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## ANNUAL ASSEMBLY

**MINUTES OF MEETING HELD:** 7<sup>th</sup> June 2018  
**VENUE:** Parish Rooms, Stock Lane, Ingatestone

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair)	R Lee	K Sutton	D Abrey
		L Day	T Blunsten	D Frost	P Poston
		P Davey			
<b>Absent</b>	<b>Cllrs</b>	J Winter	D Jelley	N Jennings	J Fowkes
		L Boyce	E Benson		
<b>Also present:</b>		A Wood (Clerk and RFO)	6 Parishioners	Cllr Bridge	

**FC18/082 Chairman to welcome Councillors and**  
Cllr Paul Jeater welcomed the assembly

**FC18/083 Apologies for Absence**  
Apologies were received and accepted from Cllr Winter (holiday), Cllr Jelley (prior engagement), Cllr Jennings (work)

**FC18/084 Approval of minutes of the Annual Assembly held on 1<sup>st</sup> June 2017**  
The minutes were approved and duly signed by Cllr Jeater

**FC18/085 Presentation by Daniel Cannon from Safer Brentwood on the Community Safety Partnership and CCTV**  
An informative talk with slides was given by Mr Cannon followed by a question and answer session

**FC18/086 Chairman's report and Accounts**

- Cllr Jeater gave his report, a copy of which is attached in the Appendices
- The accounts for the year ending 31<sup>st</sup> March 2018 were presented, a copy of which is available on the Parish Council website and from the parish office
- To receive any questions on the Parish Council accounts -  
A parishioner asked for clarification on depreciation of assets. The Clerk advised that parish councils could not depreciate assets.

**FC18/087 Committee Reports (attached)**  
**Churchyards and Environments**

- Cllr Blunsten presented a written report

**Policy and Resources**

- Cllr Jeater had already reported and had nothing further to add
- Membership of the committee was agreed with those present and the Clerk was asked to confirm membership with those not present

**Planning**

- Cllr Abrey read the report and advised of his retirement as Chair of the committee

### **Neighbourhood Plan Advisory Committee**

- Cllr Winter was not present but a written report was presented

### **Personnel Committee**

- Cllr Winter was not present but a written report was presented

#### **Communications and IT**

- Cllr Jelley was not present but a written report was presented

#### **Charles Cox Trust**

- Cllr Jeater presented the accounts

**FC18/088**

#### **Village matters – public participation session**

- A parishioner started by thanking the parish council for their efforts. He then asked if The Viper public house could be considered an asset of community value. Cllr Bridge advised that careful consideration had to be given before proceeding due to the potential for legal action in some cases.
- A parishioner asked for an explanation of the new logo and this was given by the Clerk
- Cllr Poston requested that the parish council's thanks and appreciation be minuted for the work of Cllr Abrey as chair of the planning committee. This was unanimously agreed.

**FC19/089**

#### **Close of meeting**

The Chairman closed the meeting at 8.40pm and invited everyone for refreshments

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

Venue: Ingatestone Library, High Street

## **Appendix**

### **Chairman's Report**

#### **Looking back on 2017/18**

In preparation for tonight's Annual Assembly I decided to look back on the report that I wrote twelve months ago. In that report I described negotiations with Brentwood Council to secure a lease on Seymour Field and Pavilion as "painfully slow". Little did I know then that these negotiations would drag on for a further year. As I've said before men and women sail single handed around the world faster than Brentwood Council conduct negotiations. However, I'm pleased to report that as of 21 May 2018 we have signed an Agreement to Lease for the field and pavilion for 25 years.

Now comes the process of obtaining sufficient grants to enable the Parish Council to undertake the necessary refurbishment of the Pavilion. Throughout the past year we have been having discussions with Essex Football Association and have been contacting other bodies regarding co-funding the project. These negotiations and grant applications are on-going and hopefully will reach fruition over the summer.

