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## ANNUAL ASSEMBLY

**MINUTES OF MEETING HELD: 20 May 2019**  
**VENUE: Parish Rooms, Stock Lane, Ingatestone**

**Present:** Cllrs P Jeater (Chair) P Davey J Winter D Carpenter  
P Poston T Blunsten D Sankey  
A Wood (Clerk and RFO) 12 Parishioners Cllr Bridge  
R Skepelhorn  
(Apprentice)

**AA19/001 Chairman to welcome Councillors and**  
Cllr Paul Jeater welcomed the assembly

**AA19/002 Apologies for Absence**  
Apologies were received and accepted from Cllrs Jelley, Hart, Lee and Russell

**AA19/003 Approval of minutes of the Annual Assembly held on 7 June 2018**  
The minutes were approved and duly signed by Cllr Jeater

**AA19/004 Presentation by Andy Long, Brentwood Borough Council on Recycling in the borough**  
An informative talk with slides was given by Mr Long followed by a question and answer session

**AA19/005 Presentation by the Chair in recognition of the long service to the Parish Council of**

- David Abrey – 21 years
- Linda Boyce (not present) – 23 years
- Lyndon Day – 43 years
- Donald Frost – 20 years

The Chair spoke about the contribution made by the above councillors and presented them with hand written certificates as a token of appreciation.

**AA19/006 “What is the parish Council?” by Rory Skepelhorn, Business Administration and Social Media Apprentice**

An entertaining film created by Mr Skepelhorn was shown along with an additional film thanking the retiring councillors.

**AA19/007 Chairman’s report and Accounts**

- Cllr Jeater gave his report, a copy of which is attached in the Appendices
- The accounts for the year ending 31<sup>st</sup> March 2019 were presented, a copy of which is available on the Parish Council website and from the parish office
- To receive any questions on the Parish Council accounts – none were raised

**AA19/008 Committee Reports  
Churchyards and Environments**

- Cllr Blunsten presented a verbal report

**Policy and Resources**

- Cllr Jeater had already reported and had nothing further to add

#### **Planning**

- Cllr Poston gave a verbal report

#### **Neighbourhood Plan Advisory Committee**

- Cllr Winter gave a verbal report

#### **Personnel Committee**

- Cllr Winter gave a verbal report

#### **Communications and IT**

- Cllr Jelley was not present, but a written report was presented (attached)

#### **Charles Cox Trust**

- Cllr Jeater presented the accounts (attached)

**AA19/009**

#### **Village matters – public participation session**

- A parishioner spoke about the recent spate of vandalism in Fairfield relating to a park bench and bin near the Skatepark. The Clerk gave an update on the work undertaken so far on the matter.

**AA19/010**

#### **Close of meeting**

The Chairman closed the meeting at 9.04pm and invited everyone for refreshments

## **Appendix**

### **Chairman's report—Looking back at 2018-19**

Looking back over the last year one issue more than any other has dominated the work of the parish council; the acquisition of a lease on Seymour Field and the refurbishment of the Pavilion. The first half of this seemingly never-ending saga was completed on November 14th, 2018 when the lease was finally signed, giving the parish council control of the field and pavilion for the next 25 years. Work commenced on the pavilion in the new year and the newly created changing rooms plus hall and kitchen will receive a grand opening on Wednesday May 29th.

It has taken nearly two years of our time but having seen the 'rebuild' I know we have created an asset for the parish. This would not have been possible without the time, effort and commitment of various people and organisations. I would like to pay thanks to our clerk, Abi Wood who spent hours discussing the ins and outs of the project with me, Councillor Peter Davey who assiduously conducted the lease negotiations, Wendy Martin (our solicitor) who I suspect never thought she would need to spend so many hours in protracted negotiations, and of course the Football Foundation who provided a very substantial grant without which the project would not have been possible.

In addition, we obtained a grant from the Essex CIF fund that allowed us to renew the kitchen and extend and improve the patio area, improvements that would not have been possible without this funding. We received £1,000 from Tesco 'Bag for Life' scheme that means that the hall will have a projector, screen and Wi-Fi, allowing it to be used by local groups and organisations.

During the past year, we have added a staff member. A grant from the Local Services Fund administered by the EALC allowed us to offer an apprenticeship to a young person from the parish. We appointed, Rory Skepelhorn, and he soon became part of the team and reduced the average age of the office staff considerably. Rory has brought invaluable expertise to the parish council, improving our social media presence and his work on the parish newsletter is greatly appreciated. I know that you'll be hearing a good deal more of the range of activities that Rory has undertaken later this evening, but not sure he will mention wading into Fairfield Pond to retrieve a rubbish bin.

