



Ingatestone and Fryerning Parish Council

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PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 11th January 2017
VENUE: Ingatestone Library, High Street,
 Ingatestone

Present: Cllrs P Jeater (Chair) T Blunsten J Winter D Frost
 P Poston D Abrey L Day P Davey
 K Sutton D Jelley R Lee N Jennings
 L Boyce E Benson

Absent Cllrs J Fowkes

Also present: A Wood (Clerk) Cllrs Wagland, 2 Parishioners
 Hones, Bridge
 and Cloke

FC18/001 To welcome Cllr Nancy Jennings and receive her Declaration of Acceptance of Office

Cllr Jennings was welcomed to the Parish Council and the Clerk received her acceptance form.

FC18/002 Apologies for Absence

There were no apologies for absence.

FC18/003 Announcements and Declarations of Interest

Cllr Benson declared a pecuniary interest on any discussions relating to the Ingatestone Garden Centre development owing to her directorship at Meeting Place Communications.

FC18/004 Public Participation session

A parishioner offered congratulations to the new Councillor and raised concerns over the rumours of the closure of the ticket office at Ingatestone Station. The Clerk agreed to investigate and depending on the outcome, that the parish council would lead any campaign.

Cllrs Bridge, Hones and Cloke arrived at 7.35pm

FC18/005 Approval of minutes of the Full Council meeting held on 7th December

All the minutes were approved and signed by Cllr Jeater. Cllr Jelley advised that she had sent her apologies for the December meeting but that they had not been minuted.

FC18/006 Matters arising for report (not for resolution)

There were no matters arising for report

Cllr Day arrived at 7.40pm

FC18/007 Borough / County Councillors Reports

- Cllr Wagland reported on the continuing issues relating to lighting on Footpath 38. She was advised at the meeting that the lights are still not working despite her receiving assurances that they had been repaired. She also reported on the removal of the fallen tree on Footpath 38. Finally Cllr Wagland reported included the consultation on mobile libraries and that decisions being made following responses

- Cllr Bridge reported that the deadline for responses for Ingatestone Garden Centre is now the 22nd January and that the plans will be discussed at the BBC 21st Feb planning meeting. He advised that the parish council could speak at this meeting. He also reported that a new list of LDP sites is being published tomorrow (Friday).
- Cllr Cloke and Hones reported on that there are no grants from the Government for next year and that the NATS team are in the area next week.
- A general discussion was held about the station ticket office and Cllr Wagland agreed to investigate the option of community assets. Cllr Wagland and Cloke agreed to write to the parish council and that Cllr Day would take the letter to the next Rail Users Forum on the 31st January.
- Cllr Jeater asked for a meeting with Cllrs Cloke and Wagland regarding parking at the schools and it was agreed that the Clerk would arrange a suitable date.

FC18/008 Reports of external meetings attended by any Parish Councillor

- Cllr Davey attended the following meetings
8/1/18 Parish Liaison meeting – the GDPR was discussed and BBC agreed to share information with the parishes. It was agreed that a collaborative approach to the GDPR was required.
Cllr Wagland left the meeting at 8.20pm
11/12/17 Maldon Town Council accreditation
12/12/17 Chaired the NALC Finance Scrutiny Committee
- Cllr Winter attended the Mid and South Essex NHS partnership meeting and provided a report. Paperwork from this meeting is to be available from the parish office.

FC18/009 Parish Council precept for 2018/19

After a lengthy discussion, it was **RESOLVED that the precept for 2018/19 be increased by 6% from £156100 to £165466, equating to an annual increase of £3.92 on a band D property** (£65.35pa increased to £69.27pa). This increase was made to reflect the fact that BBC were no longer providing grants to parish councils. In 2017/18 the BBC grant received was £9969 and the increase of 6% covered this loss in income.

Proposed: Cllr Blunsten

Seconded: Cllr Winter

10 in favour, 3 against and 1 abstention

FC18/010 Apprenticeship scheme

Cllr Winter provided a detailed report on the proposed Apprenticeship Scheme and following a discussion, it was **RESOLVED that the parish council will proceed with the creation of a Parish Council Apprenticeship for a fixed term of 18 months to commence in the new financial year.** It was noted that the pay rate for this post is dependent on the age of the applicant and that Cllr Winter would progress this project with ACL. It was also noted that grants are available for this project and that the Clerk would apply for them in due course.

