



Parish Office
Suite 1
4 The Limes
Ingatestone
Essex
CM4 0BE

Telephone: 01277 353315

Email: office@ingatestone-fryerningpc.gov.uk

www.ingatestone-fryerningpc.gov.uk

PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 6 September 2018
VENUE: Ingatestone Library, High Street,
Ingatestone

Present:	Cllrs	P Jeater (Chair) D Jelley	P Davey N Jennings	D Frost J Winter	R Lee
Absent	Cllrs	K Sutton D Abrey	J Fowkes T Blunsten	L Boyce L Day	E Benson P Poston
Also present:		R Spouge (Assistant Clerk)	2 Parishioners	BCllr Hones BCllr Bridge	BCllr Cloke

FC18/133 Apologies for Absence

Apologies were received and noted from Cllrs Sutton (business), Cllr Poston and Cllr Wagland (holiday) and Cllr Blunsten (work).

FC18/134 Announcements and declarations of interest

No declarations of interest were made.

FC18/135 Public Participation session

- A parishioner advised the council on the recent award won by Ingatestone Station staff.
- A parishioner asked for an update on the clearance of Seymour Field after the recent incursion

FC18/136 To approve the minutes of the meeting held on the 2 August 2018

The minutes were approved and duly signed by Cllr Jeater.

FC18/137 Matters arising for report

There were no matters arising for report.

FC18/138 To receive Borough / County Councillor reports

Cllr Hones advised that August had been a quiet month but that there was a Planned Highways Agency meeting for parish councils on the 12th September.

Cllr Bridge reported that the government are publishing a new NPPF shortly and that the borough council are considering using the new plan in their LDP. There will a Borough Council meeting on the 8th November and the consultation will happen shortly after that to conclude before Christmas. He confirmed that there will be no changes to the sites in the ward and that the application for 140 homes at the north end of the village would not be included in the LDP

Cllr Cloke reported that a revamp of parking along the High Street is underway and a plan will be sent to the parish council when formalised. Cllr Cloke reported on the recent incident of the Fish Van parking on double yellow lines and he is working on a solution to this matter. Double yellow lines are due to

be painted in Stock Lane, Fryerning Lane and around Docklands Avenue. A parking plan is being created for Station Lane to the crossing and speed checks will be installed on the Chase Estate and Tor Bryan.

FC18/139 Reports of external meetings attended by any Parish Councillor

Cllr Davey's report had been circulated. He also reported on a recent meeting with Essex Highways regarding a pilot scheme to devolve some highways powers to parish councils.

FC18/140 Seymour Field and Pavilion update

Cllr Jeater advised that the grant for replacement goalposts had been given but there was no news on the main grant at this time. Cllr Cloke provided details of the security measures that had been installed at the site following the incursion but that the rubbish was still to be collected due to the size of the fly tipping team. The security of the gates at the car park end were discussed and the ward Cllrs confirmed that would speak to Cllr Keith Parker about this.

FC18/141 Parish Council Apprentice

Cllr Winter reported that a shortlist of four candidates had been selected. One had been interviewed and the other interview is next week. A discussion should be made after the 13 September.

FC18/142 Neighbourhood Plan Update

Cllr Winter reported on the consultation events due to take place shortly. 53 business questionnaires had been received and this was considered a good level of response. 313 residents' questionnaires had also been received which equates to roughly 537 residents. It was agreed that the closing date for the questionnaire be published in the next newsletter.

FC18/143 Committee Reports: to receive minutes from the following Committees:

Planning – Cllr Davey reported on the four new building applications received for consideration

Policy and Resources – Cllr Jeater reported on the adoption of a paper policy to reduce usage. Financial papers would continue to be printed and after the election, councillors would be entirely paper free for meetings.

Cllr Jeater also reported on the Annual Return discussion held at the last committee.

Churchyards and Environments – Cllr Lee reported on the memorial tree project

Communications and IT – Cllr Jelley advised that the next meeting is in October and articles for the newsletter were required. The new apprentice will be included in the newsletters, along with details of the Borough and County Councillors.

Personnel – Cllr Winter had nothing further to report.

FC18/144 Parish Council financial accounts

- To look at the accounts for the month of August
- To receive the latest bank reconciliations
- To approve the payments for August / September 2018
- To review the budget tracker for 2018/19

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

FC18/145 Items for inclusion in the next agenda

No items were requested

FC18/146 Close of meeting

The Chairman thanked the public for their attendance and closed the meeting 8.45pm

Date of Next Council Meeting: Thursday 4 October at 7.30pm
Venue: Ingatestone Library, High Street, Ingatestone

