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FULL PARISH COUNCIL MEETING

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

Present:	Cllrs	P Jeater (Chair) D Sankey	D Jelley M Hart	J Winter P Davey	C Russell
Absent	Cllrs	P Poston T Blunsten	D Carpenter	E Benson	R Lee
Also present:		A Wood (Clerk and RFO) R Skepelhorn (Apprentice)	9 Parishioners	BCllr Bridge and Clope	

FC19/104 Apologies for Absence - for noting but not approval

Apologies were received and noted from Cllrs Poston, Lee and Blunsten

FC19/105 Announcements and declarations of interest

There were no announcements or declarations of interest

FC19/106 Public Participation session

Members of the public spoke about

- Closure of the High Street by Cadent
- High Street crime
- Car parking permit consultation in Pine Drive

Cllr Jeater advised that all these items would be covered in the meeting and at the appropriate time, members of the public would be invited to contribute. It was resolved that item FC19/113 would be brought forward to before item FC19/110.

FC19/107 To approve the minutes of the Full Council meeting held on the 6 June 2019

The minutes were approved and duly signed by Cllr Jeater.

FC19/108 Matters arising for report (but not for resolution)

Cllr Jeater spoke about the closure of the High Street that was only brought to the council's attention on the 1 July when the large signs were erected in Margaretting and the south end of Ingatestone. He immediately contacted the Clerk and it was anticipated that when the office opened on Tuesday that there would be formal notification; this was not the case. It was also confirmed that both Borough and County Councillors were also unaware of the planned closure and Cllr Wagland called an extraordinary meeting (attended by Cllr Cloke as a SEPP representative) for the 3 July.

Cllr Wagland provided a detailed report of the meeting and this is attached as an appendix to these minutes.

Cllr Cloke advised that no permits had been awarded by ECC for this work and the issue of any closure of the A12 had not been addressed. He also advised that Cadent had not attended the 3 July meeting as they did not have a confirmed plan of works at this time despite putting up signage.

The matter of the 351 bus was raised and Cllr Cloke advised that ECC required a shuttle service to be set up at Cadent's expense but that had not been finalised.

A parishioner raised concerns about High Street businesses being affected and that the signage should be amended to advise business as usual. Cllr Cloke advised that there should be a compensation scheme available and that there should be further information available after their next meeting on the 19 July.

Cllr Jelley asked for clarification about evening and weekend access, but Cllr Cloke was not able to advise at this time.

Cllr Jeater closed the discussion with confirmation that Cllr Wagland's report would be publicised and any news received by the parish council would be disseminated to residents.

BCllr Hossack arrived at 8pm

FC19/109 To receive Borough/County Councillor reports

Cllr Bridge advised that there will be a change to the recycling procedure and that orange sacks will be stopped in favour of separate paper and plastic collection.

Cllr Hossack introduced himself as the new Leader of Brentwood Council and was taking the opportunity to meet all parish councils within the borough. He also wished to contribute to the CCTV agenda item.

FC19/113 CCTV in the parish

Cllr Jeater opened the discussion by giving a history of CCTV in the parish. The initial project was started in 2003 by the police with additional assistance from local businesses, the parish Council and BBC. The cameras were never owned by the parish council and issues arose through old technology making the recordings inadmissible in legal proceedings. The parish council were approached by Daniel Cannon, Safer Brentwood approximately 18 months ago with the opportunity to install a camera on parish council owned street light in Fairfield due to an increase in anti-social behaviour and drug dealing. The issues for CCTV were:

- The cameras were analogue, could not record clear images at night.
- The transmission cost to the monitoring office was c£4500 pa, paid by the parish council but with no return on the reduction in crime.
- Essex Highways refuse permission to erect cameras on their street furniture (lampposts and signs) and the parish council do not own any property to install cameras on themselves.
- The legislation surrounding CCTV recording public areas is extensive and beyond the resources of the parish council.

Cllr Hossack spoke of the availability of funds for CCTV from the Borough Council and it was agreed that a Task and Finish group should be set up with representatives from the Brough and Parish Councils and High Street businesses to discuss requirements, costs and a forward plan.

