

**HERONGATE AND INGRAVE PARISH COUNCIL**

*Parish Clerk – Theresa Grainger*

*Telephone 07548 743248*

*(Monday Friday 9.30am 11.30am only)*

**MINUTES**

**OF THE ANNUAL ASSEMBLY AND ANNUAL GENERAL MEETING OF  
HERONGATE AND INGRAVE PARISH COUNCIL**

**HELD ON TUESDAY, 24<sup>TH</sup> MAY 2011**

**AT ST. NICHOLAS CHURCH HALL, INGRAVE, COMMENCING AT 7.15PM**

.....  
*In the Chair:* Cllr. A. Marsh

*Present:* Cllrs. A. Bayless, R. Watkins

*Also attending:* 3 members of the public, a representative from the Gazette and David Tooke-Kirby (Parish Responsible Financial Officer) together with Members to be co-opted:- D. Harman, S. Murphy, K. Pegram, S. Theobald and A. Thurgood

**7.15pm Annual Assembly**

- 1 Cllr Marsh welcomed the public and press to the Annual Assembly.
- 2 Apologies were received from Cllr K. Marsh who had been detained in London, Cllr Roberts, Cllr MacLellan and Cllr Golding. Apologies were accepted.
- 3 Chairman’s Report, a copy of which can be viewed at the Parish Office, relayed achievements and changes seen over the past year.
- 4 Financial Report was accepted by the Council, a copy of which can be viewed at the Parish Office upon request. Cllr A. Marsh introduced Mr. Tooke-Kirby as the Responsible Financial Officer overseeing the accounts, audit and VAT and thanked him for his excellent work so far.
- 5 Date of next meeting – May 2012

**7:30pm Public forum**

Due to the expected length of this meeting, Cllr A. Marsh recommended that there would be no Public Forum. There was no disagreement from the public or press.

**Meeting opened at 7.30pm**

**11/12.18 ELECTION OF CHAIRMAN**

The Clerk having declared the meeting open asked for nominations for Chairman. Cllr. A. Marsh was nominated as Chairman of the Parish Council and declared.

**Proposed:** Cllr R. Watkins                      **Seconded:** Cllr A. Bayless                      **All agreed.**

**11/12.20 CO-OPTION OF MEMBERS**

Cllrs Harman, Murphy, Pegram Theobald and Thurgood were co-opted and declared.

**Proposed:** Cllr A. Marsh                      **Seconded:** Cllr R. Watkins                      **All agreed**

**11/12.19 ELECTION OF VICE CHAIRMAN**

The Chairman asked for nominations for the Vice Chairman. Cllr Harman was nominated and declared.

**Proposed:** Cllr A. Marsh                      **Seconded:** Cllr R. Watkins                      **All agreed**

**11/12.21 MINUTES OF THE LAST MEETING**

It was resolved that the minutes of the Parish Council meeting held on Wednesday, 27<sup>th</sup> April 2011 be approved as a correct record and signed by the Chairman, Cllr A. Marsh.

**11/12.22 DECLARATION OF INTEREST**

There were no Declarations of Interest.

**11/12.23 EFFECTIVENESS OF INTERNAL AUDITOR**

Cllr A. Marsh read out the draft Audit Report and the questionnaire on the Auditor.

It was decided that the Council is satisfied with the effectiveness of the Internal Auditor for 2010/2011; the Council will continue with the existing Internal Auditor for 2011/2012 and will review the situation for the year 2012/2013.

**Proposed:** Cllr D. Harman                      **Seconded:** Cllr S. Murphy                      **All agreed**

**11/12.24 ANNUAL REVIEW OF RISK ASSESSMENT**

Cllr A. Marsh discussed the Risk Assessment, a copy of which was viewed by all Councillors present.

It was resolved that the Risk Assessment be adopted.

**Proposed:** Cllr A. Bayless                      **Seconded:** Cllr S Theobald                      **All agreed**

Cllr A. Marsh also reviewed the Register of Assets. He proposed that the Museum Contents and Building, Gates to the School Playing Field, Notice Boards and By-Laws Sign be left on the register and all the rest be deleted.

**Proposed:** Cllr A. Bayless                      **Seconded:** Cllr S Theobald                      **All agreed**

**11/12.25 APPROVAL OF ANNUAL RETURN FOR YEAR ENDING 31<sup>ST</sup> MARCH 2011**

It was resolved that the Annual Return for the Year Ending 31<sup>st</sup> March 2011, which includes the Accounting Statement and the Annual Governance Statement, be approved.

**Proposed:** Cllr S. Murphy                      **Seconded:** Cllr D. Harman                      **All agreed**

**11/12.26 INGRAVE PLAYING FIELDS REQUEST FOR FUNDING**

A request for the funding of benches with back supports was received from the Playing Fields Committee.

Several elderly residents have mentioned that the existing rustic benches are not comfortable. It was proposed that the Council fund two benches at a cost of £750.00 each including VAT and installation - £750 to be allocated from the Grants budget and £750 from the Countryside Planning and Management budget.

**Proposed:** Cllr A. Bayless                      **Seconded:** Cllr S. Murphy                      **All agreed**

**11/12.27 INGRAVE JOHNSTONE SCHOOL REQUEST FOR GRANT AID**

Cllr A. Marsh advised that the Borough has not come back to him yet as to whether it is legal to make a grant to the school which is under Local Government Authority and grant aided by the Church.

