



Ingatestone and Fryerning Parish Council

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PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 6th April 2017
VENUE: Ingatestone Library, High Street,
 Ingatestone

Present: **Cllrs** P Jeater (Chair) P Davey T Blunsten D Jelley
 D Frost D Abrey J Winter L Day
 P Poston K Sutton P Lackford

Absent **Cllrs** L Boyce J Fowkes R Lee

Also present: R Spouge 2 Parishioners Cllr Cloke and Hones
 (Assistant Clerk)

FC17/060 Apologies for Absence

Apologies were received and accepted from Cllr Boyce (holiday), Cllr Lee (family), Cllr Bridge

FC17/061 Announcements and Declarations of Interest

There were no declarations of interest

FC17/062 Public Participation session

There were no members of the public present at this time

FC17/063 Approval of minutes of the Full Council meeting held on 2nd March 2017

The minutes were approved and duly signed by Cllr Jeater

FC17/064 Matters arising for report (not for resolution)

7.32 member of the public arrived

Cllr Jeater reported that Mary Bryant had resigned from the Parish Council and that the Borough Council had been informed of the vacancy. The Parish Council no longer had the required number of elected councillors and would therefore lose the Power of Competence effective from the date of the Annual Meeting in May.

Cllr Jeater informed the meeting that he was standing as a candidate in the May elections for Brentwood Rural and would make no reference to this.

Cllr Sutton had been asked by a governor of the Infants School to raise the problem of speeding in Fryerning Lane by the School.

FC17/065 Borough / County Councillors Reports

- Cllr Cloke referred to the parking restrictions and railings that had already been installed at the Infants School but as Fryerning Lane was a relief road for the A12 the speed limit could not be reduced. A yellow flashing light as outside Mountnessing School was suggested and it was agreed to look into the possibility of installing these by the School.
- Junction protection was due to go in at Disney Close and The Leas on 18th May. The bottom of Stock Lane was now being looked at. High Street parking to slow traffic down had been held up due to a complaint by a resident.

- Cllr Honess reported that the NATS team had been given an additional £80,000 to purchase a JCB to deal with fly tipping and to pick up litter. It would be helpful when reporting fly tipping to submit a photo of it. From 6th June Jobs for the NATS team had to be passed through a specific Borough Councillor.

7.52 Cllr Poston took over the Chair

- Cllr Honess reported the new "Corner" signage on the corner of Stock Lane. Cllr Abrey advised that this would be reported to the Borough Council as inappropriate in the High Street Conservation Area.
- Cllr Honess said she had checked the gate at the far end of Seymour Field and confirmed that it was locked following reports to the contrary.

FC17/066 Seymour Field and Pavilion

Cllr Davey reported that a meeting had been called by the Borough Council with the Chief Executive on the 25/04/17 and that attendees would be restricted to Cllrs Jeater, Davey, Cloke and the Clerk. Details discussed at that meeting would be reported back to Council. The 08/12/16 Draft Heads of Terms still stood. It was the responsibility of the Borough Council to ascertain the rateable value of the Pavilion from the Valuation Offices Agency. It was noted that the Borough Council had done nothing with the Pavilion since taking it over and should have provided proper facilities for the footballers by maintaining the Pavilion. The Pavilion should be put right before any redevelopment.

FC17/067 Neighbourhood Plan

Cllr Winter said that a decision needed to be made as to whether to go ahead with a Neighbourhood Plan which would be a time consuming exercise or revise the 2005 Village Design Statement. She referred to the investigations that she had already carried out. £5-10K a year should be budgeted for providing a Neighbourhood Plan however funding and resources were available and a reply on this was awaited from Cllr McKinlay. The RCCE could also give advice. Without a Neighbourhood Plan Community Infrastructure Levy (CIL) would be 15% with a Plan it would be uncapped at 25%. A White Paper had been produced and a Consultation was now running. Local people and businesses would need to be involved in drawing up a Neighbourhood Plan. A Neighbourhood Plan would be part of the LDP. Any Councillors interested in joining the working group to contact Cllr Winter or the Clerk.

Cllr Poston congratulated Cllr Winter on all the work she had put into this project.

FC17/068 Future of the Premises Sub-committee

Cllr Davey said that changes to the Terms of Reference and Standing Orders were required.