FC19/110 Reports of external meetings attended by Parish Councillors

- Cllr Winter presented written reports on meetings attended and spoke of the planned changes to the removal of funding of International Baccalaureates. It was RESOLVED that the council support the Anglo-European school in their objection and that a letter would be written to Alex Burghart MP on this matter.⁴
Proposed: Cllr Winter, all agreed

- Cllr Davey presented written reports on meetings attended and advised that a Health and Wellbeing Officer had been appointed by the EALC. Cllr Hart agreed to contact Ms Frost with regards to the hearing loss group that he runs.
- Cllr Hart advised that he had nothing to report from the Business Forum but would do so in the future. Cllr Jeater explained that Cllr Hart had undertaken this role as a co-opted member of the NPAC and will continue to do so now that he has been elected as a parish councillor.

FC19/111 Seymour pavilion and field

- The Clerk opened the discussion by presenting a recommendation from the Parkinson Partnership and it was **RESOLVED to opt to tax Seymour pavilion and field**, thereby allowing the parish council to reclaim all future VAT for the benefit of the parish.

Proposed: Cllr Jeater

Seconded: Cllr Davey

All agreed

- Cllr Jeater advised that interviews for the position of Parish Caretaker will be taking place on the 8 July 2019
- The proposed **CCTV policy for Seymour pavilion was received and approved**

Proposed: Cllr Jeater, all agreed

FC19/112 Playground inspection schedules

After a brief discussion, it was agreed that this weekly inspection will be undertaken by the Parish Caretaker.

FC19/114 Ingatestone Library update

Cllr Jeater advised that there was little to report except the ECC cabinet meeting taking place on the 23 July where spectators were permitted. Cllr Hossack was asked for his support to keep Ingatestone Library open and he confirmed that he was opposed to any library being closed and that he would continue to lobby ECC.

FC19/115 August meetings

It was **RESOLVED** to not hold any council meetings in August, except for planning committee if required

Proposed: Cllr Jeater

Seconded: Cllr Jelley

All agreed

FC19/116 Parking in the parish

Cllr Cloke was asked about the parking consultation and the recent letter regarding parking permits in the Pine Close area. He advised that the letter had been sent following an application from residents for a permit system and that the formal consultation on parking in the whole village is due in September. Cllr Winter requested that the parish needs to see the whole consultation as soon as possible and not in a piecemeal way.

FC19/117 Horticultural show

The rota for the show was circulated.

FC19/118 Neighbourhood Plan update

Cllr Winter requested that the council **approve the draft policies on Housing** in order that the writing of the Neighbourhood Plan could commence. The draft policies had been previously circulated to members.

Proposed: Cllr Winter

Seconded: Cllr Jeater

All agreed

FC19/119 Committee reports: to receive minutes from the following committees

- **Planning** – Minutes were presented with no further comment
- **Policy and Resources** - Minutes were presented with no further comment

- **Churchyards and Environments** - Minutes were presented with no further comment
- **Seymour Committee** - Minutes were presented with no further comment
- **Communications and IT** – Cllr Jelley reported on the policy for emails that would be included in the communications policy and that the newsletter will be distributed next week
- **Personnel** – nothing to report

FC19/120 Parish Council financial accounts

- To look at the accounts for the month of June 2019
- To receive the latest bank reconciliations
- To approve the payments for June /July 2019
- To receive the budget tracker for 2019/20

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

FC19/121 Items for inclusion in the next agenda

- Cllr Winter advised that two further chapters for the neighbourhood plan will be included on the next agenda

Having regard to the confidential nature of the business to be transacted, the Full Council meeting will be closed to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

FC19/122 Neighbourhood Plan Committee update (Cllr Winter)

To approve the appointment of a Neighbourhood Plan Consultant to the maximum budget of £10,000

After a discussion, it was RESOLVED to appoint DAC Planning to undertake the writing of the neighbourhood plan to the maximum budget as stated.

