



Ingatestone and Fryerning Parish Council

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PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 5th April 2018
VENUE: Ingatestone Library, High Street,
Ingatestone

Present:	Cllrs	P Jeater (Chair)	T Blunsten	E Benson	P Davey
		P Poston	D Abrey	L Day	K Sutton
		D Frost	D Jelley		
Absent	Cllrs	J Fowkes	J Winter	N Jennings	L Boyce
		R Lee			
Also present:		A Wood (Parish Clerk and RFO)	1 Parishioner	CCllr L Wagland	BCllrs N Hones, T Bridge and J Cloke

FC18/043 Apologies for Absence

Apologies were received and accepted from Cllr Lee (work), Cllr Winter (holiday) and Cllr Jennings (ill health).

FC18/044 Announcements and Declarations of Interest

There were no declarations of interest.

At this point, Cllr Jeater advised that due to instruction from the Returning Officer regarding agenda item FC18/059 that this item should be struck from the agenda and not discussed during the election purdah period. The item will be discussed at the May meeting.

FC18/045 Public Participation session

Cllrs Hones, Cloke and Bridge arrived at the meeting at 7.33pm

A parishioner asked about the production of draft minutes. He also raised the matter of the damage that the Crossrail coaches were making to Station Lane. Cllr Jeater advised that the parish council did not have the power to take action but that the Borough and County Councillors were now aware of the problem and were asked to investigate.

FC18/046 Approval of minutes of the Full Council meeting held on the 1st March 2018

The minutes of the previous meeting were approved and Cllr Jeater signed them as a correct record.

FC18/047 Matters arising for report (not for resolution)

There were no matters arising for report.

FC18/048 Borough / County Councillors Reports

Cllr Wagland reported that due to the recent bad weather, that a lot of ECC Highways work had been deferred and that there had been huge problems with flooding recently. She also reported that any work on verges has been given low priority at this time. Cllr Wagland advised the parishioner that residents of Station Road could seek a 'nuisance injunction' as that would be more effective and quicker. Cllr Wagland also confirmed that work on Stock Lane bridge would be starting shortly.

Cllr Bridge reported that the LDP Regulations 18 consultation had closed and that the Regulation 19 consultation will start in the summer. He also spoke about the recent planning permission award that had been objected to by the parish council and planning officers. The Borough Councillors had

approved the works against advice of the officers as it was considered not to be an excessive development but that the decision was finally balanced.

Cllr Cloke advised that the 140 homes planning application to the north of the village is to be referred to the planning committee. He also advised that Highways now have a small team set up for quick response work requested by parish councils.

Cllr Davey asked that Cllr Wagland and Cloke help with approval by Highways for the Garden Centre development as there was a serious issue with the access to the site and potential accidents. The Clerk was asked to send the parish council objection letter to Cllr Wagland.

FC18/049 Reports of external meetings attended by any Parish Councillor

Cllr Frost attended a Bus Transport meeting and reported that RTI will be by mobile phone and not signage at the bus stops. Cllr Frist was thanked for his work on keeping the bus service under constant review.

Cllr Davey attended the following meetings

- 04/03 ECC Civic Service at Chelmsford Cathedral
- 06/03 Essex partnership initiative at Chelmsford Racecourse
- 07/03 EALC finance committee
- 14/03 High Sherriff Awards at Hylands House
- 15/03 Police, Fire and Crime Commissioners Annual Meeting
- 20/03 NALC Lobby Day at the Houses of Parliament where over 100 MPs were seen by NALC on the day and local and national issues were raised.
- 21/03 BBPCA (Cllr Jeater to report)
- 22/03 EALC executive meeting

Cllr Jeater reported on the BBPCA meeting and the ongoing issues with the constitution of the association. He advised that he is still encouraging a collaborative approach for working with the other parishes but that this is extremely difficult at this time.

FC18/050 To approve the Reserves Policy for 2018/19

Cllr Jeater proposed, Cllr Davey seconded and all unanimously agreed that the new Reserves Policy is adopted

FC18/051 To approve the parish council's Action Plan for 2018/19

Cllr Jeater proposed, Cllr Poston seconded and all unanimously agreed that the new Action Plan is adopted.

FC18/052 Neighbourhood Plan update

Cllr Winter was not present and therefore no update was given at this time.

FC18/053 Update on Seymour Field and Pavilion

There was nothing to report.

