



Ingatestone and Fryerning Parish Council

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PARISH COUNCIL MEETING

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

Present:	Cllrs	P Jeater (Chair) J Winter L Boyce	P Davey D Abrey	T Blunsten L Day	R Lee E Benson
Absent	Cllrs	P Poston K Sutton	P Lackford D Jelley	J Fowkes	D Frost
Also present:		A Wood (Clerk)	Cllr Wagland	Cllr Bridge	

- FC17/169 Apologies for Absence**
 Apologies were received and accepted from Cllrs Jelley, Hones and Cloke (ill health), Cllrs Poston, Sutton and Lackford (family matters) and Cllr Frost (prior appt). Cllr Bridge sent his apologies for a later arrival
- FC17/170 Announcements and Declarations of Interest**
 There were no declarations of interest.
- FC17/171 Public Participation session**
 No members of the public were present.
- FC17/172 Approval of minutes of the Full Council meeting held on 7th September 2017**
 The minutes were approved with no amendments and signed by Cllr Jeater.
- FC17/173 Matters arising for report (not for resolution)**
 There were no matters arising
- FC17/174 Borough / County Councillors Reports**
- Cllr Wagland reported on the ECC Full Council meeting to be held on the 10th October and drew attention to the debate on Gypsies and Travellers. Cllr Wagland also reported on the highway queries she is working on including the footpath to the Station and Buttsbury Bridge. Cllrs reported a pothole in Bakers Lane and a defective light on the path between Wadham and Trimble Closes. Cllr Jeater raised the current consultation on mobile libraries and Cllrs were asked to comment online.
- Cllr Bridge arrived at 8.05pm**
- Cllr Bridge reported that the BBC accounts and audit had been signed off. He also reported on fly tipping in Mountnessing and the consultation evening by Redrow Homes regarding Ingatestone Garden Centre on the 10th October.
- FC17/175 Reports of external meetings attended by any Parish Councillor**
- Cllr Winter reported on the Essex Heritage Trust AGM, 7th September and the Community Policing Meeting, 26th September
 - Cllr Davey advised that he had attended the following meetings: EALC AGM, 19th September

BBC Highways Presentation, 21st September
 ECC Crowd Funding Initiative, 25th September
 EALC Strategy meeting, 26th September
 Essex Collaboration meeting, 28th September

- Cllr Jeater reported that he had attended the EALC AGM and collected the Local Council Foundation Award on behalf of the Council. He also reported on a recent meeting with the Community Centre regarding the renovation of the Village noticeboard in Market Square

FC17/176 Litter Pick Day, 14th October 9-12pm

Cllr Jeater advised that he is going to the BBC depot and collect the equipment. He also reported that the prizes for the poster competition had been presented and posters distributed by Cllr Lee and himself. Cllrs were asked to attend to support the initiative.

FC17/177 Neighbourhood Plan update

Cllr Winter reported on the Advisory Committee meeting held on the 4th October and that Cllr Benson agreed to write an engagement strategy.

FC17/178 To appoint a representative to the Anglo European Community Trust Forum

Cllr Winter volunteered to be the representative and it was unanimously agreed.

FC17/179 Update on Seymour Field

- Cllr Davey reported on the recent PR&R meeting held at BBC on the 19th September and that the Heads of Terms had been agreed by the Borough Council. However, since then, there had been no communication from BBC. Cllr Bridge advised that he had spoken to the CEO and that documents would be sent to the Parish Council by the end of October.
- Cllr Jeater reported on a recent meeting he and the Clerk attended at the Essex FA and the issues encountered during the Pavilion open morning on the 26th September relating to lost keys.

FC17/180 Seymour Field working party

- The Clerk presented a proposed **Terms of Reference for the working party** and they were accepted without amendment.
Proposed: Cllr Davey
Seconded: Cllr Jeater
Unanimously agreed
- Membership of the working party was agreed as Cllrs Poston, Blunsten, Benson and Jeater, along with the Clerk.

FC17/181 Committee Reports

Planning

- 17/01194/FUL – Land Rear Of 74-76 High Street – Construction of two semi-detached dwellings – **No objection**
- 17/01328/FUL – 32 High Street – Conversion of existing office to create 4 x 2 bed and 1 x 1 bed flats with additional 2 bed dwelling at the rear etc. – **Objection – lack of amenity space, outlook onto surrounding buildings, bulk and mass issues, harm to conservation area and change of office into residential and associated impact on the village economy**

Policy and Resources

- Cllr Jeater presented the minutes. The Clerk confirmed that Cllr Lee should not have been included in the minutes

Churchyards and Environments

- Cllr Blunsten presented the minutes with nothing further to add.

Communications and IT Committee

- Cllr Benson advised that the Instagram and Hootsuite accounts had been set up, the Communications Policy is live and asked Cllrs to take photos of the parish to create a stock photo library

Personnel Committee

- Cllr Winter presented the minutes and spoke on the resolution:
To approve the increase in the Clerk's working hours from 23 per week to 25.5 hours a week to accommodate the increase in workload from 1st October 2017
Proposed: Cllr Winter
Seconded Cllr Davey
Unanimously agreed
During this agenda item, the Clerk asked if Council wanted her to leave the room but she was asked to remain.

