



Ingatestone and Fryerning Parish Council

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PARISH COUNCIL MEETING

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

Present:	Cllrs	P Jeater (Chair) D Frost L Boyce	P Davey D Abrey R Lee	T Blunsten J Winter	D Jelley L Day
Absent	Cllrs	E. Benson P Lackford	J Fowkes	P Poston	K Sutton
Also present:		R Spouge (Assistant Clerk)	2 Parishioners	Cllrs Cloke, and Hones	

FC17/133 Apologies for Absence

Apologies were received and accepted from Cllrs Lackford (family), Cllrs Poston and Sutton (holiday) and Cllr Benson (work).

FC17/134 Announcements and Declarations of Interest

There were no declarations of interest.

FC17/135 Public Participation session

A Parishioner asked if draft Minutes could be published prior to the date of the next full council meeting. He was advised that this was not possible due to legal restrictions.

FC17/136 Approval of minutes of the Full Council meeting held on 6th July 2017

Cllr Day asked that the word "alternative" be added before "parking" in the penultimate line of bullet point 3 Minute FC17/115. The minutes were then approved and duly signed by Cllr Jeater.

FC17/137 Matters arising for report (not for resolution)

Cllr Davey reported that Roger Hirst's appointment as the first combined Police and Fire Commissioner in the country had been approved by the Government. The posts were independent of each other with one salary for both posts.

Cllr Jelley reported that the Tornado engine would be passing through Ingatestone on Saturday 12th August between 7.40 a.m. and 8.10 a.m. to celebrate 150 years of Walton Railway Station.

Cllr Davey reported that the De Montford University Local Governance Research Unit had with NALC involvement looked at the role of the local councillor and giving them a louder voice.

FC17/138 Borough / County Councillors Reports

- Cllr Wagland's report had been sent to the office and would be forwarded to Councillors.
- Cllr Bridge was away.
- Cllr Cloke reported that the Crown building and side buildings had recently been refused planning permission due to the removal of items of historic and architectural importance. An enforcement

notice is to be issued. The terraced houses had been approved subject to the parking spaces being marked out.

- Staggered parking spaces from Station Lane to Tor Bryan for traffic calming purposes had been signed off. Parking in the High Street from Market Place to Seymour Field was currently being looked at with SEPP undertaking a consultation at the Seymour Field end of the village. Cllr Abrey asked if a plan of the proposals could be forwarded to the Parish Council.
- He was Vice Chair of the new Highways Panel consisting of 4 Brentwood County Councillors and 4 Brentwood Councillors.
- Cllr Hones reported that a Family Fun Day was to be held at Seymour Field on Friday 11th August.
- The new person in charge at the Fire Station was Dave Cole.

Cllr Jeater asked if there was to be a review of parish boundaries by the Borough Council. Cllr Cloke said he had not heard of any taking place.

FC17/139 Seymour Field and Pavilion

Cllr Davey said this matter had now reached an impasse. He informed the Council that the estimate of legal expenses initially provided by Holmes & Hill was now very likely to be exceeded owing to the protracted length of negotiations through no fault of the Parish Council. In order to move forward it was agreed that the Parish Council's solicitor be instructed to write, following an agreement on costs of such a letter, to the Borough Council's solicitor.

Cllr Jeater reported that he and Cllr Davey had attended a meeting held today at Seymour Field with Nick Emery of the Essex County Football Association (ECFA). Also present was Stuart Anderson from the Borough Council. Mr Emery was handed a plan of the proposed alterations to the Pavilion. Mr Emery said the EFCA would be able to give advice on improving and maintaining the pitches. The EFCA would also fund replacement lighter aluminium goal posts.

Cllr Davey advised that the Heads of Terms would need to be changed as the football season started at the end of April.

Cllr Cloke advised that the matter would be discussed at the next Borough Council's P & R meeting starting at 7.00 p.m. on 19th September. Councillors were urged to attend the meeting.

FC17/140 Neighbourhood Plan

Cllr Winter **proposed** the following **resolution** "That the Parish Council establishes a Steering Group to enable a Neighbourhood Planning Group to be created, open to everyone living and working in the parish boundary area, with a written constitution, so that application can be made to Brentwood Borough Council to approve a Neighbourhood Forum for the geographical area"

Seconded: Cllr Blunsten

All agreed

A letter should now be written to the Borough Council requesting it to designate a geographical area for the Neighbourhood Plan. Cllr Winter reported on the next steps. It was agreed to call the group the Neighbourhood Advisory Committee.

