



Ingatestone and Fryerning Parish Council

Suite 1 4 The Limes Ingatestone Essex CM4 0BE
Telephone: 01277 353315
Email: office@ingatestone-fryerningpc.gov.uk
www.ingatestone-fryerningpc.gov.uk

PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 3rd March 2017
VENUE: Ingatestone Library, High Street,
Ingatestone

Present:	Cllrs	P Jeater (Chair) D Frost L Boyce	P Davey R Lee K Sutton	T Blunsten J Winter	D Jelley L Day
Absent	Cllrs	M Bryant P Poston	P Lackford	D Abrey	J Fowkes
Also present:		A Wood (Clerk and RFO)	3 Parishioners	Cllr Cloke and Hones	Cllr McKinlay

FC17/041 Apologies for Absence

Apologies were received and accepted from Cllr Poston (prior commitment), Cllr Abrey (health), Cllr Bridge (work)

FC17/042 Announcements and Declarations of Interest

There were no declarations of interest

FC17/043 To welcome Cllr Louise McKinlay to the Parish Council meeting

Cllr Jeater welcomed Cllr McKinlay to the meeting and thanked her for attending. Cllr McKinlay explained that she had met with all the parishes to improve communications and to work towards a more collaborative approach with the Parish Councils. She reported that concerns had been raised over communications with BBC officers and that there will be a dedicated email address for Parish Council to use which will be monitored and tracked. She then invited councillors to ask questions.

Cllr Winter asked about the budget regarding the Neighbourhood Plan and that there was no budget for the next 3 years. Cllr McKinlay agreed to research and respond. Cllr Winter also asked about the matter of empty / 2nd homes and the loss of council tax revenue. Cllr McKinlay agreed that further work was required

Cllr Jeater asked about the publication of the next refuse collection timetable. Cllr McKinlay advised that calendars will be sent out with the council tax demands in approximately 3 weeks' time.

Cllr Jeater thanked Cllr McKinlay for attending and she left the meeting at 7.45pm

FC17/044 Public Participation session

The member of the public spoke about the BBC Planning meeting on the 8th March and that he was disappointed that the Neighbourhood Planning meeting had been cancelled. Cllr Winter advised that she would be contacting interested residents directly to arrange a new meeting.

A member of the public reported that the Boundary Commission consultation had now entered the second stage and that further information could be found on the Boundary Commission website.

FC17/045 Approval of minutes of the Full Council meeting held on 2nd February 2017

The minutes were approved and duly signed by Cllr Jeater

FC17/046 Matters arising for report (not for resolution)

No matters were raised

FC17/047 Borough / County Councillors Reports

- Cllr Hones reported that the budget and precept for the Borough had been approved at a meeting the previous night.
- Cllr Cloke confirmed that the Borough Council was in receipt of the LCTS grant from central government for £63.8k but that this would not be passed down to the Parish Councils as it had in previous years. Cllr Hones advised that this money was being used to protect front line services and that the grant would be accounted for in the BBC precept calculations.
- Cllr Cloke advised that road stone chippings will be laid at the far entrance of Seymour Field. Concerns were raised that the stone doesn't impinge on the football pitches.
- Cllr Cloke gave an update on SEPP matters. He reported that the junction protection of Disney Close and The Leas had been delayed due to an objection from a resident that meant that the matter had to go back to the panel. The issue of High Street parking at the north end of the village was discussed and now a safety assessment is required which has meant the matter has been taken out of SEPP hands and will be further delayed.
- Cllr Jeater reported that potholes had reopened on the High Street and that he was concerned about the impact of the coaches on Station Lane during the railway works. Cllr Cloke agreed that there were serious issues and that it was the responsibility of County Highways and that frustratingly, there was no contact available with the department.

FC17/048 Seymour Field and Pavilion

Cllr Jeater advised that due to the delicacy of the negotiations and that Cllr McKinlay's workload that the matter of the lease negotiations was not raised during her visit. Cllr Davey gave a brief update on the recent meeting with the Premises Committee and Cllr Cloke and that Cllr Cloke will be meeting with Cllr McKinlay next week.

Cllr Davey asked Cllr Cloke to investigate about the current management of the pavilion and the lack of cleaning and maintenance issues being experienced by the football teams.

FC17/049 Budget 2017/2018 and Reserves Policy 2017/2018

The above Budget and Reserves Policy was **approved**.

