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CO-OPTION AND FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD:

5 September 2019

VENUE:

**Ingatestone Library, High Street,
Ingatestone**

| | | | | | |
|----------------------|--------------|--|-----------------|---|-----------------------|
| Present: | Cllrs | P Jeater (Chair) D Sankey T Blunsten (arrived 7.30pm) | R Lee M Hart | J Winter P Davey | C Russell P Poston |
| Absent | Cllrs | D Jelley | D Carpenter | E Benson | |
| Also present: | | A Wood (Clerk and RFO) R Skepelhorn (Apprentice) | 3 Parishioners | Cllr Bridge, Clove, Hones and Wagland (7.30pm arrival) | |

Co-option meeting

The Parish Council exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

FC19/124 Opportunity for the applicants to present

Cllr Jeater opened the procedure and drew lots for the order of interview for the three out of the four candidates attending this meeting. The candidates were invited to speak about themselves and were all asked the same questions by the councillors.

FC19/125 To elect new Parish Councillors as per the agreed Co-option Policy

After a general discussion, without the candidates present, Councillors were balloted on their choice of candidates. Mr Roy Pittman and Ms Caroline Baker received a majority of votes and were duly elected to the Parish Council.

FC19/126 Chair to close this part of the meeting

The Chair closed this part of the meeting at 7.20pm.

Full Council meeting (commenced at 7.30pm)

7.30pm Cllr Blunsten, Cllr Wagland, Cllr Cloke and Cllr Bridge arrived and Ms Baker remained as a member of the public

FC19/127 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Benson, Jelley and Carpenter

FC19/128 Announcements and Declarations of Interest

None were presented

FC19/129 Public Participation

No members of the public wished to speak

FC19/130 To approve the minutes of the Full Council meeting held on the 4 July 2019

Cllr Hart wished to clarify that he does not represent the parish council on the Brentwood Business Partnership, but the businesses of Ingatestone and Fryerning (FC19/111).

The minutes were approved and duly signed by Cllr Jeater.

FC19/131 Ingatestone Library and consultation update

Cllr Jeater proposed that the parish council rescinded the expression of interest in managing Ingatestone Library following the announcement from the Leader of Essex County Council that no library will be closed within 5 years.

After a lengthy discussion, it was **RESOLVED to NOT RESCIND** the parish council's expression of interest

For: 4, Against: 5, Abstain: 0

The motion was rejected

FC19/132 Neighbourhood Plan Committee

Cllr Winter presented two draft policies for approval by the parish council

- Economic development - Proposed: Cllr Hart, unanimously agreed
- Leisure and well-being - Proposed: Cllr Jeater, unanimously agreed

Cllr Winter left the meeting and Cllr Hones arrived at 8.05pm

It was resolved to bring forward Borough / County Councillors reports

FC19/134 To received Borough / County Councillors reports

Cllr Wagland reported

- Cadent gasworks and that parts have been adjourned to next summer with more works completed this summer than originally expected.
- Station Lane roadworks had been completed.
- Footpath 38 in Fairfield had been nominated as part of the Footway Initiative.
- Flooding and litter picking on the A12 off-slip road has been referred.
- The blocked drains reported by the Clerk in The Furlongs and Heythrop had been registered.

Cllr Cloke reported

- The planning application for Harding's Farm had been approved and that he strongly objected to the decision and had requested a written explanation on the decision to take further.
- The Docklands estate parking permit consultation had shown there was no desire for permit parking.
- An agreement with SEPP now means that BBC Community Safety Officers can issue parking fines.

Cllr Bridge reported

- On the Uber licensing matter

Cllr Hones had nothing to report

FC19/133 Matters arising for report (but not for resolution)

The Clerk reported on emergency tree works that will be taking place along Footpath 38 and that planning permission had to be obtained as the tree was protected by a TPO.

The Clerk also reported that a bequest had been received from the estate of the late Mr Derek Maynard for the maintenance of the churchyard and that this will be added to the C&E agenda.

FC19/135 Reports of external meetings attended by Parish Councillors

- Cllr Davey had previously circulated reports relating to EALC and NALC
- Cllr Hart reported on Business Partnership events and that a buddy panic system for sole shopkeepers is being investigated.

FC19/136 Seymour Field pitch maintenance 2019-2022 (Seymour Committee)

It was **RESOLVED to appoint JPB Landscapes** to maintain Seymour Field at an **annual cost of £11095+VAT** plus an annual pitch improvement programme (to be agreed), thereby allowing the parish council to reclaim all future VAT for the benefit of the parish.