Proposed: Cllr Davey

Seconded: Cllr Day

Unanimously agreed

FC17/069 Membership of the Communications and IT Committee

Cllr Poston said there was still one place available on this Committee. The date of the first meeting to be decided at the end of the meeting.

FC17/070 Committee Reports

Planning

- 17/00361/OUT - **Magdalen, High Street, Ingatestone**
Outline planning application for a new dwelling with all matters reserved - Proposed OBJECTION on the grounds that the application represents inappropriate development in the Green Belt and Special Landscape Area resulting in harm to the openness of the Green Belt.

Approval could set a dangerous precedent and enable infilling on Green Belt land to be extended to other areas within our Parish

Proposed: Cllr Abrey

Seconded: Cllr Sutton

Unanimously agreed

- 17/00290/FUL – **Stoneywood Cottage, Beggar Hill**
Demolish existing dwelling and construction of replacement 2 storey dwelling with two Juliette balconies to rear, balcony to front and linked garage to front – Proposed NO OBJECTION

Proposed: Cllr Abrey

Seconded: Cllr Davy

Unanimously agreed

- Cllr Abrey had nothing further to report

Policy and Resources

- Cllr Jeater reported that the improvements in banking previously agreed had been initiated.
- The Clerk had attended a training session on new VAT regulations and a one to one training session to be held at the EALC on new accounting procedures later this month.
- The internal Auditor had been appointed.
- He had been working on the first Draft Action Plan for Foundation status with the Clerk. Further work was required on this.

Churchyards and Environments

- Cllr Blunsten asked for volunteers to assist with the Gravestone audit at Fryerning Cemetery to be carried out on Monday 10th April commencing at 7.00 p.m.
- Benches and bins for Fairfield Recreation Ground had been approved.
- Councillors were invited to join a working Party for play areas.

IT Committee

- Cllr Davey advised that a meeting of the Committee would be held at 7.30 pm on Tuesday 2nd May in the Library.

Personnel Committee

- Cllr Winter said that there were 2 two vacancies on this Committee.

FC17/071

Other meetings attended by Councillors

Cllr Davey reported that he had attended the following meetings:

- 13th March – Presented Canvey Island Town Council with Foundation Level status
- 23rd March – EALC Executive
- 28th March – NALC lobbying MPs including 4 Essex MPs and NALC Council
- 31st March – Epping Town Council Foundation Accreditation
- 5th April – NALC Scrutiny Panel

Cllr Blunsten reported that he had attended an EALC 2 hour Planning briefing on 25th March which he had found very informative and recommended highly.

Cllr Winter reported that she had attended a Community Breakfast at Hutton Poplars. Presentations were made by voluntary organisations.

Cllr Frost AES Child Protection. Any problems involving children must be reported.

FC17/072

Devolution of Powers

Cllr Davey had nothing to report.

FC17/073

Correspondence

None had been received.