Our Neighbourhood Plan is progressing well, steered energetically by Councillor Jane Winter. I'd like to thank those councillors and residents who have given their time to attend meetings and conduct research. The next year should see progress in writing the plan, laying out the needs of the parish for the next thirty years.

2019 marks the 175th Anniversary of the Railway coming to Ingatestone. Most of us will only be too aware of what an asset the station and its staff are to the parish. It was an honour to be able to represent the parish council and deliver a speech at the recent celebrations. Meanwhile negotiations between the Railway Heritage Society, Greater Anglia, Network Rail, Essex County Council and the parish council are ongoing regarding the renovation of the cottage close to the crossing on Station Lane. Hopefully external and internal repairs will follow later in 2019 allowing a structure to be put in place to allow us to construct a village museum there. A fitting tribute to how our village and the surrounding area has developed as a result of the railway.

Sadly, the past year has not been all good news. The proposal by Essex County Council to close Tier 4 libraries and potentially close Tier 3 libraries, such as Ingatestone, unless the local community run and administer them, has been opposed by many residents and the parish council.

While not wishing to prejudge the consultation exercise whose results are expected to be published in the next couple of months, it is clear that residents want to keep their library, in its current building, and they'd like it to offer more.

When the library proposals were first published, we sought an urgent meeting with the cabinet member responsible for the service at ECC. We were first told that we would have to submit questions in advance, while unusual nevertheless we complied. Sadly, no meeting has taken place because we were told verbally that ECC had received legal advice not to talk to us prior to the consultation exercise concluding.

We organised a public meeting at the Community Club and a hundred people from the parish braved a bitterly cold evening to voice their frustrations and concerns. Many proposals and ideas were forthcoming for future development, combined they could have filled the British Museum let alone our local library.

Having attended meetings and read press reports, I remain deeply sceptical over the Community Library proposal, having asked questions as to whether the range of services currently available would continue under the community model, I received no satisfactory answer. Indeed, I remain deeply concerned that the model may be founded on the assumption that our library will be asked to leave the current building. This would be greatly detrimental to the parish, be clear as there is no other suitable building within the parish.

Our largest spending committee is the Churchyards and Environment committee, and during the year, that committee has had to deal with several important issues. Firstly, the contract for ground maintenance was scheduled for renewal. The correct tendering process was followed, a short list of applicants to interview was drawn up and me as Chair of the Parish Council, the Chair of Churchyards and Environment committee and the Parish Clerk conducted those interviews. As a result, our recommendation, later supported by the council, was to award the contract for the next three years to JPB Landscapes. Obviously, the decision to change our contractor was not one taken lightly, but councillors have a duty to obtain best value for parishioners. We would like to place on record our thanks to IDC Greenscapes for their work over the past years and we look forward to establishing a close working relationship with the new contractor.

A number of residents expressed frustration that the clock situated within the tower of the parish church ceased to function during the year. We became aware that the 1894 Local

Government Act precluded us from funding the repair, as the clock is situated within the church building. Now, while many of us see the clock as a 'village clock' funding the repairs might have led to a legal challenge, and if successful might well have led to the debarment of councillors and jeopardised the employment of our parish clerk. In these circumstances we decided to approach our MP and along with the EALC and NALC apply pressure on government to introduce a change in the law to allow councils to fund what are parish assets. It is frustrating that progress on debating this has not occurred, but residents will be aware that Parliament's time has been rather dominated by one issue over the past two years.

2018 marked the centenary of the end of the 1st World War. The parish council thought it appropriate to mark the centenary of the armistice by planting a memorial tree. We are grateful to Rev. Sherring and the Diocese of Chelmsford in allowing this to be planted in the churchyard close to the cenotaph. The tree guard that was commissioned by us is a reminder of the sacrifice made by young men from the parish 100 years ago.

Finally, this May has seen the election of a new Parish Council. I'd like to welcome the newly elected councillors, and also thank the council for re-electing me as Chair. However, I'd like to conclude by thanking those members who have retired as councillors this year. I'd like to especially thank those who have given many years' service to the parish. Councillor Lyndon Day – 43 years a Parish Councillor, Councillor David Abrey, former Vice Chair and Chair of the Planning Committee for many years and architect of the village design statement. Councillor Linda Boyce, former chair of the council and a councillor for 23 years, and Councillor Donald Frost who especially made many valuable contributions to the Policy and Resources Committee. Together these four residents have given a hundred years of service to our parish and deserve our sincere thanks and appreciation.

