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## PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 7 February 2019  
**VENUE:** Ingatestone Library, High Street,  
Ingatestone

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair)	P Davey	D Frost	D Jelley
		D Abrey	J Winter	L Day	E Benson
		P Poston	T Blunsten	N Jennings	K Sutton
<b>Absent</b>	<b>Cllrs</b>	R Lee	L Boyce		
<b>Also present:</b>		R Spouge (Assistant Clerk)	11 Parishioners	Cllr Wagland	BCllrs. Cloke and Bridge
		R Skepelhorn (Apprentice)			

**FC19/017 Apologies for Absence - for noting but not approval**

Apologies were received and noted from Cllr Lee (family)

**FC19/018 Announcements and declarations of interest**

No declarations of interest were made.

**FC19/019 Public Participation session**

- A parishioner speaking on behalf of the other parishioners present raised the danger to residents and pedestrians using the side road pavement from The Leas to its exit back on to Roman Road due to the lack of street lighting. The street lights on Roman Road no longer illuminated the pavement in the side road leaving it in darkness. She reported that due to the lack of lighting several houses had been broken into on this side road and residents did not feel safe. Cllr Bridge supported the residents. Cllr Wagland offered her support and advised the residents to compile evidence and the procedure for taking this up with Essex County Council.
- A parishioner asked what the position with the Church clock was. Cllr Davey replied that our MP had written to the Parish Council confirming that it should not pay for the clock's upkeep.
- A parishioner had looked into the Parish Council paying for the clock and referred to several articles he had found. Councillors wanted this item to be raised at the next Churchyards & Environment Committee and the resident to be invited to attend this meeting.
- A resident spoke about the danger of vehicles exceeding the 30 mph speed limit down the side road from The Leas to its exit on to Roman Road.

**FC19/020 To approve the minutes of the meeting held on the 3 January 2019**

The minutes were approved and duly signed by Cllr Jeater.

**FC19/021 Matters arising for report (but not for resolution)**

- Cllr Davey Health and Wellbeing Meeting EALC

**FC19/022 Borough / County Councillor reports**

- Cllr Cloke thanked the Parish Council for holding the meeting on the Library's future and said that a business plan needed to be put together.
- Cllr Bridge advised that the Borough Council would be recommending a 2.99% increase in Council tax 2019-20. £10,000.00 was being allocated for training and recruitment of police specials equivalent to funding 3 specials for one year.
- Cllr Wagland reported on the Library consultation timetable. Work was imminent on the Station Lane gulleys which also involved Network Rail.  
Green Claims – damage to Essex Highways assets could be followed up by Essex County Council and Police.  
Extra Eyes Safer Road Partnership - dashcam recordings can now be downloaded and used as evidence.  
The former Children's home in Norton Road had been allocated for those with special needs.

**FC19/023 Reports on external meetings attended by any parish councillor**

- Cllr Winter had attended the Councillor Commission and Parish Government EALC workshop and had circulated her report.
- Cllr Davey reported that he had presented a Foundation Award to Galleywood Parish Council. His report on the last EALC Executive meeting had been circulated.

**FC19/024 Seymour Pavilion renovation**

It was **proposed by Cllr Jeater seconded by Cllr Blunsten and unanimously agreed** to accept EPC Ltd's quote for £5637.08 + vat to replace the old kitchen in the Pavilion.

**FC19/025 Frequency of Meetings**

Cllr Jeater reported the elections in May would affect the meeting dates of Full Council and the Annual Assembly. Councillors were asked to consider whether some committees could meet every six weeks as the number of Committees were to be increased. Due to timescales Planning meetings would have to be held fortnightly. Following a discussion it was felt that the decision should be made by the incoming Council in May.

**FC19/026 Library Consultation**

Cllr Jeater reported that approximately 100 people had attended the meeting on 31<sup>st</sup> January 2019 and thanked Councillors and Staff for running groups. The feedback had been positive. The information collected would be collated and reported to Councillors prior to a meeting with Essex County Council. EALC were holding a meeting next week which he and Cllr Winter would attend.

**FC19/027 Neighbourhood Plan update**

Cllr Winter advised that the committee were now at the policy writing stage and expert knowledge was required to structure and write the documents.

**FC19/028 Committee Reports: to receive minutes from the following Committees:**

**Planning** – minutes presented with nothing further reported.

**Policy and Resources** – Cllr Jeater reported that the Council had secured a 3 month exemption from paying business rates on Seymour Pavilion. A Freedom of Information request to the Borough Council requesting evidence of business rates invoices paid by them to be forwarded to the Parish Council.

**Churchyards and Environments** – minutes presented with nothing further reported.

**Communications and IT** – Cllr Jelley advised that the next meeting is on the 5th March.

**Personnel** – Cllr Winter advised that the next meeting will deal with staffing issues.

**FC19/029 Parish Council financial accounts**

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

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

**FC19/030 Items for inclusion in the next agenda**

Transport strategy.

**FC19/031 Close of meeting**

The Chairman thanked the councillors and public for their attendance and closed the meeting 9.10pm.

