



# Ingatestone and Fryerning Parish Council

Suite 1 4 The Limes Ingatestone Essex CM4 0BE

Telephone: 01277 353315

Email: office@ingatestone-fryerningpc.gov.uk

www.ingatestone-fryerningpc.gov.uk

## PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 6<sup>th</sup> July 2017  
**VENUE:** Ingatestone Library, High Street,  
 Ingatestone

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

**Absent Cllrs** P Lackford J Fowkes R Lee

**Also present:** A Wood 6 Parishioners Cllr Cloke, Cllr Wagland  
 (Clerk and RFO) Bridge and Hones

**FC17/109 Apologies for Absence**

Apologies were received and accepted from Cllrs Lee and Lackford (family) and Cllr Fowkes (work)

**FC17/110 To welcome Cllr Emma Benson to the Parish Council**

Cllr Jeater welcomed Cllr Benson and the Clerk confirmed that she had received the Acceptance of Office form and Register of Interests

**FC17/111 Announcements and Declarations of Interest**

Cllr Davey declared an interest in item FC17/121 as he sits on the Awards Panel

**FC17/112 Public Participation session**

A Parishioner asked about and update on the Neighbourhood Plan and Station Ticket Office. He was advised that these would be covered later in the agenda

A Parishioner asked about the General Power of Competence and the Clerk advised that the Parish Council did not currently qualify for this power as they did not have 2/3<sup>rd</sup> of the Councillors elected. This would be rectified by the 2019 election

**FC17/113 Approval of minutes of the Full Council meeting (Annual Assembly) held on 1<sup>st</sup> June 2017**

The minutes were approved and duly signed by Cllr Jeater

**FC17/114 Matters arising for report (not for resolution)**

There were no matters arising for report.

**FC17/115 Borough / County Councillors Reports**

- Cllr Wagland clarified the situation with regards to the recent order for the closure of the High Street. She confirmed that the order is valid for 18 months but that the work would only take a few days. She asked the Parish Council to spread the news. Cllr Wagland also reported on the new Highway regime within ECC and that there was a new initiative for County Councillors to become more involved with progressing enquiries.

- Cllr Bridge reported that he had been elected as Vice Chair for the Environments and Enforcement Committee and that there will be a crackdown on the practice of putting out black bin bags overnight due to vermin destroying the bags. He also reported that a new NATS timetable for August is being distributed. Cllr Bridge advised that the LDP is currently being reviewed with a change of approach and warned that due to the shortage of land available for the 5 year housing supply, that it is getting harder to refuse planning applications.
- Cllr Cloke reported on the integrated approach for the Environment and Enforcement Committee and advised that the SEPP parking control between Tor Bryan and Station Lane has gone to finance and will be approved shortly. This will bring in parking restrictions and will slow the speed of traffic in that area.
- Cllr Hones reported that good feedback had been received on the work undertaken by the NATS team and that the issue of parking outside the schools will be addressed at Borough level.

**Cllr Wagland left the meeting at 8.05pm**

**FC17/116 Seymour Field and Pavilion**

Cllr Davey reported on the meeting held on the 16<sup>th</sup> June which was attended by Cllrs Davey and Jeater and BBC officials and Cllrs McKinlay and Cloke. He advised that the Parish Council are still waiting for the rateable value for the field and pavilion but that the Draft Heads of Terms dated 8<sup>th</sup> December had been accepted by BBC at this meeting.

**FC17/117 Neighbourhood Plan**

- Cllr Winter reported that there was a need to formalise a steering group in order to work on the Neighbourhood Plan, however, as this had not been included on the agenda, the Clerk advised that this element would need to be included in next month's meeting.
- Cllr Winter reported that a display for the Horticultural Show was being created in order to generate interest and get volunteers
- Cllrs Winter and Jelley had met with Camilla Jones from BBC who is the planning officer assigned to help with the plan
- Finally, it was reported that the LDP draft consultation was planned for early 2018 and therefore work on the Community Infrastructure Levy would happen after this time. Up to this point s106 would still be in force.

