



Ingatestone and Fryerning Parish Council

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PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 5th January 2017
VENUE: Ingatestone Library, High Street,
Ingatestone

Present:	Cllrs	P Jeater (Chair) D Frost L Boyce	P Davey P Lackford K Sutton	J Winter M Bryant T Blunsten	D Abrey R Lee
Absent	Cllrs	P Poston	J Fowkes	L Day	
Also present:		A Wood (Clerk and RFO)	2 Parishioners then 5 at Full Council Meeting	Cllrs Hones, Cloke and Bridge at Full Council	

The Co-option meeting was closed to the press and public by resolution due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

FC17/001 Presentation by the applicants

Both candidates presented their credentials and answered questions asked by the Parish Councillors.

Cllr Bryant left the meeting at 6.45pm due to ill health and therefore had no vote

FC17/002 Election of the new Parish Councillor

In line with the adopted Co-option Policy, a ballot was taken and Mrs Dawn Jelley was duly chosen to become a member of the Parish Council

FC17/003 Close of the Co-option meeting

Cllr Jeater closed this part of the meeting at 7pm

Full Council meeting was opened at 7.30pm

FC17/004 Apologies for Absence

Apologies were received and accepted from Cllr Fowkes (family), Cllrs Poston and Day (ill health) and Cllr Naylor (meeting clash)

FC17/005 Announcements and Declarations of Interest

None were presented

FC17/006 Public Participation session

A parishioner asked about the role of the Parish Council in the economic revitalisation of the village and was advised to attend the P&R meeting on the 16th to discuss this further.

A Parishioner asked about parking issues on Bakers Lane and was advised by Cllr Cloke that the new houses built in the lane did have off-road parking but no right to access to that off-road parking. Cllr Cloke explained that if a car was parked in an off-road bay, then access had to be available. If there was no car in the bay, then anyone could park in front of the off-road bay.

A Parishioner complained that the bus shelter in Market Place is being used as a smoking shelter and the Clerk was asked to investigate the legalities

FC17/007 Approval of minutes of the Full Council meeting held on 1st December 2016

The minutes were approved and duly signed by Cllr Jeater

FC17/008 Matters arising for report (not for resolution)

Cllr Abrey reported on the recent planning application for 140 new homes at the north end of the High Street. He advised that this would be discussed at the Planning Meeting on the 12th February and also at the Full Council meeting on the 2nd February.

Cllr Jeater requested that the Parish Council formally thank the Starburst team for the New Year Fireworks and this was unanimously agreed. Cllr Sutton requested that in future that the gate at the top of Star Lane be opened at the end of the event to allow a safe exit from Fairfield and this was also agreed. Cllr Hones reported that £2080 was raised from the event from donations which was welcomed.

Cllr Jeater asked about the issues with the newsletter delivery and it was concluded that not all the parish had had a copy delivered. The Clerk advised that she is investigating but had nothing to report at this time.

FC17/009 Borough / County Councillors Reports

- Cllr Cloke advised that there was nothing to report as it had been quiet for November and December. He did advise that orange sacks had not been collected due to the volume of the collection but that this had been dealt with by a second visit of the refuse team.
- Cllr Hones spoke briefly about the new Garden Village at Dunton and advised Council that more information will be forthcoming over the next few months.
- Cllr Bridge reported that Brentwood Borough Council were experiencing a greater financial squeeze than expected and this had just been announced before Christmas.
- Cllr Hones reported on the work at Bell Mead and advised that the trees that had been removed were of little value and that replacement trees would be planted.

FC17/010 Seymour Field and Pavilion

Cllr Davey gave an update on the negotiations with Brentwood over Seymour Field and Pavilion and reported that the Parish Council reiterated its position on the 29th December and is yet to receive a response. The issues were:

- The lease would be for 25 years but outside the Landlord and Tenant Act – the Parish Council wanted a longer lease inside the act
- The lease wanted Brentwood to repair the pavilion and charge the Parish Council which contravenes Standing Orders and Financial Regulations
- The lease would initially agree to be an 'Agreement to Lease' but Brentwood wanted the Parish Council to take on the maintenance during this lease which was unacceptable.

