



Ingatestone and Fryerning Parish Council

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ANNUAL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 8th May 2017
VENUE: Ingatestone Library, High Street,
Ingatestone

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

Absent Cllrs L Day

Also present: A Wood (Clerk and RFO) 2 Parishioners Cllr Cloke and Wagland

FC17/077 Election of Chairman

Cllr Paul Jeater was proposed by Cllr Davey, seconded by Cllr Fowkes and unanimously agreed as Chairman by all.

FC17/078 Chairman to sign Declaration of Acceptance of Office as Chairman

This was duly signed and witnessed by the Clerk

FC17/079 Election of Vice Chairman

Cllr Phill Poston was proposed by Cllr Davey, seconded by Cllr Lee and unanimously agreed as Vice Chairman by all.

FC17/080 Apologies for Absence

Apologies were received and accepted from Cllr Day (prior commitment), Cllr Honess (attending Mounthessing PC), Cllr Bridge (prior commitment)

At this point the Clerk apologised that she had left out the agenda items on Declaration of Interests and advised Cllrs to declare any interests at the point of the meeting where they were relevant. The Clerk also took the opportunity to report on a conversation she had with Mr Daniel Toohey, the Monitoring Officer for Brentwood and Ongar regarding Cllr Jeater standing for election to Parliament. She advised that Cllr Jeater could remain as Chairman of the Parish Council during the 'Purdah' period but that none of the Parish Council work could be used by Cllr Jeater in his campaign.

FC17/081 Public Participation session

A member of the public advised that he is interested in the Councillor vacancy and that he was attending this meeting as an observer

FC17/082 Approval of minutes of the Full Council meeting held on 6th April 2017

The minutes were approved and duly signed by Cllr Jeater

FC17/083 Borough / County Councillors Reports

- Cllr Cloke advised that his mayoral duties would be finishing next week and that the Borough Council were in purdah now and therefore he had nothing to report.
- County Cllr Lesley Wagland was welcomed to the Parish Council and she reported that she would be undertaking an induction course on Friday and looked forward to reporting at the next meeting.

- FC17/084 Committee Reports**
- Planning**
- Cllr Abrey presented the minutes and advised on recent conversations with BBC regarding the use of AstroTurf on the Crown development
- Churchyards and Environments**
- Cllr Blunsten presented the minutes and reported on the recent Working Party meeting with 2 members of the public regarding playground equipment
- Policy and Resources**
- Cllr Jeater presented the minutes with nothing further to report
- Communications and IT**
- Cllr Davey advised there were no minutes to currently present
- Premises sub-committee**
- Cllr Davey advised that a meeting planned with BBC had been postponed as BBC officers had not yet obtained the rateable value for Seymour Field and Pavilion. The level of frustration was noted and thanks were given to Cllrs Hones and Cloke for their help in this matter.
- Personnel Committee**
- Cllr Winter advised that a meeting was planned for the 17th May and that there were no personnel matters at this time.
- FC17/085 Other meetings attended by Councillors**
- Cllr Poston reported on the Police liaison meeting he attended at Fryerning Parish Rooms. A copy of his report will be sent to Councillors
- Cllr Winter reported on a meeting she attended regarding A&E provision at Broomfield, Southend and Basildon hospitals. She advised that a public consultation will be starting in the Autumn and that it was vital that the Parish Council be involved in this consultation
- Cllr Davey reported on the NALC Spring Conference he had attended that covered dementia, neighbourhood planning, counsellor diversity and devolution. A report will be sent to Councillors. He also reported on the accreditation of Leigh-on-Sea Town Council and that places were available at the Police conference in Dunmow on the 7th June.
- FC17/086 Committee structures**
- Membership of the standing committees were agreed. It was noted that as Policy and Resources membership included the Chairs of the other committees that membership would be postponed to the June meeting, once the chairs had been elected in their respective May meetings.
- FC17/087 To receive and approve the proposed amended Ingatestone and Fryerning Parish Council Standing Orders**
- Proposed Cllr Poston
Seconded Cllr Davey
Unanimously agreed
- FC17/088 To review and approve the Ingatestone and Fryerning Code of Conduct**
- Proposed Cllr Davey
Seconded Cllr Frost
Unanimously agreed
- FC17/089 To review and approve the proposed amended Ingatestone and Fryerning Financial Regulations**
- Proposed Cllr Frost
Seconded Cllr Davey
Unanimously agreed
Cllr Wagland left the meeting at 8.20pm

