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## PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 5<sup>th</sup> July 2018  
**VENUE:** Ingatestone Library, High Street,  
Ingatestone

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair) D Jelley N Jennings	P Davey D Abrey K Sutton	T Blunsten J Winter	R Lee L Boyce
<b>Absent</b>	<b>Cllrs</b>	L Day E Benson	J Fowkes	D Frost	P Poston
<b>Also present:</b>		A Wood (Clerk and RFO)	2 Parishioners	BCllr Hons	CCllr Wagland

### FC18/095 Apologies for Absence

Apologies were received and accepted from Cllrs Frost and Poston (holiday) and Cllr Benson (health). Cllrs Cloke and Bridge also sent their apologies.

### FC18/096 Announcements and declarations of interest

No declarations of interest were made.

### FC18/097 Public Participation session

- A parishioner reported on an incident outside the Infant School on the 2<sup>nd</sup> July and Cllr Jeater spoke of his frustration in trying to organise a site visit with the Borough and county Councillors.
- The zebra crossing outside the library was considered by some residents to be dangerous as cars were not stopping.
- The lights along the footpath between Disney Close and Whadden Close are now working
- The station carpark is being resurfaced over the weekend and there is a planned bus substitution for northbound journeys in the Autumn.

### FC18/098 To approve the minutes of the meeting held on the 10<sup>th</sup> May and 21<sup>st</sup> May 2018

The minutes were approved and duly signed by Cllr Jeater.

### FC18/099 Matters arising for report

The Clerk read out a letter from the Rotary Club regarding the proposed Victorian Christmas Event on the 9<sup>th</sup> December. It was agreed that this item be included on the agenda for the forthcoming P&R meeting.

### FC18/100 To receive Borough / County Councillor reports

*Cllr Wagland arrived at 7.50pm*

- Cllr Hones had nothing to report
- The Clerk read out emailed reports from Cllrs Bridge and Cloke. Cllr Cloke advised that a review of the parking spaces in Bellmead will be taking place and that the SEPP review of the High Street (north end) is being finalised. The review of the south end of the High street is still being blocked by ECC. He had no updated on when the plans for the garden Centre site were being decided.

Cllr bridge advised that BBC have declared war against fly tipping and a new off-road vehicle has been approved. Staff had also been trained in issuing Fixed Penalty notices

- Cllr Wagland advised that a review of Highways is being considered by Kevin Bentley with the aim of improving communications with the public. She is also pushing for a focus on residential roads and resurfacing. A review of the Local Highways panels is being undertaken and it is hoped that parish councils will be involved.

**FC18/101 Reports of external meetings attended by any Parish Councillor**

Cllr Davey referred councillors to the reports previously submitted from NALC and EALC and advised that a review of the role of NALC over the next 10 years is being undertaken but that lobbying will continue.

**FC18/102 Seymour Field and Pavilion update**

The Clerk advised that she had applied for a grant from Tesco Bags for Life for a projector and screen for the pavilion and that the Football Foundation grant application for £99,000 had been submitted.

**FC18/103 Submission of apologies and the 6-month rule**

A discussion took place about the attendance of councillors at meetings and the legislation surrounding this issue. It was **RESOLVED** that from the 6<sup>th</sup> July, **that apologies for absence will no longer be accepted but will be noted.** Therefore, it is a requirement that all councillors must attend at least one meeting every six months to maintain their position on the council. The Clerk was asked to formally write to all councillors following this meeting regarding this decision.

**Proposed: Cllr Jeater**

**Seconded: Cllr Davey**

**Unanimously agreed**

**FC18/104 Future Arrangements of the Annual Assembly**

Cllr Jeater spoke on this matter and it was **RESOLVED** that the **Annual Assembly will be held on the third Monday of May each year** and replace the Policy and Resources committee meeting. This would allow the meeting to take place outside any purdah period and replace a meeting that was not required.

**Proposed: Cllr Jeater**

**Seconded: Cllr Blunsten**

**Unanimously agreed**

**FC18/105 Horticultural Show**

- A rota was passed around and Councillors signed up for the show. Cllr Jelley agreed to help with transporting equipment from the Lychgate to the show.
- The proof for the give-away bags for the horticultural show was presented and it was **RESOLVED** that the parish council purchase **250 shopper bags at a cost of £287.50+VAT from Everything Branded** to be handed out to those completing the Neighbourhood Plan questionnaire and to encourage a reduction in the use of plastic bags in the parish.

**Proposed: Cllr Davey**

**Seconded: Cllr Sutton**

**Unanimously agreed**

**FC18/106 WW1 memorial tree and tree guard (C&E)**

The council reviewed the concept of a tree guard and memorial tree to commemorate 100 years of the Armistice. The concept was welcomed and the C&E committee will continue to work on the design and faculty. The Clerk confirmed she would contact the blacksmith and Rev Sherring regarding recent correspondence.

