



Parish Office
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: 3 January 2018
VENUE: Ingatestone Library, High Street,
Ingatestone

Present:	Cllrs	P Jeater (Chair)	P Davey	D Frost	D Jelley
		D Abrey	J Winter	L Day	L Boyce
		P Poston			
Absent	Cllrs	T Blunsten	R Lee	N Jennings	E Benson
		K Sutton			
Also present:		A Wood (Assistant Clerk)	2 Parishioners	Cllr Wagland	BCllrs Hones, Cloke and Bridge
		R Skepelhorn (Apprentice)			

FC19/001 Apologies for Absence - for noting but not approval

Apologies were received and noted from Cllr Sutton (family) and Cllrs Jennings and Lee (work)

FC19/002 Announcements and declarations of interest

No declarations of interest were made.

FC19/003 Public Participation session

Cllr Jeater proposed, and it was agreed that any parishioner wishing to speak about the Essex Library Consultation will be invited to do so at the appropriate point in the meeting.

- A parishioner asked about the results of the recent traffic survey and Cllr Cloke agreed to liaise directly. The matter of a missing village sign at the Margaretting entrance was raised and noted by the borough Councillors
- A parishioner asked for the reason why trees were removed at the entrance to Whadden Close. The Borough Councillors confirmed that it was Borough land and Cllr Cloke agreed to investigate.
- The consultations for Fire and Rescue (ending 15th January) and the 351 buses (ending in March) were discussed and noted.

FC19/004 To approve the minutes of the meeting held on the 6 December 2018

The minutes were approved and duly signed by Cllr Jeater.

FC19/005 Matters arising for report (but not for resolution)

- Cllr Jeater wished to record the council's congratulations to Starburst Fireworks for an excellent New Years eve display. Cllr Cloke confirmed that £3700 was raised from the event which will go towards their 20th anniversary display on the 31st December 2019.

FC19/006 Borough / County Councillor reports

- Cllr Cloke advised that the parking plans for the village will be presented to the planning committee for response shortly.
- Cllr Hones advised on a fly tipping incident in Thoby Lane
- Cllr Bridge advised that a leaflet on the 351 buses will be distributed shortly

- Cllr Wagland reported on pot hole repairs in Station Road, Docklands Avenue and Roman Road / Rye Walk. It was also reported that a Highways department buddy had been allocated to her ward and she will arrange a meeting with the parish councils about this. Cllr Wagland also asked that if councillors see any poor-quality work undertaken by the utilities companies to report it to her.

FC19/007 Reports on external meetings attended by any parish councillor

- Cllr Davey advised that the meetings he had attended had been previously circulated and invited questions.
- Cllr Winter reported on a recent neighbourhood plan networking event attended

FC19/010 Update on the Library consultation

It was proposed by Cllr Jeater and agreed by all that the discussion on Ingatestone Library be brought forward to allow for contributions from the members of the public and County and Borough Councillors

- Cllr Jeater reported that the drop-in session at the library has been extended to the whole of the week (during library times) w/c 14th January and that the council's public meeting on the 31st January will be advertised on social media and in the next newsletter due out shortly.
- Cllr Jeater advised that no response had been received from Cllr Barker regarding a meeting. She had requested a list of questions and would then advise of her availability. Cllr Wagland advised that due to legal procedures that this meeting cannot take place as previously suggested until after the consultation.
- Cllr Wagland advised that Essex owns the library building and that she had been provided with the annual running costs for the library, being £52,000.
- Cllr Bridge reports on the meeting that he had held before Christmas and confirmed that there was interest in putting together a community group. Ingatestone library has been classified as a Tier 3 library partly due to the lack of social deprivation as well as the numbers using the library.
- It was agreed that the Clerk complete the expression of interest form as requested by Essex CC which would enable the parish council to continue discussions on the future of the library but with no financial commitment.
- It was further agreed that posters will be created and distributed to advertise the 31st January meeting and that a new Facebook page for the library campaign be set up and promoted.

FC19/008 Parish council precept

The Clerk had circulated a recommendation for the setting of the precept prior to the meeting and she was thanked for the thorough and informative report. **It was RESOLVED that the parish council precept for April 2019 – March 2020 should be increased by 3% in line with inflation to £170430 (£4965 increase) which equates to £72.06pa for a Band D property.**

Proposed: Cllr Jeater

Unanimously agreed

FC19/009 Essex Health and Wellbeing strategy

Cllr Davey had previously circulated the presentation from the Essex Health and Wellbeing Board and advised that they are working with the police, NHS, ECC and fire service to tackle social isolation and mental health. There was a frustration that whilst the need to deal with social isolation and mental health was evident, that the libraries were under threat of closure.

FC19/011 Neighbourhood Plan update

Cllr Winter advised that there was no committee meeting in December as it was not quorate. The aim is that the first draft of the plan should be written by the summer before presentation to Brentwood Borough Council.