FC17/011 Banking arrangements

The current banking arrangements were discussed and it was **RESOLVED that the Parish Council contact Barclays Bank in order to obtain an authenticity card for the Clerk or to make her a signatory without authority in order to allow her to access bank statements online.**

Proposed: Cllr Davey

Seconded: Cllr Jeater

Unanimously agreed

FC17/012 Budget 2017/18

- Cllr Jeater introduced the discussion and reported that he was optimistic that grants would be obtained for the work on Seymour Pavilion but that this cannot be included in the budget calculation. It was agreed that the field and pavilion would be an asset for the parish for future generations and therefore must be kept. He advised that the Parish Council seek to obtain best value everywhere but as this is a

large project, further funds had to be sought as the works required would cost an estimated £60000+. Whilst reserves could cover a large proportion of that, other liabilities also had to be covered.

- Cllr Jeater advised that the discretionary grant notification from Brentwood had been received and had been reduced by over £17,500 for 2017/18. He also advised that the capping of the precept proposed by Government had been postponed for the next year but there was a possibility that this would come into play in 2018/19.
- It was **RESOLVED that the Parish Precept for 2017/18 would be set at £156,0100** which is an increase of £18.352, equivalent to a £7.99 increase on a Band D property.

Proposed: Cllr Jeater

Seconded: Cllr Blunsten

9 for and 1 against, the motion was carried. The Chairman and Clerk then duly signed the Precept Demand form.

Cllr Naylor arrived at 8.15pm

FC17/013 Local Council Awards

Cllr Jeater spoke about the new Local Council Awards and advised that with the reconstitution of the Personnel Committee that the Parish Council were in a position to obtain the Foundation level award. The Clerk was asked to add to the February agenda and obtain the costs for the award.

FC17/014 Committee reports

Planning

- Cllr Abrey presented the minutes and advised that the planning application for the caravan and camping site had been refused by Brentwood.

Churchyards and Environments

- Cllr Blunsten presented the minutes and advised that the work on the Lychgate had been completed but further work on the flints was required and had been included in the budget calculations for next year. He also advised that new benches and bins for the pond, along with an interpretation board will be ordered, thanks to a grant from the Essex Heritage Trust. Cllr Davey asked that congratulations be minuted for the work undertaken on the pond. This was agreed.

Policy and Resources

- Cllr Jeater presented the minutes with no further comments. Cllr Frost advised that the matter of the installation of noticeboards at the Market Place bus stops had been resolved.

IT Committee

- Cllr Davey advised nothing to report

Personnel Committee

- Cllr Winter presented the minutes and advised that the Personnel Committee would be undertaking training on the 6th January and that the next meeting is on the 11th January.

FC17/015 Other meetings attended by Councillors

Cllr Davey reported on the recent NALC AGM, BBPCA meeting he attended with Cllr Jeater and that the EALC had appointed a new Finance Officer

FC17/016 Devolution of Powers (Cllr Davey)

Cllr Davey had nothing to report

FC17/017 Correspondence

- The Clerk reported that the CIF award for the furnishing of the new office, carpeting and computer equipment had been received (£7132)

FC17/018 Parish Council financial accounts

The accounts were presented and accepted

FC17/019 Items for inclusion in the next agenda

None were requested

FC17/020 Close of meeting

The Chairman closed the meeting at 8.40pm

Date of Next Full Council Meeting: Thursday 2nd February at 7.30pm Venue:
Ingatstone Library, High Street, Ingatstone

Appendix**FC17/007****Precept Demand calculation**

PARISHES TAX BASES AND LOCAL COUNCIL TAX SUPPORT (LCTS) GRANT			Council Tax Calculator 2017/18								
Parish	Taxbase No.	LCTS Grant £	Enter Precept Cash	A	B	C	D	E	F	G	H
Blackmore	1,442.70	Nil	156,100	£	£	£	£	£	£	£	£
Doddinghurst	1,176.40	Nil	2,330.90								
Herongate	1,067.80	Nil									
Ingatstone & Fryerning	2,330.90	Nil									
Kelvedon	1,052.90	Nil									
Mountnessing	483.20	Nil									
Navestock	236.70	Nil									
Stondon Massey	326.50	Nil									
West Horndon	670.20	Nil									
			Parish Council Tax	44.65	52.09	59.53	66.97	81.85	96.73	111.62	133.94

