



Ingatestone and Fryerning Parish Council Annual Report 2018/2019

Membership of the Parish Council as at 31st March 2019

- | | |
|-----------------------------|------------------|
| ⇒ Paul Jeater (Chair) | ⇒ Lyndon Day |
| ⇒ Phill Poston (Vice-Chair) | ⇒ Donald Frost |
| ⇒ David Abrey | ⇒ Dawn Jelley |
| ⇒ Emma Benson | ⇒ Nancy Jennings |
| ⇒ Toby Blunsten | ⇒ Rachel Lee |
| ⇒ Linda Boyce | ⇒ Kate Sutton |
| ⇒ Peter Davey | ⇒ Jane Winter |

Dates, venues and times of regular meetings

All meetings are held at 7.30pm in Ingatestone Library, High Street unless otherwise stated.

All agendas are published 5 days in advance of the meeting on the Parish Council noticeboards, Facebook and Parish Council website.

Full Council meets on the 1st Thursday of the month except in May (2nd Thursday) due to council elections.

Churchyards and Environments Committee meets on the 2nd Monday of the month.

Policy and Resources Committee meetings on the 3rd Monday of the month.

Planning Committee meets every other Tuesday at 6pm in Ingatestone Library.

Communications and IT Committee meets quarterly.

Neighbourhood Plan Advisory Committee meets every month at a date agreed at the previous meeting.

Personnel committee meets when required.

Minutes of all meetings are available on the Parish Council website, Ingatestone Library and from the Parish Council office.



Officers of the Parish Council as at 31st March 2019

- ⇒ Abigail Wood (Parish Clerk and Responsible Financial Officer)
- ⇒ Rosemary Spouge (Assistant Parish Clerk)
- ⇒ Jose Wise (Administrative Assistant)
- ⇒ Rory Skepelhorn (Business Administration Apprentice)

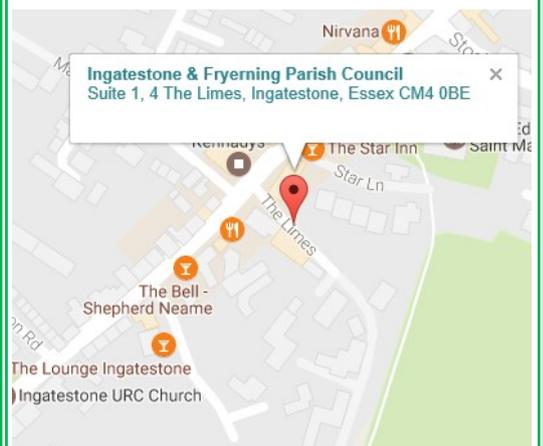
Parish Office

Suite 1, 4 The Limes, Ingatestone, Essex, CM4 0BE

Open Tuesday—Thursday 9-5pm except over the Christmas period. Please note that sometimes due to holidays, opening times may differ

Tel: 01277 353315

Email: office@ingatestone-fryerningpc.gov.uk



Chairman's report—Looking back at 2018-19

Looking back over the last year one issue more than any other has dominated the work of the parish council; the acquisition of a lease on Seymour Field and the refurbishment of the Pavilion. The first half of this seemingly never-ending saga was completed on November 14th 2018 when the lease was finally signed, giving the parish council control of the field and pavilion for the next 25 years. Work commenced on the pavilion in the new year and the newly created changing rooms plus hall and kitchen will receive a grand opening on Wednesday May 29th.

It has taken nearly two years of our time, but having seen the 'rebuild' I know we have created an asset for the parish. This would not have been possible without the time, effort and commitment of various people and organisations. I would like to pay thanks to our clerk, Abi Wood who spent hours discussing the ins and outs of the project with me, Councillor Peter Davey who assiduously conducted the lease negotiations, Wendy Martin (our solicitor) who I suspect never thought she would need to spend so many hours in protracted negotiations, and of course the Football Foundation who provided a very substantial grant without which the project would not have been possible.