**FC18/107 Neighbourhood Plan update**

Cllr Winter reported that the residents' questionnaire had been distributed and will form the large part of the parish council stand at the Horticultural Show. Cllr Winter also reported on a site visit to a Hastoe Homes development and spoke on the rural exemption scheme idea being discussed by the committee.

**FC18/108 Committee reports: to receive minutes from the following committees:**

**Planning** – Cllr Sutton advised that the 140 homes application at the north of the village had been refused and that the committee are looking to change the date and time of meetings to Tuesday evenings at 7.30pm to encourage more members to join.

**Policy and Resources** – Cllr Jeater had nothing to report as the June meeting was cancelled.

**Churchyards and Environments** – Cllr Blunsten presented the minutes and had nothing further to add.

**Communications and IT** – Cllr Jelley reported that the next meeting is on the 23<sup>rd</sup> July and that the branding and new style newsletter had received very positive reviews.

**Personnel** – Cllr Winter reported that the parish council had been awarded £10000 from the ECC Local Support Fund and that working alongside ACL, the start date is planned for September.

**FC18/109 Youth Council bank account closure**

Cllr Lee provided an update on the situation and advised that due to inactivity, the Youth Council bank account had been closed by Barclays. The balance is £1840.53. It was confirmed that £1000 of this amount should be returned to the parish council as this was the original 'float' given to the youth council.

It was RESOLVED that Cllrs Lee, Poston and Jennings discuss and present to the next Full Council their suggestion as to where the remaining £840.53 should be allocated and that the final decision be resolved at the August meeting

**Proposed: Cllr Jeater**

**Seconded: Cllr Jelley**

**Unanimously agreed**

**FC18/110 Parish Council financial accounts (Clerk)**

- Profit / loss report for May and June 2018
- Payments and receipts for June
- Budget tracker report
- Bank reconciliation for June 2018

**The above reports were reviewed and approved**

**FC18/111 Items for inclusion in the next agenda**

No items were requested

**FC18/112 Close of meeting**

The Chairman closed the meeting at 9.10pm

**Date of Next Council Meeting:** Thursday 2<sup>nd</sup> August at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone

**Appendix FC18/110**

<b>BANK RECONCILIATION DATED 30th June 2018</b>	
<b>Unity Bank Current Account</b>	<b>124,370.11</b>
<b>Nationwide Building Society</b>	<b>85,359.41</b>
<b>Yorkshire Building Society</b>	<b>85,483.46</b>
<b>Saffron Building Society</b>	<b>85,000.00</b>
<b>Youth Council account</b>	<b>1,840.53</b>
<b>Petty cash account</b>	<b>29.43</b>

