



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 December 2018
VENUE: Ingatestone Library, High Street, Ingatestone

Present:	Cllrs	P Jeater (Chair) D Abrey K Sutton	P Davey J Winter	D Frost L Day	D Jelley L Boyce
Absent	Cllrs	T Blunsten P Poston	R Lee Cllrs Hones and Clope	N Jennings Cllr Wagland	E Benson
Also present:		A Wood (Assistant Clerk) R Skepelhorn (Apprentice)	5 Parishioners	BCllr Bridge	

FC18/180 Apologies for Absence - for noting but not approval

Apologies were received and noted from Cllrs Blunsten and Lee (holiday) and Cllr Poston (work)

FC18/181 Announcements and declarations of interest

No declarations of interest were made.

FC18/182 Public Participation session

Cllr Jeater proposed, and it was agreed that any parishioner wishing to speak about the Essex Library Consultation will be invited to do so at the appropriate point in the meeting.

- The issue of social isolation was raised, and the Chair confirmed that owing to the length of this month's agenda that this is being discussed at the January meeting

FC18/183 To approve the minutes of the meeting held on the 1 November 2018

The minutes were approved and duly signed by Cllr Jeater.

FC18/184 Matters arising for report (but not for resolution)

- The Clerk advised on the matter of business rate liability for Fryerning Cemetery and that the site will be inspected by the Valuations Office. At this time there is no conclusion as to whether the cemetery is liable for rates but that if it was, the liability would only be from April 2017. Cllr bridge offered to raise the question regarding the borough council owned cemeteries.

FC18/185 Reports of external meetings attended by any Parish Councillor

Cllr Jeater invited Cllr Bridge to give a brief report as he was the only Borough Councillor present

- Cllr Bridge reported that the LDP had progressed and that a report was presented before council today
- Cllr Frost and Cllr Day reported on the police conference that they had attended.

FC18/186 Update on the Library consultation

The debate was open to the public and questions were raised about the efficacy of petitions and the need to increase the use of the library for social groups. It was agreed that to keep the library going that the public had to use the facility.

Cllr Bridge reiterated that the library is not under threat of immediate closure but that the community needed to come up with solutions to the decline in use over the past 5 years.

Cllr Jeater gave a brief explanation of activities to date and asked Mr Skepelhorn was asked to read out a recent statement that he had posted on social media. The action points were

- The parish council were meeting with ECC to discuss specific details about Ingatestone Library and Councillors were asked to submit questions to the Clerk for this end.
- There is a consultation event at the library on Monday 14th January 3.00-5.00 that the public are encouraged to attend.
- The parish council will be holding a public meeting at the Community Centre on the 31st January 2019 at 7.30pm to hear the views on the public on what they want from the library
- The public are encouraged to complete the ECC consultation document and to also write to Cllrs Wagland and Barker about the matter.

The matter of ownership of the building and the possibility of a covenant written in 1974 was raised and Cllr Jeater asked for any evidence from the public on this matter to be sent to the Clerk.

It was concluded that the parish council will campaign to keep the library open as it is currently but accepted that a plan B would have to be agreed if the funding was stopped.

FC18/187 Highways Devolution Pilot Scheme

The Clerk had circulated a report on the ECC meeting attended in mid-November and reiterated her advice that at this time, the parish council should not take part in the scheme. The scheme proposed a payment of 68p per head per parish to undertake certain highways work and at this time it was unclear if this payment was in addition to work continuing to be undertaken by Essex Highways or instead of. For this parish, the payment would equate to £3257.78 per annum. As there was no further information provided by ECC, this agenda item was for reference and no resolution was required although Councillors did confirm their agreement with the Clerk.

FC18/188 Lack of street lighting on Roman Road

The Council agreed that this item should be moved to the January meeting as Cllr Wagland was not present

FC18/189 Playground inspections

The Clerk requested volunteers to undertake playground inspections and it was noted that Cllrs Lee, Abrey, Poston and Sutton had undertaken the RoSPA training. The Clerk will issue a rota shortly.

FC18/190 Resignation of a councillor

The Clerk reported that as Cllr Fowkes had resigned within 6 months of the local elections (2 May 2019) that the Electoral office at Brentwood advised that no co-option was required at this time.

FC18/191 Neighbourhood Plan update

Cllr Winter asked that a copy of the LDP be given to the parish council and Cllr Bridge agreed to provide a link to the documents. The NPAC were now looking at draft elements of the neighbourhood plan.

