



# Ingatestone and Fryerning Parish Council

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## PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 7<sup>th</sup> December 2017  
**VENUE:** Ingatestone Library, High Street,  
 Ingatestone

**Present:** Cllrs P Jeater (Chair) T Blunsten J Winter D Frost  
 P Poston D Abrey L Day P Davey  
 K Sutton

**Absent** Cllrs D Jelley R Lee E Benson J Fowkes  
 L Boyce

**Also present:** A Wood (Clerk) Cllrs Bridge and 1 Parishioner  
 Cloke

**FC17/212 Apologies for Absence**

Apologies were received and accepted from Cllr Benson (work), Cllr Lee (holiday) and Cllr Fowkes (ill health). Apologies were also received from Cllrs Wagland and Hones

**FC17/213 Announcements and Declarations of Interest**

There were no declarations of interest.

**FC17/214 Public Participation session**

No member of the public wished to speak

**FC17/215 Approval of minutes of the Full Council meeting held on 2<sup>nd</sup> November 2017 and the Extraordinary meetings on the 13<sup>th</sup> and 30<sup>th</sup> November 2017**

All the minutes were approved with no amendments and signed by Cllr Jeater.

**FC17/216 Matters arising for report (not for resolution)**

- Cllr Jeater provided an update on the By Election on the 4<sup>th</sup> January 2018. He advised that he had invited all three candidates to the Chairman's Reception on the 9<sup>th</sup> December but that it was a social event and not a hustings. He advised that polling cards had been delivered.
- Cllr Jeater advised that after speaking with the Clerk and looking at the proposed agenda that it is likely that the P&R meeting on the 18<sup>th</sup> December will be cancelled but he asked members to keep the date free in case of the need for an Extraordinary meeting to sign documents relating to Seymour Field.

**FC17/217 Borough / County Councillors Reports**

- Cllr Bridge reported that funds had been committed for securing sites against traveller incursions before the beginning of April 2018 and this would include Seymour Field. Cllr Bridge advised that the development at The Crown and No 67 High Street is being discussed at the BBC Planning Committee next week. He also advised that a letter had been received from Sajid Javid MP regarding the lack of LDP but that there was a meeting next week to review progress so far.

Finally, he advised that the rate of prosecutions on fly tipping had increased.

- Cllr Cloke reported that a criminal prosecution relating to 53 High Street had been successful and that it is now back in court for restitution of a listed building. Cllr Cloke reported that there will be informal consultations in January on parking matters in the parish. Finally, he reported that Borough built housing on Hutton Drive Estate is being finished this week and that the Housing Committee are looking at the possible erection of prefab housing in Mountnessing as a future project.

**FC17/218 Reports of external meetings attended by any Parish Councillor**

- Cllr Winter reported on the opening of a new dementia village at Pilgrims Hatch. She had also attended the Anglo European Forum where the school's involvement with the Neighbourhood Plan was discussed and welcomed.
- Cllr Davey attended the following meetings  
1<sup>st</sup> December – EALC launch of the Local Services Fund  
16<sup>th</sup> November – EALC finance committee  
17<sup>th</sup> November – BBPCA meeting with Alex Burghart MP  
23<sup>rd</sup> November – EALC elections
- Cllr Jeater reported on the BBPCA meeting with Alex Burghart MP and advised that it had allowed parish councillors to raise significant issues with their MP. It was felt that this was a very positive meeting.
- Cllr Jeater also reported on the internal BBPCA meeting on the 29<sup>th</sup> November where there was a presentation regarding special constables for the community. It was agreed that this should be revisited in the new year. The meeting also discussed a collaborative approach to the new GDPR requirements and tree surveys.
- Cllrs Jeater and Sutton reported on recent meetings held with the infant and junior schools relating to parking and dangerous driving. Cllr Cloke advised on the 3PR scheme and the Clerk was asked to investigate further. It was also agreed that Cllr Wagland should be included in this matter.

**FC17/219 Parish Council precept for 2018/19**

Cllr Jeater reported that P&R agreed to add £8000 to the budget cover another election and that £5000 be added to the budget for legal costs. After a general discussion on these matters, it was agreed that a formal decision would be made on the precept at the January Full Council meeting.