If all goes well work on the pavilion could start in September. This is much later than we envisaged and will mean our adult football teams will need to relocate for much of the 2018-19 season. I must stress that these delays were not instigated by the Parish Council. We hope in the next year to improve the quality of both the football pitches and create changing rooms for teams that meet current FA standards. In addition, we want to provide the Parish with a meeting space with kitchen that can be used by community groups and clubs.

We would have liked a longer lease, 99 years would have been ideal, but 25 years will ensure that the only publicly owned green space in the Parish remains a recreational area for current residents and the next generation. None of this would have been possible without the tenacious dedication of Councillor Peter Davey and the Parish Clerk, Abi Wood, who have devoted hour upon hour to the lease negotiations. The Parish Council is heavily indebted to you both.

The other major project we have embarked upon is the creation of a parish Neighbourhood Plan. This is a huge undertaking and judging from other towns and parishes who have already undertaken them the process can take up to 4 years. Over the past year a Neighbourhood Plan Working Group has come together comprising of residents (including some parish councillors) and a tremendous amount of research has been undertaken. The aim has been to ask ourselves how can Ingatestone and Fryerning prepare itself for the next thirty years. Surveys have been devised for the local business community and at the time of writing a full-scale residents' survey is about to be distributed to all households with our regular Parish Newsletter as well as the chance to complete the survey online. The whole project has been coordinated by Councillor Jane Winter, this is a huge undertaking that has the potential to benefit our community, and thanks are due both to Jane and those who serve on the NPWG for achieving so much during the year.

The past year saw the resignation of Phil Lackford from the Council, and for the first time in many years this resulted in a by-election for a replacement councillor. The result of which saw Nancy Jennings elected. By-elections for parish councillors are not common and we should acknowledge the fact that our community has so many residents willing to give up their time to serve the community in which they live.

Just over a year ago we created a Communications and IT Committee. Led by Councillor Dawn Jelley, this committee has worked on revamping our Parish Newsletter and increasing our presence on social media (Facebook and Twitter). Recently members of the committee have focussed on rebranding the Parish Council and the creation of a distinctive logo which will now feature on our publications and other communications.

The work of the Parish Council has increased substantially in recent years and of course is likely to increase further with the acquisition of Seymour Field and Pavilion. With this in mind the Personnel Committee has investigated the possibility of creating a position for an apprentice within our parish office and we are currently seeking funding to create this post. Hopefully if successful this will offer an opportunity for training and possibly future employment opportunities for a local person.

During the past year Ingatestone & Fryerning Parish Council reached Foundation Level in the National Association of Local Council's Local Council Awards Scheme and I was able to collect the award on behalf of the Council on the 19 September at the Essex Association of Local Councils AGM Held in Great Dunmow. We are now working towards achieving Quality status and hopefully we will be able to apply for that grading by 2019. None of this would be possible without the dedication of our staff and the time commitment of the Councillors who give their time freely to serve the parish.

Finally, as we look ahead to the next twelve months there is still much to do. We hope to bring the first phase of the Seymour Field project to a conclusion and continue to progress the Neighbourhood Plan. As this is the last Annual Report and Assembly before the parish council elections scheduled for May 2019, this is an opportune moment to thank all those who have served as Councillors on Ingatestone & Fryerning Parish Council during this term of office (2015-19)

**Cllr Paul Jeater**

### **Churchyards and Environment Committee Annual Report 2017/18**

The Churchyards and Environment Committee has continued to have an active year promoting the interests of the Parish. A number of schemes have been put into place and the Committee continues to look for future innovations.

Notably the Committee has introduced a bench sponsorship scheme in Fryerning Cemetery. This provides parishioners the opportunity to sponsor a bench in memory of a loved one in-

line with set bench designs chosen by the Committee to retain a common aesthetic. Some interest has already been expressed and one bench has also been installed.

The Committee has also carried on promoting the annual litter pick day which saw over 25 volunteers from the community come together in the interest of the Parish. The Committee looks forward to continuing this event in the coming year.

