



# Ingatestone and Fryerning Parish Council

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## PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 1st March 2018  
**VENUE:** Ingatestone Library, High Street,  
Ingatestone

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair)	T Blunsten	J Winter	P Davey
		P Poston	D Abrey	L Day	R Lee
		D Frost			
<b>Absent</b>	<b>Cllrs</b>	J Fowkes	E Benson	K Sutton	D Jelley
		N Jennings	L Boyce	N Hones	J Cloke
		T Bridge	L Wagland		
<b>Also present:</b>		R Spouge (Assistant Clerk)	3 Parishioners		

**FC18/035 Apologies for Absence**

Apologies were received and accepted from Cllrs Fowkes (family matters), Cllr Sutton (work) Cllrs Boyce, Jelley, Benson and Jennings (holiday) and Cllrs Cloke, Hones and Bridge (prior engagements).

**FC18/036 Announcements and Declarations of Interest**

There were no declarations of interest.

**FC18/037 Public Participation session**

A parishioner stated on the progress he had made with regards to getting faulty street lights working

**FC18/038 Approval of minutes of the Full Council meeting held on the 1st February 2018**

Cllr Day pointed out that the percentage in Cllr Wagland's report should read 4.99% (Minute FC18/025) The minutes were then approved and signed by Cllr Jeater.

**FC18/039 Matters arising for report (not for resolution)**

Cllr Frost reported that the 351 bus was now running to a new timetable. An additional bus from Chelmsford had been added at 17.05

**FC18/040 Borough / County Councillors Reports**

There were no reports.

**FC18/041 Reports of external meetings attended by any Parish Councillor**

The Chairman thanked Councillors for providing written reports.

- Cllr Davey had attended the following meetings
  - 06/02 National Assembly
  - 08/02 Epping Forest District Council – Meeting of Clerks
  - 13/02 Larger Council's Forum – Mersea Island
  - 15/02 EALC Performance Meeting
  - 21/02 De Montford University
  - 27/02 NALC Finance & Scrutiny Committee
  - 04/03 ECC Civic Ceremony Chelmsford Cathedral
  - 06/03 Essex Partners
  - 07/03 EALC Finance

He also spoke about the Data Protection Bill and GDP, caps on precept, business rate and lobbying 6 local MPs on 20<sup>th</sup> March. A report was also circulated.

Cllr Frost asked if the EALC could send representatives to Bus Transport meetings as these were poorly attended.

- Cllr Winter reported on a meeting held with PC Mark Sheridan- Brown on 13<sup>th</sup> February. Topics discussed were holding a joint Crime Prevention event, setting up a Rural Forum with local landowners, and anti-social behaviour. An item to be included in the next Newsletter on 'intelligence' reporting. A written report was also circulated. Next Police Meeting will be on April 17<sup>th</sup> venue to be announced.

**FC18/042 To discuss the recent In Touch leaflet**

**Cllr Jeater proposed, Cllr Davey seconded and all agreed** that this item be moved into private session at the end of the meeting.

**FC18/043 To review of the Planning Committee Terms of Reference**

**Cllr Abrey** read and **proposed** an amendment to No.5 of the Committee's Terms of Reference to meet planning response deadlines for new builds.

**Seconded by Cllr Davey and agreed.**

**FC18/044 Report on a recent meeting with Brentwood Borough Council on a new CCTV partnership with Thurrock Council**

Cllr Jeater reported that he and the Clerk had met with representatives of both Councils. Two CCTV cameras had been offered to the Parish Council with no cost other than the electricity used to run the cameras. One to be installed in Fairfield and one in the High Street with appropriate signage.

**Proposed by Cllr Jeater** that the offer and siting be accepted, **seconded by Cllr Frost and all agreed.**

**FC18/045 Neighbourhood Plan update**

Cllr Winter reported that an additional transport working group had been set up. The Business Questionnaire had gone out on line with a closing date of 31<sup>st</sup> March. A second draft questionnaire for residents was under discussion. Cllr Winter referred to the proposed Vision Statement circulated to Councillors which will form part of the Neighbourhood Plan. A bid will be made for the next round of funding.