**FC17/118 Future of the Premises Sub-committee**

Cllr Jeater advised that the Premises sub-committee would need to be reviewed in the future, once the lease for Seymour Field was signed. After a discussion, it was agreed that this a matter for the future and not appropriate at this time.

**FC17/119 To appoint a representative to the Anglo European Community Trust Forum**

As Cllr Lee was not present, it was agreed that this be postponed to the August meeting.

**FC17/120 To discuss the potential threat of closure of the Ingatestone Railway Ticket Office**

After a discussion, it was agreed that the threat of closure was not imminent but that it would be appropriate to encourage use of the Ticket Office as much as possible. Cllr Jelley agreed to promote this on Twitter and that an article would be included in the next newsletter.

**FC17/121 Local Council Foundation awards resolution**

RESOLVED that:

- (a) the Parish Council had achieved items 1 – 15 of the Foundation Level and that all documentation relating to these items can be found on the Parish Council website:

1. Standing Orders & Financial Regulations
2. Code of Conduct
3. Publication Scheme
4. The last Annual Return
5. Transparent Information about Council Payments
6. A calendar showing all meetings
7. Minutes
8. Current Agendas
9. The Budget & Precept information
10. Complaints Procedure
11. Council Contact details
12. Action Plan
13. Evidence of Consulting the Community
14. Publicity Advertising Council Activities
15. Evidence of Participating in Town and Country Planning

**Proposed: Cllr Jeater**

**Seconded: Cllr Boyce**

**All agreed**

The council also confirms by resolution at a full council meeting that it has:  
(b) the following items of the Foundation Level have been achieved: A Risk Management scheme; A Register of Assets; Contracts for all members of staff; Disciplinary and Grievance Procedure; A Training Policy; A Record of all training; The Clerk has achieved 12 CPD points in the last year.

**Proposed: Cllr Poston**

**Seconded: Cllr Winter**

**All agreed**

**FC17/122 Ingatestone Museum – possible new project**

Cllr Jeater introduced the item and sought the views and opinions of the Parish Council on the idea of obtaining the Signaller's Cottage at Ingatestone Station and creating a small museum. After a discussion, the concept was unanimously supported and the Clerk was asked to proceed with initial investigations.

**FC17/123 Bank Accounts (P&R)**

**Resolution:** To confirm the transfer of the Parish Council current account to Unity Bank from Barclays

**Proposed: Cllr Jeater**

**Seconded: Cllr Davey**

**All agreed**

It was further confirmed that the following Councillors would be signatories to the Current Account, subject to the identity check requirements: Cllrs Winter, Poston, Abrey, Blunsten, Frost and Day

**Resolution:** To confirm the setting up of a new savings account (£60000) with Saffron Building Society's Business E-saver account, Issue 4 at 0.20% gross pa

**Proposed: Cllr Jeater**

**Seconded: Cllr Frost**

**All agreed**

**FC17/124 Horticultural show**

The manning of the stall timetable was agreed

**FC17/125 Dementia Friends and awareness discussion**

A discussion was held and it was agreed that the idea of becoming a Dementia Friend be promoted via social media and newsletter. Cllr Davey advised that the NALC would be producing guidance at their AGM in October.

