



Ingatestone and Fryerning Parish Council

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PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 2nd November 2017
VENUE: Ingatestone Library, High Street,
 Ingatestone

Present:	Cllrs	P Jeater (Chair) J Winter	P Davey D Jelley	T Blunsten L Day	R Lee K Sutton
Absent	Cllrs	P Poston	D Abrey	J Fowkes	D Frost
Also present:		A Wood (Clerk)	Cllr Wagland	Cllrs Bridge, Clope and Hones	2 Parishioners

FC17/187 Apologies for Absence

Apologies were received and accepted from Cllrs Frost and Poston (prior commitments), Abrey and Fowkes (ill health).

FC17/188 Announcements and Declarations of Interest

There were no declarations of interest.

FC17/189 Public Participation session

A Parishioner asked about lighting along the footpath from Fairfield to the Railway Station – Cllr Wagland covered this in her report. He also asked about an update on the museum project, Cllr Jeater advised that due to current workloads this project had been postponed. He also asked about draft minutes – Cllr Jeater covered this in the P&R report.

FC17/190 Approval of minutes of the Full Council meeting held on 5th October 2017

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

FC17/191 Matters arising for report (not for resolution)

Cllr Jelley recommended that the next newsletter be published in January to cover the C&IT agenda and that it should be published quarterly. This was noted and would be included in the next financial year's budget. Content would include updates on the Neighbourhood Plan.

FC17/192 Borough / County Councillors Reports

- Cllr Bridge reported that an extraordinary meeting at Brentwood is being held on the 15th November to appoint a new s151 officer and to agree a new draft Neighbourhood Development Plan. He also advised that the government required an additional 8000 new homes in the borough. Cllr Bridge also asked for help to encourage more residents in the parish to recycle their food waste.
- Cllr Hones reported that in their next Conservative publication, that an article encouraging participation in the Neighbourhood Plan will be included.
- Cllr Cloke reported that £5000 in fixed notices had been issues for flipping in the Borough. He also advised that the whole of the High

Street, Stock Lane, Fryerning Lane and Bakers Mews parking and road marking is being reviewed.

- Cllr Wagland reported on Footpath 38 and advised that one light had been fixed and but there were still problems that she is working on. She advised that fingerpost repairs were not being funded by ECC but that permission would be given for their repair at parish level. Cllr Wagland reported that the flooding at Station Lane would not be addressed until resurfacing happens. Cllr Jeater asked about the possibility of opening times at the local amenity tip and Cllr Wagland agreed to investigate as she was not aware of this.

Cllr Wagland left the meeting at 8.07pm

FC17/193 Reports of external meetings attended by any Parish Councillor

- The Clerk reported on the SLCC networking meeting she had attended and will raise relevant points on legislation at the appropriate committee meetings.
- Cllr Davey reported on the meetings that he had attended:
12th October – Larger Councils Forum
30th October – NALC AGM
- Cllr Jeater reported on the recent BBPCA meetings and correspondence regarding current membership issues. He also reported that he would be meeting with the Brentwood and Ongar MP on the 29th November with other representatives from the BBPCA.

FC17/194 High Street Christmas Trees

The Clerk provided an update on the uptake of the High Street Christmas Trees. After a discussion, it was **RESOLVED** that the Parish Council would use the £1000 budget allocated to the Victorian Evening donation, add it to the Christmas Tree budget of £3750 and pay the total cost for trees this year only. The current money collected from the High Street businesses would be returned. Cllr Lee agreed to help the Clerk administrate this resolution.

RESOLVED – to transfer £1000 from the Victorian Evening to the Christmas Tree budget

Proposed – Cllr Davey

Seconded – Cllr Blunsten

All agreed

RESOLVED – to return monies paid by the High Street shops and fund the Christmas Trees entirely up to the budget level of £4750 for 2017

Proposed – Cllr Sutton

Seconded – Cllr Blunsten

All agreed

FC17/195 Neighbourhood Plan update

Cllr Winter provided an update on the project and presented the proposed terms of reference for the committee.

RESOLVED – to confirm the creation of the Neighbourhood Plan Advisory Committee and to approve the proposed Terms of Reference

Proposed – Cllr Lee

Seconded – Cllr Blunsten

All agreed

FC17/196 Issue of dangerous parking down Fryerning Lane

Cllr Jeater reported on the dangerous parking and speeding down Fryerning Lane and asked for the Borough Councillors for their help on the matter. Cllr Cloke agreed to raise junction protection on Trimble Close with the appropriate authorities and to send the Clerk information on the 3PR scheme. It was agreed that this issue had to be raised with the school governing bodies.

