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Chairman: Cllr Linda Boyce

Clerk: Penny Fordham

**MINUTES OF MEETING HELD: 5 June 2014 at 7.30pm**  
**VENUE: Seymour Pavilion, New Road, Ingatestone**

**Present: Cllrs** D Abrey L Boyce (Chair) J Cloke L Day  
 D Frost H Hicks R Lee P Poston  
 J Tench D Whittaker G Wire

**Absent: Cllrs** M Bryant P Davey P Jeater T Williams

**Also Present:** Borough Councillor Noelle Hones, Borough Councillor Tony Sleep, County Councillor Ann Naylor

**Item No. Item**

*In the absence of the Clerk, Cllr Poston took the minutes of the meeting*

**080/14 Apologies for Absence**  
 Apologies were received and accepted from Cllr Bryant, Cllr Davey, Cllr Jeater, Cllr Williams and P Fordham (Clerk to the Council).

**081/14 Announcements and Declarations of Interest**  
 None.

**082/14 Public Participation**  
 None.

**083/14 Clerk's Report**  
 None.

**084/14 Correspondence**  
 None.

**085/14 Minutes of the Meeting held on 1 May 2014**  
 The minutes of the meeting were received and agreed.

**086/14 Accounts for April 2014**  
 The accounts were received and agreed.

**087/14 Matters Arising For Report**  
 None.

**088/14 Borough/County Councillor Reports**  
 Cllr Boyce asked the Borough Councillors what their Borough Councillor Funds were spent on last year. All three Councillors split their donations equally across the Parish:  
 Cllr Hone's funds: Landscaping for Fryerning Parish Rooms  
 Cllr Sleep's funds: Ingatestone Bowls Club  
 Cllr Sparling's funds: New benches and play area safety flooring in Mountnessing  
**County Councillor Ann Naylor**  
 Cllr Naylor confirmed she has been working on several issues within the Parish including the disputed kerb outside 'Woodacres' in Fryerning and the subsequent damage to the opposite verge, plus the proposed public footpath in Trueloves Lane, the design of which is considered unsuitable for the area.

**Borough Councillor Jon Cloke**

Newly elected Borough Councillor Cloke confirmed much of his free time currently is spent at Brentwood Borough Council's training seminars and he does not have anything to report to the Parish Council at this stage.

**089/14 Committee Reports (to receive reports from the following committees:)****Planning**

Minutes were provided, no queries were raised.

**Churchyards and Environment**

Minutes were provided, no queries were raised.

Cllr Wire confirmed the next C&E meeting has been moved to Monday 16<sup>th</sup> June and will be held in the Parish Office at 7.30pm as normal.

Cllr Day enquired which hedge is to be removed as referred to in 076/14. Cllr Wire confirmed it is the self-seeded hedge adjacent to the kissing gate in Ingatestone church/Fairfield.

**Policy and Resources**

Minutes were provided and Cllr Frost requested an amendment to the wording as it gives the impression Cllr Frost is directly handing out the discounted rail tickets. The minutes were agreed with this amendment.

**Youth Council**

Minutes were provided, no queries were raised.

Cllr Poston reported that the plans for the Youth Council's concert ('Y In The Park') is going well and that the Junior School's Council is now linked with the Youth Council.

**IT**

Cllr Frost advised the Council that the IT committee are to meet in order to address the outstanding IT issues in the office (of which Cllr Cloke briefed the Council on the ongoing printer issues). Cllr Frost was tasked to meet with the Clerk to discuss the current situation and will provide a briefing paper for the IT committee following this.

**Events**

No update.

**090/14 Other Meetings attended by Councillors****EALC Executive Meeting (May)**

Cllr Davey attended and provided a report. No queries were raised.

**ECC Parish Passenger Transport Meeting**

Cllr Frost attended and reported the following points:

Representatives reported a general improvement in bus service reliability. (No complaints have been received on the 351 service since mid-March).

Cllr Frost drew ECC's attention to their failure to update bus stop timetables after the 351 route changed.

Details on BBC's outsourcing application for Senior Discount Railcards. (The office has information sheets giving the railcard application procedure and Cllr Frost will cover this subject in the newsletter).

**BBPCA**

Cllr Boyce and Cllr Wire attended, no matters of significant importance were raised.

**Meeting with Children's World re Summer Fayre 2015**

Cllr Hicks is in talks with Children's World on this matter and they have spoken with Brentwood Borough Council regarding the use of Seymour Field.

**ECC Essex Green Seminar**

Cllr Day and Cllr Davey attended. Information was provided on electric cars and how they can aid us in protecting the environment.

**091/14 Terms of Reference**

The Terms of Reference for all committees were presented in a draft format with minor amendments from the Policy and Resources committee to reflect the current procedures. These were voted on and agreed unanimously.

**092/14 Code of Conduct**

The revised Code of Conduct was received from Brentwood Borough Council and having been discussed by the P&R committee at a previous meeting proposed for adoption. A vote was taken with unanimous agreement.

**093/14 Financial Regulations**

Draft Financial Regulations were presented to Full Council, proposed by the P&R committee for adoption, along with a report from Cllr Davey on the matter. Cllr Frost and Cllr Abrey voiced their support of the document and the nature of the procedures which ensure tight financial control, but suggested that this document should be a 'living document' and be amended in the future if felt necessary. Cllr Day proposed acceptance, Cllr Abrey seconded. A vote was taken with two abstentions (Cllr Tench and Cllr Wire), the remainder voting approval. The Financial Regulations were adopted.

**094/14 Personnel Committee**

The Council agreed to create a Personnel Committee. Membership and Terms of Reference to be agreed at the next Full Council meeting. Cllr Abrey, Cllr Bryant and Cllr Boyce volunteered for membership.

**095/14 Transparency Code**

Cllr Davey was not present so this item was deferred to July's meeting.

**096/14 Risk Assessments**

Deferred to July's meeting.

**097/14 Internal Audit**

The Clerk was not present so this item was deferred and power delegated to the P&R committee to agree this document as information is still being awaited from the Internal Auditor and the deadline to file the paperwork with the External Auditor is 30 June 2014.

**098/14 Payment of Wages via BACS**

It was requested that office staff's wages should be paid via BACS (which still require two signatories so remain within the financial regulations) rather than cheque. Cllr Boyce proposed, Cllr Whittaker seconded. A vote was taken with unanimous agreement.

**099/14 Any Other Business (not for resolution or action)**

Cllr Whittaker congratulated Cllr Cloke on his recent appointment as a Brentwood Borough Councillor. Cllr Cloke confirmed he is to remain on the Parish Council until the 2015 election. Cllr Tench commented on how wonderful Fryerning Pond looks after the recent clean-up works.

**100/14 Date of Next Meeting**

Thursday 3 July 2014 at 7.30pm Venue: Seymour Pavilion, New Road, Ingatestone

**The meeting closed at 8.30pm**