FC17/018**Financials**

Reconciled Bank account balances as at 30th November 2016	
Current account	128,173.97
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	218.85

Date:	29/12/2016						
			Bank Payments & Receipts by Bank Account				
Date From :	01/11/2016		Bank Name:		Current Account - 80516252		
Date To :	29/12/2016						
No	Type	Date	N/C	Ref	Details	Gross B	Bank Rec. Date
3848	BP	08/11/2016	2220	109276	Nov 16 net wages	-2281.59 R	30/11/2016
3849	BP	08/11/2016	2210	109276	Nov 16 PAYE	-294.40 R	30/11/2016
3850	BP	08/11/2016	2210	109276	Nov 16 Employees NIC	-94.68 R	30/11/2016
3851	BP	08/11/2016	2210	109276	Nov 16 Employers NIC	-149.20 R	30/11/2016
3852	BP	08/11/2016	2230	109276	Nov 16 pension admin	-6.78 R	30/11/2016
3853	BP	08/11/2016	2220	109276	Nov 16 A Wood pension	-84.74 R	30/11/2016
3854	BP	08/11/2016	2230	109276	Nov 16 Employers pension contrib	-243.98 R	30/11/2016
3890	BP	22/11/2016	8200	109292	Poppy wreath donation	-50.00 N	
3907	BP	06/12/2016	7100	161116	Fairfield Rent Nov 2016 - Nov 2017	-25.00 N	
3921	BP	06/12/2016	2220	109299	Dec 16 net wages	-2281.59 N	
3922	BP	06/12/2016	2210	109299	Dec 16 PAYE	-294.40 N	
3923	BP	06/12/2016	2210	109299	Dec 16 Employees NIC	-94.68 N	
3924	BP	06/12/2016	2210	109299	Dec 16 Employers NIC	-149.20 N	
3925	BP	06/12/2016	2230	109299	Dec 16 Pension admin	-6.78 N	
3926	BP	06/12/2016	2220	109299	Dec 16 A Wood pension	-84.74 N	
3927	BP	06/12/2016	2230	109299	Dec 16 Employers pension contribution	-243.98 N	
3928	BR	01/11/2016	4900	Direct credit	Accidental payment to IFPC by Fitness4Essex	400.00 R	30/11/2016
3929	BP	27/11/2016	4900	109293	Refund of accidental payment by Fitness4Essex	-400.00 N	
3931	BR	16/11/2016	6304	00018884	CIF award from ECC for pond works	7000.00 R	30/11/2016
3933	BR	15/11/2016	4002	080	Exclusive rights J56	550.00 R	30/11/2016
3934	BR	17/11/2016	4002	082	Enterment fee Buers J57	116.60 R	30/11/2016
3935	BR	22/11/2016	4900	084	2 tea towels	7.00 R	30/11/2016
3936	BR	24/11/2016	4002	085	Memorial fee - Burrell J59	220.00 N	
3937	BR	24/11/2016	4900	086	Garden bags	20.80 R	30/11/2016
3938	BR	29/11/2016	4900	087	Tea towel	3.50 N	
3939	BR	06/12/2016	4900	088	2 x tea towels and 2 walk books	12.00 N	
3940	BR	06/12/2016	4002	089	Interment fee - Fletcher E466	116.60 N	
3941	BR	22/11/2016	7085	083	Refund of land registry fees not required	20.00 R	30/11/2016
3966	BP	13/12/2016	7100	109310	Allotment rent Nov 2014 - Nov 2017	-405.00 N	
3970	BP	13/12/2016	7100	109306	Chairman's reception - Parish Room hire 101216	-38.25 N	
3978	BP	15/12/2016	8205	109311	Chairman's reception - refreshments	-25.50 N	
3979	BP	06/12/2016	8201	109300	Information Commisioner renewal	-35.00 N	