FC17/141 To appoint a representative to the Anglo European Cooperative Trust Forum

Cllr Lee said that the Forum met once a term during day time and reported on its activities. Another representative from the community was required. It was agreed that the notice be circulated to all Councillors.

FC17/142 Ingatestone Museum – possible new project

Cllr Jeater reported that he and Councillors Abrey, Boyce and the Clerk had inspected the Signaller's cottage as a possible museum. A report from Abellio Greater Anglia's Structural Engineer had been forwarded to the Parish

Council indicating work required to the building. Grants were available. It was agreed to seek quotes to bring the building into a useable state. A check to be made to see if the building was listed.

FC17/143

Ingatestone Library new meeting charges

The Parish Council had been informed by the Library that a charge of £13.00 per hour would be levied for using the Library to hold meetings. **Cllr Jeater proposed, Cllr Frost seconded** and it was **unanimously agreed** in principle to pay this fee. How this was to be paid would need to be discussed with the Library.

FC17/144

Committee Reports Planning

- **17/001065/FUL – Twin Oaks, Willow Park, Stock Lane, Ingatestone**
Retrospective detached bungalow in place of an existing mobile home - **Cllr Abrey proposed** that due to the timings of the application that the Parish Council's response be decided at the Planning Meeting on the 10th August. All members were invited to attend the meeting or submit comments by email.
All agreed

Policy and Resources

- Cllr Jeater presented the minutes with nothing further to add.
- Cllr Winter reported that she had contacted Health Watch with regard to Community transport for residents to Broomfield, Basildon, and Queens Hospitals. Her findings to be put on the website. She agreed to look into transport to the Breast Clinic at Barleylands. This to be discussed further at the next Policy and Resources meeting.

Churchyards and Environments

- Cllr Blunsten presented the minutes with nothing further to add.
- Cllr Winter requested the Borough Council War Memorial project be put on the next Agenda.
- Cllr Abrey said the picnic table and waste bin had not been removed from Fairfield and the difficulty in parking in Seymour car park.

Communications and IT Committee

- Cllr Davey thanked Cllr Jelley for her work on the Committee structure and for overseeing the August Newsletter. The next edition will be published in December. The next meeting will be held on 30th August.

Personnel Committee

- Cllr Winter had nothing to report as the Committee had not met.

FC17/145

Other meetings attended by Councillors

- Cllr Winter reported that she and Cllr Poston had attended Mounthnessing's Parish Council meeting the 12th July and talked about the Neighbourhood Plan. She would keep them informed on this.
- Cllr Davey asked if this item could be moved further up the Agenda to give more time to the report
- Cllr Davey – 17th July EALC Finance meeting, 20th July EALC Executive meeting, 24th July Braintree District Council to present the Foundation level award to Great Bardfield, 12th July NALC. A review was taking place on the structure of NALC. He had been appointed Chairman of the Scrutiny Panel.

FC17/146

Devolution of Powers

Cllr Davey had nothing to report.

FC17/147

Correspondence

None had been received.

FC17/148

Parish Council financial accounts

- Profit / loss report for June and July 2017
- To approve payments and receipts for July 2017
- Budget tracker report

The accounts were presented and accepted
FC17/149 Items for inclusion in the next agenda

FC17/150 Close of meeting

The Chairman closed the meeting at 9.13pm

Date of Next Council Meeting: Thursday 7th September at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone.