**FC17/220 Neighbourhood Plan update**

Cllr Winter presented draft minutes and advised that the 2 working groups were proceeding well with their projects. Cllr Winter was congratulated on the work of the committee so far.

**FC17/221 Update on Seymour Field**

- Cllr Davey reported that the car park on Seymour Field is now included in the demise but that BBC will not improve the surface. Legal searches are currently being conducted and our solicitor has had to redraft the agreement for lease and draft lease. It is unlikely that there will be any good news before Christmas.
- Cllr Jeater reported that the project manager was visiting the site tomorrow and the Clerk advised that she had a meeting with the FA pitch advisor on the 19<sup>th</sup> December.

**FC17/222 Committee Reports  
Planning**

- Cllr Abrey advised that the planning committee will be discussing the Garden Centre outline application on the 14<sup>th</sup> December and the Clerk was asked to invite the Mountnessing PC to this meeting.

**Policy and Resources**

- Cllr Jeater presented the minutes.

**Churchyards and Environments**

- Cllr Blunsten presented the minutes

**Communications and IT Committee**

- Cllr Jelley was not present at the meeting

**At this point, the Clerk excused herself from the meeting and left the room. It was then resolved that owing to the confidential nature of the business to be transacted, the meeting was closed to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960**

**Personnel Committee**

- **Resolution: To approve the Clerk's enrolment for the SLCC Certificate of Higher Education in Community Governance: Local Council Management (Level 4)**

After a general discussion, it was agreed that this qualification would be beneficial for the Parish Council as well as the Clerk.

**Proposed: Cllr Winter**

**Seconded: Cllr Jeater**

**8 agreed with 1 abstention**

**The Clerk, Borough Councillors and Parishioner returned to the meeting room**

**FC17/223**

**Devolution of Powers**

Cllr Davey had nothing to report.

**FC17/224**

**Correspondence**

None had been received.

**FC17/225**

**Parish Council financial accounts**

The accounts were presented and accepted.

- Profit / loss report for November 2017
- To approve payments and receipts for November 2017
- Budget tracker report
- Bank reconciliation for November 2017

**FC17/226**

**Items for inclusion in the next agenda**

The proposed Apprenticeship Scheme (Personnel) was asked to be included on the next agenda

**FC17/227**

**Close of meeting**

The Chairman closed the meeting at 9.15pm

**Date of Next Council Meeting:** Thursday 11<sup>th</sup> January 2018 at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone.

**Appendix****FC17/225 Financials**

<b>BANK RECONCILIATION DATED 30th November 2017</b>			
<b>Current account</b>			<b>0.00</b>
<b>Unity Bank Current Account</b>			<b>179,540.86</b>
<b>Nationwide Building Society</b>			<b>85,000.00</b>
<b>Yorkshire Building Society</b>			<b>85,212.52</b>
<b>Youth Council account</b>			<b>1,840.53</b>
<b>Petty cash account</b>			<b>208.78</b>

