



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: 1 November 2018
VENUE: Ingatestone Library, High Street, Ingatestone

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

FC18/165 Apologies for Absence

Apologies were received and noted from Cllrs Jeater and Frost (holiday), Cllrs Sutton, Davey and Lee (work) and Cllr Abrey (family)

FC18/166 Announcements and declarations of interest

No declarations of interest were made.

FC18/167 Public Participation session

- A parishioner asked about potential Wi-Fi / broadband supply to the parish. He was advised that the Clerk was already investigating this matter.

FC18/168 To approve the minutes of the meeting held on the 4 October 2018

The minutes were approved and duly signed by Cllr Poston.

FC18/169 Matters arising for report (but not for resolution)

- The Clerk raised the matter of the Remembrance poppies that had been erected by the Apprentice down the High Street and in Fryerning and thanks were noted for this work.

FC18/170 To receive Borough / County Councillor reports

Cllr Cloke

- Cones on Fryerning bridge – a formal letter of explanation from Essex highways is due to be received and there is a plan to extend double yellow lines over the bridge.
- Speed survey at the southern end of the High Street – Cllr Cloke is chasing the results, but the average speed was recorded at 33mph.
- The Bakers Lane restrictions are in validation at this time and the shroud to cover the Market Place street lighting will be fitted shortly.
- The hedge from Willow Green along Fryerning Lane – Cllr Cloke reported that this was a highways hedge but that he will try and get it cut back.

Cllr Bridge

- Local Development Plan – The Reg 19 consultation will be taking place on the 8th November at the Brentwood Centre. Cllr Bridge advised that

there is o change to the site lists from January and that the Plan will follow the new NPPF. He advised that Brentwood are meeting their objectively assessed housing needs in this plan.

FC18/171 Reports of external meetings attended by any Parish Councillor

There were no meetings to report

FC18/172 Seymour Field and Pavilion

The Clerk advised that the due diligence on the council's solicitors is no longer required and that the lease had already been signed by Brentwood Borough Council. A copy for signing by the parish council will be received in the office next week and exchange will take place shortly after that

FC18/173 Fairfield skate park and vandalism

The Clerk reported on the cost to repaint the skate park following vandalism over the summer (£1050+VAT) and it was proposed and RESOLVED that the parish council make a claim on their insurance policy (£125 excess) for this work to be undertaken.

Proposed: Cllr Blunsten

Seconded: Cllr Winter

Unanimously agreed

FC18/174 To confirm arrangements for Remembrance Sunday

It was confirmed that Cllr Jeater will be attending the Ingatestone service and speaking about the memorial tree before its dedication. Cllrs Benson and Lee are attending the Fryerning service. Cllr Davey will be reading the names of the fallen.

FC18/175 Neighbourhood Plan update

Cllr Winter circulated a report on work that had been achieved so far. She also reported that 369 residents and 55 business questionnaires had been received. The next step is to analyse the results and the Clerk is obtaining quotes for this work. The focus of the committee is to now address the areas of concern and set up specific project groups.

FC18/176 Committee Reports: to receive minutes from the following Committees:

Planning – Cllr Sutton was not present – minutes noted

Policy and Resources – Cllr Jeater was not present – minutes noted

Churchyards and Environments – Cllr Blunsten presented the minutes with nothing further to add

Communications and IT – Cllr Jelley presented the minutes with nothing further to add

Personnel – Cllr Winter advised that there had been no meeting

FC18/177 Parish Council financial accounts

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

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

FC18/178 Items for inclusion in the next agenda

The issue of social isolation was requested to be included in the next agenda along with the start of budget discussions

FC18/179 Close of meeting

The Chairman thanked the councillors and public for their attendance and closed the meeting 8.20pm

Date of Next Council Meeting: Thursday 6th December at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone

Appendix FC18/177

Date: 01/11/2018						
Day Books: Supplier Payments (Summary)						
Date From: 01/10/2018						
Date To: 31/12/2018						
No	Type	Date	N/C	Ref	Details	Gross B
5840	PP	01/10/2018	GREENSCA	dd	October grounds amaintenance contract	3091.40
5785	PP	05/10/2018	BRENTWOO	BBC100280615	Fryerning bin and fairfield dog bins April - June	171.60
5821	PP	09/10/2018	GREENSCA	IDC6535	Interment	72.00
5822	PP	09/10/2018	GREENSCA	IDC6536	Hedge cutting at the back of the cemetery annexe	240.00
5858	PP	11/10/2018	IXCG	IXCG993	Purchase of 15 x tablets for Cllr use for GDPR	3038.40
5856	PP	16/10/2018	IXCG	IXCG990	September telephone calls and line rental	40.16
5862	PP	16/10/2018	CSH	CSH391445	September Lychgate bin emptying	77.14
5864	PP	16/10/2018	JMPAYROL	JM22152	September payroll fee	30.00
5866	PP	16/10/2018	GREENSCA	IDC6567	Interment	72.00
5827	PP	18/10/2018	ESSEXLIB	ECC1010902490	October library hire	134.50
5893	PP	18/10/2018	PLAYQUIP	PQL8525	New playground equipment for Fairfield	2786.42
5825	PP	19/10/2018	EUROFFIC	EO3478038	Printer ink for Clerk's printer	34.31
5829	PP	19/10/2018	IXCG	IXCG976	Monthly monitoring, software, emails and acronis backup	230.54
5881	PP	23/10/2018	GREENSCA	IDC6572	Refixing of vandalised bench Fairfield pond	90.00
5903	PP	24/10/2018	EBM	dd	Monthly photocopying and printing	24.00
5884	PP	25/10/2018	HEATHERL	HEA24870	Fryerning cemetery skip	137.00
5831	PP	26/10/2018	IXCG	IXCG986	New computer for office (apprentice)	802.20
5879	PP	26/10/2018	SLCC	SLCC081118	SLCC Essex Networking event A Wood	15.00
5890	PP	31/10/2018	OFFICE	OFO277426/274038	Desk, drawers and chair for R Skepelhorn	669.60
5918	PP	02/11/2018	SUELEES	SLC3657	October newsletter set up and reworking of logo for planters	640.00
5921	PP	02/11/2018	BLACKWAT	BP14203	October newsletter printing	456.00
5913	PP	05/11/2018	GREENSCA	IDC6591	Interment fee	72.00
5922	PP	05/11/2018	DOR2DOR	D2D470	October newsletter delivery	414.00
5887	PP	06/11/2018	AMBEROL	AMB17786	4 x Market Place planters	2145.31
5895	PP	08/11/2018	ESSEXLIB	ECC1010930535	Bell Mead woodland area tree survey	552.00
5912	PP	13/11/2018	GREENSCA	IDC6578	Fryerning cemetery skip fencing	1205.94
5915	PP	15/11/2018	ESSEXLIB	ECC11093600X	November library hire	107.60
5900	PP	21/11/2018	IXCG	IXCG997	Monthly monitoring, software, emails, tablet licence and acronis backup	317.98

Date: 01/11/2018						
Bank Payments & Receipts by Bank Account						
Date From : 01/10/2018						
Date To : 31/12/2018						
No	Type	Date	N/C	Ref	Details	Gross B
5837	BR	02/10/2018	4007	052	Local services fund grant for apprentice	10000.00
5838	BR	02/10/2018	4002	053	Additional inscription Goodall C163	75.00
5839	BR	02/10/2018	4002	054	Additional inscription Segeth E503	75.00
5867	BR	03/10/2018	4002	055	Exclusive rights, interment and memorial Mulholland	1532.00
5832	BP	05/10/2018	7100	Allotments16/17	Allotment rent 2016/17	-135.00
5868	BR	09/10/2018	4002	056	Interment fee Cooper	550.00
5848	BP	10/10/2018	2220	Oct 18 payroll	Oct 18 net wages	-3285.44
5849	BP	10/10/2018	2210	Oct 18 payroll	Oct 18 PAYE	-354.60
5850	BP	10/10/2018	2210	Oct 18 payroll	Oct 18 ee NIC	-139.47
5851	BP	10/10/2018	2210	Oct 18 payroll	Oct 18 er NIC	-204.99
5852	BP	10/10/2018	2230	Oct 18 payroll	Oct 18 pension admin	-9.63
5853	BP	10/10/2018	2220	Oct 18 payroll	Oct 18 pension admin	-120.33
5854	BP	10/10/2018	2230	Oct 18 payroll	Oct 18 ers pension contrib	-355.44
5869	BR	10/10/2018	4002	057	Exclusive rights and interment J78	405.60
5891	BR	11/10/2018	4001	102026	2nd installment of Parish Precept 2018/19	82733.00
5901	BR	30/10/2018	2202	103561509	VAT Refund	3956.80
5885	BP	20/12/2018	7100	Allotment 17/18	Allotment rent 2017/18	-135.00

BANK RECONCILIATION DATED 31/10/18		
Unity Bank Current Account		186,849.49
Petty cash		155.01
Nationwide Building Society		85,359.41
Yorkshire Building Society		85,483.46
Saffron Building Society		85,000.00
Youth Council account		0.00