FC17/182 Devolution of Powers

Cllr Davey had nothing to report.

FC17/183 Correspondence

None had been received.

FC17/184 Parish Council financial accounts

The accounts were presented and accepted

- Profit / loss report for September 2017
- To approve payments and receipts for September / October 2017
- Budget tracker report
- Bank reconciliation for September 2017
- **To receive the signed off Annual Return for 2016/17 – this was received and noted**

FC17/185 Items for inclusion in the next agenda

There were no further items for inclusion in the next agenda not already discussed

FC17/186 Close of meeting

The Chairman closed the meeting at 9.20pm

Date of Next Council Meeting: Thursday 2nd November at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone.

Appendix**FC17/184 Financials**

BANK RECONCILIATION DATED 30th SEPTEMBER 2017			
Current account			103,103.32
Unity Bank Current Account			500.00
Nationwide Building Society			85,000.00
Yorkshire Building Society			85,212.52
Youth Council account			1,840.53
Petty cash account			252.27

Date:	05/10/2017		Day Books: Supplier Payments (Summary)				
Date From:	01/08/2017						
Date To:	05/10/2017						
Bank	1200		Currency	Pound Sterling			
No	Type	Date	Supplier	Ref	Details	Gross B	
4648	PP	09/08/2017	JMPAYROL	109431	July payroll service	30.00 R	
4649	PP	09/08/2017	IXCG	109432	Telephone calls (July) and line rental	38.57 R	
4650	PP	09/08/2017	BETWEEN	109433	Flintwork on Lychgate	5071.12 R	
4651	PP	09/08/2017	GLASDON	109434	New Road bus shelter bench	324.99 R	
4652	PP	09/08/2017	EBM	109435	Monthly photocopying charge	24.00 R	
4653	PP	09/08/2017	GREENSCA	109436	interment and repairs to vandalised bench	162.00 R	
4654	PP	09/08/2017	CSH	109437	July Lychgate bin emptying	77.69 R	
4655	PP	09/08/2017	EALC	109438	D Frost and D Jelley training courses	180.00 R	
4656	PP	09/08/2017	BRENTWOO	109439	Fryerning pind bin empty and Fairfield dog bins	162.24 N	
4658	PP	08/08/2017	GREENSCA	109429	Setting up and breaking down of Hort Show display	144.00 R	
4661	PP	17/08/2017	GREENSCA	109441	Topping up granves and reseeding	600.00 R	
4662	PP	15/08/2017	DOR2DOR	109440	Newsletter delivery	376.80 R	
4682	PP	01/08/2017	GREENSCA	so	August grounds maintenance contract	3091.40 R	
4683	PP	31/08/2017	UTILITIE	dd	August internet and telephone lines	51.60 R	
4693	PP	06/09/2017	EBM	109451	Monthly photocopying charge	24.00 N	
4694	PP	06/09/2017	CSH	109453	August Lychgate bin emptying	98.28 N	
4695	PP	06/09/2017	IXCG	109452	Telephone calls (August) and line rental	37.82 N	
4698	PP	06/09/2017	ESSEXLIB	109443	Library rent September 2017	130.00 N	
4699	PP	04/09/2017	RURALCOM	109447	D Jelley and T Blunsten Neighbourhood Plan workshop	30.00 N	
4700	PP	24/08/2017	EALC	109445	Data protection - A Wood	45.00 N	
4701	PP	24/08/2017	IXCG	109446	August monthly subscription and monitoring	136.80 N	
4703	PP	24/08/2017	EUROFFIC	109448	Office stationery and first aid box	51.66 N	
4704	PP	06/09/2017	SUELEES	109449	Advance yearly maintenance fee and Hosting for 1 year	190.00 N	
4705	PP	06/09/2017	MS2	109450	Office rent and service charge - Sept - Dec 17	2050.75 N	
4706	PP	06/09/2017	EALC	109454	Local Council Award scheme fee	80.00 N	
4727	PP	12/09/2017	BRITISHG	109456	Phone box electricity - Jan 16 - Aug 17	3.12 N	
4728	PP	12/09/2017	SLCC	109455	A Wood - SLCC networking event November 17	10.00 N	
4729	PP	12/09/2017	PKFLITTL	109458	External audit fee	720.00 N	
4730	PP	12/09/2017	FOWKES	109455	Removal and installation of bench at bus shelter, New Road	200.00 N	
4735	PP	14/09/2017	JMPAYROL	109460	August payroll fee	30.00 N	
4736	PP	14/09/2017	SUELEES	109461	Twice yearly reporting and adding award and facebook logo to website	70.00 N	
4737	PP	27/09/2017	GREENSCA	109462	Bench removal, bin re-siting and 1 x interment	252.00 N	
4738	PP	27/09/2017	IXCG	109463	September monthly subscription and monitoring	136.80 N	
4753	PP	03/10/2017	ESSEXLIB	109464	October library hire	130.00 N	
4756	PP	03/10/2017	CSH	109466	September Lychgate bin emptying	86.58 N	
4760	PP	29/09/2017	UTILITIE	dd	September internet and telephone lines	51.60 R	
4761	PP	01/09/2017	GREENSCA	so	September grounds maintenance	3091.40 R	