Proposed: Cllr Winter

Seconded: Cllr Hart

All agreed

FC19/123 Close of meeting

The Chair thanked the councillors and public for their attendance and closed the meeting 9.27pm.

Date of Next Council Meeting: 5 September 2019 at 7.30pm in Ingatestone Library

Appendix FC19/108

Report from Cllr Wagland regarding the proposed High Street road closure, 4 July 2019

Dear Abi,

It was good to see you on Tuesday at your offices. As you know, I dropped in after finding out that morning from officers at ECC that Cadent Gas were intending to carry out imminently major replacement of Ingatestone High Street's gas mains. By the time I got back to Ingatestone illuminated signs had also appeared warning of impending road closures.

As both the Ingatestone County Councillor and the Deputy Infrastructure Cabinet Member, I immediately required a meeting with Cadent and Essex County Council Officers. This took place on Wednesday afternoon and Councillor Jon Cloke came with me in view of his role as one of Ingatestone's Brentwood Borough Councillors and on SEPP, the South East Parking Partnership.

Based on talking with local residents and representatives of Ingatestone and Fryerning and Mountnessing Parish Councils, we tabled a long list of questions and concerns about the proposals. After the meeting I took Cadent's project manager round Ingatestone for 2 hours to make sure he understood the challenges for our community and the sheer practical difficulties in their proposals. As a result, he and the senior engineer from his contractors will be looking in much more detail at their proposals and how to protect our local communities.

Jon and I will be brought into all future planning meetings and continue to question and challenge on behalf of our residents and businesses.

The key points that we have found out in the meantime in response to our questions are (in no particular order):

1. The works have been put forward by Cadent on behalf of the gas company on the basis that they are needed as a matter of emergency because the state of the pipes has seriously deteriorated. As a result, there has been no notice to us and relatively little advance planning.
2. ECC has therefore just received a series of road closure applications by Cadent, but they told us yesterday that these have not yet been granted whilst ECC look at what conditions to impose. However, some residents have reported receiving letters with order numbers, and I am following this up with ECC urgently.
3. We have pointed out that major gas infrastructure replacement took place in the High Street about 5 years ago (followed by replacement of the gas pipes in the Furlongs). New plastic yellow pipes were fed into the old steel pipes to avoid too many excavations. The main excavation is believed to have been at the junction with the Furlongs where the main stop valve is located. So, we want to know why further major gas works are needed again and as an emergency measure because of apparently exceptional leakages from the main. Cadent Gas have agreed urgently to find out what was done and confirm in writing whether this is indeed an emergency and why.
4. The precise extent of the roadworks and road closures appears differently on different plans we have been shown. Cadent is to get us clear detailed plans of both this week.
5. Traffic will be diverted predominantly via the A12 to avoid the High street closures. Cadent do not yet have comments from Highways England which is responsible for the A12. We have explained that the High Street is of course part of the relief road when the A12 is closed and what that entails.
6. I have shown Cadent that the signs that have appeared are not enough, not in the right places and need to be much clearer.
7. Cadent does not have views from Greater Anglia and Network Rail, but their websites do not show any rail replacement service between now and the end of September. Station Lane is expected to remain open for traffic and station use.
8. Station Lane will however be closed independently of the gas works to allow the drainage works by the gatehouse near the level crossing which I have persuaded Essex Highways to prioritise in the interests of renovating the gatehouse.
9. Because the gas works have been put forward by Cadent on an emergency basis, the gas company has extensive statutory rights to do the work. ECC has few rights to prevent the work but can impose conditions no one is at the moment satisfied as to what those conditions would be, not least in respect of the 351-bus route. ECC is looking urgently at what should be done to save the substantial number of journeys involved.
10. The works will not start before 25 July. So, they won't affect the Ingatestone Horticultural show in Seymour's Field.
11. The works would not be finished before the schools return from holiday. That would mean managing the Anglo European school buses. The LHP (which I chair, and Jon is vice chair) had already agreed independently of any works to pay for one of the buses to get an exemption from the Stock Lane Bridge restrictions so that it will no longer have to unload in Market Place. The second bus was changed to a double decker which struggles with vegetation on the back route and we were already getting this looked at.
12. Those roads that will be subject to the road closure will still be open for access to properties with traffic managers at their junctions with the High Street. We were told

the closures would be mainly the cul-de-sacs between Station Road and Bell Mead, but this is not yet reliable information.