FC17/074

Parish Council financial accounts

The accounts were presented and accepted

FC17/075 Items for inclusion in the next agenda

None were requested

FC17/076 Close of meeting

The Chairman closed the meeting at 8.55pm

Date of Next Council Meeting: Annual Parish Council Meeting Thursday 8th

May at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone

Appendix**FC17/074****Financials**

BANK RECONCILIATION DATED 28th FEBRUARY 2017							
Current account							105,329.51
Premium account							closed and transferred to Current Account
Nationwide Building Society							75,000.00
Yorkshire Building Society							75,000.00
Youth Council account							1,840.53
Petty cash account							499.57
Date:	30/03/2017						
Day Books: Supplier Payments (Summary)							
Date From:	01/02/2017						
Date To:	30/03/2017						
Bank	1200						
No	Type	Date	Supplier	Ref	Currency	Details	Gross B Bank Rec Date
					Pound Sterling		
4067	PP	02/02/2017	CSH	109331		Jan 17 Lychgate bin empty	96.24 R 28/02/2017
4068	PP	01/02/2017	GREENSCA	109329		Interment	72.00 R 28/02/2017
4097	PP	08/02/2017	EALC	109337		Role of a Councillor training - D Jelley	45.00 R 28/02/2017
4098	PP	07/02/2017	EALC	109332		Planning Briefing - T Blunsten	45.00 R 28/02/2017
4103	PP	08/02/2017	JMPAYROL	109336		Payroll services Jan 17	30.00 R 28/02/2017
4104	PP	07/02/2017	GREENSCA	109335		Monthly grounds maintenance	3091.40 R 28/02/2017
4105	PP	07/02/2017	IXCG	109333		Telephone calls and Feb line rental	39.38 R 28/02/2017
4109	PP	15/02/2017	PATRICKG	109338		Office extension lead purchase	12.59 N
4110	PP	15/02/2017	EASTERNF	109339		Office fire extinguishers annual service	121.92 N
4111	PP	15/02/2017	NALC	109340		Local Council Awards registration	60.00 N
4112	PP	22/02/2017	IXCG	109341		Monthly software subscription - Feb and Mar	273.60 R 28/02/2017
4132	PP	28/02/2017	UTILITIE	dd		Feb 17 telephone and line rentals	51.60 R 28/02/2017
4133	PA	22/02/2017	SCOTTISH	dd		Lychgate electricity	19.00 R 28/02/2017
4135	PP	02/03/2017	EALC	109343		Year end accounting and VAT - A Wood	85.00 N
4136	PP	02/03/2017	CSH	109344		Jan 17 Lychgate bin empty	72.00 N
4137	PP	02/03/2017	ASL	109345		Photocopier quarterly charge (Feb - May)	139.48 N
4138	PP	02/03/2017	FRIENDSO	109346		Friends of Historic Essex membership	12.00 N
4148	PP	14/03/2017	SUELEES	109354		Six monthly analytics for website	30.00 N
4149	PP	07/03/2017	MS2	109349		Quarterly rent and service charge	2050.75 N
4150	PP	07/03/2017	IXCG	109350		Telephone calls and Mar line rental	44.77 N
4151	PP	07/03/2017	HEATHERL	109351		Feb 17 Lychgate bin empty	131.00 N
4152	PP	07/03/2017	JMPAYROL	109352		Payroll services Feb 17	30.00 N
4162	PP	07/03/2017	GREENSCA	109347		Monthly grounds maintenance	3091.40 N
4171	PP	21/03/2017	BLACKWAT	109355		Parish newsletter	426.00 N
4172	PP	22/03/2017	GREENSCA	109356		Interment	72.00 N

Date:		30/03/2017						
					Bank Payments & Receipts by Bank Account			
Date From :	01/02/2017				Bank Name:	Current Account - 80516252		
Date To :	30/03/2017							
No	Type	Date	N/C	Ref	Details	Gross B	Bank Rec. Date	
4090	BP	07/02/2017	2220	109334	Feb 17 net wages	-2281.59 R	28/02/2017	
4091	BP	07/02/2017	2210	109334	Feb 17 PAYE	-294.40 R	28/02/2017	
4092	BP	07/02/2017	2210	109334	Feb 17 Ee NIC	-94.68 R	28/02/2017	
4093	BP	07/02/2017	2210	109334	Feb 17 Er NIC	-149.20 R	28/02/2017	
4094	BP	07/02/2017	2230	109334	Feb 17 Pension admin	-6.78 R	28/02/2017	
4095	BP	07/02/2017	2220	109334	Feb 17 A Wood pension	-84.74 R	28/02/2017	
4096	BP	07/02/2017	2230	109334	Feb 17 Ers pension	-243.98 R	28/02/2017	
4130	BR	22/02/2017	4900	105	Garden bags	2.60 N		
4131	BR	02/03/2017	4002	106	Exclusive rights and interment Rather J 61	326.33 N		
4153	BP	07/03/2017	7501	109348	Post office - stamps	-55.00 N		
4154	BP	14/03/2017	2220	109353	Mar 17 net wages	-2281.59 N		
4155	BP	14/03/2017	2210	109353	Mar 17 PAYE	-294.40 N		
4156	BP	14/03/2017	2210	109353	Mar 17 Ee NIC	-94.68 N		
4157	BP	14/03/2017	2210	109353	Mar 17 Er NIC	-149.20 N		
4158	BP	14/03/2017	2230	109353	Mar 17 Pension admin	-6.78 N		
4159	BP	14/03/2017	2220	109353	Mar 17 A Wood pension	-84.74 N		
4160	BP	14/03/2017	2230	109353	Mar 17 Ers pension	-243.98 N		
4168	BR	14/03/2017	4002	107	Memorial fee - Langford	220.00 N		
4169	BR	16/03/2017	4900	108	Garden bags	41.60 N		