Date:		15/11/2017		Day Books: Supplier Payments (Summary)		
Date From:		01/11/2017				
Date To:		05/12/2017				
4835	PP	24/11/2017	EBM	820523097	October printing costs including neighbourhood plan element	44.76 R
4837	PP	01/11/2017	GREENSCA	300001	Grass reseeding and grave refilling	672.00 R
4839	PP	11/11/2017	ESSEXLIB	300002	November 17 library hire	130.00 R
4840	PP	01/11/2017	IXCG	300003	October 17 subscription and service fee	136.80 R
4841	PP	01/11/2017	EALC	300004	D Jelley - Chairmans course	90.00 R
4850	PP	04/12/2017	IXCG	353338687	Oct telephone calls and line rental	19.94 N
4851	PP	22/11/2017	IXCG	179716220	New Wifi unit and 3 year licence	692.40 R
4853	PP	10/11/2017	BRITISHG	221195685	High Street telephone box electricity	3.15 R
4855	PP	04/12/2017	EALC	587881757	Updated Local Government Administration Book v10	60.00 N
4858	PP	29/11/2017	HEATHERL	355398346	Fryerning cemetery skip hire	131.00 R
4862	PP	04/12/2017	BRENTWOO	296821173	Fryerning bin and fairfield dog bins July - Sept 17	162.24 N
4863	PP	14/12/2017	CPRE	909285689	Annual membership	36.00 N
4872	PP	17/11/2017	SUELEES	115388068	Addition of NPAC to website	40.00 R
4876	PP	29/11/2017	JMPAYROL	163587083	Oct 17 payroll fees	30.00 R
4878	PP	17/11/2017	POZITIVE	dd	Lychgate electricity 7th Oct - 7th Nov	13.52 R
4888	PP	01/11/2017	GREENSCA	so	November 17 grounds maintenance contract	3091.40 R
4890	PP	17/11/2017	HOLMESAN	435852297	Legal fees interim payment Jan - Nov 2017	900.00 R
4899	PP	17/11/2017	HOLMESAN	592704787	Searches for Seymour pavilion and field	700.00 R
4925	PP	18/12/2017	IXCG	822173487	Nov 17 software subscription, monitoring and acronis backup	188.64 N
4926	PP	30/11/2017	UTILITIE	dd	Nov 17 internet and telephone lines	51.60 R
4927	PP	29/11/2017	GREENSCA	76701332	8 x sets LED lights	355.20 R
4930	PP	20/12/2017	MS2	630041862	Office rent - 25th Dec 17 - 24th March 18	1350.00 N
4931	PP	20/12/2017	MS2	630041862	Service charge for the above dates	700.75 N
4933	PP	04/12/2017	GREENSCA	13686351	High Street Christmas Trees	4173.90 N
4948	PP	01/12/2017	GREENSCA	ddgreenscapes	December 17 grounds maintenance contract	3091.40 N
4951	PP	11/12/2017	BRITISHG	BGas956293495	Nov 17 phone box electricity	3.37 N
4954	PP	22/12/2017	EBM	EBM89420	November photocopying costs inc neighbourhood plan element	24.00 N
4956	PP	28/12/2017	CSH	CSH P349300	November 17 Lychgate bin emptying	82.52 N
4958	PP	02/01/2018	IXCG	IXCG 870	November telephone calls and line rental	39.24 N
Date:		05/12/2017		Bank Payments & Receipts by Bank Account		
Date From :		01/11/2017				
Date To :		05/12/2017				
No	Type	Date	N/C	Ref	Details	Gross B
4873	BP	30/11/2017	7306	824273393	R Spoue cemetery mileage	-20.25 N
4874	BP	30/11/2017	8205	824273393	Chairman's reception drinks	-22.50 N
4891	BP	17/11/2017	2220	Nov 17 payroll	Nov 17 net wages	-2498.10 N
4892	BP	17/11/2017	2210	Nov 17 payroll	Nov 17 PAYE	-344.20 N
4893	BP	17/11/2017	2210	Nov 17 payroll	Nov 17 Ee NIC	-130.56 N
4894	BP	17/11/2017	2210	Nov 17 payroll	Nov 17 Er NIC	-191.81 N
4895	BP	17/11/2017	2230	Nov 17 payroll	Nov 17 pension admin	-8.20 N
4896	BP	17/11/2017	2220	Nov 17 payroll	Nov 17 A Wood pension	-102.54 N
4897	BP	17/11/2017	2230	Nov 17 payroll	Nov 17 Ers pension contrib	-295.26 N
4905	BR	02/11/2017	4900	150	Garden waste bags - April - July	37.50 R
4906	BR	07/11/2017	4002	151	Exclusive rights Phillips K60	751.00 R
4907	BR	09/11/2017	4002	152	Interment fee - Phillips K60	550.00 R
4944	BR	21/11/2017	4002	153	Exclusive rights and interment Smart G31	1301.00 R
4945	BR	23/11/2017	4002	154	Exclusive rights prior to use	578.00 N
4946	BR	30/11/2017	4002	155	Exclusive rights G10	3004.00 N
4949	BP	29/11/2017	8200	300005	Poppy wreath donation	-60.00 N