13. Cadent are undertaking to produce and deliver information packs, including compensation information. They will visit residents and businesses to explain and answer questions and hold meetings.
14. I have been assured by ECC that the contractors who do the work will definitely not be allowed to be those who broke through the drainage works at Mountnessing!
15. Cadent say they will be working with ECC social services to protect the most vulnerable people. We have asked for information about access and help for carers.
16. We are told that those on foot will still be able to walk in Ingatestone. Bell Mead and New Folly surgery will apparently not be closed to traffic in and from the Margareting direction.
17. Cadent are getting details from the Church of wedding services and will work with them over funerals and other services.
18. They have still to work out how the rubbish collection will work, how the mail will get to our post office and how deliveries to the traders, particularly the supermarkets will be managed. We have warned them about the main Ingatestone electricity cabling and substation, and all the data cables to the telephone exchange as well.
19. We've asked for details of exactly how access for emergency services will work.
20. We want assurances about noise, dust, working hours, protection of the fabric and amenities of the Conservation Area.
21. I have shown Cadent the pinch points, width limits, including Stock Lane Bridge and the problems these will create if large vehicles get stuck and need to turn around. We've explained the problems of a diversion via Buttsbury Ford.
22. We have pointed out that Cadent contractors/workforce disappeared on Mountnessing and Shenfield projects for days leaving holes and traffic control whilst they went elsewhere. We are told the nature of the works means that should not happen.
23. We have reminded Cadent and ECC of Cadent's poor record of traffic management skills and consideration for residents in this area and that we will be wanting residents to be listened to and property monitoring and enforcement.
24. Residents have little faith in diversion signing and management after the difficulties over combined closures last year. I will be monitoring ECC arrangements to make sure that they take account of local input.

I will be following up with more enquiries and making sure we get all local information and concerns heard by the right officers and top level in Cadent and that we pass back everything we find out. Please let Jon and me have everything you want us to feed back?

Regards
Lesley

Appendix FC19/108 Financial reports

BALANCES IN BANK ACCOUNTS DATED 30/06/19		317,984.88
Unity Bank Current Account		146,062.36
Petty cash		150.75
Nationwide Building Society		85,860.90
Yorkshire Building Society		85,910.87

