



# Ingatestone and Fryerning Parish Council

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## PARISH COUNCIL MEETING

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

**Present:** Cllrs P Jeater (Chair) P Davey T Blunsten D Jelley  
 P Poston D Abrey J Fowkes L Day  
 L Boyce E Benson K Sutton

**Absent** Cllrs R Lee D Frost P Lackford J Winter  
 L Wagland

**Also present:** R Spouge Cllrs Cloke,  
 (Assistant Clerk) Hones and  
 Bridge

**FC17/151 Apologies for Absence**

Apologies were received and accepted from Cllrs Frost and Lackford (family), Cllr Lee (holiday), County Cllr Wagland (work) and Cllr Winter (representing the PC at the Essex Heritage Trust AGM).

**FC17/152 Announcements and Declarations of Interest**

There were no declarations of interest.

**FC17/153 Public Participation session**

No members of the public were present.

**FC17/154 Approval of minutes of the Full Council meeting held on 3<sup>rd</sup> August 2017**

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

**FC17/155 Matters arising for report (not for resolution)**

The Clerk presented the feedback from the Local Council Awards scheme and advised that Cllr Jeater would be collecting the certificate at the EALC AGM on the 19<sup>th</sup> September on behalf of the Parish Council

**FC17/156 Borough / County Councillors Reports**

- Cllr Hones reported that she had mentioned to Mounthnessing about the IFPC planning meeting with Meeting Place Communications regarding the Garden Centre site. **Cllr Benson declared an interest in this matter as she is a Director for this company.** Nothing further was discussed.
- Cllr Bridge requested a list of projects for the forthcoming NATS week and advised that the BBC September planning meeting had been postponed as only 1 application had been received.
- Cllr Cloke reported on a SEPP meeting he had attended.

**FC17/157 Reports of external meetings attended by any Parish Councillor**

- Cllr Davey advised that he had attended the following meetings:  
 EALC executive, 9<sup>th</sup> August  
 NALC Internal Audit, 16<sup>th</sup> August  
 NALC finance committee, 5<sup>th</sup> September  
 BBPCS, 6<sup>th</sup> September

- Cllr Jeater reported on the BBPCA meeting that he had attended with Cllr Davey. He advised that the BBC LDP had been delayed due to the revision of housing targets from the Government. There would be a new consultation in January 2018 but that it was inevitable that development sites already identified would have to be expanded. Cllr Jeater also spoke about a new fund being launched by ECC on the 19<sup>th</sup> September.
- Cllr Jelley and Blunsten reported that they had attended the RCCE workshop on Neighbourhood Planning.

**FC17/158 Library hire charges**

It was **proposed** that the required £910 to cover the remaining Library hire charge of £130pcm to the year end be reallocated from the remaining Insurance budget into the Rent budget.

**Proposed: Cllr Jeater**

**Seconded: Cllr Benson**

**Unanimously agreed**

**FC17/159 Neighbourhood Plan update**

Cllr Jeater, on behalf of Cllr Winter reported that a meeting has been arranged for the 4<sup>th</sup> October at 7.30pm in the Committee Room of the Community Centre for Councillors and interested parishioners. The Clerk is to send out the formal invitation next week.

**FC17/160 To appoint a representative to the Anglo European Community Trust Forum**

As Cllr Lee was not present, it was agreed to leave this item to next month's meeting

**FC17/161 Ingatestone Museum – possible new project**

Cllr Jeater advised that after speaking to the Clerk that owing to the number of considerable projects happening currently that it would be advisable to place this project on hold for the time being. This was agreed by the Council.

**FC17/162 Committee Reports**

**Planning**

- Cllr Abrey presented the minutes with nothing further to add

**Policy and Resources**

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

**Churchyards and Environments**

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

**Communications and IT Committee**

- Cllr Jelley presented the minutes with nothing further to add
- The new Communications Policy was presented by Cllr Jelley for ratification by the Parish Council. The Councillors involved in it's creation were congratulated on the quality of the work.

Proposed: Cllr Davey

Seconded: Cllr Poston

**Unanimously agreed**

**Personnel Committee**

- There was nothing to report but the committee will be meeting on the 13<sup>th</sup> September

**FC17/163 Devolution of Powers**

Cllr Davey had nothing to report.

**FC17/164 Correspondence**

None had been received.

**FC17/165 Parish Council financial accounts**

The accounts were presented and accepted

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

The Clerk gave an update on the transfer to Unity Bank and the opening of the savings account with Saffron Building Society

**FC17/166 Items for inclusion in the next agenda**

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

**Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960**

**FC17/167 Update on Seymour Field and Pavilion**

- After receiving an update by Cllr Davey, a full and frank discussion was held regarding the lease for Seymour Field and Pavilion. It was agreed that members will attend the BBC Policy, Projects and Resources Committee on the 19<sup>th</sup> September and this will be a key meeting for the future of the project.
- It was unanimously agreed that Holmes and Hills continue with the project with specific instructions that were agreed at the meeting by all councillors.
- It was agreed by all Councillors present that it was important to continue with the project for the protection of the field and to secure the facility for future generations.