Fairfield has long seen elements of anti-social behaviour and the Committee has been active in trying to retain Fairfield as an open space available to all members of the community. As a result, the Committee has trimmed the hedge to the rear of the field to open up the skate park area. In addition, the Committee has worked with the residents of Stone Gate to trim the laurel bush adjacent to their properties, as well as securing a CCTV camera to monitor the park area. It is important to note that the CCTV is monitored by Brentwood Borough Council who undertake the monitoring in-line with the new General Data Protection Regulations (GDPR).

Continuing the Committee's aspiration to introduce innovation to the Parish wherever possible a number of initiatives will be investigated in the coming year. For example, the Committee wishes to reduce the use of single use plastics and will be exploring how this can be undertaken in collaboration with local organisations and businesses. The Committee is also undertaking research into the introduction of a sustainable green cemetery area within Fryerning Cemetery.

The Committee is keen to ensure that parishioners' interests are the driving force behind its work. Should you have any questions or initiatives the Committee can consider please do not hesitate to contact myself or the Parish Clerk.

**Cllr Toby Blunsten**

### **Planning Committee Report.**

#### *Statistics*

The 2017/18 Planning Committee consisted of 6 members, and met every 2 weeks in the Library. These meetings are open to members of the public and anyone affected by a planning application is encouraged to attend and express their views to the committee.

As a Statutory Consultee the PC receives electronic copies of all applications affecting the parish and the committee has delegated powers to decide on minor applications such as extensions and conversions. All new builds or more contentious issues are referred to Full Council where all Councillors have the opportunity to comment and vote on these more major items.

The Parish Council can only make recommendations and register an "objection" or "no objection" but it is Brentwood who make the final decision. The PC informs BBC of its views on all application and provides the reasons for their views. The reasons need to be based on material planning considerations and comprehensively worded. Most decisions are made by the Planning Officers at Brentwood but occasionally these are referred to Brentwood's Planning Committee for a decision. On these occasions the Parish Council can speak to the committee but do not have a vote.

In the last 12 months 151 applications were received and this is significantly more than last year when 115 applications were received.

They can be broken down as follows with last year's figures in brackets:-

- 63 Extensions and conversions (58)
- 7 New Builds. (7)
- 37 Tree Work. (13)

- 11 Work on Listed Buildings. (9)
- 3 Conservatory. (1)
- 5 Miscellaneous applications. (16).
- 10 Change of condition. (2)
- 7 Change of use (7)
- 4 Unable to comment (9)
- 1 Adverts (2)
- 3 Withdrawn

The Parish Council objected to 43 of these applications which is 30% compared to 31% the previous year. 34 Applications were in the Green Belt (39 last year).

#### *Areas of activity and concern*

A comprehensive response has been sent to BBC on the 2nd consultation of the BBC Local Development Plan for 2015 -2030. The views we have put forward on various proposed development sites in the Green Belt within the Parish point out our resident's views on the need to protect the Green Belt surrounding Ingatestone. This land is coming under increasing pressure by developers since my last report. Responses to BBC on the 120 properties at the Garden Centre and 140 on Green Belt land to the North of the village strongly object to these proposals. Concerns were expressed about the inappropriate use of Green Belt land at both sites and the lack of suitable infrastructure and local services to support a potential 260 properties and 1,000 more residents in the area. A second application for the construction of the 140 houses on Green Belt agricultural land at the North of the village is a cause for concern and if this second application is refused by BBC, as we hope it is, then an appeal may well follow.

Work on the Bell Mead site is nearing completion and 16 homes will soon be occupied. The approved plans include a footpath leading to the Railway Station and a planning condition has been imposed to prevent occupation until the path, with suitable lighting, is available for use. The approved plans include the provision of 12 parking bays for public use and we must remain vigilant to ensure that these facilities are provided in line with the approved plans.

The PC continues to push BBC for the introduction of a procedure for Local Listing. 25 properties in the two Ingatestone Conservation areas and others in Fryerning are recommended by ECC Heritage Department for Local Listing. Following meetings with the BBC heritage officer Photos of additional properties have been provided.