Proposed Cllr Winter

Unanimously agreed

FC18/011 Neighbourhood Plan update

Cllr Winter presented a written report and advised that the next meeting is on the 16th January and that the business working group are finalising a questionnaire for the 209 business in the village. Volunteers are still needed for this project

FC18/012 Update on Seymour Field

- Cllr Davey reported on an email received that evening from the parish council solicitors and expressed immense frustration over the

demands from Brentwood Borough Council. The Borough Councillors agreed to investigate as a matter of urgency.

- The Clerk reported that under the terms of Reference for the Seymour Field Working Party that she had authority to spend and therefore would be agreeing the fees of a Building Controls company (£900+VAT) as recommended by the Council's project manager. The Council noted and agreed to this action.

FC18/013 Parish Council noticeboard

The Clerk advised that permission had been obtained from BBC allowing a noticeboard to be erected on the side of the bus stop in Market Place.

FC18/014 Committee Reports

Planning

Cllr Benson left the meeting room at this point

- Cllr Sutton was asked to read out the planning committee's response to the Ingatestone Garden Centre development, a copy of which is noted on the Planning Committee minutes dated 11th January 2018.

It was RESOLVED that these comments be submitted to Brentwood Borough Council.

Proposed: Cllr Abrey

Seconded Cllr Davey

Unanimously agreed

Cllr Benson re-joined the meeting

Policy and Resources

- There was no meeting in December.

Churchyards and Environments

- There was no meeting in December.

Communications and IT Committee

- Cllr Jelley advised that the next meeting was on the 29th January 2018

Personnel Committee

- Cllr Winter had nothing to report.

FC18/015 Devolution of Powers

Cllr Davey had nothing to report.

FC18/016 Correspondence

No correspondence had been received that had not been covered elsewhere in the meeting.

FC18/017 Parish Council financial accounts

The accounts were presented and accepted.

- Profit / loss report for December 2017
- To approve payments and receipts for December 2017 / January 2018
- Budget tracker report
- Bank reconciliation for December 2017

FC18/018 Items for inclusion in the next agenda

Nothing was requested.

FC18/019 Close of meeting

The Chairman closed the meeting at 9.25pm

Date of Next Council Meeting: Thursday 1st February 2018 at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone.

Appendix FC18/017 Financials

BANK RECONCILIATION DATED 31st December 2017			
Current account			0.00
Unity Bank Current Account			170,233.48
Nationwide Building Society			85,000.00
Yorkshire Building Society			85,212.52
Youth Council account			1,840.53
Petty cash account			184.79