- FC17/090 To receive and approve the Addendum to the Financial Regulations - Approved Payment List**
 Proposed Cllr Davey
 Seconded Cllr Blunsten
 Unanimously agreed
- FC17/091 To review and approve the new Parish Council Insurance Policy**
 The Clerk presented 3 options and it was agreed that the policy from **Inspire / AXA for £1257.92 + VAT** (the same value as 2016/17) be approved for a period of 1 year.
 Proposed Cllr Fowkes
 Seconded Cllr Lee
 Unanimously agreed
- FC17/092 To review and approve the Parish Council Action Plan for 2017/18**
Cllr Davey declared a non-pecuniary interest in this item as he is involved with the award scheme
 Proposed Cllr Jeater
 Seconded Cllr Fowkes
 All agreed with Cllr Davey abstaining
- FC17/093 Correspondence**
 None had been received.
- FC17/094 Parish Council financial accounts**
- The accounts were presented and accepted
 - To approve the retention of the Clerk as Responsible Financial Officer for the period 2017/18
 Proposed Cllr Davey
 Seconded Cllr Frost
- FC17/095 Items for inclusion in the next agenda**
 It was agreed that the issue of Dementia be included in the July meeting
- FC17/096 Close of meeting**
 The Chairman closed the meeting at 8.35pm
Date of Next Council Meeting: Annual Assembly on Thursday 1st June at 7.30pm
 Venue: Parish Rooms, Stock Lane, Ingatestone

**Appendix
 FC17/094
 Financials**

BANK RECONCILIATION DATED 31ST MARCH 2017			
Current account			97,658.64
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			461.96