- FC17/126 Committee Reports**  
**Planning**
- **17/00880/FUL – High Point, Beggar Hill, Fryerning** - Demolition of existing bungalow and garage and construct detached 5 bed house and garage – Proposed Objection due to the impact on the openness of the green belt and conservation area  
**Proposed: Cllr Abrey**  
**Seconded: Cllr Sutton**  
**All agreed**
  - **17/00988/FUL - Corner of Roman Road and Trueloves Lane, Ingatestone Essex** – Proposed new dwelling – Proposed that due to the timings of the application that the Parish Council's response be decided at the Planning Meeting on the 13<sup>th</sup> July. All members were invited to visit the site and attend the meeting or submit comments by email.  
**Proposed: Cllr Jeater**  
**Seconded: Cllr Blunsten**  
**All agreed**
- 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 reported that the Twitter account has been resurrected and that she is working on new Terms of Reference for the committee. It was agreed by all that the remaining place on the Committee be filled by Cllr Benson.
- Personnel Committee**
- Cllr Winter had nothing to report as the Committee had not met
- FC17/127 Other meetings attended by Councillors**
- Cllr Sutton – Playground Inspection Course - 29<sup>th</sup> June
  - Cllr Jelley – NALC digital day covering social media, legal issues and branding – 25<sup>th</sup> May
  - Cllr Davey – 24<sup>th</sup> May – Essex Rural Partnership, 25<sup>th</sup> May – EALC executive meeting, 6<sup>th</sup> June – NALC Finance Committee, 7<sup>th</sup> June – Police Conference, 12<sup>th</sup> June – EALC to meet the new High Sherriff, 14<sup>th</sup> June – EALC Larger Council's forum, 5<sup>th</sup> July – NALC auditor meeting and Rural Community Council of Essex AGM
  - Cllr Frost – 7<sup>th</sup> June – Police and Crime Commissioner's Conference and Passenger Transport Meeting
  - Cllrs Blunsten and Jeater – Playground Working party meeting 30<sup>th</sup> June – 2 parishioners attended and idea gauged
- FC17/128 Devolution of Powers**  
Cllr Davey had nothing to report.
- FC17/129 Correspondence**  
None had been received.
- FC17/130 Parish Council financial accounts**
- Profit / loss report for May and June 2017
  - To approve payments and receipts for May and June 2017
  - Budget tracker report
- The accounts were presented and accepted
- FC17/131 Items for inclusion in the next agenda**  
The resolution for the Neighbourhood Plan steering committee was requested
- FC17/132 Close of meeting**  
The Chairman closed the meeting at 9.25pm  
**Date of Next Council Meeting:** Thursday 3<sup>rd</sup> August at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone

**Appendix  
FC17/130  
Financials**

| Date:   |            | 05/07/2017 |            | <b>Day Books: Supplier Payments (Summary)</b> |   |                   |                 |
|---|------------|------------|------------|---|---|-------------------|-----------------|
| Date From:                                      | 01/05/2017 | Date To:   | 05/07/2017 | Bank  | 1200 <th>Currency</th> <td>Pound Sterling</td>                      | Currency          | Pound Sterling  |
| No  | Type       | Date       | Supplier   | Ref   | Details   | Gross             | B Bank Rec Date |
| 4299  | PP         | 03/05/2017 | GREENSCA   | 109376  | Interment   | 72.00             | N               |
| 4300  | PP         | 04/05/2017 | JMPAYROL   | 109379  | April payroll fee   | 30.00             | N               |
| 4301  | PP         | 03/05/2017 | SAGE       | 109377  | 2 years subscription for Sage - 2017-2019                           | 564.00            | N               |
| 4326  | PP         | 09/05/2017 | CSH        | 109383  | April bin emptying Lychgate   | 75.66             | N               |
| 4327  | PP         | 09/05/2017 | CAMECO     | 109382  | Annual Parish Council insurance 1st June 2017 - 31st May 2018       | 1257.92           | N               |
| 4328  | PP         | 02/05/2017 | IXCG       | 109374  | Monthly software subscription and monitoring service (May)          | 136.80            | R 31/05/2017    |
| 4329  | PP         | 03/05/2017 | EALC       | 109378  | EALC / NALC fees 2017/18  | 787.11            | R 31/05/2017    |
| 4342  | PP         | 10/05/2017 | AMBEROL    | 109385  | 2 x High Street planters  | 999.60            | R 31/05/2017    |
| 4419  | PP         | 04/05/2017 | EUROFFIC   | 109381  | Office stationery   | 62.56             | R 31/05/2017    |
| 4420  | PP         | 02/05/2017 | BRENTWOO   | 109375  | Fryerning litter bin and Fairfield dog bin emptying Oct 16 - Mar 17 | 202.80            | R 31/05/2017    |
| 4435  | PP         | 18/05/2017 | PLAYQUIP   | 109386  | Younger children's playground repairs and new springer              | 1236.00           | N               |
| 4436  | PP         | 18/05/2017 | ASL        | 109387  | Photocopier quartely charge 12/5/17 - 11/8/17 - final charge        | 96.43             | N               |
| 4454  | PP         | 31/05/2017 | UTILITIE   | dd  | May 17 internet and phone lines                                     | 51.60             | R 31/05/2017    |
| 4455  | PA         | 22/05/2017 | SCOTTISH   | dd  | Lychgate electricity  | 19.00             | R 31/05/2017    |
| 4456  | PP         | 02/05/2017 | GREENSCA   | so  | May 17 Grounds Maintenance charge                                   | 3091.40           | R 31/05/2017    |
| 4470  | PP         | 08/06/2017 | JMPAYROL   | 109398  | May payroll fee   | 30.00             | N               |
| 4471  | PP         | 08/06/2017 | CSH        | 109400  | May bin emptying Lychgate   | 95.94             | N               |
| 4472  | PP         | 08/06/2017 | IXCG       | 109399  | May telephone calls and line  | 42.89             | N               |
| 4473  | PP         | 01/06/2017 | IXCG       | 109392  | June software subscription and monitoring service                   | 136.80            | N               |
| 4475  | PP         | 25/05/2017 | SUELEES    | 109388  | Adding new C&IT committee details etc to website                    | 70.00             | N               |
| 4476  | PP         | 01/06/2017 | HEELISLO   | 109389  | Internal audit fee  | 240.00            | N               |
| 4477  | PP         | 01/06/2017 | SLCC       | 109390  | A Wood - Data Protection webinar                                    | 30.00             | N               |
| 4478  | PP         | 01/06/2017 | MS2        | 109391  | Office rent and service charge June - August 17                     | 2050.75           | N               |
| 4479  | PP         | 01/06/2017 | PLAYSAFE   | 109393  | Annual RoSPA report   | 205.80            | N               |
| 4480  | PP         | 06/06/2017 | MS2        | 109395  | Annual building insurance contribution                              | 205.03            | N               |
| 4481  | PP         | 08/06/2017 | NALC       | 109397  | D Jelley - Social media course                                      | 90.00             | N               |
| 4482  | PP         | 14/06/2017 | HEATHERL   | 109403  | Cemetery skip   | 131.00            | N               |
| 4508  | PP         | 14/06/2017 | EBM        | 109404  | Purchase of UTAX photocopier / printer                              | 2280.00           | N               |
| 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 30/06/2017    |
| 4530  | PP         | 01/06/2017 | GREENSCA   | so  | June 17 Grounds Maintenance contract                                | 3091.40           | R 30/06/2017    |
| 4531  | PA         | 22/06/2017 | SCOTTISH   | dd  | Lychgate electricity  | 19.00             | R 30/06/2017    |
| <b>BANK RECONCILIATION DATED 30th JUNE 2017</b> |            |            |            |   |   |                   |                 |
| <b>Current account</b>                          |            |            |            |   |   | <b>135,955.17</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>360.94</b>     |                 |

