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PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 4 April 2019
VENUE: Ingatestone Library, High Street, Ingatestone

Present:	Cllrs	P Jeater (Chair)	P Davey	J Winter	D Frost
		L Day	K Sutton	R Lee	P Poston
		D Abrey	T Blunsten		
Absent	Cllrs	N Jennings	E Benson	L Boyce	D Jelley
Also present:		A Wood (Clerk and RFO) R Skepelhorn (Apprentice)	1 Parishioner	BCllrs Cloke, Hones and Bridge	

FC19/053 Apologies for Absence - for noting but not approval

Apologies were received and noted from Cllrs Jelley and CClr Wagland (family).

FC19/054 Announcements and declarations of interest

No declarations of interest were made.

FC19/055 Public Participation session

- A parishioner wanted to thank the retiring councillors for their hard work and dedication during their time on the council. Cllr Jeater advised that a formal thank you will take place at the Annual Assembly on the 20th May.

FC19/056 To approve the minutes of the meeting held on the 7 March 2019

The minutes were approved and duly signed by Cllr Jeater.

FC19/057 Matters arising for report (but not for resolution)

There were no matters arising for report.

FC19/058 Borough / County Councillor reports

- Cllr Bridge reported that the Environment Committee were in talks with ECC to take over control of the bus shelters in the district and that there was going to be a change in recycling collections (but not their frequency)
- Cllrs Hones and Cloke wished to thank the retiring councillors for their work on the parish council. Cllr Cloke advised that the police had now moved into Ingatestone Fire Station.

FC19/059 Reports on external meetings attended by any parish councillor

- Cllr Davey advised that his report had been circulated before the meeting and invited questions.
- Cllr Winter advised that a report on a recent RCCE neighbourhood plan training session had been circulated with the meeting paperwork.

FC19/060 Seymour Pavilion renovation update

- Cllr Jeater reported on a recent visit to the pavilion with the Clerk. The snagging list written by the project manager is being worked on and the handover should be imminent.
- The official opening to invited guests will be Wednesday 29th May at 2pm and a further open day will be organised for a weekend at the

beginning of June where members of the public will be able to view the pavilion and have refreshments.

FC19/061 To approve the Terms and Conditions for committees

The terms of reference for the following committees were presented and approved with minor amendments to be undertaken by the Clerk before publishing

- Churchyards and Environments
- Communications and IT
- Neighbourhood Plan Advisory Committee
- Personnel
- Planning
- Policy and Resources

Proposed: Cllr Jeater

Seconded: Cllr Davey

Unanimously agreed

FC19/062 To approve the Risk Assessments suite

The risk assessments for the following areas were presented and approved with minor amendments to be undertaken by the Clerk before publishing

- Fryerning Cemetery
- Business Continuity Plan
- Fairfield and Closed Churchyards
- Financial
- Office
- Planning Committee

Proposed: Cllr Jeater

Seconded: Cllr Davey

Unanimously agreed

FC19/063 Library consultation update

Cllr Jeater advised that there was nothing to report until the analysis of the consultation had taken place.

FC19/064 To approve the parish council's Reserves Policy and Investment Policy

These two policies were reviewed and approved.

Proposed: Cllr Davey

Seconded: Cllr Poston

Unanimously agreed

FC19/065 Neighbourhood Plan update

Cllr Winter asked the Borough Councillors for an update on the LDP facing a potential legal challenge from Basildon. Cllr Bridge advised that concerns had been raised but there is no further update. It is anticipated that the LDP will be signed off at the beginning of 2020.

Cllr Winter advised that owing to the issues raised by Basildon that policy writing by the NPAC was on hold and that they were looking at professional input to policy and plan writing at this stage.

FC19/066 Committee Reports: to receive minutes from the following Committees:

Planning – minutes presented with nothing further reported.

Policy and Resources – Cllr Jeater presented the minutes and advised the council about the 175th Anniversary of Ingatestone Library. Cllr Day was asked to formally unveil the plaque that the parish council had ordered to commemorate this event on the 12th May.

The Clerk was asked to give a brief update on the work she is undertaking regarding VAT on the renovation works at the pavilion.

Cllr Hones and Cloke left the meeting at 8.15pm

Churchyards and Environments – the minutes were presented with nothing further reported.

Communications and IT – the minutes were presented with nothing further reported.

Personnel – Cllr Winter reported on the work being undertaken regarding the Parish Caretaker position

FC19/067 Parish Council financial accounts

- To look at the accounts for the month of March 2019
- To receive the latest bank reconciliations
- To approve the payments for March / April 2019
- To review the budget tracker for 2018/19

The above reports were reviewed and approved, and payments approved as shown in the appendix.

FC19/068 Correspondence received in the office

The Clerk reported on emails received regarding the Grounds Maintenance Contract and requested that Councillors refrain from responding and that all responses should be through the office. The Clerk read out the response that she had sent, detailing the legal position of meetings and contract awards.

FC19/069 Items for inclusion in the next agenda

Nothing was requested for inclusion

FC19/070 Close of meeting

The Chairman thanked the retiring councillors and advised that a formal event will take place at the Annual Assembly on the 20th May.

The Chairman thanked the councillors and public for their attendance and closed the meeting 8.30pm.

Date of Next Council Meeting: Annual Parish Council Meeting: Monday 13 May at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone.