Date:	02/05/2017									
			Bank Payments & Receipts by Bank Account							
Date From :	01/03/2017						Bank Name: Current Account - 80516252			
Date To :	02/05/2017									
No	Type	Date	N/C	Ref	Details	Gross	B	Bank Rec. Date		
4131	BR	02/03/2017	4002	106	Exclusive rights and interment Rather J 61	391.60	R	31/03/2017		
4153	BP	07/03/2017	7501	109348	Post office - stamps	-55.00	R	31/03/2017		
4154	BP	14/03/2017	2220	109353	Mar 17 net wages	-2281.59	R	31/03/2017		
4155	BP	14/03/2017	2210	109353	Mar 17 PAYE	-294.40	R	31/03/2017		
4156	BP	14/03/2017	2210	109353	Mar 17 Ee NIC	-94.68	R	31/03/2017		
4157	BP	14/03/2017	2210	109353	Mar 17 Er NIC	-149.20	R	31/03/2017		
4158	BP	14/03/2017	2230	109353	Mar 17 Pension admin	-6.78	R	31/03/2017		
4159	BP	14/03/2017	2220	109353	Mar 17 A Wood pension	-84.74	R	31/03/2017		
4160	BP	14/03/2017	2230	109353	Mar 17 Ers pension	-243.98	R	31/03/2017		
4168	BR	14/03/2017	4002	107	Memorial fee - Langford	220.00	R	31/03/2017		
4169	BR	16/03/2017	4900	108	Garden bags	41.60	R	31/03/2017		
4184	BR	04/04/2017	4000	PL1-77367	BBC discretionary grant	4985.00	N			
4185	BR	04/04/2017	4001	PL1-77367	Parish precept	78050.00	N			
4227	BP	05/04/2017	7306	109364	R Spouge mileage to cemetery	-29.70	N			
4228	BP	12/04/2017	2220	109368	April 17 net wages	-2313.52	N			
4229	BP	12/04/2017	2210	109368	April 17 PAYE	-288.40	N			
4230	BP	12/04/2017	2210	109368	April 17 Ee NIC	-95.47	N			
4231	BP	12/04/2017	2210	109368	April 17 Ers NIC	-151.46	N			
4232	BP	12/04/2017	2230	109368	April 17 Pension admin	-6.85	N			
4233	BP	12/04/2017	2220	109368	April 17 A Wood pension	-85.58	N			
4234	BP	12/04/2017	2230	109368	April 17 Ers pension contrib	-246.42	N			
Date:	02/05/2017									
			Day Books: Supplier Payments (Summary)							
Date From:	01/03/2017									
Date To:	02/05/2017									
Bank	1200				Currency	Pound Sterling				
No	Type	Date	Supplier	Ref	Details	Gross	B	Bank Rec Date		
4135	PP	02/03/2017	EALC	109343	Year end accounting and VAT - A Wood	85.00	R	31/03/2017		
4136	PP	02/03/2017	CSH	109344	Jan 17 Lychgate bin empty	72.00	R	31/03/2017		
4137	PP	02/03/2017	ASL	109345	Photocopier quarterly charge (Feb - May)	139.48	R	31/03/2017		
4138	PP	02/03/2017	FRIENDSO	109346	Friends of Historic Essex membership	12.00	R	31/03/2017		
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	R	31/03/2017		
4150	PP	07/03/2017	IXCG	109350	Telephone calls and Mar line rental	44.77	R	31/03/2017		
4151	PP	07/03/2017	HEATHERL	109351	Feb 17 Lychgate bin empty	131.00	R	31/03/2017		
4152	PP	07/03/2017	JMPAYROL	109352	Payroll services Feb 17	30.00	R	31/03/2017		
4162	PP	07/03/2017	GREENSCA	109347	Monthly grounds maintenance	3091.40	R	31/03/2017		
4171	PP	21/03/2017	BLACKWAT	109355	Parish newsletter	426.00	N			
4172	PP	22/03/2017	GREENSCA	109356	Interment	72.00	R	31/03/2017		
4197	PA	22/03/2017	SCOTTISH	dd	Lychgate electricity	19.00	R	31/03/2017		
4199	PP	31/03/2017	UTILITIE	dd	March telephone and internet lines	51.60	R	31/03/2017		
4204	PP	04/04/2017	ICCM	109361	Institute of Crematorium and Cemetery Management	90.00	N			
4205	PP	04/04/2017	CSH	109362	March bin emptying Lychgate	79.96	N			
4212	PP	30/03/2017	ESSEXPLA	109359	Membership 2017/18	30.00	N			
4213	PP	30/03/2017	ESSEXPLA	109360	Best playing field competition entry fee	10.00	N			
4214	PP	30/03/2017	REALISEF	109358	Fairfield pond benches, bins and playground picnic bench	2469.50	N			
4215	PP	22/03/2017	IXCG	109357	Monthly software subscription and monitoring service (April)	136.80	N			
4235	PP	11/04/2017	ESSEXHER	109367	Essex Heritage Trust membership 2017/18	25.00	N			
4236	PP	11/04/2017	JMPAYROL	109366	Monthly payroll and year end fee	66.00	N			
4237	PP	11/04/2017	IXCG	109365	Telephone calls and April line rental	15.74	N			
4238	PP	05/04/2017	SLCC	109363	A Wood SLCC membership 2017/18	157.00	N			
4262	PP	18/04/2017	DOR2DOR	109370	April newsletter delivery	331.20	N			
4263	PP	25/04/2017	SIEMENS	109371	Photocopier lease (May - August) - final payment	498.10	N			
4264	PP	26/04/2017	NATURESI	109373	Fairfield interpretation panel	1002.00	N			
4265	PP	26/04/2017	GREENSCA	109372	Installation of picnic benches, bins and benches (2 invoices)	1212.00	N			