The Grade 2 Listed Crown and development within its curtilage has been completed. Proposals to construct 10 properties on land at the rear of the Crown have been received and Full Council voted to object on the grounds of mix, parking, road safety and lack of amenity space.

Parking and speeding problems continue to occupy the minds of members of the committee and further discussion and correspondence on these issues will take place as issues are raised.

Thanks must go to the Clerk and Rosemary in particular for their help and support in producing agendas, minutes and their day to day support throughout the year which has helped the committee to run smoothly.

Lastly, I would like to thank my Vice Chair Kate Sutton and all the members of the committee for their help throughout the year and in particular Lyndon Day and Peter Davey for representing the PC at meetings in the Council Chamber at BBC and at BPCA meetings on planning issues

**Cllr David Abrey**

### **Neighbourhood Plan Advisory Committee**

At the Horticultural Show last July, the Parish Council announced the intention to produce a Neighbourhood Plan for Ingatestone & Fryerning. Residents were asked to sign up if they could offer some time and expertise. Fortunately, a group stepped forward, and we have been meeting monthly in the library since November to begin the evidence gathering. By January we could report in our newsletter that the Neighbourhood Plan Advisory Committee had been formally established as a committee of the Parish Council. Our website now features dedicated pages on progress and working groups are gathering information about the environment and the people in our community.

The Business Working Group produced a digest of our businesses having found 220 of them either based or registered in the Parish. A questionnaire was designed and has been distributed to understand the needs our businesses have to maintain their activities and allow them to grow. Results are coming in and we are looking forward to the analysis that will lead us to assist them in the most appropriate way.

The Environment and Land Use Working Group has been assembling information about the built environment and the civic society. A Residents' Questionnaire is being distributed together with this newsletter, to ascertain what is important locally; what our strengths and weaknesses are as a Parish; and will lead us to consult with you further on how we can achieve the 'vision' printed in this newsletter too.

Early results from analysis of the evidence are suggesting that we need solutions to the inclusion of genuinely affordable housing on the development sites identified in the Local Development Plan and some innovative ideas on our parking problems. We are looking forward to consulting further with our residents in the Autumn.

**Cllr Jane Winter**

### **Personnel Committee**

The Personnel Committee has met five times in 2017-18 to ensure the Parish business is conducted in accordance with agreed policies and the staff have the skills and competencies needed to fulfil the Parish Council's Action Plan.

The staff are paid in accordance with the national pay scales for clerks, deputy and assistant clerks and RFOs, and the annual recommended changes implemented.

The Committee keeps the workload under review and has this year presented a report to the Full Council to appoint an Apprentice in Business Administration to provide an employment opportunity within the Parish to carry out the range of activities necessary to complete the apprenticeship framework, in support of the growing tasks the Parish is undertaking. A bid for funding has been made to the Essex County Council's Community Infrastructure Fund to assist with costs.

The Council agreed to support the Clerk in studying for the Community Governance Qualification suggested in the National Training Strategy as a progression route from the Certificate in Local Council Administration, which will enhance the skills available to Councillors and the work of Parish committees.

**Cllr Jane Winter**

### **Communications and IT Committee Report**

The Communications and IT Committee was established a year ago to support the parish council with its communications, digital channels and newsletter. The committee meets every quarter but has a hands-on role. It has already achieved the following:

#### Redesigned parish council newsletter

We have been working on engaging the public with our newsletter. This year we have given the newsletter a facelift and have moved to quarterly production to keep parishioners up to date with developments, like the lease of Seymour Field and pavilion and our committee work. The newly redesigned newsletter is about to go to press. This edition will feature our new logo and colour scheme, a Neighbourhood Plan residents' questionnaire and supplement and an exclusive cover image by local artist Geraldine Burles. We are grateful to our developer/designer See Lees ([www.suelees.co.uk](http://www.suelees.co.uk)) for all her hard work on this project.

