



## INGATESTONE AND FRYERNING PARISH COUNCIL

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Chairman: Linda Boyce

Clerk: Penny Fordham

**MINUTES OF MEETING HELD: 7 August 2014 at 7.30pm**  
**VENUE: Seymour Pavilion, New Road, Ingatestone**

<b>Present:</b>	<b>Cllrs</b>	D Abrey	L Boyce (Chair)	M Bryant	J Cloke
		P Davey	L Day	D Frost	H Hicks
		J Tench	G Wire		
<b>Absent:</b>	<b>Cllrs</b>	P Jeater	R Lee	P Poston	T Williams
		D Whittaker			

**Also Present:** Borough Cllr N Hones, P Fordham (Clerk to the Council), A Marsh (Brentwood Borough Council's Arboriculture Officer), 4 members of the public

### 117/14 Apologies for Absence

Apologies were received and accepted from Cllr P Jeater, Cllr R Lee, Cllr P Poston, Cllr D Whittaker, Cllr T Williams, Borough Cllr T Sleep and County Cllr A Naylor.

### 118/14 Announcements and Declarations of Interest

None.

### 119/14 Public Participation

A Marsh, the Arboriculture Officer at Brentwood Borough Council, informed the meeting of the National Tree Wardens Scheme, overseen by the National Tree Council, which utilises local people to monitor the health of trees in their village, town or Parish. This scheme includes the opportunity for those individuals involved to further their knowledge, be involved with regional or national schemes and organisations, and will include training and networking opportunities too. Interested parties are to make themselves known to the Clerk who will pass their details on.

A resident raised concerns about speeding along the High Street and the dangers it presents to pedestrians and other vehicles. The Clerk stated that Essex Police have been carrying out speed checks on a regular basis and prosecuting those who are above the legal limit. Cllr Davey stated that due to the nature of the High Street being the diversion route for the A12, it is not possible for traffic calming measures to be put in place. The resident stated that he intends to take the matter further in the hope for a resolve.

### 120/14 Clerk's Report

"I have been working on various items within the Parish including, but not exclusively, as below:

- Procurement of a new multi-function printer
- Ongoing IT issues
- Co-ordinating various maintenance works around the Parish
- The Crown Public House proposed redevelopment
- Highways issues
- Meetings with play equipment providers re Phase 1 of Skate Park Rejuvenation Project
- Victorian Night road closure"

### 121/14 Correspondence

None.

**122/14 Minutes of the Meeting held on 3 July 2014**

Agreed.

**123/14 Accounts for June 2014**

The accounts were received and agreed.

The Clerk requested an additional signatory for the account. Cllr Hicks confirmed he would be happy to step into the role. The Clerk is to arrange for the required paperwork to be provided to him.

**124/14 Matters Arising for Report**

None.

**125/14 Borough/County Councillor Reports****Borough Councillor Noelle Hones**

In a meeting with Barry Aspinell, Leader of Brentwood Borough Council, the non-existence of transient sites for travellers was discussed. Cllr Quirk confirmed Council owned assets are being assessed but currently it looks that Green Belt land will be utilised to create these areas of living – one such example being located on Beggar Hill in Fryerning.

The Local Draft Plan will be taken back to Full Council in December 2014 but BBC are looking to take it to further consultation, pushing the date for agreement back to March 2015.

**Borough Councillor Jon Cloke**

Due to the recent funding provided by the Government, a lot of works to improve Highways in terms of resurfacing and repairs is being undertaken, with the workforce doubled to complete the tasks as soon as possible. Cllr Bryant asked Borough Cllr Cloke when the relining of Pine Drive, Park Drive and Pine Close will take place, as the resurfacing was completed some weeks ago and there has been an increase in the number of vehicles parked in the road. Cllr Cloke confirmed this will happen shortly, but the surface is left to settle before painting takes place. Cllr Boyce and the Clerk mentioned numerous complaints from residents of Docklands Avenue regarding the poor standard of resurfacing; the Clerk has passed these complaints on to Essex Highways.

Cllr Abrey thanked Borough Cllr Cloke for his assistance in extending the length of time the Parish Council's Planning committee have to submit their comments to BBC's Planning department (increased from 14 days to 21 days).

**26/14 Committee Reports****Planning**

Minutes were provided, no queries were raised.

14/00593 & 14/00594/LBC – 23 High Street, Ingatestone – Partial demolition of a Listed Building. Change of use from offices to 5 flats (1 x 1bedroom, 4 x 2bedrooms) and erection of a 2 bedroom cottage with associated car parking, cycle and bin storage, and external alterations including new dormers.

Cllr Abrey stated that Brentwood Borough Council made a decision on this plan before the Parish Council could put forward their thoughts. The Parish Council's Planning committee were not opposed to the conversion of the property into 5 flats, but were concerned about the construction of a cottage in the existing space as this presented overdevelopment of the site and would have a detrimental effect on the near neighbours. The Parish Council will be attending Brentwood Borough Council's Planning meeting to discuss this at the appropriate time. It is to be borne in mind that there limited work that can be done to a Listed Building, including the proposed cottage as it falls within the curtilage of the listing.

Cllr Cloke reminded the meeting that the appeal regarding Fairwinds is to be held on Tuesday 12<sup>th</sup> August at 10am. Cllr Cloke and Borough Cllr Hones will attend, as will Cllr Abrey and Cllr Day.

**Churchyards and Environment**

Minutes were provided, Cllr Day requested his details be added as attending the inspection of Fairfield.