In addition, we obtained a grant from the Essex CIF fund that allowed us to renew the kitchen and extend and improve the patio area, improvements that would not have been possible without this funding. We received £1,000 from Tesco 'Bag for Life' scheme that means that the hall will have a projector, screen and Wi-Fi, allowing it to be used by local groups and organisations.

During the past year, we have added a staff member. A grant from the Local Services Fund administered by the EALC allowed us to offer an apprenticeship to a young person from the parish. We appointed, Rory Skepelhorn, and he soon became part of the team and reduced the average age of the office staff considerably. Rory has brought invaluable expertise to the parish council, improving our social media presence and his work on the parish newsletter is greatly appreciated. I know that you'll be hearing a good deal more of the range of activities that Rory has undertaken later this evening, but not sure he will mention wading into Fairfield Pond to retrieve a

rubbish bin.

Our Neighbourhood Plan is progressing well, steered energetically by Councillor Jane Winter. I'd like to thank those councillors and residents who have given their time to attend meetings and conduct research. The next year should see progress in writing the plan, laying out the needs of the parish for the next thirty years.

2019 marks the 175th Anniversary of the Railway coming to Ingatestone. Most of us will only be too aware of what an asset the station and its staff are to the parish. It was an honour to be able to represent the parish council and deliver a speech at the recent celebrations. Meanwhile negotiations between the Railway Heritage Society, Greater Anglia, Network Rail, Essex County Council and the parish council are ongoing regarding the renovation of the cottage close to the crossing on Station Lane. Hopefully external and internal repairs will follow later in 2019 allowing a structure to be put in place to allow us to construct a village museum there. A fitting tribute to how our village and the surrounding area has developed as a result of the railway.

Sadly, the past year has not been all good news. The proposal by Essex County Council to close Tier 4 libraries and potentially close Tier 3 libraries, such as Ingatestone, unless the local community run and administer them, has been opposed by many residents and the parish council.

While not wishing to prejudge the consultation exercise whose results are expected to be published in the next couple of months, it is clear that residents want to keep their library, in its current building, and they'd like it to offer more.

When the library proposals were first published, we sought an urgent meeting with the cabinet member responsible for the service at ECC. We were first told that we would have to submit questions in advance, while unusual nevertheless we complied. Sadly, no meeting has taken place because we were told verbally that ECC had received legal advice not to talk to us prior to the consultation exercise concluding.

We organised a public meeting at the Community Club and a hundred people from the parish braved a bitterly cold evening to voice their frustrations and concerns. Many proposals and ideas were forthcoming for future development, combined they could have filled the British Museum let alone our local library.

Having attended meetings and read press reports, I remain deeply sceptical over the Community Library proposal, having asked questions as to whether the range of services currently available would continue under the community model, I received no satisfactory answer. Indeed, I remain deeply concerned that the model may be founded on the assumption that our library will be asked to leave the current building. This would be greatly detrimental to the parish, be clear as there is no other suitable building within the parish.

Our largest spending committee is the Churchyards and Environment committee, and during the year, that committee has had to deal with several important issues. Firstly, the contract for ground maintenance was scheduled for renewal. The correct tendering process was followed, a short list of applicants to interview was drawn up and myself as Chair of the Parish Council, the Chair of Churchyards and Environment committee and the Parish Clerk conducted those interviews. As a result, our recommendation, later supported by the council, was to award the contract for the next three years to JPB Landscapes. Obviously, the decision to change our contractor was not one taken lightly, but councillors have a duty to obtain best value for parishioners. We would like to place on record our thanks to IDC Greenscapes for their work over the past years and we look forward to establishing a close working relationship with the new contractor.

A number of residents expressed frustration that the clock situated within the tower of the parish church ceased to function during the year. We became aware that the 1894 Local Government Act precluded us from funding the repair, as the clock is situated within the church building. Now, while many of us see the clock as a 'village clock' funding the repairs might have led to a legal challenge, and if successful might well have led to the debarment of councillors and jeopardised the employment of our

parish clerk. In these circumstances we decided to approach our MP and along with the EALC and NALC apply pressure on government to introduce a change in the law to allow councils to fund what are parish assets. It is frustrating that progress on debating this has not occurred, but residents will be aware that Parliament's time has been rather dominated by one issue over the past two years.