- FC17/197 Update on Seymour Field**
- The Clerk reported that she had received a draft lease that day which was entirely inaccurate and had raised this with the CEO of Brentwood Borough Council. She advised that an Agreement for Lease and revised draft lease would be with her by the end of Friday.
 - Cllr Jeater reported on the need for an extraordinary Full Council meeting on the 13th November as the other strands to the renovation project had to be dealt with in line with the legal negotiations.
- FC17/198 Committee Reports**
- Planning**
- **17/01470/FUL - Little Heyfild, Hall Lane, Ingatestone** – Demolish existing dwelling and construction of replacement house together with ancillary incidental facilities of garaging, pool hall and basement snooker room, gym, sauna and cinema room
- No objection**
Proposed: Cllr Sutton
All agreed
- Policy and Resources**
- Cllr Jeater presented the minutes. He reported that the committee had agreed to continue to work towards the Quality Award level for the Local Council Awards but would not be able to achieve this until the elections in 2019 owing to the numbers of co-opted members.
- Churchyards and Environments**
- Cllr Blunsten presented the minutes and advised that several projects were being considered for the next financial year.
- Communications and IT Committee**
- Cllr Jelley reported that the next meeting is on the 22nd November.
- Personnel Committee**
- Cllr Winter reported that the next meeting is on the 16th November.
- FC17/199 Devolution of Powers**
Cllr Davey had nothing to report.
- FC17/200 Correspondence**
None had been received.
- FC17/201 Parish Council financial accounts**
The accounts were presented and accepted. The Clerk reported that the transfer to Unity Bank had happened and therefore the accounts were not fully complete as she was waiting for a closing statement from Barclays Bank
- Profit / loss report for October 2017
 - To approve payments and receipts for October / November 2017
 - Budget tracker report
 - Bank reconciliation for October 2017
- FC17/202 Items for inclusion in the next agenda**
There were no further items for inclusion in the next agenda not already discussed.
- FC17/203 Close of meeting**
The Chairman closed the meeting at 9.25pm
Date of Next Council Meeting: Thursday 13th November at 7.30pm
Venue: Ingatestone Library, High Street, Ingatestone.

Appendix
FC17/201 Financials

BANK RECONCILIATION DATED 31st October 2017						
Current account						0.00
Unity Bank Current Account						182,654.08
Nationwide Building Society						85,000.00
Yorkshire Building Society						85,212.52
Youth Council account						1,840.53
Petty cash account						224.62
Date:	01/11/2017					
Day Books: Supplier Payments (Summary)						
Date From:	01/10/2017					
Date To:	01/11/2017					
Bank	BARCLAYS		Currency	Pound Sterling		
No	Type	Date	Supplier	Ref	Details	Gross B
4753	PP	03/10/2017	ESSEXLIB	109464	Monthly library hire charge (October)	130.00 N
4756	PP	03/10/2017	CSH	109466	Lychgate bin emptying (September)	86.58 N
4776	PP	10/10/2017	HEATHERL	109470	Cemetery skip emptying (July - invoice not received)	131.00 N
4777	PP	05/10/2017	BRITISHG	109467	High Street telephone box electricity (September)	3.01 N
4789	PP	10/10/2017	JMPAYROL	109472	Payroll fee (September)	30.00 N
4797	PP	10/10/2017	EBM	109469	Photocopier printing costs (September)	24.00 N
4799	PP	17/10/2017	BRENTWOO	109474	Bell Mead and Market Place car parking contribution	1356.66 N
4800	PP	17/10/2017	IXCG	109473	Telephone calls (September) and line rental	16.25 N
Bank	UNITY		Currency	Pound Sterling		
4803	PP	19/10/2017	POZITIVE	dd	August - Oct electricity - Lychgate	22.61 R
4830	PP	31/10/2017	UTILITIE	dd	Oct 17 internet and telephone lines	51.60 R
4835	PP	24/11/2017	EBM	820523097	October printing costs including neighbourhood plan element	44.76 N
4836	PP	31/10/2017	RURALCOM	762072755	Neighbourhood plan - community profile report	54.00 N
4837	PP	01/11/2017	GREENSCA	300001	Grass reseeding and grave refilling	672.00 N
4839	PP	11/11/2017	ESSEXLIB	300002	Novemembr 17 library hire	130.00 N
4840	PP	01/11/2017	IXCG	300003	October 17 subscription and service fee	136.80 N
4841	PP	01/11/2017	EALC	300004	D Jelley - Chairmans course	90.00 N

Date:	01/11/2017					
Bank Payments & Receipts by Bank Account						
Date From :	01/10/2017					
Date To :	01/11/2017					
Bank Name: BARCLAYS						
No	Type	Date	N/C	Ref	Details	Gross B
4747	BR	03/10/2017	4002	140	underpayment additional inscription Hope	3.50 N
4748	BR	03/10/2017	4002	141	Interment fee - Cliff E164	550.00 N
4749	BR	03/10/2017	4002	142	Memorial fee Wilkins G79	231.00 N
4750	BR	03/10/2017	4002	143	Exclusive rights Miller J66	578.00 N
4751	BR	03/10/2017	4002	144	Interment fee - Miller J66	116.60 N
4754	BP	03/10/2017	8203	109465	A Wood Data Protection course expenses	-21.90 N
4755	BP	03/10/2017	7030	109465	Litter pick poster prizes	-30.00 N
4764	BR	04/10/2017	4000	PL1-85403	BBC Grant 2nd installment	4984.00 N
4765	BR	04/10/2017	4001	PL1-85403	Precept 2nd installment	78050.00 N
4790	BP	10/10/2017	2220	Oct 17 payroll	Oct 17 net wages	-2498.10 N
4791	BP	10/10/2017	2210	Oct 17 payroll	Oct 17 PAYE	-344.20 N
4792	BP	10/10/2017	2210	Oct 17 payroll	Oct 17 Ees NIC	-130.56 N
4793	BP	10/10/2017	2210	Oct 17 payroll	Oct 17 Eers NIC	-191.81 N
4794	BP	10/10/2017	2230	Oct 17 payroll	Oct 17 pension admin	-8.20 N
4795	BP	10/10/2017	2220	Oct 17 payroll	Oct 17 A Wood pension	-102.54 N
4796	BP	10/10/2017	2230	Oct 17 payroll	Oct 17 ers pension contrib	-295.26 N
4798	BP	05/10/2017	7501	109468	Post office - stamps	-56.00 N