**Appendix
 FC17/148 Financials**

BANK RECONCILIATION DATED 30th JUNE 2017						
Current account						135,955.17
Nationwide Building Society						85,000.00
Yorkshire Building Society						85,212.52
Youth Council account						1,840.53
Petty cash account						360.94
Date:	25/07/2017					
Day Books: Supplier Payments (Summary)						
Date From:	15/06/2017					
Date To:	25/07/2017					
Bank	1200					
Currency	Pound Sterling					
No	Type	Date	Supplier	Ref	Details	Gross B
4509	PP	21/06/2017	EALC	109406	E Benson Planning Briefing	45.00 N
4510	PP	21/06/2017	IXCG	109407	Monthly software subscription and monitoring service (June)	136.80 N
4511	PP	27/06/2017	RURALCOM	109408	2017/18 membership	105.60 N
4512	PP	27/06/2017	GREENSCA	109409	Interment and office furniture move to Lychgate	144.00 N
4513	PP	27/06/2017	COUNTRYS	109410	Tea towels for resale	224.40 N
4525	PP	30/06/2017	EALC	109411	K Sutton Playground Inspection course	90.00 N
4526	PP	29/06/2017	EUROFFIC	109412	Office stationery and new guillotine	103.74 N
4527	PP	29/06/2017	BBPCA	109413	2017/18 membership	50.00 N
4528	PP	29/06/2017	SUELEES	109414	Firewall for 1 year	120.00 N
4529	PP	30/06/2017	UTILITIE	dd	June 17 internet and phone lines	51.60 R
4530	PP	01/06/2017	GREENSCA	so	June 17 Grounds Maintenance contract	3091.40 R
4531	PA	22/06/2017	SCOTTISH	dd	Lychgate electricity	19.00 R
4508	PP	14/06/2017	EBM	109404	Purchase of UTAX photocopier / printer	2280.00 N
4542	PP	06/07/2017	SMITH	109419	Church clock annual service	250.80 N
4543	PP	06/07/2017	ALD	109416	Completion of Fairfield Pond work	2,152.80 N
4544	PP	06/07/2017	CSH	109415	July Lychgate bin empty	87.20 N
4545	PP	06/07/2017	IXCG	109418	June telephone calls and line rental	38.05 N
4554	PP	06/07/2017	GREENSCA	109417	Interment and planter installation, planting and dismantling	366.00 N
4555	PP	12/07/2017	SIEMENS	109420	Photocopier collection (end of lease)	420.00 N
4556	PP	13/07/2017	JMPAYROL	109421	June 17 payroll service	30.00 N
4571	PP	25/07/2017	BSW	109425	Marquee hire for the Horticultural Show	360.00 N
4572	PP	25/07/2017	IXCG	109426	August monthly software subscription and monitoring service	136.80 N

Date:	25/07/2017						
					Bank Payments & Receipts by Bank Account		
Date From :	15/06/2017				Bank Name: Current Account 80516252		
Date To :	25/07/2017						
No	Type	Date	N/C	Ref	Details	Gross	B
4486	BP	15/06/2017	7501	109405	Post office - stamps	-55.00	R
4503	BR	21/06/2017	4002	123	Interment fee - Catton D102	116.60	N
4504	BR	27/06/2017	4002	124	Memorial fee - Gulleford E256	220.00	N
4505	BR	27/06/2017	4002	125	Exclusive rights and interment Fuller J63	391.60	N
4536	BR	23/06/2017	7201	direct credit	credit for gas from 118 High Street	0.63	R
4557	BP	13/07/2017	2220	July 17 payroll	July 17 net wages	-2,388.66	N
4558	BP	13/07/2017	2210	July 17 payroll	July 17 PAYE	-311.20	N
4559	BP	13/07/2017	2210	July 17 payroll	July 17 Ees NIC	-109.77	N
4560	BP	13/07/2017	2210	July 17 payroll	July 17 Eers NIC	-167.90	N
4561	BP	13/07/2017	2230	July 17 payroll	July 17 pension admin	-7.40	N
4562	BP	13/07/2017	2220	July 17 payroll	July 17 A Wood pension contrib	-92.49	N
4563	BP	13/07/2017	2230	July 17 payroll	July 17 Ers pension contrib	-266.32	N
4569	BP	19/07/2017	6300	109423	P Jeater - purchase of 3 locks and chains for Fa	-249.23	N
4570	BP	19/07/2017	7502	109424	Window stickers for office - PC signage	-22.84	N
4505	BR	27/06/2017	4002	125	Exclusive rights and interment Fuller J63	391.60	N
4507	BP	08/06/2017	7100	109396	Stock Lane Parish Room hire 1/6/17	-32.50	N
4536	BP	23/06/2017	7201	direct credit	credit for gas from 118 High Street	0.63	R