Cllr Davey said that future developments will have to cover the needs of all ages.

**FC18/046 Update on Seymour Field and Pavilion**

There was nothing to report.

- Legal / Lease – Agreed Licence for Alteration and Agreement for Lease.
- Grant applications – Cllr Jeater had met with the EFA to discuss a second minor grant for new goal posts.
- Project management / tendering process – Final date for receipt of grants 5.00 p.m. 8<sup>th</sup> March 2018.
- Ground Maintenance work on this is in hand.
- Hiring arrangements with football clubs and other local hirers – Horticultural Show will not have access to the Pavilion this year. Water may be available
- Cllrs Blunsten, Poston and Jeater will view the tenders.

**FC18/047 Committee Reports**

**Planning**

- Cllr Abrey presented the Minutes and referred to the decision to object to planning application 8/00075/FUL – High Point, Beggar Hill

**Policy and Resources**

- Cllr Jeater advised that delivery of the next Newsletter would be postponed until after the May elections.

**Churchyards and Environment**

- Cllr Blunsten reported that 14 Stonegate residents had attended the meeting when it had been agreed to remove the laurels, bench and bin adjacent to Stonegate with no cost to the Parish Council. Funds not spent were earmarked for play equipment at Seymour and repairs to Fairfield play equipment.

**Communications and IT**

- Cllr Jelley was away.

**Personnel**

- Cllr Winter reported that the application for an apprentice had been submitted.

**FC18/048 Devolution of Powers**

- Cllr Davey had nothing to report

**FC18/049 Parish Council financial accounts**

The accounts were presented and accepted.

- Profit / loss report for February 2018
- To approve payments and receipts for February/ March 2018
- Budget tracker report
- Bank reconciliation for February 2018

**FC18/050 Items for inclusion in the next agenda**

Nothing was requested.

**FC18/051 Close of meeting**

The Chairman closed the meeting to the public at 9.10pm

**Date of Next Council Meeting:** Thursday 5<sup>th</sup> April 2018 at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone.

**Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960**

**FC18/042 To discuss the recent In Touch leaflet**

After much discussion on this item it was agreed to seek legal advice.