2018 marked the centenary of the end of the 1st World War. The parish council thought it appropriate to mark the centenary of the armistice by planting a memorial tree. We are grateful to Rev. Sherring and the Diocese of Chelmsford in allowing this to be planted in the churchyard close to the cenotaph. The tree guard that was commissioned by us is a reminder of the sacrifice made by young men from the parish 100 years ago.

Finally, this May has seen the election of a new Parish Council. I'd like to welcome the newly elected councillors, and also thank the council for re-electing me as Chair. However, I'd like to conclude by thanking those members who have retired as councillors this year. I'd like to especially thank those who have given many years' service to the parish. Councillor Lyndon Day – 43 years a Parish Councillor, Councillor David Abrey, former Vice Chair and Chair of the Planning Committee for many years and architect of the village design statement. Councillor Linda Boyce, former chair of the council and a councillor for 23 years, and Councillor Donald Frost who especially made many valuable contributions to the Policy and Resources Committee. Together these four residents have given a hundred years of service to our parish and deserve our sincere thanks and appreciation.

The last year has been busy and lively. Collectively we work to maintain and improve facilities for those who live in Ingatestone and Fryerning and this we will continue to do over the next twelve months.

Cllr Paul Jeater

Balance sheet for y/e 31st March 2019

31/03/2018			31/03/2019	
183,672.59	Fixed Assets			
	Assets		189,126.61	1
	Current Assets			
2,212.39	Debtors & Prepayments		1,767.23	
65,087.14	Bank Current Account		138,838.27	
85,000.00	Nationwide Building Society		85,860.90	2
85,483.46	Yorkshire Building Society		85,910.87	
85,000.00	Saffron Building Society		0.00	3
1,840.43	Parish Youth Council Account		0.00	4
117.39	Cash in hand		24.46	
324,740.81			312,401.73	
	Current Liabilities			
6,296.05	Creditors & Accruals		135,310.72	5
-3,585.55	VAT OWED to the parish council		-50,149.55	6
1.60	PAYE		0.00	
2,712.10			85,161.17	
322,028.81	Current Assets less Current Liabilities:		227,240.56	
505,701.40	Total Assets less Current Liabilities:		416,367.17	
	Capital & Reserves			
267,751.59	Reserves 273,205.61			
237,949.81	Profit & Loss Account 2017		237,949.81	
0.00	Profit & Loss Account 2018		-94,788.25	
505,701.40			416,367.17	

- 1** Increased due to purchase of tablet computers for Councillors to meet GDPR legislation, a new office computer and additional toddler play equipment
- 2** Both the Nationwide and Yorkshire Building Societies reflect FSCS compensation limits
- 3** Account closed in March 2019 to release funds for the renovation of Seymour Pavilion
- 4** Account closed in July 2018 by Barclays directly. Monies transferred into the Unity Current Account
- 5** This figure includes the final invoice for the Seymour pavilion renovation of £131735.64, paid in April 2019
- 6** Figure consists of VAT owed to the parish council for 1/1/19 - 31/3/19, which included £45900 for the renovation works, received in April 2019