Proposed: Cllr Jeater

Seconded: Cllr Hart

Unanimously agreed

FC19/137 CCTV in the parish

Cllr Jeater reported on a meeting held at the pavilion with representatives of the parish council, borough council and business partnership representatives. There had been no further contact from Brentwood currently.

FC19/138 Committee reports: to receive minutes from the following committees

- **Planning** – Minutes were presented with no further comment
- **Policy and Resources**
It was **RESOLVED** to approve the purchasing of new blinds for the office at a cost of **£1079+VAT**
Proposed: Cllr Jeater
Unanimously agreed
- **Churchyards and Environments** - Minutes were presented with no further comment
- **Seymour Committee** - Minutes were presented with no further comment
- **Communications and IT** – no meeting
- **Personnel** – no meeting

FC19/139 Parish Council financial accounts

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

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

FC19/140 Items for inclusion in the next agenda

- Cllr Hart asked for a permanent agenda item for health and well-being

FC19/141 Close of meeting

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

Date of Next Council Meeting: 3 October 2019 at 7.30pm in Ingatestone Library

Appendix FC19/139 Financial reports

| Date: | | 03/09/2019 | | Bank Payments & Receipts by Bank Account | | |
|-------------|------|------------|------|--|---|------------|
| Date From : | | 01/08/2019 | | | | |
| Date To : | | 31/12/2019 | | | | |
| No | Type | Date | N/C | Ref | Details | Gross B |
| 6738 | BP | 06/08/2019 | 8203 | 1289937 | First Aid Course for Alan Wright | -126.00 R |
| 6889 | BR | 07/08/2019 | 4002 | 128 | Additional inscription Filby | 78.75 N |
| 6890 | BR | 07/08/2019 | 4002 | 129 | Interment fee Maynard E47 | 122.50 N |
| 6881 | BP | 14/08/2019 | 7901 | Bank charge | Manual credit handling charge | -6.80 R |
| 6772 | BP | 20/08/2019 | 6502 | July 19 expenses | A Wright materials and protective clothing | -72.73 R |
| 6817 | BP | 20/08/2019 | 8203 | BRC306266 | First aid course A Wright | -126.00 R |
| 6838 | BP | 20/08/2019 | 2220 | Aug 19 payroll | Aug 19 net wages | -4110.09 R |
| 6839 | BP | 20/08/2019 | 2210 | Aug 19 payroll | Aug 19 PAYE | -385.80 R |
| 6840 | BP | 20/08/2019 | 2210 | Aug 19 payroll | Aug 19 Ee NIC | -156.32 R |
| 6841 | BP | 20/08/2019 | 2210 | Aug 19 payroll | Aug 19 Ers NIC | -217.79 R |
| 6842 | BP | 20/08/2019 | 2230 | Aug 19 payroll | Aug 19 Pension admin | -10.09 R |
| 6843 | BP | 20/08/2019 | 2220 | Aug 19 payroll | Aug 19 A Wood pension | -126.18 R |
| 6844 | BP | 20/08/2019 | 2230 | Aug 19 payroll | Aug 19 Ers pension contrib | -421.24 R |
| 6891 | BR | 27/08/2019 | 4002 | 131 | Memorial fee Tweed/Langley J69 | 242.50 N |
| 6892 | BR | 27/08/2019 | 4002 | 132 | Additional inscription Barber E213 | 75.00 N |
| 6866 | BP | 06/09/2019 | 8203 | R Spouge 290819 | Cemetery mileage | -31.05 N |
| 6867 | BP | 06/09/2019 | 8205 | R Spouge 290819 | Annual Assembly refreshments | -30.65 N |
| 6868 | BP | 06/09/2019 | 8203 | A Wood expenses | Mileage 8/7/19 | -13.50 N |
| 6869 | BP | 06/09/2019 | 6502 | A Wood expenses | Key cabinet, litter hoop and caretaker mobile phone | -135.82 N |
| 6870 | BP | 06/09/2019 | 8203 | A Wright expenses | Mileage 290819 | -18.00 N |
| 6871 | BP | 06/09/2019 | 6502 | A Wright expenses | Pavilion purchases 290819 | -190.49 N |