Date:		04/01/2018		Day Books: Supplier Payments (Summary)							
Date From:	01/12/2017	Date To:	31/01/2018	No	Type	Date	N/C	Ref	Details	Gross	B
4850	PP	04/12/2017	IXCG	353338687					Oct telephone calls and line rental	19.94	R
4855	PP	04/12/2017	EALC	587881757					Updated Local Government Administration Book v10	60.00	R
4862	PP	04/12/2017	BRENTWOO	296821173					Fryerning bin and fairfield dog bins July - Sept 17	162.24	R
4863	PP	14/12/2017	CPRE	909285689					Annual membership 2017/18	36.00	R
4925	PP	18/12/2017	IXCG	822173487					Nov 17 software subscription, monitoring and acronis backup	188.64	R
4930	PP	20/12/2017	MS2	630041862					Office rent - 25th Dec 17 - 24th March 18	1350.00	R
4931	PP	20/12/2017	MS2	630041862					Service charge for the above dates	700.75	R
4933	PP	04/12/2017	GREENSCA	13686351					High Street Christmas Trees	4173.90	R
4948	PP	01/12/2017	GREENSCA	ddgreenscapes					December 17 grounds maintenance contract	3091.40	R
4951	PP	11/12/2017	BRITISHG	BGas956293495					Nov 17 phone box electricity	3.37	R
4954	PP	22/12/2017	EBM	EBM89420					November photocopying costs inc neighbourhood plan element	24.00	R
4956	PP	28/12/2017	CSH	CSH P349300					November 17 Lychgate bin emptying	82.52	R
4958	PP	02/01/2018	IXCG	IXCG 870					November telephone calls and line rental	39.24	N
4960	PP	06/12/2017	ESSEXLIB	300006					Library Hire December 2017	130.00	R
4962	PP	13/12/2017	JMPAYROL	JM19539					Nov 17 payroll fee	30.00	R
4978	PP	10/01/2018	SLCC	SLCC					Community Governance course - A Wood deposit	150.00	N
4981	PP	04/01/2018	EUOFFIC	EO05759452					Office stationery	44.65	N
4983	PP	28/12/2017	HEATHERL	Heath23446					Fryerning cemetery skip emptying	131.00	R
4985	PP	22/12/2017	SPECTRUM	SpectIPC001092					Electrical element of the High Street Christmas Trees	1396.20	R
4989	PP	04/01/2018	ESSEXLIB	ECC1010522488					Library hire January 2018	130.00	N
4992	PP	27/12/2017	GREENSCA	IDC6170					Topping up graves (2)	120.00	R
4993	PP	27/12/2017	GREENSCA	IGC6169					Repairs to a Christmas tree bracket (Pellini)	30.00	R
4995	PP	17/01/2018	IXCG	IXCG878					December 17 software, monitoring and acronis backup	169.63	N
5002	PP	02/01/2018	GREENSCA	IDC6172					Interment (Barracough)	72.00	N
5004	PP	02/01/2018	POZITIVE	dd					Lychgate electricity (8/1/17 - 8/12/17)	14.56	N
5008	PP	19/01/2018	EBM	EBM89984					Dec 17 printing costs	24.00	N
5013	PP	29/12/2017	UTILITIE	dd					Dec 17 internet and phone lines	51.60	R
5017	PP	26/01/2018	CSH	CSHP354547					December 17 Lychgate bin emptying	59.12	N
5024	PP	02/01/2018	GREENSCA	so					Grounds maintenance contract January 2018	3091.40	N
5026	PP	26/01/2018	ESSEXLIB	ECC1010540196					Library hire February 2018	130.00	N

Date:		04/01/2018		Bank Payments & Receipts by Bank Account							
Date From :	01/12/2017	Date To :	31/01/2018	No	Type	Date	N/C	Ref	Details	Gross	B
4970	BP	14/12/2017	2220	Dec 17 payroll					Dec 17 net wages	-2499.10	R
4971	BP	14/12/2017	2210	Dec 17 payroll					Dec 17 PAYE	-343.20	R
4972	BP	14/12/2017	2210	Dec 17 payroll					Dec 17 Ee NIC	-130.56	R
4973	BP	14/12/2017	2210	Dec 17 payroll					Dec 17 Er NIC	-191.81	R
4974	BP	14/12/2017	2230	Dec 17 payroll					Dec 17 pension admin	-8.20	R
4975	BP	14/12/2017	2220	Dec 17 payroll					Dec 17 A Wood pension	-102.54	R
4976	BP	14/12/2017	2230	Dec 17 payroll					Dec 17 Ers pension contrib	-295.26	R
4979	BP	07/12/2017	7100	300007					Chairman's reception - Parish room hire	-27.00	R
4986	BR	08/12/2017	4007	NPG03740					Groundworks grant y/e 31/3/18	2676.00	R
4987	BP	15/12/2017	8205	RSpouge					Chairman's reception refreshments reimburse	-47.35	R
4996	BR	05/12/2017	4002	156					Additional inscription Jennings E486	75.00	N
4997	BR	14/12/2017	4002	157					Interment fee Ware G55	550.00	N
4998	BR	20/12/2017	4002	158					Interment fee Hamley J67	116.60	N
4999	BR	20/12/2017	4002	159					Exclusive rights and interment Hamlen J67	405.60	N
5000	BR	21/12/2017	4002	160					Interment fee Barracough E199	116.60	N
5005	BP	11/12/2017	7501	30008					Post office - stamps	-56.00	R
5015	BP	31/12/2017	7901						Charges incurred	-22.80	R