Income and Expenditure for y/e 31st March 2019

31/03/2018	Income	Budget	Variance	Actual	
9,969.00	Brentwood Borough Council Grants	0.00	0.00	0.00	
156,100.00	Parish Precept	165,466.00	0.00	165,466.00	
29,888.70	Burials & Ashes	20,000.00	27,167.60	47,167.60	
40.00	Christmas Trees	0.00	0.00	0.00	
0.00	Seymour Field and Hall	3,200.00	-2,255.32	944.68	7
5,176.00	Other Grants	0.00	78,719.00	78,719.00	8
1,066.12	Other income	0.00	2,529.81	2,529.81	9
202,239.82				294,827.09	
	Purchases				
187.00	Purchase of items for resale	200.00	200.00	0.00	
4,962.95	High Street Christmas Trees	5,132.24	443.74	4,688.50	
450.00	Events	1,150.00	-910.00	2,060.00	10
1,837.18	Neighbourhood Plan expenses	4,000.00	437.20	3,562.80	11
7,437.13				10,311.30	
	Upkeep of Churchyards, Cemetery and Open areas				
740.00	Fryerning Cemetery - Trees	1,715.00	-615.00	2,330.00	12
735.00	Fryerning Cemetery -Interments	900.00	-489.50	1,389.50	13
18,400.93	Fryerning Cemetery - Ground Maintenance	19,175.00	4,565.05	14,609.95	14
0.00	Fryerning Cemetery - Hedge work	250.00	50.00	200.00	
1,565.83	Fryerning Cemetery - Skip and bin hire	1,374.59	-824.86	2,199.45	15
4,774.96	Ingatstone Churchyards - Grounds Maintenance	4,720.00	-1,249.96	5,969.96	
5,578.08	High Street - Plants and watering	6,817.76	-150.08	6,967.84	16
1,592.69	Fairfield - Repairs and renewals	4,500.00	562.85	3,937.15	
5,894.64	Fairfield - Bin emptying and litter picking	5,719.00	-73.19	5,792.19	
3,389.00	Fairfield - Pond maintenance	2,500.00	2,052.00	448.00	17
685.00	Fairfield - Tree maintenance	1,690.00	-1,054.00	2,744.00	18
3,399.96	Fairfield - Ground maintenance	4,400.00	960.04	3,439.96	
0.00	Seymour Field - maintenance	25,225.00	24,713.80	511.20	19
4,620.83	Seymour Pavilion- repairs and renewals	85,165.00	-155,688.03	240,853.03	20
51,376.92				291,392.23	
143,425.77	Gross Profit/(Loss):			-6,876.44	
	Office Expenses				
5,884.58	Election costs	8,000.00	8,000.00	0.00	
209.00	Clock / phone box maintenance	370.00	72.10	297.90	
0.00	Community Special Constables	2,000.00	2000.00	0.00	21
1,130.55	Car parking agreement	1,150.00	-6.55	1,156.55	

60.00	Office move	0.00	0.00	0.00	
41,488.07	Office staff salaries	51,937.56	2,130.89	49,806.67	22
4,967.35	Office Rent, Rates & Insurance	9,190.00	-109.71	9,299.71	
1,633.79	Electricity and Gas	1,368.00	1,338.14	29.86	23
106.02	Travel costs	0.00	0.00	0.00	24
2,215.35	Printing Postage & Stationery	6,635.14	2,063.78	4,571.36	
1,036.00	Telephone, Internet & Website	5,410.00	1,460.63	3,949.37	
2,189.12	Computing & Software	1,884.00	-422.12	2,306.12	
0.00	GDPR costs	10,000.00	7,035.70	2,964.30	25
2,752.60	Software subscriptions and equipment leasing	350.00	-105.07	455.07	
2,791.50	Legal and professional	6,375.00	2,125.40	4,249.60	26
400.77	Office - Repairs, renewals, sundries and refreshments	1,745.01	21.61	1,723.40	27
49.95	Bank charges and interest	91.20	40.50	131.70	
1,251.11	Donations and Subscriptions	1,383.00	-47.51	1,430.51	
973.00	Training	4,190.00	-333.25	4,523.25	28
1,117.94	Insurance	2,100.00	1,083.56	1,016.44	29
70,256.70				87,911.81	
73,169.07	Net Profit/(Loss):			-94,788.25	

7 The delay in starting the renovations meant that hiring of the pavilion in this financial year was not possible. The field was hired to Stones Athletic AFC for the 2018/19 season

8 Grants for Neighbourhood Plan = £3651, Apprenticeship grant for 21 months = £10000, Pavilion grants = £65068 with remaining £33932 due in 2019/20