Appendix FC19/067

Date: 02/04/2019						
Day Books: Supplier Payments (Summary)						
Date From:		01/03/2019				
Date To:		31/12/2019				
No	Type	Date	N/C	Ref	Details	Gross B
6236	PP	01/03/2019	GREENSCA	dd	Monthly grounds maintenance contract	3091.40 R
6213	PP	12/03/2019	ESSEXLIB	75x/740	2 x monthly library hire - Jan and Feb	215.20 R
6224	PP	12/03/2019	JMPAYROL	JM23466	Feb payroll fee	30.00 R
6226	PP	12/03/2019	CSH	CSH411195	Feb Lychgate bin emptying	80.98 R
6228	PP	12/03/2019	SUELEES	SL3842	March survey monkey subscription	37.50 R
6232	PP	19/03/2019	SUELEES	SL3864	Twice yearly analytical report on website usage	30.00 R
6234	PP	19/03/2019	GREENSCA	IDC6794	Emergency tree removal due to high winds 7/3/19	360.00 R
6281	PP	21/03/2019	SLCC	SLCC12756		1320.00 N
6208	PP	25/03/2019	MS2	MS2rent	Quartly rent and service cahрге March	2086.93 R
6314	PP	26/03/2019	EBM	dd	Feb 19 photocopying and copying fee	24.00 R
6251	PP	29/03/2019	EPC	EPC2448	2nd invoice for pavilion renovations	84993.84 R
6253	PP	29/03/2019	ESSEXLIB	ECC1011109407	March 19 library hire	107.60 R
6255	PP	29/03/2019	RURALCOM	RCCE6851	RCCE village hall membership	60.00 R
6280	PP	29/03/2019	SLCC	SLCC128509	VAT webinar for A Wood	72.00 N
6285	PP	29/03/2019	IXCG	IXCG1043/1036	Monthly software, subscriptions, back up and monitoring	355.26 N
6315	PP	29/03/2019	UTILITIE	dd	March bradband and phone line	70.80 R
6230	PP	01/04/2019	BRENTWO	BBC1994177	Seymour pavilion business rates April 19 (dispensation to be applied for once renovation works have been completed)	210.60 N
6306	PP	05/04/2019	CSH	CSH414479	March 19 Lychgate bin emptying	82.54 N
6308	PP	05/04/2019	FRIENDSO	FHE2019/20	Essex Records Office membership	12.00 N
6312	PP	16/04/2019	ESSEXLIB	ECC1011167099	April 19 library hire	107.60 N
6275	PP	25/04/2019	EPC	EPC2458	3rd invoice for pavilion renovations split over 2	81735.64 N
6276	PP	26/04/2019	EPC	EPC2458	3rd invoice for pavilion renovations split over 2	50000.00 N
6310	PP	21/05/2019	EALC	EALC10816	NALC / EALC affiliation fees	812.87 N

Date:	13/03/2019								
Date From :	01/03/2019								
Date To :	31/12/2019								
Bank Payments & Receipts by Bank Account									
No	Type	Date	N/C	Ref	Details	Gross	B		
6238	BR	05/03/2019	4007	CIF	Essex CIF award for pavilion	15000.00	R		
6246	BR	07/03/2019	4002	084	Interment fee Bird E252	116.60	R		
6247	BR	12/03/2019	4002	085	Exclusive rights and interment Webb	1301.00	N		
6248	BR	12/03/2019	4002	086	Interment fee Gaffney K62	550.00	N		
6249	BR	12/03/2019	4002	087	Memorial fee Binder H5 (BACS payment)	231.00	R		
6237	BR	13/03/2019	4007	FF	Football Foundation 1st grant for pavilion	19070.00	R		
6235	BP	19/03/2019	7030	PJ120319	Book token prizes for Litter Pick posters	-30.00	R		
6302	BR	21/03/2019	4900	088	Income from garden waste bags	50.00	R		
6303	BR	21/03/2019	4002	089	Additional inscription Appleby J13	75.00	N		
6264	BP	22/03/2019	2220	Mar 19 payroll	Mar 19 net wages	-3359.80	R		
6265	BP	22/03/2019	2210	Mar 19 payroll	Mar 19 PAYE	-354.60	R		
6266	BP	22/03/2019	2210	Mar 19 payroll	Mar 19 ee nic	-149.61	R		
6267	BP	22/03/2019	2210	Mar 19 payroll	Mar 19 er nic	-204.99	R		
6268	BP	22/03/2019	2230	Mar 19 payroll	Mar 19 pension admin	-9.63	R		
6269	BP	22/03/2019	2220	Mar 19 payroll	Mar 19 A Wood pension	-120.33	R		
6270	BP	22/03/2019	2230	Mar 19 payroll	Mar 19 ers pension contrib	-355.44	R		
6304	BR	27/03/2019	4002	090	Interment fee Waggett K56	550.00	N		
6317	BR	29/03/2019	4007	FF	2nd grant for Seymour Pavilion	27623.00	R		
6318	BP	31/03/2019	7901	Bank fee	Quarterly bank charges	-28.65	R		
6313	BP	01/04/2019	7030	290519IFPC	Seymour opening ceremony - ice cream van	-165.00	N		
BANK RECONCILIATION DATED 31/03/19						309,077.04			
Unity Bank Current Account						138,169.62			
Petty cash						64.55			
Nationwide Building Society						85,359.41			
Yorkshire Building Society						85,483.46			
Saffron Building Society closed						0.00			
Youth Council account						0.00			