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PARISH COUNCIL MEETING

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

Present:	Cllrs	P Jeater (Chair)	P Davey	J Winter	L Boyce
		L Day	K Sutton	E Benson	N Jennings
		D Abrey	T Blunsten		
Absent	Cllrs	R Lee	D Jelley	D Frost	P Poston
Also present:		A Wood (Clerk and RFO) R Skepelhorn (Apprentice)	6 Parishioners	Cllr Wagland	BCllrs. Cloke and Bridge

FC19/036 Apologies for Absence - for noting but not approval

Apologies were received and noted from Cllrs Lee and Jelley (work), Frost (family) and Poston (prior meeting)

FC19/037 Announcements and declarations of interest

No declarations of interest were made.

FC19/038 Public Participation session

- A parishioner spoke about the planning SEPP parking proposals and expressed concern over a lack of consultation. Cllr Cloke confirmed that funding had now been approved for the legal consultation process and that comments would be invited by an online form and on paper copy. He hoped that the consultation would commence later this month.
- A parishioner advised that there will be a protest outside County Hall on the 12th March relating to the future of Essex libraries.
- A parishioner reported that he had received a letter from the Church Buildings Council and had forwarded a copy to the Clerk.

FC19/039 To approve the minutes of the meeting held on the 7 and 18 February 2019

Cllr Abrey requested that the phrase "and this was agreed" into the third bullet point of FC19/019. The Clerk advised that this request would be to these minutes instead.

The minutes for both meetings were approved and duly signed by Cllr Jeater.

FC19/040 Matters arising for report (but not for resolution)

- Cllr Jeater reported on a Council owned tree had fallen into a residents garden and that the office staff had dealt with the matter promptly.

FC19/041 Borough / County Councillor reports

- Cllr Wagland advised that an extraordinary meeting of ECC was being held on the 12 March about the future of Essex Libraries. She also reported on a meeting held with Cllr Jeater and a representative from the Railway Heritage Trust to resolve flooding issues outside the Signalman's Cottage. This issue has now been escalated to the Head of Highways. Cllr Wagland asked for any instances of pavements being obstructed by parked cars to be reported to her, ideally with a photo and location details

Cllr Wagland left the meeting at 8pm

- Cllr Bridge reported that the library was unanimously approved as an asset of community value by BBC following an application by the Clerk. He also reported on the resignation of the Chair and Vice-Chair of the Community, Health and Housing Committee and that Cllr McKinlay will be stepping down as Leader in May.
- Cllr Hones had nothing to report
- Cllr Cloke reported that an application to crown lift (by 2m) the Jubilee Oak in Fryerning had been received. He also advised that there are plans to push back the 30mph limit to before the A12 bridge at the Mountnessing end of Ingatestone.

FC19/042 Reports on external meetings attended by any parish councillor

- Cllr Davey advised that his report had been circulated before the meeting. He confirmed that EALC has been successful in reversing the NALC stance on church funding so that lobbying to a change in law will be undertaken.
- Cllr Davey also presented the Fire and Rescue 5 year plan.

FC19/043 To confirm that closure of the Saffron Building Society bank account and transfer funds to current account for the pavilion renovation

Proposed: Cllr Davey

Seconded: Cllr Day

Unanimously agreed

FC19/044 Seymour Pavilion renovation

- It was agreed that a working party will be set up to undertake work on hiring charges, terms and conditions and other set up work for the pavilion. Cllrs Jeater, Winter, Abrey and Blunsten volunteered to join.
- The matter of a new patio was discussed. Cllr Jeater reminded councillors that an award of £15000 had been received from the ECC Community Infrastructure Fund had been received that could be used for this project. It was **RESOLVED** that **delegated powers be given to the Clerk for this project**, in consultation with the Project Manager, to obtain further quotes and undertake the work to a maximum of the CIF award.

Proposed: Cllr Jeater

Seconded: Cllr Jennings

Unanimously agreed

FC19/045 To confirm and approve the Budget and action plan for 2019-2020

Proposed: Cllr Jeater

Seconded: Cllr Davey

Unanimously agreed

The Clerk was thanked for her work on the budget

FC19/046 To approve the legal agreement with Essex Police for the Community Special Constables at a budget of £1000 per constable

Proposed: Cllr Davey

Seconded: Cllr Winter

8 for and 2 abstentions – the motion was CARRIED

FC19/047 Library consultation update

Cllr Jeater reported with Cllr Winter on a meeting they had attended at the EALC offices where they were given a presentation by library officers.

FC19/048 Neighbourhood Plan update

Cllr Winter read out the proposed 8 parking policies devised by the Neighbourhood Plan Advisory Committee. It was **RESOLVED** that these were approved

Proposed: Cllr Winter

Seconded: Cllr Sutton

8 for and 2 abstentions – the motion was CARRIED

- FC19/049 Committee Reports: to receive minutes from the following Committees:**
Planning – minutes presented with nothing further reported.
Policy and Resources – minutes presented with nothing further reported.
Churchyards and Environments – minutes presented with nothing further reported.
Communications and IT – Cllr Benson presented the minutes.
Personnel – Cllr Winter advised that there had been no meeting.