- FC18/192 Committee Reports: to receive minutes from the following Committees:**
Planning – Cllr Sutton presented the minutes and advised that planning permission had been granted for the additional 10 units behind The Crown
Policy and Resources – Cllr Jeater presented the minutes with nothing further to add
Churchyards and Environments – Cllr Blunsten was not present – minutes were presented
Communications and IT – Cllr Jelley advised that the next newsletter will be distributed in January and that she and the Clerk had met with IXCG to discuss the village wi-fi project
Personnel – Cllr Winter advised that there will be a meeting in January to discuss an appraisal policy and a new abuse of staff policy
- FC18/193 Seymour update and to establish a Seymour Field committee**
 The Clerk gave an update on a recent meeting with the project manager and builder. It was agreed that councillors consider and advise the Clerk if they would like to join the committee responsible for running the site.
- FC18/194 Parish Council financial accounts**
- To look at the accounts for the month of November
 - To receive the latest bank reconciliations
 - To approve the payments for November / December 2018
 - To review the budget tracker for 2018/19
- The above reports were reviewed and approved, and payments approved as shown in the appendix.
- FC18/195 Items for inclusion in the next agenda**
 No further items were requested for inclusion
- FC18/196 Close of meeting**
 The Chairman thanked the councillors and public for their attendance and closed the meeting 9.10pm
Date of Next Council Meeting: Thursday 3 January at 7.30pm
 Venue: Ingatestone Library, High Street, Ingatestone

Appendix FC18/194

BANK RECONCILIATION DATED 30/11/18		
Unity Bank Current Account		171,754.02
Petty cash		115.32
Nationwide Building Society		85,359.41
Yorkshire Building Society		85,483.46
Saffron Building Society		85,000.00
Youth Council account		0.00

Date:	04/12/2018							
			Bank Payments & Receipts by Bank Account					
Date From :	01/11/2018							
Date To :	31/01/2019							
No	Type	Date	N/C	Ref	Details	Gross	B	
6003	BR	01/11/2018	4002	068	Memorial fee Gardiner	231.00	R	
6004	BR	07/11/2018	4002	069	Additional inscription Jackson E46	75.00	R	
6005	BR	08/11/2018	4002	070	Interment fee Adams	550.00	N	
5993	BP	15/11/2018	7030	300019	Remembrance wreaths and 100 poppies	-360.00	R	
5882	BP	16/11/2018	7070	AWood	Ohone box handle - repayment to A Wood	-31.36	R	
5963	BP	20/11/2018	7502	8293	Window stickers for office	-25.11	R	
6006	BR	20/11/2018	4002	071	Exclusive rights Millen K52	7510.00	N	
5941	BP	21/11/2018	8205	R Spouge	R Spouge expenses - reception drinks	-37.87	R	
5942	BP	21/11/2018	8203	R Spouge	R Spouge expenses - mileage	-13.50	R	
5972	BP	22/11/2018	8204	206217	Increase in insurance for Seymour	-76.14	N	
5986	BP	22/11/2018	2220	Nov 18 payroll	Nov 18 net wages	-3285.44	R	
5987	BP	22/11/2018	2210	Nov 18 payroll	Nov 18 paye	-354.60	R	
5988	BP	22/11/2018	2210	Nov 18 payroll	Nov 18 ee NIC	-139.47	R	
5989	BP	22/11/2018	2210	Nov 18 payroll	Nov 18 er NIC	-204.99	R	
5990	BP	22/11/2018	2230	Nov 18 payroll	Nov 18 pension admin	-9.63	R	
5991	BP	22/11/2018	2220	Nov 18 payroll	Nov 18eo A Wood pension	-120.33	R	
5992	BP	22/11/2018	2230	Nov 18 payroll	Nov 18 ers pension contrib	-355.44	R	
6007	BR	22/11/2018	4002	072	Interment fee Jude E554	116.60	N	
6008	BR	22/11/2018	4002	073	Memorial fee Smith J79	231.00	N	
6013	BR	23/11/2018	4900	Skatepark	Insurance claim - Aviva - repainting of skate park	925.00	R	
6009	BR	27/11/2018	4002	074	Interment fee Jackson E46	116.60	N	
6010	BR	27/11/2018	4002	075	Interment fee Collins E336	550.00	N	
5971	BP	05/12/2018	7551	38280	Transfer of website to unique server	-342.00	N	
5885	BP	20/12/2018	7100	Allotment 17/18	Allotment rent 2017/18	-135.00	N	
6046	BP	04/01/2019	7100	M183	Community centre hire for library meeting 31/1/19	-50.00	N	