| <b>Date:</b>       | 05/07/2017  |             |            |               |   |                            |                       |  |
|--------------------|-------------|-------------|------------|---------------|---|----------------------------|-----------------------|--|
|                    |             |             |            |               | <b>Bank Payments &amp; Receipts by Bank Account</b> |                            |                       |  |
| <b>Date From :</b> | 01/05/2017  |             |            |               | <b>Bank Name:</b>                                   | Current Account - 80516252 |                       |  |
| <b>Date To :</b>   | 05/07/2017  |             |            |               |   |                            |                       |  |
| <b>No</b>          | <b>Type</b> | <b>Date</b> | <b>N/C</b> | <b>Ref</b>    | <b>Details</b>                                      | <b>Gross B</b>             | <b>Bank Rec. Date</b> |  |
| 4302               | BP          | 04/05/2017  | 7306       | 109380        | A Wood mileage Jan - April 17                       | -56.07 R                   | 31/05/2017            |  |
| 4334               | BP          | 10/05/2017  | 2220       | 109384        | May 17 net wages                                    | -2313.52 R                 | 31/05/2017            |  |
| 4335               | BP          | 10/05/2017  | 2210       | 109384        | May 17 PAYE   | -288.40 R                  | 31/05/2017            |  |
| 4336               | BP          | 10/05/2017  | 2210       | 109384        | May 17 Ees NIC                                      | -95.47 R                   | 31/05/2017            |  |
| 4337               | BP          | 10/05/2017  | 2210       | 109384        | May 17 Ers NIC                                      | -151.46 R                  | 31/05/2017            |  |
| 4338               | BP          | 10/05/2017  | 2230       | 109384        | May 17 Pension admin                                | -6.85 R                    | 31/05/2017            |  |
| 4339               | BP          | 10/05/2017  | 2220       | 109384        | May 17 A Wood pension                               | -85.58 R                   | 31/05/2017            |  |
| 4340               | BP          | 10/05/2017  | 2230       | 109384        | May 17 Ers pension contrib                          | -246.42 R                  | 31/05/2017            |  |
| 4421               | BR          | 11/05/2017  | 4002       | 116           | Memorial fee - Harris K72                           | 220.00 R                   | 31/05/2017            |  |
| 4422               | BR          | 17/05/2017  | 4002       | 117           | Exclusive rights and interment Munford G11          | 1265.00 R                  | 31/05/2017            |  |
| 4423               | BR          | 23/05/2017  | 4007       | 118           | Essex Heritage Trust Fairfield Pond grant           | 2500.00 R                  | 31/05/2017            |  |
| 4463               | BP          | 06/06/2017  | 2220       | 109394        | June 17 net wages                                   | -2539.34 N                 |                       |  |
| 4464               | BP          | 06/06/2017  | 2210       | 109394        | June 17 PAYE  | -356.40 N                  |                       |  |
| 4465               | BP          | 06/06/2017  | 2210       | 109394        | June 17 employees NIC                               | -138.36 N                  |                       |  |
| 4466               | BP          | 06/06/2017  | 2210       | 109394        | June 17 employers NIC                               | -200.79 N                  |                       |  |
| 4467               | BP          | 06/06/2017  | 2230       | 109394        | June 17 pension admin                               | -8.51 N                    |                       |  |
| 4468               | BP          | 06/06/2017  | 2220       | 109394        | June 17 A Wood pension                              | -106.32 N                  |                       |  |
| 4469               | BP          | 06/06/2017  | 2230       | 109394        | June 17 A Wood pension                              | -306.11 N                  |                       |  |
| 4486               | BP          | 15/06/2017  | 7501       | 109405        | Post office - stamps                                | -55.00 N                   |                       |  |
| 4499               | BR          | 01/06/2017  | 4002       | 119           | Additional inscription Catton D102                  | 71.50 N                    |                       |  |
| 4500               | BR          | 07/06/2017  | 4002       | 120           | Interment fee Brown H43                             | 116.60 N                   |                       |  |
| 4501               | BR          | 08/06/2017  | 4002       | 121           | Exclusive rights G30                                | 831.60 N                   |                       |  |
| 4502               | BR          | 08/06/2017  | 4002       | 122           | Exclusive rights J64                                | 550.00 N                   |                       |  |
| 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                   |                       |  |
| 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                     | 30/06/2017            |  |