

# 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:** Clirs 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 Clirs** L Day

Also A Wood (Clerk 2 Parishioners Cllr Cloke and present: and RFO) 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 Hones (attending Mountnessing 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 postposed 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 17<sup>th</sup> 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 7<sup>th</sup> 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

 $\textbf{Date of Next Council Meeting: Annual Assembly} \ \ \text{on Thursday 1st June at}$ 

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

		02/05/2017				Bank Payments & Receipts by Bank Ac	<u>cou</u> nt			
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1131	BR	02/03/2017	_			Exclusive rights and interment Rather J 61			-	31/03/2017
1153	BP	07/03/2017	_	109348		Post office - stamps			-	31/03/2017
1154	BP	14/03/2017		109353		Mar 17 net wages			-	31/03/2017
1155	BP	14/03/2017	2210	109353		Mar 17 PAYE			-	31/03/2017
1156	BP	14/03/2017		109353		Mar 17 Ee NIC			-	31/03/2017
1157	BP	14/03/2017	_	109353		Mar 17 Er NIC				31/03/2017
1158	BP	14/03/2017	_	109353		Mar 17 Pension admin				31/03/2017
1159	BP	14/03/2017	_	109353		Mar 17 A Wood pension	-	84.74	R	31/03/2017
1160	BP	14/03/2017	2230	109353		Mar 17 Ers pension				31/03/2017
1168	BR	14/03/2017	4002	107		Memorial fee - Langford	2	20.00	R	31/03/2017
1169	BR	16/03/2017	4900	108		Garden bags		41.60	R	31/03/2017
1184	BR	04/04/2017	4000	PL1-77367		BBC discretionary grant	49	85.00	N	
1185	BR	04/04/2017	4001	PL1-77367		Parish precept	780	50.00	N	
1227	BP	05/04/2017	7306	109364		R Spouge mileage to cemetery		29.70		
1228	BP	12/04/2017		109368		April 17 net wages		13.52		
1229	BP	12/04/2017	_	109368		April 17 PAYE		88.40		
1230	BP	12/04/2017	_	109368		April 17 Fe NIC		95.47	-	
1231	BP	12/04/2017		109368		April 17 Ee NIC		51.46		
1232	BP	12/04/2017		109368		April 17 Pension admin	-1	-6.85	-	
		12/04/2017		_		·				
1233	BP			109368		April 17 A Wood pension		85.58		
1234	BP	12/04/2017	2230	109368		April 17 Ers pension contrib	-2	46.42	IN	
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