Date:	04/12/2018					
Day Books: Supplier Payments (Summary)						
Date From:	01/11/2018					
Date To:	31/01/2019					
No	Type	Date	N/C	Ref	Details	Gross B
5970	PP	01/11/2018	GREENSCA	DD	November grounds maintenance contract	3091.40 R
5918	PP	02/11/2018	SUELEES	SLC3657	October newsletter set up and reworking of logo for planters	640.00 R
5921	PP	02/11/2018	BLACKWAT	BP14203	October newsletter printing	456.00 R
5994	PP	02/12/2018	SUELEES	3657	Payment on account - invoice paid twice - to cover january newsletter	680.00 R
5913	PP	05/11/2018	GREENSCA	IDC6591	Interment fee	72.00 R
5922	PP	05/11/2018	DOR2DOR	D2D470	October newsletter delivery	414.00 R
5887	PP	06/11/2018	AMBEROL	AMB17786	4 x Market Place planters	2145.31 R
5965	PP	07/11/2018	EALC	EALC10542/10541	D Frost and L Day Police and Fire conference	50.00 R
5895	PP	08/11/2018	ESSEXLIB	ECC1010930535	Bell Mead woodland area tree survey	552.00 R
5912	PP	13/11/2018	GREENSCA	IDC6578	Fryerning cemetery skip fencing	1205.94 R
5915	PP	15/11/2018	ESSEXLIB	ECC11093600X	November library hire	107.60 R
5900	PP	21/11/2018	IXCG	IXCG997	Monthly monitoring, software, emails, tablet licence and acronis backup	317.98 R
5940	PP	21/11/2018	GREENSCA	IDC661	War memorial cleaning	144.00 R
5944	PP	21/11/2018	SUELEES	SLC3683	Survey Monkey month by month access fee	37.50 R
5946	PP	21/11/2018	CSH	CSH397048	Lychgate bin emptying October	98.45 R
5948	PP	21/11/2018	JMPAYROL	JM22410	Monthly payroll fee	30.00 R
5950	PP	21/11/2018	HEATHERL	HEA25018	Cemetery skip x 2	348.00 R
5952	PP	21/11/2018	PATRICKG	PG8160	Extension leads and key cutting	35.88 R
5957	PP	22/11/2018	EUROFFIC	EO3512246	Office stationery - recycled paper products	114.44 R
5958	PP	22/11/2018	GREENSCA	IDC6619	Memorial tree supply and planting	144.00 R
5959	PP	22/11/2018	GREENSCA	IDC6620	Interment fee	72.00 R
5960	PP	22/11/2018	GREENSCA	IDC6621	Double interment fee	108.00 R
6015	PP	27/11/2018	EBM	dd	November printing and photocopying	24.00 R
6017	PP	30/11/2018	UTILITIE	UW134094560	November broadband and line rental	64.80 R
6029	PP	03/12/2018	GREENSCA	dd	Grounds maintenance contract for December	3091.40 N
5968	PP	06/12/2018	GREENSCA	IDC6630	Interment fee	72.00 N
5969	PP	07/12/2018	GREENSCA	IDC6623	High Street christmas trees	4360.80 N
5962	PP	11/12/2018	IXCG	IXCG1005	October phone calls and line rental	39.37 N
5975	PP	14/12/2018	BRENTWOOD	BBC100285943	Fryerning bin and fairfield dog bin quarterly charge	171.60 N
6030	PP	14/12/2018	GREENSCA	IDC6656	Interment fee	72.00 N
6034	PP	14/12/2018	ESSEXLIB	ECC1010970089	Apprenticeship levy	500.00 N
5978	PP	18/12/2018	IXCG	IXCG1006	Monthly monitoring, software, emails, tablet licence and acronis backup	306.71 N
6033	PP	20/12/2018	ESSEXLIB	ECC1010980021	December 18 library hire	80.70 N
6037	PP	20/12/2018	MS2	MS2rent	Office rent and service charge for quarter 25th December	2071.78 N
6039	PP	20/12/2018	CSH	CSH400542	Lychgate bin emptying November	98.35 N