9 Includes bank interest earned and insurance claim payment on the skatepark vandalism

10 Included additional village poppies and memorial tree guard

11 Expenses covered by grant claimed

12 Additional work required on cemetery trees following professional tree survey, tagging and reporting

13 An increase in burials and interments has increased income but also associated costs

14 Includes the replacement fencing around the skip area

15 An increase in burials and interments has increased income but also associated costs

16 Committee decided to purchase 4 planters instead of the budgeted 2 in order to ensure uniformity. Budget was reallocated from the High Street Christmas Trees

17 Owing to the hot summer affecting the water levels of the pond, the planned planting was postponed, with a wildflower meadow being planted instead

18 Additional work required on Fairfield trees following professional tree survey, tagging and reporting

19 A delay in the start of renovation works meant that the planned pitch maintenance contract was not put out to tender and no works on the field were undertaken

20 Once started, the renovation works were completed within this financial year and did not cover 2019/20 as previously budgeted

21 The parish council has been advertising for special constables but with little success to date

- 22 The council has taken on an Apprentice for 21 months which has increased the salary budget since 2017/19. This has been mitigated with a £10000 CIF grant to cover 18 months of the contract
- 23 The delay in renovations has meant a reduction in gas and electricity used.
- 24 Now included in the training costs budget heading
- 25 The council had to mitigate against a potential requirement for a Data Protection Officer. This is now not required by parish councils
- 26 Included legal expenses relating to the lease negotiation
- 27 Included new laptop for the additional member of staff, office chair, desk and drawers
- 28 Included the Clerk's 2 year Cert HE Community Governance course (first year)
- 29 Reduction in insurance due to negotiation with new provider

**Ingatestone and Fryerning Parish Council
Asset Register as at 31 March 2019**

It is a requirement for Parish Councils to state the value of the assets at the original cost or insurance value. Parish Councils are unable to depreciate assets over time.

Description	Original cost	Location
Lychgate, Fryerning, phone boxes and cemetery Nb Seymour Pavilion and field are on the asset register with a £0 balance owing to the lease	£54210	Fryerning
Office equipment		
IT equipment	£6167	Office
Office equipment and photocopier	£4547	Office
Street furniture and outside equipment		
Skate park and MUGA	£58058	Fairfield
Younger children's play area	£26465	Fairfield
Benches, picnic tables and litter bins	£11096	Various sites
Village signs and noticeboard	£9000	Either end of Ingatestone
War memorial and Queens beacon	£6458	St Edmunds and St Mary's Church-yard
Interpretation panel	£750	Fairfield pond
Wooden planters	£875	Various sites
Bus shelters	£6500	Various sites
Gates and fencing	£3768	Fairfield
Meeting equipment		
Folding chairs	£700	Lychgate
Folding tables	£533	Lychgate
Total value of assets	£189126	

Summary of unaudited Annual Return (audited return due September 2019)

	Year ending 31st March 2018	Year ending 31st March 2019
Balance brought forward	249651	320820
Annual Precept	156100	165466
Total other receipts	46140	129361
Staff costs	41488	49807
Loan interest / capital repayments	0	0
Total other payments	87583	339809
Balance carried forward	320820	226031
Total cash and investments	322529	310635
Total fixed assets and long term investments	164517	189127
Total borrowings	0	0

How often did your Councillors attend meetings?

Total number of meetings (1/4/18 —31/3/19)	Full Council	C&E	P&R	Planning	Personnel	NPAC	C&IT
	14	11	11	25	4	9	4
Paul Jeater (Chair)	13	10	10		4	9	3
Phill Poston (Vice-Chair)	8			6	4		
David Abrey	12	8		25			
Emma Benson	6					3	4
Toby Blunsten	11	9	10			8	
Linda Boyce	8	7					
Peter Davey	13		11				
Lyndon Day	10	9		24			
Donald Frost	11		10		11		4
Dawn Jelley	9		8				4
Nancy Jennings	6					3	3
Rachel Lee	7	7					
Kate Sutton	8			19			
Jane Winter	10		8	20	4	9	

C&E—Churchyards and Environments

P&R—Policy and Resources

NPAC—Neighbourhood Plan Advisory Committee

C&IT—Communications and IT