**Date of Next Council Meeting:** Thursday 7 March at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone.

**Appendix FC19/029**

Date:		05/02/2019					
		<b>Day Books: Supplier Payments (Summary)</b>					
Date From:	01/01/2019						
Date To:	31/12/2019						
No	Type	Date	N/C	Ref	Details	Gross	B
6117	PP	02/01/2019	GREENSCA	dd	Monthly grounds maintenance contract	3091.40	R
6072	PP	04/01/2019	GREENSCA	IDC6669	Topping up of graves	222.00	R
6073	PP	04/01/2019	GREENSCA	IDC6665	Wildflower bulb planting around the pond	537.60	R
6075	PP	04/01/2019	SUELEES	SL3716	Transfer of website to new server	160.00	R
6089	PP	04/01/2019	MAVERICK	MI12956	Repainting of skate park - insurance claim	1260.00	R
6078	PP	10/01/2019	SPECTRUM	SE001/083	High Street christmas trees - electrical element	1265.40	R
6123	PP	16/01/2019	IXCG	1014/1015/1016	November, December telephone plus monthly monitoring combined	396.03	N
6091	PP	22/01/2019	CSH	CSH403566	December lychgate bin emptying	57.85	R
6104	PP	22/01/2019	HEATHERL	HEA25364	Cemetery skip emptying	174.00	R
6106	PP	22/01/2019	JMPAYROL	JM22930	Monthly payroll fee	30.00	R
<b>6165</b>	<b>PP</b>	<b>24/01/2019</b>	<b>EBM</b>	<b>dd</b>	<b>Dec 18 photocopying and printing charge</b>	<b>24.00</b>	<b>R</b>
<b>6138</b>	<b>PP</b>	<b>29/01/2019</b>	<b>SUELEES</b>	<b>SLJan19</b>	<b>Balancing figure for newsletter work (had been a credit account)</b>	<b>72.50</b>	<b>N</b>
<b>6127</b>	<b>PP</b>	<b>31/01/2019</b>	<b>BLACKWAT</b>	<b>BP14312</b>	<b>Jan 19 newsletter printing</b>	<b>456.00</b>	<b>R</b>
<b>6164</b>	<b>PP</b>	<b>31/01/2019</b>	<b>UTILITIE</b>	<b>dd</b>	<b>Broadband line rental for Jan 19</b>	<b>64.80</b>	<b>R</b>
6102	PP	05/02/2019	BRENTWOO	BBC100289299	Fryering bin and fairfield dog bins Oct - Dec 18	171.6	N
6125	PP	06/02/2019	BRENTWOO	BBC100289566	Grass cutting, line marking and bin emptying - Seymour Nov - Dec	613.44	N
<b>6170</b>	<b>PP</b>	<b>12/02/2019</b>	<b>DOR2DOR</b>	<b>D2D543</b>	<b>Newsletter delivery charge</b>	<b>438.00</b>	<b>N</b>
<b>6131</b>	<b>PP</b>	<b>19/02/2019</b>	<b>IXCG</b>	<b>IXCG1029</b>	<b>Monthly software, monitoring, backup and councillor emails</b>	<b>322.39</b>	<b>N</b>
<b>6133</b>	<b>PP</b>	<b>19/02/2019</b>	<b>CPRE</b>	<b>CPRE2019</b>	<b>Annual membership - Campaigning for the protection of rural England</b>	<b>36.00</b>	<b>N</b>
<b>6168</b>	<b>PP</b>	<b>28/02/2019</b>	<b>CSH</b>	<b>CSH406688</b>	<b>Jan 19 Lychgate bin emptying</b>	<b>101.47</b>	<b>N</b>
<b>BANK RECONCILIATION DATED 31/12/18</b>						<b>407,496.43</b>	
<b>Unity Bank Current Account</b>						<b>151,589.01</b>	
<b>Petty cash</b>						<b>64.55</b>	
<b>Nationwide Building Society</b>						<b>85,359.41</b>	
<b>Yorkshire Building Society</b>						<b>85,483.46</b>	
<b>Saffron Building Society</b>						<b>85,000.00</b>	
<b>Youth Council account</b>						<b>0.00</b>	

<b>Date:</b>	05/02/2019							
<b>Date From :</b>	01/01/2019							
<b>Date To :</b>	31/12/2019							
<b>Bank Payments &amp; Receipts by Bank Account</b>								
<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>	
6046	BP	04/01/2019	7100	M183	Community centre hire for library meeting 31/1/19	-50.00	R	
6162	BR	10/01/2019	2202	103561509	VAT Refund	5688.55	R	
6145	BP	15/01/2019	7501	300022	Postage stamps	-116.00	R	
6118	BP	16/01/2019	7100	300020	Hire of parish rooms for Chairmans reception	-32.00	R	
6163	BR	18/01/2019	4007	Football Found	Football Foundation grant received for replacement goalposts	2375.00	R	
6107	BP	23/01/2019	6502	BRX003669	Replacement goalposts	-6799.00	R	
6153	BP	29/01/2019	2220	jan 19 payroll	Jan 19 net wages	-3285.44	R	
6154	BP	29/01/2019	2210	jan 19 payroll	Jan 19 PAYE	-354.60	R	
6155	BP	29/01/2019	2210	jan 19 payroll	Jan 19 Ee NIC	-139.47	R	
6156	BP	29/01/2019	2210	jan 19 payroll	Jan 19 Er NIC	-204.99	R	
6157	BP	29/01/2019	2230	jan 19 payroll	Jan 19 pension admin	-9.63	R	
6158	BP	29/01/2019	2220	jan 19 payroll	Jan 19 A Wood pension	-120.33	R	
6159	BP	29/01/2019	2230	jan 19 payroll	Jan 19 Ers pension contrib	-355.44	R	
6128	BP	31/01/2019	7070	CR310119	Restoration of Beggar Hill phone box	-51.54	R	
6160	BR	31/01/2019	4002	080	Additional inscription Collins E336	75.00	N	
6161	BR	31/01/2019	4002	081	Memorial fee Phillips K60	231.00	R	