<b>Date:</b>	03/07/2018					
			<b>Day Books: Supplier Payments (Summary)</b>			
<b>Date From:</b>	01/05/2018					
<b>Date To:</b>	03/07/2018					
No	Type	Date	N/C	Ref	Details	Gross B
5346	PP	01/05/2018	GREENSCA	IDC6348 dd	May 18 grounds maintenance contract	3091.40 N
5356	PP	01/05/2018	SLCC	SLCC18/19	A Wood - SLCC membership 18/19	185.00 N
5285	PP	04/05/2018	BRENTWOO	BBC100264830	Fryerning bin and Fairfield dog bins - 1/1/18 - 31/3/18	162.24 N
5327	PP	04/05/2018	GREENSCA	IDC6340	Removal of ivy tree in catholic closed cemetery	120.00 N
5350	PP	08/05/2018	IXCG	IXCG910	April telephone calls and line rental	38.41 N
5329	PP	09/05/2018	ESSEXLIB	ECC1010697981	April 18 library hire	107.60 N
5354	PP	11/05/2018	GREENSCA	IDC6361	Topping up of 5 graves	135.00 N
5352	PP	15/05/2018	SUELEES	SLC3443	Survey Monkey quarterly charge - neighbourhood plan	110.00 N
5440	PP	17/05/2018	JMPAYROL	JM20850	April 18 payroll fee	30.00 N
5349	PP	21/05/2018	IXCG	IXCG912	April 18 monthly software, monitoring and back up	177.98 N
5424	PP	21/05/2018	BBPCA	BBPCA18/19	BVBPCA membership for 18/19	100.00 N
5426	PP	21/05/2018	HEATHERL	HEATH24060	Fryerning cemetery skip emptying	137.00 N
5518	PP	21/05/2018	IXCG	IXCG932	May 18 software subscription, monitoring and acronis backup	177.12 N
5360	PP	25/05/2018	ESSEXLIB	ECC1010722057	Library hire for May 18	134.50 N
5432	PP	25/05/2018	GREENSCA	IDC6367	1 x Interment	72.00 N
5438	PP	25/05/2018	SUELEES	SL3467	Neighbourhood plan - business questionnaire tasks	120.00 N
5362	PP	29/05/2018	CSH	CSH370768	April 18 Lychgate bin emptying	78.54 N
5470	PP	29/05/2018	PATRICKG	PG7858	Keys and astroturf for cemetery	59.29 R
5487	PP	29/05/2018	EBM	EBM91636	April 18 photocopying and printing inc NPAC	34.68 R
5476	PP	30/05/2018	POZITIVE	DD	Lychgate electricity 4/4/18 - 4/5/18	13.10 R
5271	PP	31/05/2018	EALC	EALC9516	EALC / NALC affiliation fees	804.51 N
5434	PP	31/05/2018	FOWKES	Fowkes140518	Removal of green bench and bin in Fairfield	250.00 N
5457	PP	31/05/2018	GREENSCA	IDC6368	Interment - Saturday premium (have passed on cost)	108.00 R
5505	PP	31/05/2018	UTILITIE	dd	May 18 landline and broadband	51.60 R
5461	PP	01/06/2018	ICCM	ICCM18/19	Institute of Cemetery Management membership 2018/19	90.00 N
5468	PP	01/06/2018	GREENSCA	IDC6375	Interment of ashes	72.00 N
5551	PP	01/06/2018	GREENSCA	dd	June 18 grounds maintenance contract	3091.40 R
5486	PP	04/06/2018	SUELEES	SL3473	Repair of contact form on website	20.00 N
5517	PP	06/06/2018	IXCG	IXCG912	To correct a misplayment for inv 912	0.09 N
5420	PP	07/06/2018	IXCG	IXCG926	April 18 telephone calls and line rental	38.59 N
5478	PP	08/06/2018	GREENSCA	IDC6388	Interment of ashes	72.00 N
5463	PP	12/06/2018	WHS	WHS02286	2nd instalment payment for project manager	5458.41 N
5552	PP	12/06/2018	HEELISLO	300014	Internal audit fee	260.00 R
5512	PP	20/06/2018	CSH	CSHP374082	Lychgate bin emptying May 18	109.99 N
5516	PP	20/06/2018	IXCG	IXCG939	May 18 telephone calls and line rental	38.29 N
5520	PP	20/06/2018	HOLMESAN	H&H18670	Settlement of leagal expenses for Seymour lease negotiaton	3004.00 N
5522	PP	20/06/2018	JMPAYROL	J&M21120	May 18 payroll fee	30.00 N
5459	PP	22/06/2018	MS2	MS2ins	Service charge for office (June 18 - August 18)	205.03 N
5473	PP	22/06/2018	MS2	MS2240618	Quarterly rent for the office (June 18 - August 18)	2071.78 N
5527	PP	26/06/2018	ESSEXLIB	ECC1010776260	June 2018 library hire	107.60 N
5556	PP	26/06/2018	EBM	EBM91994	May photocopying and printing	36.37 R
5544	PP	29/06/2018	GREENSCA	IDC6407	Topping up of 5 x graves	255.00 R
5557	PP	29/06/2018	UTILITIE	UW988802222	June landline and broadband	51.60 R
5577	PP	03/07/2018	GREENSCA	dd	July 18 grounds maintenance contract	3091.40 N
5524	PP	04/07/2018	PLAYSAFE	PSLtd35350	RoSPA report for both fairfield playgrounds	197.40 N
5549	PP	06/07/2018	EUROFFIC	EO3408555	Office stationery	32.37 N
5550	PP	10/07/2018	EUROFFIC	EO3409087	Office stationery	12.71 N
5564	PP	12/07/2018	GREENSCA	IDC6413	Topping up of grave due to badger damage	60.00 N
5565	PP	12/07/2018	GREENSCA	IDC6416	Turfing of grave due to badger damage	23.40 N
5566	PP	12/07/2018	GREENSCA	IDC6415	Interment Booth E390	72.00 N
5570	PP	12/07/2018	BLACKWAT	BP13895	2400 newsletters and 2400 residents surveys pluc collation	1597.40 N
5591	PP	12/07/2018	SUELEES	SL3524	Redesign and production of newsletter	1200.00 N
5592	PP	12/07/2018	SUELEES	SL3522	Rebranding of parish council and updating of website with same	1120.00 N
5593	PP	12/07/2018	SUELEES	SL3521	Neighbourhood plan residents questionnaire work	1180.00 N
5594	PP	12/07/2018	SUELEES	SL3509	Website firewall annual charge	120.00 N
5600	PP	12/07/2018	RURALCOM	RCCE18/19	2018/19 membership	88.00 N
5560	PP	20/07/2018	IXCG	IXCG941	June 18 software subscritpion, monitoring and acronis	178.99 N
5586	PP	25/07/2018	SMITH	SoD105206	Annual clock maintenance	258.00 N
5596	PP	25/07/2018	CSH	CSH377318	June Lychgate bin emptying	92.27 N
5598	PP	25/07/2018	ESSEXLIB	ECC101080726X	July library hire	107.60 N
5465	PP	31/07/2018	SLCC	SLCC12684	2nd installment of Community Governance due July	1395.00 N