Appendix FC18/144

Date:		04/09/2018		Day Books: Supplier Payments (Summary)		
Date From:	01/08/2018		Date To:	04/09/2018		
No	Type	Date	N/C	Ref	Details	Gross B
5683	PP	01/08/2018	GREENSCA	dd	August grounds maintenance	3091.40 R
5656	PP	03/08/2018	GREENSCA	IDC6454	Additional watering of planters as agreed by C&E	60.00 R
5657	PP	03/08/2018	GREENSCA	IDC6455	Interment	72.00 R
5669	PP	03/08/2018	SUELEES	SL3553	Rebranding guidelines and artwork for th NPAC banners	200.00 R
5622	PP	07/08/2018	ESSEXLIB	EEC1010828733	NPAC consultation library hire	62.10 R
5697	PP	10/08/2018	HOLMESAN	H&H19750	legal advise relating to election 2018	384.00 R
5692	PP	16/08/2018	GREENSCA	IDC6486	Additional watering of planters as agreed by C&E	60.00 R
5662	PP	17/08/2018	IXCG	IXCG957	monthly monitoring, backup, support andf Cllr emails	225.36 R
5666	PP	17/08/2018	IXCG	IXCG962	IngFrypc.net domain registration 2 years	46.06 R
5694	PP	21/08/2018	BSW	BSW16138	Marquee hire for horticultural show	372.00 R
5699	PP	21/08/2018	EALC	EALC10188	Election course for A Wood	85.00 R
5701	PP	21/08/2018	IXCG	IXCG964	July 18 telephone calls and line rental	38.35 R
5703	PP	21/08/2018	JMPAYROL	JM21606	July payroll fee	30.00 R
5705	PP	21/08/2018	CSH	CSH379641	July Lychgate bin emptying	97.36 R
5690	PP	23/08/2018	GREENSCA	IDC6491	Interment mMakey J73	72.00 R
5691	PP	24/08/2018	GREENSCA	IDC6492	Interment Segeth E503	72.00 R
5716	PP	24/08/2018	IXCG	IXCG947	August 18 telephone calls and line rental	37.94 R
5733	PP	28/08/2018	EBM	dd	July 18 photocopying and printing	24.00 R
5686	PP	30/08/2018	ESSEXLIB	ECC1010860621	August library hire	134.50 N
5734	PP	31/08/2018	UTILITIE	dd	Broadband and line rental for July 18	51.60 R
5746	PP	07/09/2018	GREENSCA	IDC6496	Double interment	108.00 N
5714	PP	17/09/2018	IXCG	IXCG967	monthly monitoring, backup, support andf Cllr emails	227.38 N
5755	PP	18/09/2018	SUELEES	SL3565	Survey Monkey quarterly fee for NPAC	110.00 N
5757	PP	20/09/2018	BRENTWOO	BBC100279234	Car parking agreement fee for Market Place and Bell Mead	1387.86 N
5741	PP	27/09/2018	CSH	CSH383912	August Lychgate bin emptying	77.14 N
5744	PP	27/09/2018	MS2	MS2290918	Rent and service charge for office Sept - Dec	2071.78 N

Date:		04/09/2018		Bank Payments & Receipts by Bank Account		
Date From :	01/08/2018		Date To :	04/09/2018		
No	Type	Date	N/C	Ref	Details	Gross B
5736	BP	14/08/2018	7100	2746	Hire of community centre room for apprentice interview	-35.00 N
5710	BR	15/08/2018	4002	044	Exclusive rights and interment Tweed J74, 76, 77	2139.60 N
5695	BP	21/08/2018	8203	LR Day	LR Day mileage	-14.50 R
5758	BR	21/08/2018	4002	045	Exclusive rights in advance	1502.00 N
5670	BP	22/08/2018	7001	2722	Fryerning Parish Rooms hire 8th September	-40.00 R
5725	BP	22/08/2018	2220	Aug 18 payroll	Aug 18 net wages	-2534.36 R
5726	BP	22/08/2018	2210	Aug 18 payroll	Aug 18 PAYE	-355.60 R
5727	BP	22/08/2018	2210	Aug 18 payroll	Aug 18 Ee NIC	-137.91 R
5728	BP	22/08/2018	2210	Aug 18 payroll	Aug 18 Er NIC	-199.93 R
5729	BP	22/08/2018	2230	Aug 18 payroll	Aug 18 pension admin	-9.63 R
5730	BP	22/08/2018	2220	Aug 18 payroll	Aug 18 A Wood pension	-120.33 R
5731	BP	22/08/2018	2230	Aug 18 payroll	Aug 18 Ers pension contrb	-355.44 R
5759	BR	28/08/2018	4002	047	Additional rights (50 years) Bassom E524	144.00 N
5558	BP	04/09/2018	7551	89581	Domain name renewal	-70.00 N

BANK RECONCILIATION DATED 31st August 2018	
Unity Bank Current Account	111,263.52
Petty cash	197.86
Nationwide Building Society	85,359.41
Yorkshire Building Society	85,483.46
Saffron Building Society	85,000.00
Youth Council account	0.00