- Legal / Lease – Cllr Davey advised that there was no lease to sign tonight and gave a detailed report on the work undertaken over the last month. He advised that the final 4 sticking points had been dealt with but now the parish council were waiting for the lease to be tidied up by Brentwood. However, at this time, the lease had not been agreed. Cllr Jeater advised that there may be an extraordinary meeting called for the lease to be signed when received.
- Grant applications – Cllr Jeater advised that no further work had been undertaken but that help had been offered by Cllr Kevin Lorkins from Stondon Massey Parish Council
- Project management / tendering process – Cllr Blunsten had looked through the tenders and 3 companies had been shortlisted for an informal meeting with the project manager. A further meeting would

be held on the 17th April with the working party and the project manager. Councillors were made aware of the value of the quotes received being considerably higher than originally anticipated.

- Ground Maintenance – Cllr Lorkins was assisting the parish council with this project and that the Clerk was to contact local school contractors to obtain information.
- Hiring arrangements with football clubs and other local hirers – The Clerk advised that Brentwood had advertised for bookings for the 2018/19 season and that she had advised them that the parish council would honour the prices agreed with the borough council for this season

Cllr Wagland left the meeting at 8.50pm

FC18/054 GDPR

Cllr Jelley proposed, Cllr Benson seconded and all unanimously agreed that the new Document Retention Policy and Privacy statements are adopted and that the P&R Committee oversees GDPR for the parish council.

FC18/055 Committee Reports

Planning

18/00365/FUL – Land to the rear of the Crown – **Cllr Abrey proposed and all greed** that there be **NO OBJECTION but that the following comments should be made:**

- There are limited number of 2 beds on design
- That access from High Street is a dangerous
- There is a lack of private amenity space in the design
- That the application should be combined with the existing development and has not been in order to avoid the affordable homes requirement
- There should be a restriction on the conversion of the roof spaces.

18/00389/OUT – outline application for 140 homes to the north of the village -

Cllr Abrey proposed and all greed that there be an **OBJECTION on the following grounds**

- The existing arguments remain valid
- The site is greenbelt
- That is compromises the special landscape
- There is an issue with infrastructure
- It is against the village design statement
- There is a blurring of boundaries
- Access to the site is of concern with sight lines in particular
- The site is not in the LDP

Policy and Resources

Cllr Jeater presented the minutes with nothing further to add.

Churchyards and Environment

Cllr Blunsten presented the minutes and advised that the Stonegate laurels had been removed.

Communications and IT

Cllr Jelley advised that the next meeting is on the 23rd April

Personnel

Cllr Jeater reported that under the terms of her contract, that the Clerk's salary would increase by one spinal point from April 2018.

FC18/056

Devolution of Powers

- Cllr Davey had nothing to report

FC18/057

Parish Council financial accounts

Cllr Honess, Cloke and Bridge left the meeting at 9.15pm

The accounts were presented and accepted.

- Profit / loss report for March 2018
- To approve payments and receipts for March 2018

- Budget tracker report
- Bank reconciliation for March 2018

FC18/058 Items for inclusion in the next agenda

Nothing was requested.

Agenda items FC18/059 and FC18/060 were removed from the agenda owing to the instructions received from the Returning Officer (FC18/059) and because no lease for Seymour Field had been received for signing (FC18/060)

FC18/059 Close of meeting

The Chairman closed the meeting to the public at 9.26pm

Date of Next Council Meeting: Annual Parish Council meeting - Thursday 10th May 2018 at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone.