<b>Date:</b>		03/07/2018					
					<b>Bank Payments &amp; Receipts by Bank Account</b>		
<b>Date From :</b>		01/05/2018					
<b>Date To :</b>		03/07/2018					
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>	<b>Gross</b>	<b>B</b>
5493	BR	01/05/2018	4002	010	Additional inscription J55a	75.00	R
5494	BR	01/05/2018	4002	011	Interment fee - Millington J23	116.60	R
5495	BR	15/05/2018	4002	012	Additional inscription Barraclough E199	75.00	R
5496	BR	16/05/2018	4002	014	Exclusive rights and interment Waggett K56	1301.00	R
5497	BR	22/05/2018	4002	015	Memorial fee - Cliff E164	231.00	R
5498	BR	22/05/2018	4002	016	Memorial fee - Callaghan G30	231.00	R
5499	BR	22/05/2018	4002	017	Interment fee - Goodall C163	116.00	R
5449	BP	23/05/2018	2220	May 18 payroll	May 18 net wages	-2590.29	R
5450	BP	23/05/2018	2210	May 18 payroll	May 18 PAYE	-355.00	R
5451	BP	23/05/2018	2210	May 18 payroll	May 18 Ee NIC	-142.26	R
5452	BP	23/05/2018	2210	May 18 payroll	May 18 Er NIC	-207.65	R
5453	BP	23/05/2018	2230	May 18 payroll	May 18 pension admin	-9.82	R
5454	BP	23/05/2018	2220	May 18 payroll	May 18 A Wood pension	-122.69	R
5455	BP	23/05/2018	2230	May 18 payroll	May 18 Ers pension	-362.40	R
5500	BR	30/05/2018	4002	018	Memorial fee - Munford G11	231.00	R
5501	BR	30/05/2018	4002	019	Exclusive rights and interment Claydon K55	1301.00	R
5502	BR	30/05/2018	4002	020	Exclusive rights and interment Hardy	7510.00	R
5466	BP	31/05/2018	8204	LCO01530-157324	Insurance 1/6/18 - 31/5/18	-617.12	R
5503	BR	31/05/2018	4002	021	Interment fee - Booth E390	116.60	R
5504	BR	31/05/2018	4002	022	Exclusive rights prior to use - Watt	1502.00	R
5525	BP	31/05/2018	7100	300015	Hire of Parish Room for Annual Assembly 2018	-40.20	N
5528	BR	05/06/2018	4002	023	Exclusive rights and interment Jarratt	405.60	R
5529	BR	07/06/2018	4002	024	Exclusive rights and interment Neely G32	1265.00	R
5530	BR	07/06/2018	4002	025	Memorial fee Rayment J62	231.00	R
5531	BR	12/06/2018	4002	026	Additional inscription E24	75.00	R
5532	BR	13/06/2018	4002	027	Exclusive rights and interment Midjones K53	1301.00	N
5533	BR	14/06/2018	4002	028	Exclusive rights and interment Neely G32 balance	36.00	N
5534	BR	14/06/2018	4002	029	Interment fee Wood K86	550.00	N
5535	BR	19/06/2018	4002	030	Memorial fee - Smart G31	231.00	N
5578	BP	20/06/2018	2220	June 18 payroll	June 18 net wages	-2534.36	R
5579	BP	20/06/2018	2210	June 18 payroll	June 18 PAYE	-355.60	R
5580	BP	20/06/2018	2210	June 18 payroll	June 18 Ee NIC	-137.91	R
5581	BP	20/06/2018	2210	June 18 payroll	June 18 Ers NIC	-199.93	R
5582	BP	20/06/2018	2230	June 18 payroll	June 18 pension admin	-9.63	R
5583	BP	20/06/2018	2220	June 18 payroll	June 18 A Wood pension	-120.33	R
5584	BP	20/06/2018	2230	June 18 payroll	June 18 Ers pension	-355.44	R
5474	BP	21/06/2018	7604	I000082	Chain of office engraving	-85.32	R
5601	BP	30/06/2018	7901	Quart bank charge	Quarterly bank charges	-29.25	R
5558	BP	04/09/2018	7551	89581	Domain name renewal	-84.00	N