**FC17/168 Close of meeting**

The Chairman closed the meeting at 9.20pm

**Date of Next Council Meeting:** Thursday 5<sup>th</sup> October at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone.

**Appendix**

**FC17/165 Financials**

<b>BANK RECONCILIATION DATED 31st AUGUST 2017</b>			
<b>Current account</b>			<b>113,787.49</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>273.33</b>

<b>Date:</b>		06/09/2017					
		<b>Day Books: Supplier Payments (Summary)</b>					
<b>Date From:</b>		01/07/2017					
<b>Date To:</b>		06/09/2017					
<b>Bank</b>		1200		<b>Currency</b>		Pound Sterling	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Supplier</b>	<b>Ref</b>	<b>Details</b>	<b>Gross</b>	<b>B</b>
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	June 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
4632	PP	31/07/2017	UTILITIE	dd	July internet and telephone lines	51.60	R
4633	PA	24/07/2017	SCOTTISH	dd	Lychgate electricity	19.00	R
4634	PP	03/07/2017	GREENSCA	so	July grounds maintenance contract	3091.40	R
4640	PP	25/07/2017	GREENSCA	109428	2 x interments	144.00	R
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
4681	PP	24/08/2017	RURALCOM	109444	Community led planning network membership	60.00	N
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
4684	PP	31/08/2017	BLACKWAT	109427	Newsletter printing	436.00	R

<b>Date:</b>		06/09/2017					
						<b>Bank Payments &amp; Receipts by Bank Account</b>	
<b>Date From :</b>		01/07/2017				<b>Bank Name: Current Account 80516252</b>	
<b>Date To :</b>		06/09/2017					
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>	<b>Gross</b>	<b>B</b>
4557	BP	13/07/2017	2220	July 17 payroll	July 17 net wages	-2,388.66	R
4558	BP	13/07/2017	2210	July 17 payroll	July 17 PAYE	-311.20	R
4559	BP	13/07/2017	2210	July 17 payroll	July 17 Ees NIC	-109.77	R
4560	BP	13/07/2017	2210	July 17 payroll	July 17 Eers NIC	-167.90	R
4561	BP	13/07/2017	2230	July 17 payroll	July 17 pension admin	-7.40	R
4562	BP	13/07/2017	2220	July 17 payroll	July 17 A Wood pension contrib	-92.49	R
4563	BP	13/07/2017	2230	July 17 payroll	July 17 Ers pension contrib	-266.32	R
4569	BP	19/07/2017	6300	109423	P Jeater - purchase of 3 locks and chains for Fairfield	-249.23	R
4570	BP	19/07/2017	7502	109424	Window stickers for office - PC signage	-22.84	R
4602	BR	06/07/2017	4002	126	Additional inscription Harris C51	71.50	R
4603	BR	06/07/2017	4900	127	tea towles, bangs and walking books	42.00	R
4604	BR	06/07/2017	4002	128	Interment fee Wills E384	550.00	R
4605	BR	18/07/2017	4900	129	Hort Show sale of merchandise	58.00	R
4606	BR	25/07/2017	4002	130	Interment fee Harris C51	116.60	R
4607	BR	25/07/2017	4002	131	Interment fee Howe C293	116.60	R
4608	BR	25/07/2017	4002	132	Additional inscription Brown H43	75.00	R
4609	BR	01/08/2017	4002	133	Additional inscription Rose E21	75.00	R
4610	BR	08/08/2017	4002	134	Memorial fee Ritchie K63	231.00	R
4636	BR	11/07/2017	2202	103561509	VAT Refund	3,931.90	R
4637	BR	19/07/2017	4002	135	BACS p[ayment Holland interment	405.60	R
4641	BP	08/08/2017	2220	109430	Aug 17 net wages	-2,388.66	R
4642	BP	08/08/2017	2210	109430	Aug 17 paye	-311.20	R
4643	BP	08/08/2017	2210	109430	Aug 17 Ee NIC	-109.77	R
4644	BP	08/08/2017	2210	109430	Aug 17 Er NIC	-167.90	R
4645	BP	08/08/2017	2230	109430	Aug 17 pension admin	-7.40	R
4646	BP	08/08/2017	2220	109430	Aug 17 A Wood pension	-92.49	R
4647	BP	08/08/2017	2230	109430	Aug 17 Ers pension contrib	-266.32	R
4685	BR	24/08/2017	4900	136	Garden waste bags - April - July	78.00	R