**11/12.28 EMERGENCY PLAN**

Cllr A Marsh asked to defer this item to the June Agenda as he was due to have a meeting on the following Monday.

### **11/12.29 MIDDLE ROAD PROBLEMS**

Cllr D. Harman advised that the Council had written to Chief Inspector S. Werrett, District Commander, Essex Police requesting him to contact Cllr A. Marsh regarding the problems but to date has heard nothing. Cllr A. Marsh reported positively that he had approached Anglian Water Authority and asked for the installation of a covert camera in the vicinity where the problems occur and they have agreed to put in surveillance cameras themselves, at their own expense, with a 7 day memory hard drive.

### **11/12.30 HERONGATE TYE**

Cllr A. Marsh reported that the consultant has now completed the report on Herongate Tye, together with recommendations. This will be presented at the June meeting. Cllr S. Murphy attended a meeting with the bus company who is aware of the problems faced by the school children walking along the road. Cllr. S. Murphy will report back at the June meeting.

### **11/12.31 PEARTREE POND**

**Official opening of the pond and inauguration of the benches** – Cllr A. Marsh reported that we need more dates for this event and asked Cllr. S. Murphy and the Clerk to contact those concerned for suitable dates.

### **11/12.32 MUSEUM**

Cllr A. Marsh asked that a few Councillors visit the Museum to sort out the filing. Cllr S. Theobald has transport and offered to bring along the filing cabinets. Cllr A. Thurgood offered to help. It was also suggested that a contractor be asked to attend at the same time to give an estimate for the repairs to the roof and floor. Cllr S. Murphy offered to speak with the householder to advise him that we will be obtaining entry to the Museum as soon as a date has been fixed.

It was proposed that the Council instruct David Grainger of Capstick Dale, Gidea Park to represent the Council in obtaining a Lease of the Museum for the purposes of a PAYE address and storage.

**Proposed:** Cllr A. Bayless      **Seconded:** Cllr A. Thurgood      **All agreed**

Council also requested that Cllr. K. Pegram, Solicitor, represent the Museum in this transaction. She agreed.

**Proposed** Cllr A. Marsh      **Seconded:** Cllr S. Murphy      **All agreed**

### **11/12.33 BUTTON COMMON**

Cllr A. Marsh outlined the proposal for Button Common, and it was agreed that the Council should pay Landscape A-Plan £150.00 for a CD of the plans to redesign the area in time for the Queen's Diamond Jubilee in 2012.

**Proposed:** Cllr. K. Pegram      **Seconded:** Cllr S. Theobald      **All agreed**

Cllr A. Marsh also spoke about information on Orchards, which is relevant to the above, as listed in Agenda 11/12/34. There will be a conference on 20<sup>th</sup> July which he is going to attend and he also invited four other Councillors. Cllrs. S. Murphy, A. Bayless, R. Watkins and K. Pegram expressed an interest.

### **11/12.34 CORRESPONDENCE**

A list of all correspondence received by the Clerk having been previously circulated, was reviewed. Cllr D. Harman expressed an interest in the **Corvid** leaflet outlining a charitable organization concerned with

the decline of the songbird population. It was suggested that the Council could make a donation of £50.00 towards this cause, however, Cllr. D. Harman would conduct some research into the Charity and submit his findings at the next meeting.

**Proposed:** Cllr D. Harman                      **Seconded:** Cllr S. Murphy                      **All agreed**

**11/12.35 PLANNING**

Cllr R. Watkins reported that 92 Billericay Rd. had been recommended for refusal and that Cllr MacLellan had put it forward for a Brentwood Borough Council Meeting the following day. Cllr R. Watkins said that when he represented the Parish Council at the Planning Development Control Committee he would confirm that the Parish Council had no objections to the application.

Regarding 51 The Meadows, no work has taken place yet.

**11/12.36 FINANCE**

As at 23.05.11	£3,813.25	Treasurers Account
	£99,833.99	Bus 30 Day Notice Account

Cllr A. Bayless put the question to Mr. Tooke-Kirby (Responsible Financial Officer) if any further progress had been made in securing a better high rate deposit account as referred to in 11/12.14. He replied that he had been investigating this but it was up to the Council to make the ultimate decision.

<b>Cheques signed since last meeting</b>	<b>Cheque No.</b>	<b>Amount</b>
SLCC Clerk's Membership	516	£103.00
<b>Cheques signed at this meeting</b>		
Administration Costs	356	£668.72
Administration Costs	357	£72.60
Administration Costs	358	£316.10
William Tooke-Kirby		
Landscape-A-Plan Button Common	359	£150.00
Broker network Ltd (Came & Company)		
Insurance	360	£795.83

Cllr K. Pegram and Cllr A. Thurgood to make arrangements with Bank to be cheque signatories. The Auditor recommended that all cheque stubs be signed at the time of signing cheques.

**11/12/37 REPORTS FROM PARISH COUNCIL REPRESENTATIVES**

Cllr S. Murphy reported that when the new cinema is built in Brentwood, there would be a need for a Sunday bus service running through our villages out to Doddinghurst.. She has suggested we write a letter to West Horndon Parish Council to get their views and if they are agreeable to this arrangement then the cost would be split four ways.

**11/12.38 DATE OF NEXT MEETING**

Wednesday, 22<sup>nd</sup> June 2011 at St. Andrews Methodist Church Hall, Herongate commencing at 7.15pm.