A meeting is to be held at Seymour Pavilion on 21<sup>st</sup> August between the committee that intend to take over the running of the allotment and Cllr Boyce/Cllr Wire, in order to iron out the finer details of the agreement. Representatives of the National Allotment Society will also be in attendance to provide advice.

Waste water is still leaking outside the Roman Road allotments. This matter is ongoing and the most recent update states that the matter is now in the hands of Anglian Water.

Due to the hot weather, a request was made for additional payments of £89 plus VAT (per visit) to be agreed with IDC Greenscapes in order to keep the High Street planters looking their best. Cllr Wire proposed, Cllr Cloke seconded. A vote was taken with unanimous agreement. The Clerk is to inform IDC Greenscapes but request they agree additional watering with the office prior to undertaking.

**Policy and Resources**

Minutes were provided, no queries were raised.

Cllr Boyce's emails are currently not working, however, this is in the process of being fixed.

#### **Youth Council**

Minutes were provided, no queries were raised.

No meeting was held in August due to the school holidays.

'Y In The Park' was a great success, however, the event was rained off prior to the final two acts performing.

#### **IT**

The office's new multi-function printer is being installed on Tuesday 12 August, following a decision by the Policy and Resources committee, and remains well within budget.

The Chair and Vice-Chair now have their own email addresses which are held on the office network and accessed via a remote login system.

Cllr Cloke is still investigating the matter of website hosting, but has determined the current one is set up using outdated software and needs to be rewritten. Mountnessing Parish Council has expressed an interest in shared hosting and have confirmed they would be happy to split the associated costs – the IT committee will investigate this in more detail and revert to Full Council when the information has been received. Cllr Cloke confirmed that the current website will remain online until such a time as the new version is ready to be activated.

#### **Events**

Cllr Hicks confirmed he is in talks with Cllr Poston regarding the Youth Council amalgamating 'Y In The Park' with a village fayre for the local children next year.

Cllr Abrey and the Clerk attended a meeting with the trader's Victorian Night committee where the matter of the road closure was discussed. The Clerk is awaiting documentation from the committee in order to begin processing the paperwork that Essex Highways require, however, should the event not go ahead, there is a Penalty Charge due to Essex Highways and barrier company that will need to be covered by the committee. The committee have obtained a quote for Cancellation Insurance. It was agreed an email with the following wording should be sent to D Stevens and M Reynolds, of the trader's Victorian Night committee, and a positive response received before the Clerk undertakes any further work:

*"At our Full Council meeting on Thursday 7 August, the Victorian Night road closure was discussed, with the following agreed:*

*Upon receipt of the Victorian Night committee's insurance certificates and a legally binding agreement letter (produced by a solicitor) stating that should the event be cancelled, the payment of the penalty charges incurred and due to Essex Highways and the barrier company (totalling £1195) will be paid to this Parish Council by yourselves, the Parish Council will instruct me to process the road closure paperwork. We require these no later than 31<sup>st</sup> August in order to allow time for the required documentation to be processed.*

*Please also note that along with these documents, I also require the other items I previously emailed to you in order to submit the road closure.*

*Should you have any queries, please do not hesitate to let me know."*

#### **Personnel**

None.

### **127/14 Other Meetings Attended by Councillors**

#### **Essex Green Transport Seminar**

Attended by Cllr Davey and Cllr Frost. A report was provided, no queries were raised.

#### **RCCE AGM**

Attended by Cllr Davey. A report was provided, no queries were raised.

#### **EALC Executive Meeting**

Attended by Cllr Davey. A report was provided, no queries were raised.

#### **Asset and Enterprise Committee at Brentwood Borough Council**

Attended by Cllr Davey. A report was provided, no queries were raised.

At this meeting, it was unanimously agreed by this committee that the development of Bell Mead shall be 14 dwellings with 10 additional public parking spaces provided for High Street shoppers. Cllr Wire asked Borough Cllr Hones and Borough Cllr Cloke whether they would be able to provide funds towards the costs of the free parking available in the village out of their budgets; they stated that they would look in to it.

#### **WWI Memorial Service at St Edmund and St Mary Church in Ingatestone**

Cllr Abrey stated that this was a well-attended and well-conducted service in remembrance of the 77 souls of this Parish lost in WWI.

### **128/14 Publication Scheme**

A copy of this document was provided to the meeting for assessment. Cllr Cloke proposed acceptance, Cllr Davey seconded. A vote was taken with unanimous agreement.

**129/14 Statement of Intent**

A copy of this document was provided to the meeting for assessment. Cllr Cloke proposed acceptance, Cllr Davey seconded. A vote was taken with unanimous agreement.

**130/14 Child Protection Policy**

A copy of this document was provided to the meeting for assessment. Cllr Cloke proposed acceptance, Cllr Davey seconded. A vote was taken with unanimous agreement.

**131/14 Complaints Procedure**

A copy of this document was provided to the meeting for assessment. Cllr Cloke proposed acceptance, Cllr Davey seconded. A vote was taken with unanimous agreement.

**132/14 Risk Management Policy**

A copy of this document was provided to the meeting for assessment. Cllr Cloke proposed acceptance, Cllr Davey seconded. A vote was taken with unanimous agreement.

**133/14 Risk Assessment Continuity Plan**

A copy of this document was provided to the meeting for assessment. Cllr Cloke proposed acceptance, Cllr Davey seconded. A vote was taken with unanimous agreement.

**134/14 Any Other Business/Items for Next Agenda (not requiring resolution or action)**

None.

**135/14 Date of Next Meeting**

Thursday 4 September 2014 at 7.30pm Venue: Seymour Pavilion, New Road, Ingatestone

**Meeting Closed: 8.45pm**