Proposed: Cllr Jeater

Seconded: Cllr Davey

Unanimously agreed

FC17/050 Printer / photocopier lease

Cllr Jeater advised that Cllr Fowkes kind offer of a photocopier had been considered but the machine was not suitable for the needs of the office. It was therefore **proposed** to approve the new photocopier / printer arrangement to commence Summer 2017 with Essex Business Machines Ltd at a cost of £1900 + VAT for a new machine (purchased outright) and a service charge of 0.4p per mono copy and 4p per colour copy which covers all maintenance of the machine

Proposed: Cllr Frost

- Seconded: Cllr Davey**
Unanimously agreed
- FC17/051 To approve the following Personnel policies**
- Health and Safety Policy for all Employees
 - Grievance Procedure
 - Disciplinary Procedure
 - Sickness and Absence Policy
 - Lone Working Policy
 - Equal Opportunities Policy
 - Training Policy for Employees and Councillors
- The above policies were **approved**
- Proposed: Cllr Winter**
Seconded: Cllr Davey
Unanimously agreed
- FC17/052 Committee Reports**
- Planning**
- Cllr Sutton presented the minutes with nothing further to report
- Policy and Resources**
- Cllr Jeater presented the minutes with nothing further to report
- Churchyards and Environments**
- Cllr Blunsten presented the minutes with nothing further to report
- IT Committee**
- Cllr Davey advised that the sub-committee had been disbanded and that the goals for the committee had been achieved. He welcomed the establishment of a new committee with a greater focus on social media
- Personnel Committee**
- Cllr Winter presented the minutes with nothing further to report
- FC17/053 Creation of a new Communications and IT Committee**
- Cllr Jeater thanked Cllrs Jelley and Blunsten for their work on the proposed Terms of Reference for this committee. Cllr Lee asked that the responsibility of the newsletter and all paper-based communications also be added to this committee to ensure that all members of the parish were reached and not those on social media. With this addition to the Terms of Reference, the creation of this committee was **approved**.
- Proposed: Cllr Jeater**
Seconded: Cllr Davey
Unanimously agreed
- FC17/054 Other meetings attended by Councillors**
- Cllr Jeater used this opportunity to speak about the forthcoming Planning meeting at Brentwood Borough Council on the 8th March at 7pm. Cllr Day would be representing the Parish Council and Cllr Jeater would also be attending. Cllr Day asked for confirmation of the salient points to be raised.
- Cllr Jeater also congratulated Cllr Davey on his appointment to the Scrutiny Panel of NALC.
- Cllr Davey reported that he had attended the following meetings:
- 19th January – EALC Executive regarding funding opportunities
 - 24th January – Essex Rural Partnership regarding the 5 year vision
 - 9th February – EALC finance and personnel committee
 - 13th February – NALC regarding its structure review
 - 16th February – Heybridge Parish Council – to award the Foundation and Quality Award
 - 21st February – Larger Council's Forum with the Clerk and Cllr Jelley
 - 28th February – NALC Finance Committee

- FC17/055 Devolution of Powers**
Cllr Davey had nothing to report
- FC17/056 Correspondence**
None had been received
- FC17/057 Parish Council financial accounts**
The accounts were presented and accepted

It was **CONFIRMED** that the Clerk be given Simple Servicing Authority to access the Parish Council bank account for reporting purposes.