Date:	29/12/2016		Day Books: Supplier Payments (Summary)						
Date From:	01/11/2016								
Date To:	29/12/2016								
Bank	1200		Currency	Pound Sterling					
No	Type	Date	Supplier	Ref	Details	Gross	B	Bank Rec Date	
3814	PP	01/11/2016	SIEMENS	109270	Office photocopier lease Nov16-Feb17	498.10	R	30/11/2016	
3815	PP	01/11/2016	OFFICE	109273	Filing cabinet delivery and installation	112.80	R	30/11/2016	
3817	PP	01/11/2016	CSH	109274	Lychgate bin emptying - October	72.00	R	30/11/2016	
3847	PP	01/11/2016	JMPAYROL	109275	Payroll service - October	30.00	R	30/11/2016	
3869	PP	15/11/2016	CPRE	109283	Campaign for Protection for Rural England membership 16/17	36.00	N		
3870	PP	09/11/2016	GREENSCA	109278	Interment	72.00	N		
3871	PP	09/11/2016	GREENSCA	109278	Interment	144.00	N		
3879	PP	08/11/2016	GREENSCA	109277	November grounds maintenance	3091.40	R	30/11/2016	
3881	PP	01/11/2016	EUROFFIC	109271	Stationery	81.54	R	30/11/2016	
3882	PP	01/11/2016	SUELEES	109272	Domain name renewal	99.00	N		
3883	PP	09/11/2016	IXCG	109279	November / December calls and line rental	78.24	N		
3884	PP	22/11/2016	IXCG	109285	December software and monitoring	115.20	N		
3885	PP	15/11/2016	OFFICE	109281	Office furniture	1711.20	N		
3886	PP	22/11/2016	OFFICE	109284	Meeting table and installation	300.60	N		
3887	PP	22/11/2016	OFFICE	109287	2 x filing cabinets	1116.00	N		
3888	PP	22/11/2016	FOWKES	109286	Removal of blue shelter and hedge - Fairfield	1100.00	N		
3889	PP	22/11/2016	GOMARKET	109287	Newsletter distribution	330.00	N		
3905	PP	15/11/2016	GREENSCA	109282	Additional LED lights	84.00	N		
3906	PP	15/11/2016	GREENSCA	109282	High Street Christmas Trees	3368.40	N		
3909	PP	29/11/2016	OFFICE	109296	1 x filing cabinet	568.80	N		
3911	PP	29/11/2016	BLACKWAT	109297	Newsletter	399.00	N		
3912	PP	22/11/2016	MS2	109290	Office rent and service charge (Quarterly)	2039.72	N		
3943	PP	30/11/2016	UTILITIE	dd	Internet and phone	97.86	R	30/11/2016	
3944	PA	25/11/2016	SCOTTISH	dd	Office electric - final bill	22.15	R	30/11/2016	
3945	PA	02/11/2016	SCOTTISH	dd	Office electric	28.00	R	30/11/2016	
3946	PA	22/11/2016	SCOTTISH	dd	Lychgate electric	19.00	R	30/11/2016	
3960	PP	06/12/2016	GREENSCA	109298	December grounds maintenance	3091.40	N		
3961	PP	22/11/2016	ASL	109291	Photocopier	108.54	N		
3964	PP	08/12/2016	HEATHERL	109305	Cemetery skip emptying	131.00	N		
3965	PP	13/12/2016	IXCG	109309	January call and line rental	40.00	N		
3967	PP	08/12/2016	JMPAYROL	109303	Payroll service - November	30.00	N		
3968	PP	08/12/2016	BRITISHG	109304	Phone box electricity	28.79	N		
3969	PP	13/12/2016	ANGLIANW	109307	118 High Street final bill	7.05	N		
3971	PP	08/12/2016	CSH	109301	Lychgate bin emptying - November	90.00	N		
3972	PP	08/12/2016	SPECTRUM	109302	High Street Christmas Trees	888.00	N		
3974	PP	13/12/2016	PRIORITY	109308	Victorian Evening donation	1000.00	N		
3975	PP	21/12/2016	EALC	109312	T Blunsten - Chairman training	85.00	N		
3977	PP	29/11/2016	SUELEES	109294	Personnel committee work on website	40.00	N		