The last year has been busy and lively. Collectively we work to maintain and improve facilities for those who live in Ingatestone and Fryerning and this we will continue to do over the next twelve months.

**Cllr Paul Jeater**

### **Communications and IT Committee Report**

The Communications and IT Committee supports Ingatestone and Fryerning Parish Council with its communications, PR, social media channels, branding and newsletter. The committee meets every quarter, but supports the office continuously outside of meetings. This is mostly done via a communications sub-committee which responds to requests in a WhatsApp group.

Since the committee was established two years ago, it has redesigned the parish council newsletter, improved @IngFryPC presence on Twitter, Facebook and Instagram and produced a refreshed logo. We have also written an extensive communications policy to guide our work and tone of voice.

In the last year there have been some exciting new developments.

#### **A new business apprentice**

We are very lucky to have our local government, social media and business apprentice, Rory Skepelhorn, working in the parish office. Rory has been invaluable in producing the newsletter and making updates on social media. Thank you Rory for all your hard work so far!

#### **GDPR**

When General Data Protection Regulations (GDPR) came into force last May, we reviewed how we manage our data and introduced new GDPR guidelines, which are available on our website. To be compliant and to increase security, councillors now have allocated parish

council email addresses. We also have parish council tablets to ensure that all sensitive and confidential parish council work is on a secure server with the relevant firewall protection.

### **Paperless parish council**

This year, the parish council took big steps to reduce our paper waste. We no longer print paper agendas, unless requested or used for financial scrutiny. We continue to use recycled paper for printing.

### **Website**

The Communications and IT Committee has made some small improvements to our website, <http://www.ingatestone-fryerningpc.gov.uk/>. This year we have had a plugin installed to ensure that all of our news, agendas and minutes that appear online instantaneously update on our social media channels.

### **Future plans**

The committee is currently discussing the prospect of installing a new, free Wi-Fi network on Ingatestone High Street. We are working with our trusted IT supplier, IXG, to produce a proposal, which will be discussed at our next meeting on 4 June at 7.30pm in the library.

**Cllr Dawn Jelley**

### **Charles Cox Trust**

**Year ended 5th April 2019**

#### **Report of the Trustees**

This small trust set up by the Parish Council in memory of Charles Cox, a long serving former member, aims principally to provide funding for youth activities and education for young people in the parishes of Ingatestone and Fryerning.

Total assets of the Trust as at 5th April 2019 were £22,865.57

During this period, grants totalling £1,640 were made to the Junior School to provide support to low income families to enable students to attend annual residential trips to France and Norfolk Lakes

Income for this period totalled £613.47 of which £53.84 came from a donation from the Ingatestone Churches Together New Year's Eve 2018 Service

The Trustees during the year were:

Mr Paul Jeater

Mr Michael Brisbourne (Clerk)

Mrs Sylvia Tolfree

Mrs Susan Thomas

**Michael Brisbourne**

**Clerk/Trustee**

# CHARLES COX TRUST

(Registered Charity No: 1015014)

## FINANCIAL STATEMENT

for the Year Ended 5th April

	<u>2018</u>	<u>2019</u>	<u>Notes</u>
<b>1. Income &amp; Expenditure</b>			
<b>Income:</b>			
COIF Deposit Fund	16.77	44.07	
COIF Investment Fund	505.41	515.56	
Donations Received	50.38	53.84	1
	<b>£572.56</b>	<b>£613.47</b>	
<b>Expenditure:</b>			
Grants Made	800.00	1,600.00	
Secretarial Honorarium	40.00	40	
	<b>£840.00</b>	<b>£1,640.00</b>	
<b>Surplus/Loss for Period</b>	<b>-£267.44</b>	<b>-£1,026.53</b>	
<b>2. Statement of Assets</b>			
Barclays Community Account	1,130.92	104.39	
COIF Deposit Account	7,200.00	7,200.00	
COIF Investment Fund	14,799.54	15,561.18	2
	<b>£23,130.46</b>	<b>£22,865.57</b>	
<b>3. Accumulated Fund</b>			
Opening Balance	22,938.50	23,130.46	
Cost/adjusted market value of Investment Securities	459.40	761.64	
Surplus/Loss	-267.44	- 1,026.53	
	<b>£23,130.46</b>	<b>£22,865.57</b>	
<b>Notes to the Accounts</b>			
1 Donations Received	<b>2018</b>	<b>2019</b>	
Churches Together	50.38	53.84	
	<b>£50.38</b>	<b>£53.84</b>	
2 COIF Investment Fund quoted at Market Value.			