Proposed: Cllr Davey

Seconded: Cllr Jeater

Unanimously agreed

- FC17/039 Items for inclusion in the next agenda**

None were requested

- FC17/040 Close of meeting**

The Chairman closed the meeting at 8.55pm

Date of Next Full Council Meeting: Thursday 6th April at 7.30pm

Venue: Ingatstone Library, High Street, Ingatstone

Appendix FC17/057 Financials

Date:	14/02/2017							
Day Books: Supplier Payments (Summary)								
Date From:	01/01/2017							
Date To:	14/02/2017							
Bank	1200		Currency	Pound Sterling				
No	Type	Date	Supplier	Ref	Details	Gross B	Bank Rec Date	
3998	PP	05/01/2017	CSH	109318	December bin empty (Lychgate)	54.00 R	31/01/2017	
4013	PP	04/01/2017	JMPAYROL	109315	Payroll service - December	30.00 R	31/01/2017	
4014	PP	03/01/2017	BETWEENT	109313	Lychgate repair work	13320.29 R	31/01/2017	
4040	PP	04/01/2017	IXCG	109314	Jan 17 monthly software subscription and monitoring	136.80 R	31/01/2017	
4044	PP	04/01/2017	GREENSCA	109316	January grounds maintenance charge	3091.40 R	31/01/2017	
4053	PP	19/01/2017	IXCG	109326	Telephone calls and January line rental	29.06 N		
4054	PP	19/01/2017	SIEMENS	109327	Quartely finance charge - photocopier	498.10 N		
4055	PP	17/01/2017	EUROFFIC	109324	Office stationery	45.93 N		
4056	PP	17/01/2017	VINEHR	109323	HR training day	351.00 N		
4057	PP	17/01/2017	HEATHERL	109332	Fryerning cemebtery skip empty	131.00 N		
4058	PP	19/01/2017	BRENTWOO	109325	Fairfield Dog Bin empty - Aprtil - Dec 16	336.96 N		
4059	PP	17/01/2017	BRENTWOO	109321	Fryerning pond litter bin empty	135.12 N		
4065	PP	31/01/2017	BT	109328	Closing bill for line rental 118 High Street	175.88 N		
4066	PP	01/02/2017	SLCC	109330	A Wood - SLCC AGM and training day	12.00 N		
4067	PP	02/02/2017	CSH	109331	Jan 17 Lychgate bin empty	96.24 N		
4068	PP	01/02/2017	GREENSCA	109329	Interment	72.00 N		
4077	PP	31/01/2017	UTILITIE	dd	January 17 telephone and internet lines	51.60 R	31/01/2017	
4079	PA	23/01/2017	SCOTTISH	dd	Lychgate electricity	19.00 R	31/01/2017	
4097	PP	08/02/2017	EALC	109337	D Jelley - Role of a councillor	45.00 N		
4098	PP	07/02/2017	EALC	109332	T Blunsten - Training briefing	45.00 N		

BANK RECONCILIATION DATED 31ST JANUARY 2017		
Current account		112,753.71
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		112.97

Date:	14/02/2017							
Bank Payments & Receipts by Bank Account								
Date From	01/01/2017				Bank Name:	Current Account - 80516252		
Date To :	14/02/2017							
No	Type	Date	N/C	Ref	Details	Gross B	Bank Rec.	Date
4006	BP	10/01/2017	2220	109320	Jan 17 net wages	-2281.59 R	31/01/2017	
4007	BP	10/01/2017	2210	109320	Jan 17 PAYE	-294.40 R	31/01/2017	
4008	BP	10/01/2017	2210	109320	Jan 17 Ee NIC	-94.68 R	31/01/2017	
4009	BP	10/01/2017	2210	109320	Jan 17 Ers NIC	-149.20 R	31/01/2017	
4010	BP	10/01/2017	2230	109320	Jan 17 pension admin	-6.78 R	31/01/2017	
4011	BP	10/01/2017	2220	109320	Jan 17 A Wood pension	-84.74 R	31/01/2017	
4012	BP	10/01/2017	2230	109320	Jan 17 Ers pension contrib	-243.98 R	31/01/2017	
4015	BP	04/01/2017	7501	109317	Post office - stamps	-55.00 R	31/01/2017	
4024	BR	11/01/2017	4002	098	Additional inscription Ryan	71.50 R	31/01/2017	
4025	BR	11/01/2017	4002	099	Interment fee - Ward	116.60 R	31/01/2017	
4071	BR	18/01/2017	4002	100	Exclusive rights J60	550.00 R	31/01/2017	
4072	BR	25/01/2017	4002	101	Memorial fee Wallace E272	220.00 R	31/01/2017	
4073	BR	26/01/2017	4002	102	Exclusive rights and interment Lodge K61	1265.00 N		
4074	BR	26/01/2017	4002	103	Interment fee Pitts E279	550.00 N		
4075	BR	31/01/2017	4002	104	Additional inscription Ward E180	71.50 N		
4080	BR	24/01/2017	2202	103561509	VAT Refund	8477.96 R	31/01/2017	
4090	BP	07/02/2017	2220	109334	Feb 17 net wages	-2281.59 N		
4091	BP	07/02/2017	2210	109334	Feb 17 PAYE	-294.40 N		
4092	BP	07/02/2017	2210	109334	Feb 17 Ee NIC	-94.68 N		
4093	BP	07/02/2017	2210	109334	Feb 17 Er NIC	-149.20 N		
4094	BP	07/02/2017	2230	109334	Feb 17 Pension admin	-6.78 N		
4095	BP	07/02/2017	2220	109334	Feb 17 A Wood pension	-84.74 N		
4096	BP	07/02/2017	2230	109334	Feb 17 Ers pension	-243.98 N		