Date:	02/07/2019								
Bank Payments & Receipts by Bank Account									
Date From :	01/06/2019								
Date To :	31/12/2019								
No	Type	Date	N/C	Ref	Details	Gross	B		
6650	BR	05/06/2019	4002	111	Memorial fee Ware G55	306.00	R		
6651	BR	05/06/2019	4002	112	Memorial fee Cooper E224	231.00	R		
6652	BR	05/06/2019	4002	113	Interment fee Davey H56	116.60	R		
6662	BR	05/06/2019	7600	legal fee refund	Refund of legal search fees not required from Holmes and Hills L	135.70	R		
6653	BR	13/06/2019	4002	115	Interment fee Nelson - paid in cash	116.60	N		
6597	BP	16/06/2019	6502	263368	Disability ramp purchase	-54.60	R		
6599	BP	18/06/2019	7600	309	VAT advice and calculation Parkinson Partnership	-800.00	R		
6600	BP	18/06/2019	6300	8498	Purchase of chain to secure bench	-15.00	R		
6612	BP	18/06/2019	2220	June 19 payroll	June 19 net wages	-3460.29	R		
6613	BP	18/06/2019	2210	June 19 payroll	June 19 PAYE	-385.60	R		
6614	BP	18/06/2019	2210	June 19 payroll	June 19 Ee nic	-156.32	R		
6615	BP	18/06/2019	2210	June 19 payroll	June 19 Er nic	-217.79	R		
6616	BP	18/06/2019	2230	June 19 payroll	June 19 pension admin	-10.09	R		
6617	BP	18/06/2019	2220	June 19 payroll	June 19 A Wood pension	-126.18	R		
6618	BP	18/06/2019	2230	June 19 payroll	June 19 Ers pension contrib	-421.24	R		
6654	BR	19/06/2019	4002	116	Interment fee Pinnock H60	122.50	R		
6655	BR	20/06/2019	4002	117	Exclusive rights and interment fee Ibbetson J82	753.20	R		
6656	BR	27/06/2019	4002	118	Memorial fee Nelson - paid in cash	231.00	N		
6648	BP	30/06/2019	7901	charges	Unity bank quarterly charges	-30.15	R		
Date:	02/07/2019								
Day Books: Supplier Payments (Summary)									
Date From:	01/06/2019								
Date To:	31/12/2019								
No	Type	Date	N/C	Ref	Details	Gross	B		
6507	PP	05/06/2019	POZITIVE	PE91832019238479	Lychgate electricity from October 19 - May 19	46.15	R		
6505	PP	07/06/2019	EASTERNF	EFE19228	New Seymour fire extinguishers and office extinguisher service	403.20	R		
6513	PP	07/06/2019	SUELEES	SL3957	Adding Seymour pavilion committee to the website	40.00	R		
6488	PP	11/06/2019	IXCG	1076/1078	tablets for new councillors	455.44	R		
6490	PP	11/06/2019	HEELISLO	HL9049	Internal audit fee	270.00	R		
6493	PP	11/06/2019	PLAYSAFE	RPS41786	Annual RoSPA inspection of playgrounds	210.60	R		
6498	PP	11/06/2019	EALC	EALC11362/11414	M Hart GPC and finance training	156.00	R		
6604	PP	14/06/2019	EALC	EALC11546	C Russell planing briefing course (EALC)	78.00	R		
6622	PP	17/06/2019	SAGE	dd	Annual subscription to Sage 50 cloud	288.00	R		
6591	PP	18/06/2019	CSH	CSHP429348	May Lychgate bin emptying	80.98	R		
6593	PP	18/06/2019	EALC	EALC11439	C Russell councillor training day (EALC)	108.00	R		
6596	PP	18/06/2019	JMPAYROL	jm24316	Monthly payroll fee	30.00	R		
6603	PP	18/06/2019	HEATHERL	HEA26105	Fryerning cemetery skip replacement	174.00	R		
6646	PA	18/06/2019	CSH	error	Payment for skip made in error - refund due	174.00	R		
6502	PP	19/06/2019	BRENTWOO	BBC100306118	Fairfield dog bins and Fryerning bin emptying 1/1/19-31/3/19	171.60	R		
6511	PP	19/06/2019	MS2	MS2240619	Quarterly rent and service charge and insurance contribution	2209.59	R		
6515	PP	19/06/2019	EUROFFIC	EO3637143	cleaning equipment and materials for the pavilion	68.92	R		
6647	PP	21/06/2019	EBM	dd	Monthly printing and copying charge	34.14	R		
6624	PP	26/06/2019	ESSEXLIB	ECC1011240036	June 19 library rent	110.40	R		
6639	PP	26/06/2019	JPB	dd	Monthly grounds maintenance contract for June 19	2822.24	R		
6649	PP	30/06/2019	UTILITIE	dd	Monthly broadband and line rental	70.80	R		
6631	PP	05/07/2019	SUELEES	SL3994	Updating general privacy notice on website	40.00	N		
6640	PP	05/07/2019	JPB	JPB644	4 x interments and goal post erection	678.00	N		
6627	PP	09/07/2019	IXCG	ixcg2001	Monthly software, backup and GDPR fees	338.76	N		
6629	PP	09/07/2019	EUROFFIC	EO3648945	Purchase of 15 x litter pickers, gloces and bags	286.33	N		
6642	PP	09/07/2019	BRENTWOO	BBC100305928	Purchase of garden ewaste sacks for resale	288.00	N		