#### *A new media and communications policy*

The Comms and IT Committee undertook the huge task of developing its own media and communications policy in 2017. This includes guidelines for social media, tone of voice, tips on writing press releases, news, legal guidelines and a media policy. It is available online at [www.ingatestone-fryerningpc.gov.uk/parish-council/parish-council-documents](http://www.ingatestone-fryerningpc.gov.uk/parish-council/parish-council-documents).

#### *Improved social media channels*

The committee has resurrected the parish council's @IngFryPC Twitter account in recent months. We have also established Instagram and LinkedIn pages, which are just starting to gather a following. Abi does a great job of keeping Facebook up to date.

Recently, we installed a plug-in on our website to update news our social media channels automatically.

Please follow @IngFryPC on Facebook and Twitter, or ingatestone\_fryerningpc on Instagram.

#### *A new logo*

As a parish council we haven't had our own logo and have always used the villages' coat of arms on our communications, agendas, minutes, website and social media channels. We now have a new, contemporary logo which we feel better reflects our villages. The two birds represent Ingatestone and Fryerning and they are in flight to symbolize our strong connections with travel, as a former coaching stop and a modern, progressive commuter village. The green represents the rural setting.

#### *IT developments*

At present, the committee is looking to become GDPR compliant by installing secure parish council email addresses for councillors and staff.

**Clr Dawn Jelley**

#### **Charles Cox Trust**

This small trust, set up by the Parish Council in memory of Charles Cox, a long serving former member, aims principally to provide funding for youth activities and education for young people in the parishes of Ingatestone and Fryerning.

Because of reduced income which the trust is now receiving on its investments, we made the decision last year to stop funding World Challenge applications and use our scarce resources to towards helping parents fund AES Year 7 visits to Ebbingham and similar educational visits by the Junior School

During this period, grants totalling £100 were made to one individual going to Ebbingham, £600 to the Junior School on behalf of a number of individual students and £100 to two students attending the Scouts Exchange Programme in Pennsylvania, USA this Summer

Income for this period totalled £572.56

The Trustees at year-end were:

- Mr Paul Jeater (Chairman)
- Mr Michael Brisbourne (Clerk)
- Mrs Sylvia Tolfree
- Mr Brian Tytherleigh (Resigned April 2017)
- Mrs Sue Thomas

**Michael Brisbourne**  
Clerk/Trustee

## CHARLES COX TRUST

(Registered Charity No: 1015014)

### FINANCIAL STATEMENT

for the Year Ended 5th April

	<u>2017</u>	<u>2018</u>	<u>Notes</u>
<b>1. <u>Income &amp; Expenditure</u></b>			
<b>Income:</b>			
COIF Deposit Fund	31.30	16.77	
COIF Investment Fund	495.47	505.41	
Donations Received	65.00	50.38	1
	<u>£591.77</u>	<u>£572.56</u>	
<b>Expenditure:</b>			
Grants Made	150.00	800.00	
Secretarial Honorarium	40.00	40.00	
	<u>£190.00</u>	<u>£840.00</u>	
<b>Surplus/Loss for Period</b>	<u>£401.77</u>	<u>-£267.44</u>	
<b>2. <u>Statement of Assets</u></b>			
Barclays Community Account	1,398.00	1,130.92	
COIF Deposit Account	7,200.00	7,200.00	
COIF Investment Fund	14,340.14	14,799.54	2
	<u>£22,938.14</u>	<u>£23,130.46</u>	
<b>3. <u>Accumulated Fund</u></b>			
Opening Balance	20,572.81	22,938.50	
Cost/adjusted market value of Investment Securities	1,963.92	459.40	
Surplus/Loss	401.77	-267.44	
	<u>£22,938.50</u>	<u>£23,130.46</u>	

### Notes to the Accounts

1 Donations Received	<u>2017</u>	<u>2017</u>
Churches Together	65.00	50.38
	<u>£65.00</u>	<u>£50.38</u>

2 COIF Investment Fund quoted at Market Value.