- FC19/012 Committee Reports: to receive minutes from the following Committees:**
Planning – minutes presented with nothing further reported
Policy and Resources – not met in December
Churchyards and Environments – minutes presented with nothing further reported
Communications and IT – Cllr Jelley advised that the next meeting is the 19th January
Personnel – Cllr Winter advised that the next meeting is on the 17th January

FC19/013 Parish Council financial accounts

- To look at the accounts for the month of December
- To receive the latest bank reconciliations
- To approve the payments for December 2018 / 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.

FC19/014 Parish Council grants policy

The proposed grants policy was presented and approved.

Proposed: Cllr Jeater

Seconded: Cllr Davey

Unanimously agreed

FC19/015 Items for inclusion in the next agenda

No further items were requested for inclusion

FC19/016 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 February at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone

Appendix FC19/013

Date:		02/01/2019		Bank Payments & Receipts by Bank Account		
Date From :		01/12/2018				
Date To :		31/01/2019				
No	Type	Date	N/C	Ref	Details	Gross B
5971	BP	05/12/2018	7551	38280	Transfer of website to unique server	-342.00 R
6063	BP	19/12/2018	2220	Dec 18 payroll	Dec 18 net wages	-3285.44 R
6064	BP	19/12/2018	2210	Dec 18 payroll	Dec 18 paye	-354.60 R
6065	BP	19/12/2018	2210	Dec 18 payroll	Dec 18 Ee NIC	-139.47 R
6066	BP	19/12/2018	2210	Dec 18 payroll	Dec 18 Er NIC	-204.99 R
6067	BP	19/12/2018	2230	Dec 18 payroll	Dec 18 pension admin	-9.63 R
6068	BP	19/12/2018	2220	Dec 18 payroll	Dec 18 A Wood pension	-120.33 R
6069	BP	19/12/2018	2230	Dec 18 payroll	Dec 18 Ers pension contruib	-355.44 R
5885	BP	20/12/2018	7100	Allotment 17/18	Allotment rent 2017/18	-135.00 R
6076	BP	24/12/2018	8205	Dec18RS	Chairmans reception refreshments	-20.88 R
6086	BP	31/12/2018	7901	bank charges	Quarterly bank charges	-37.50 R
6046	BP	04/01/2019	7100	M183	Community centre hire for library meeting 31/1/19	-50.00 N

Date:	02/01/2019					
Day Books: Supplier Payments (Summary)						
Date From:	01/12/2018					
Date To:	31/01/2019					
No	Type	Date	N/C	Ref	Details	Gross B
6029	PP	03/12/2018	GREENSCA	dd	Grounds maintenance contract for December	3091.40 N
5968	PP	06/12/2018	GREENSCA	IDC6630	Interment fee	72.00 N
5969	PP	07/12/2018	GREENSCA	IDC6623	High Street christmas trees	4360.80 N
5962	PP	11/12/2018	IXCG	IXCG1005	October phone calls and line rental	39.37 N
5975	PP	14/12/2018	BRENTWOO	BBC100285943	Fryerning bin and fairfield dog bin quarterly charge	171.60 N
6030	PP	14/12/2018	GREENSCA	IDC6656	Interment fee	72.00 N
6034	PP	14/12/2018	ESSEXLIB	ECC1010970089	Apprenticeship levy	500.00 N
5978	PP	18/12/2018	IXCG	IXCG1006	Monthly monitoring, software, emails, tablet licence and acronis backup	306.71 N
6033	PP	20/12/2018	ESSEXLIB	ECC1010980021	December 18 library hire	80.70 N
6037	PP	20/12/2018	MS2	MS2rent	Office rent and service charge for quarter 25th December	2071.78 N
6039	PP	20/12/2018	CSH	CSH400542	Lychgate bin emptying November	98.35 N
6049	PP	20/12/2018	BRENTWOO	BBC100286168	Seymour rent for the year	300.00 R
6051	PP	20/12/2018	HEATHERL	HEA25221	Fryerning cemetery skip replacement	174.00 R
6053	PP	20/12/2018	GREENSCA	IDC6661	Installation of planters in the Market Place	696.00 R
6055	PP	20/12/2018	JMPAYROL	JM22673	November payroll fee	30.00 R
6079	PP	27/12/2018	EBM	dd	Monthly photocopying and printing charge	24.00 R
6081	PP	31/12/2018	UTILITIE	Dd	November broadband and line rental	64.80 R
6072	PP	04/01/2019	GREENSCA	IDC6669	Topping up of graves	222.00 N
6073	PP	04/01/2019	GREENSCA	IDC6665	Wildflower bulb planting around the pond	537.60 N
6075	PP	04/01/2019	SUELEES	SL3716	Transfer of website to new server	160.00 N
6078	PP	10/01/2019	SPECTRUM	SE001/083	High Street christmas trees - electrical element	1265.40 N

BANK RECONCILIATION DATED 31/12/18		
Unity Bank Current Account		163,515.75
Petty cash		115.32
Nationwide Building Society		85,359.41
Yorkshire Building Society		85,483.46
Saffron Building Society		85,000.00
Youth Council account		0.00