FC19/050 Parish Council financial accounts

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

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

FC19/051 Items for inclusion in the next agenda

Nothing was requested for inclusion

FC19/052 Close of meeting

The Chairman thanked the councillors and public for their attendance and closed the meeting 9.12pm.

Date of Next Council Meeting: Thursday 4 April at 7.30pm

Venue: Ingatstone Library, High Street, Ingatstone.

Appendix FC19/050

Date:		05/03/2019					
Day Books: Supplier Payments (Summary)							
Date From:		01/02/2019					
Date To:		31/12/2019					
No	Type	Date	N/C	Ref	Details	Gross	B
6184	PP	01/02/2019	GREENSCA	dd	February grounds maintenance	3091.40	R
6102	PP	05/02/2019	BRENTWOO	BBC100289299	Fryerning bin and fairfield dog bins Oct - Dec 18	171.60	R
6125	PP	06/02/2019	BRENTWOO	BBC100289566	Grass cutting, line marking and bin emptying - Seymour Nov - Dec	613.44	R
6170	PP	12/02/2019	DOR2DOR	D2D543	Newsletter delivery charge	438.00	R
6131	PP	19/02/2019	IXCG	IXCG1029	Monthly software, monitoring, backup and councillor emails	322.39	R
6133	PP	19/02/2019	CPRE	CPRE2019	Annual membership - Campaign for the protection of rural England	36.00	R
6177	PP	19/02/2019	JMPAYROL	JM23202	Jan 19 payroll charge	30.00	R
6175	PP	21/02/2019	EPC	EPC2422	Seymour pavilion 1st installment	58676.94	R
6183	PP	22/02/2019	GREENSCA	IDC6752	Repairs to the child swing in Fairfield	154.20	R
6209	PP	25/02/2019	EBM	dd	Monthly photocopying and printing charge	24.00	R
6168	PP	28/02/2019	CSH	CSH406688	Jan 19 Lychgate bin emptying	101.47	R
6210	PP	28/02/2019	UTILITIE	dd	Landline and broadband monthly rental	78.33	R
6215	PP	28/02/2019	GREENSCA	IDC6762	3 x grave top up	144.00	N
6213	PP	12/03/2019	ESSEXLIB	75x/740	2 x monthly rent of library for meetings	215.20	N
6224	PP	12/03/2019	JMPAYROL	JM23466	Feb 19 payroll fee	30.00	N
6226	PP	12/03/2019	CSH	CSH411195	Feb 19 lychgate bin emptying	80.98	N
6228	PP	12/03/2019	SUELEES	SL3842	Survey Monky monthly fee	37.50	N
6208	PP	25/03/2019	MS2	MS2rent	Rent and service charge for quarter	2086.93	N
BANK RECONCILIATION DATED 28/2/19						340,601.73	
Unity Bank Current Account						84,694.31	
Petty cash						64.55	
Nationwide Building Society						85,359.41	
Yorkshire Building Society						85,483.46	
Saffron Building Society						85,000.00	
Youth Council account						0.00	

Date:	05/03/2019						
Date From :	01/02/2019						
Date To :	31/12/2019						
Bank Payments & Receipts by Bank Account							
No	Type	Date	N/C	Ref	Details	Gross	B
6186	BR	06/02/2019	4007	35718	Grant award Bags of Help (Tesco) for screen and projector	1000.00	R
6205	BR	19/02/2019	4002	83	Exclusive rights and interment fee Kean K176	1417.60	N
6194	BP	20/02/2019	2220	Feb 19 payroll	Feb 19 net wages	-3359.80	R
6195	BP	20/02/2019	2210	Feb 19 payroll	Feb 19 PAYE	-354.60	R
6196	BP	20/02/2019	2210	Feb 19 payroll	Feb 19 Ee NIC	-149.61	R
6197	BP	20/02/2019	2210	Feb 19 payroll	Feb 19 Er NIC	-204.99	R
6198	BP	20/02/2019	2230	Feb 19 payroll	Feb 19 pension admin	-9.63	R
6199	BP	20/02/2019	2220	Feb 19 payroll	Feb 19 A Wood pension	-120.33	R
6200	BP	20/02/2019	2230	Feb 19 payroll	Feb 19 ers pension	-355.44	R
6178	BP	22/02/2019	8203	A Wood exp	Mileage and car parks	-20.30	R
6179	BP	22/02/2019	7802	A Wood exp	Land registry searches	-9.00	R
6180	BP	22/02/2019	6300	A Wood exp	Mole deterrant buls	-11.63	R
6181	BP	22/02/2019	8205	A Wood exp	Office refreshments	-0.69	R
6185	BP	22/02/2019	7502	D Jelley expenses	Jouralism law book for office	-19.50	R

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