered whether any further parish councillors are willing to be online signatories as, following the resignation of David Watts, we are down to just 2 signatories. Cllr. Baldock agreed to be an online signatory.

**All Agreed.**

**21/22.028 Emergency plan**

Members reviewed and updated the emergency plan circulated to them prior to the meeting.

**All Agreed.**

**21/22.029 Decking area at Peartree pond**

Members discussed and decided to accept the quotation received from green 2 clean for the work to repair the decking and chose wood replacement rather than composite.

**All agreed.**

**21/22.030 Bulbs around the cricket green**

Members discussed and decided to buy 2 bags of bulbs (300 bulb in each) for £125 for planting around the cricket green and elsewhere in the parish.

**All agreed.**

**21/22.031 Alleyway behind peartrees to the school**

Members discussed and decided to ask Cut Above to regularly check the alleyway and do any cutting back that might be required. **All agreed.**

**21/22.032 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>
21/00867/ HHA	110 Brentwood Road Herongate Brentwood Essex CM13 3NY	Demolition of existing garage. Construction of single storey side extension and alterations to fenestration <b>No Objections</b>
21/01197/ HHA	16 Peartrees Ingrave Brentwood Essex CM13 3RP	Hip to gable loft conversion to include rear dormer. <b>No objections</b>

**All agreed.**

**21/22.033 Reports from Councillors**

**Cllr. Flood** – parking on Billericay road on the pavement. Cllr. Pearson – take a photograph and log it on 101/essex police.

Pothole by the old dog inn not been completed.

**Cllr. McKinlay** - £1000 fund available for community/environment please send any ideas to her.

**21/22.034 Items from Councillors to be added to the next Agenda.**

Donation from village appraisal committee

**21/22.035 The date for the next Ordinary Parish Council meeting will be Wednesday 22<sup>nd</sup> September at St Andrews Church Hall at 7.30pm.**

**Meeting closed 20.45pm**