| | | | | | | | |
|--|-------------|-------------|------------|-----------------|--|-------------------|--|
| Date: | 17/07/2019 | | | | | | |
| Day Books: Supplier Payments (Summary) | | | | | | | |
| Date From: | 15/06/2019 | | | | | | |
| Date To: | 31/12/2019 | | | | | | |
| No | Type | Date | N/C | Ref | Details | Gross B | |
| 6737 | PP | 01/08/2019 | BRENTWOO | BBC1994177 | August 19 business rates | 199.56 R | |
| 6673 | PP | 02/08/2019 | IXCG | IXCG2016 | June 19 telephone calls and line rental | 39.71 R | |
| 6878 | PP | 07/08/2019 | BRENTWOO | BBC | Cemetery business rates 1/4/18-31/3/19 | 1638.00 R | |
| 6734 | PP | 15/08/2019 | EUROFFIC | EO3670664 | Office stationery and Seymour supplies | 175.14 R | |
| 6735 | PP | 15/08/2019 | EUROFFIC | EO3671287 | Office stationery and Seymour supplies | 110.14 R | |
| 6741 | PP | 15/08/2019 | SLCC | SLCC12831 | Final installment CG course for A Wood | 1470.00 R | |
| 6764 | PP | 16/08/2019 | ESSEXLIB | ECC1011314961 | Annual tree surveys for all sites | 1680.00 R | |
| 6745 | PP | 20/08/2019 | IXCG | IXCG2028 | R Skepelhorn replacement computer | 1117.22 R | |
| 6747 | PP | 20/08/2019 | IXCG | IXCG2029 | July 19 telephone calls and line rental | 48.72 R | |
| 6749 | PP | 20/08/2019 | OFFICE | OFO409381 | Seymour pavilion chairs and tables | 2122.80 R | |
| 6755 | PP | 20/08/2019 | JPB | JPB663 | 4 x interment, additional watering and additional works | 529.20 R | |
| 6758 | PP | 20/08/2019 | CSH | 437187/438401 | Bin emptying Fryerning and Seymour | 62.88 R | |
| 6760 | PP | 20/08/2019 | ESSEXLIB | ECC1011321505 | August 19 library hire | 138.00 R | |
| 6766 | PP | 20/08/2019 | BSW | BSW0156 | Marquee hire for Horticultural show | 390.00 R | |
| 6769 | PP | 20/08/2019 | IXCG | IXCG2020 | Monthly monitoring, backup, software and Councillor emails | 336.27 R | |
| 6771 | PP | 20/08/2019 | OFFICE | OFO407069 | Seymour pavilion chairs and tables | 955.20 R | |
| 6816 | PP | 20/08/2019 | EALC | EALC743/724/764 | 3 x councillors training | 216.00 R | |
| 6832 | PP | 20/08/2019 | JMPAYROL | JM24833 | Monthly payroll fee | 30.00 R | |
| 6876 | PP | 20/08/2019 | VIRGIN | Virgin dd | Caretakers mobile phone for 1.5 months | 11.92 R | |
| 6879 | PP | 22/08/2019 | EBM | dd | July 19 printing and copying | 26.59 R | |
| 6887 | PP | 27/08/2019 | JPB | dd | Grounds maintenance contract for August 19 | 2822.24 R | |
| 6880 | PP | 30/08/2019 | UTILITIE | dd | Phoneline and broadband for August 19 | 70.80 R | |
| 6862 | PP | 06/09/2019 | SUELEES | SL4057 | Addition of NPAC news on website | 40.00 N | |
| 6850 | PP | 11/09/2019 | BRENTWOO | BBC100312886 | Fairfield dog bins / Fryerning bin 1/4/19 - 30/6/19 | 176.59 N | |
| 6852 | PP | 11/09/2019 | ESSEXLIB | ECC1011340943 | Library hire September 19 | 110.40 N | |
| 6836 | PP | 16/09/2019 | BRENTWOO | BBC100312800 | Annual car parking agreement | 1417.00 N | |
| 6858 | PP | 18/09/2019 | IXCG | IXCG2033 | Monthly monitoring, backup, software and Councillor emails | 337.07 N | |
| 6860 | PP | 18/09/2019 | EUROFFIC | EO3691200 | suspension files and envelopes for office | 141.20 N | |
| 6865 | PP | 18/09/2019 | MS2 | MS2 290919 | Quarterly rent and service charge | 2086.93 N | |
| BALANCES IN BANK ACCOUNTS DATED 31/8/19 | | | | | | 294,545.09 | |
| Unity Bank Current Account | | | | | | 122,643.10 | |
| Petty cash | | | | | | 130.22 | |
| Nationwide Building Society | | | | | | 85,860.90 | |
| Yorkshire Building Society | | | | | | 85,910.87 | |