Appendix**FC18/057 Financials**

Date:		03/04/2018						
				Day Books: Supplier Payments (Summary)				
Date From:	01/03/2018							
Date To:	03/04/2018							
No	Type	Date	N/C	Ref	Details	Gross	B	
5141	PP	01/03/2018	GREENSCA	bank trans	Additional payment for IDC6232 - Clerk's error	12.00	R	
5169	PP	01/03/2018	GREENSCA	dd	March 18 grounds maintenance	3091.40	R	
5110	PP	02/03/2018	ESSEXLIB	ECC1010582365	March 18 - library rental fee	130.00	R	
5088	PP	05/03/2018	IXCG	IXCG892	January 18 telephone calls and lin rental	37.19	R	
5126	PP	05/03/2018	WHS	WHS02274	Interim project management payment as per quotation (4% of project)	3900.00	R	
5139	PP	05/03/2018	FOWKES	bank trans	Parish council noticeboard erected onto bus shelter	50.00	R	
5171	PP	10/03/2018	POZITIVE	POZ9183201830155	Lychgate electricity February 18	16.78	R	
5159	PP	12/03/2018	BRITISHG	BG959317850	Feb 18 telephone box electricity	3.23	R	
5106	PP	16/03/2018	EASTERNF	EFE18104	Office fire extinguishers - annual service	40.08	R	
5178	PP	20/03/2018	SUELEES	SLC3360	Neighbourhood Plan survey monkey fees	110.00	R	
5179	PP	20/03/2018	SUELEES	SLC3371	Advance twice yearly website analytics	30.00	R	
5181	PP	20/03/2018	RURALCOM	RCCE6646	3 x places Neighbourhood Plan policy writing course	45.00	R	
5162	PP	21/03/2018	MS2	M2Srent	Office rent and service charge - quarterly	2071.78	R	
5102	PP	22/03/2018	IXCG	IXCG894	Feb 18 monitoring fees, software and acronis	174.10	R	
5180	PP	22/03/2018	GREENSCA	IDC6294	Interment fee	72.00	R	
5157	PP	29/03/2018	CSH	CSH363221	Feb 18 Lychgate bin emptying	63.05	R	
5194	PP	29/03/2018	JMPAYROL	JM20318	Feb 18 payroll service	30.00	R	
5195	PP	29/03/2018	SUELEES	SL3383	neighbourhood Plan business questionnaire	870.00	R	
5196	PP	29/03/2018	SUELEES	SL3334	Adaptation of website to include neighbourhood plan page	440.00	R	
5215	PP	29/03/2018	ESSEXLIB	ECC1010681945	Tree surveys on Fairfield and Fryerning Cemetery	1494.00	R	
5217	PP	29/03/2018	IXCG	IXCG902	February 18 software, monitoring and acronis	177.84	R	
5220	PP	29/03/2018	BRENTWOO	BBC100259284	Dog bin emptying and Fryerning litter bin Oct - Dec 17	162.24	R	
5221	PP	29/03/2018	SUELEES	LS3385	Website plugin for social media link	80.00	R	
5252	PP	29/03/2018	UTILITIE	dd	March 18 landline and broadband	51.60	R	
5190	PP	12/04/2018	HEATHERL	HEA23819	Emptying of cemetery skip	131.00	N	
BANK RECONCILIATION DATED 31st March 2018								
Unity Bank Current Account						64,305.13		
Nationwide Building Society						85,000.00		
Yorkshire Building Society						85,212.52		
Saffron Building Society						85,000.00		
Youth Council account						1,840.53		
Petty cash account						117.39		

Date:		03/04/2018					
					Bank Payments & Receipts by Bank Account		
Date From :		01/03/2018					
Date To :		03/04/2018					
No	Type	Date	N/C	Ref	Details	Gross	B
5187	BR	06/03/2018	4002	173	Interment fee - langford E556	116.60	N
5188	BR	06/03/2018	4002	174	Additional inscription Pitts	75.00	N
5255	BR	14/03/2018	7201	refund	Refund from Crown Gas re Seymour pavilion	22.63	R
5204	BP	15/03/2018	2220	Mar 18 payroll	Mar 18 net wages	-2499.10	R
5205	BP	15/03/2018	2210	Mar 18 payroll	Mar 18 paye	-343.20	R
5206	BP	15/03/2018	2210	Mar 18 payroll	Mar 18 Ee NIC	-130.56	R
5207	BP	15/03/2018	2210	Mar 18 payroll	Mar 18 Er NIC	-191.81	R
5208	BP	15/03/2018	2230	Mar 18 payroll	Mar 18 pension admin	-8.20	R
5209	BP	15/03/2018	2220	Mar 18 payroll	Mar 18 A Wood pension	-102.54	R
5210	BP	15/03/2018	2230	Mar 18 payroll	Mar 18 Ers pension	-295.26	R
5256	BR	20/03/2018	4002	175	Memorial fee - Lodge K61	231.00	N
5257	BR	27/03/2018	4002	176	Exclusive rights fee - 2nd installment	4506.00	R
5251	BP	31/03/2018	7901	bank charages	Quarterly bank charges	-27.15	R