**The closed session closed at 9.45p.m.**

<b>Date:</b>	01/03/2018						
<b>Day Books: Supplier Payments (Summary)</b>							
<b>Date From:</b>	01/02/2018						
<b>Date To:</b>	31/03/2018						
No	Type	Date	N/C	Ref	Details	Gross B	
5148	PP	01/02/2018	GREENSCA	IDC6214	February 18 grounds maintenance contract	3091.40 R	
5030	PP	02/02/2018	EUROFFIC	EuroEO05759452	NPAC equipment and stationer	95.87 N	
5037	PP	02/02/2018	IXCG	IXCG882	Dec 17 telephone calls and line rental	39.38 N	
5092	PP	04/02/2018	POZITIVE	Poz9183201824952	Lychgate electrcity January 18	22.55 R	
5086	PP	05/02/2018	DOR2DOR	D2D331	January 18 newsletter delivery	447.00 N	
5065	PP	06/02/2018	EALC	EALC9143	D Frost - Facebook for beginners course	80.00 N	
5084	PP	07/02/2018	GREENSCA	IDC6217	Tree work - Fryerning cemetery - Fir damaged by high winds	216.00 N	
5090	PP	12/02/2018	BRITISHG	BG958317582	Phone box electrcity Jan 18	3.55 R	
5063	PP	15/02/2018	GREENSCA	IDC6202	Topping of 2 graves	120.00 N	
5096	PP	21/02/2018	SLCC	300010	SLCC AGM and training day 15th March 2018	25.00 N	
5079	PP	22/02/2018	SLCC	SLCC124653	Minute taking - book purchase for the office	16.76 N	
5104	PP	23/02/2018	JMPAYROL	JM20056	January 18 payroll service	30.00 R	
5094	PP	28/02/2018	CSH	CSH357522	Lychgate bin emptying january 2018	113.57 N	
5101	PP	28/02/2018	IXCG	IXCG891	January 18 monitoring fees, software and acronis	170.21 R	
5108	PA	28/02/2018	GREENSCA	IDC6232	Interment Webb	60.00 R	
5152	PP	28/02/2018	EBM	DD	December 17 / January 18 photocopying	70.40 R	
5154	PP	28/02/2018	UTILITIE	DD	February 18 broadband and line rental	51.60 R	
5141	PP	01/03/2018	GREENSCA	bank trans	Additional payment for IDC6232 - Clerk's error	12.00 N	
5110	PP	02/03/2018	ESSEXLIB	ECC1010582365	March 18 - library rental fee	130.00 N	
5088	PP	05/03/2018	IXCG	IXCG892	January 18 telephone calls and lin rental	37.19 N	
5126	PP	05/03/2018	WHS	WHS02274	Interim project management payment as per quotation (4% of project)	3900.00 N	
5106	PP	16/03/2018	EASTERNF	EFE18104	Office fire extringuisherrs - annual service	40.08 N	
5102	PP	22/03/2018	IXCG	IXCG894	February 18 monitoring fees, software and sronis	174.10 N	
<b>BANK RECONCILIATION DATED 28th February 2018</b>							
<b>Unity Bank Current Account</b>						<b>158,498.02</b>	
<b>Nationwide Building Society</b>						<b>85,000.00</b>	
<b>Yorkshire Building Society</b>						<b>85,212.52</b>	
<b>Youth Council account</b>						<b>1,840.53</b>	
<b>Petty cash account</b>						<b>140.30</b>	
<b>Date:</b>	01/03/2018						
<b>Bank Payments &amp; Receipts by Bank Account</b>							
<b>Date From :</b>	01/02/2018						
<b>Date To :</b>	31/03/2018						
No	Type	Date	N/C	Ref	Details	Gross B	
5134	BR	01/02/2018	4002	168	Interment fee - Webb J55A	116.60 N	
5135	BR	06/02/2018	4002	169	Exclusive rights and interment Mabey K58	1301.00 N	
5136	BR	13/02/2018	4002	170	Exclusive rights and interment Baker K59	1301.00 N	
5045	BP	14/02/2018	6502	01565	Harwood Building Control fees	-1080.00 R	
5080	BP	14/02/2018	8205	A Wood Jan 18	Milk	-0.75 R	
5081	BP	14/02/2018	7502	A Wood Jan 18	Parish Councilors guide - book purchase	-19.80 R	
5082	BP	14/02/2018	7802	A Wood Jan 18	Noticeboard sign	-20.89 R	
5098	BP	21/02/2018	7501	300011	Post office stamps	-56.00 R	
5118	BP	22/02/2018	2220	Feb 18 payroll	Feb 18 net wages	-2499.10 R	
5119	BP	22/02/2018	2210	Feb 18 payroll	Feb 18 paye	-343.20 R	
5120	BP	22/02/2018	2210	Feb 18 payroll	Feb 18 ees NIC	-130.56 R	
5121	BP	22/02/2018	2210	Feb 18 payroll	Feb 18 ers NIC	-191.81 R	
5122	BP	22/02/2018	2230	Feb 18 payroll	Feb 18 pension admin	-8.20 R	
5123	BP	22/02/2018	2220	Feb 18 payroll	Feb 18 A Wood pension	-102.54 R	
5124	BP	22/02/2018	2230	Feb 18 payroll	Feb 18 ers pension contrib	-295.26 R	
5137	BR	22/02/2018	4002	171	License for memorial Miller J66	231.00 N	
5138	BR	22/02/2018	4002	172	Ashes interment fee Duffield H64	116.60 N	