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PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 4 October 2018
VENUE: Ingatestone Library, High Street,
Ingatestone

Present:	Cllrs	P Jeater (Chair) D Abrey L Day	P Davey N Jennings L Boyce	D Frost T Blunsten K Sutton	R Lee P Poston
Absent	Cllrs	E Benson	J Winter	D Jelley	J Fowkes
Also present:		A Wood (Assistant Clerk) R Skepelhorn (Apprentice)	1 Parishioners	BCllr Hones and Cloke	BCllr Cloke

FC18/147 Apologies for Absence

Apologies were received and noted from Cllrs Jelley and Winter (holiday)

FC18/148 Announcements and declarations of interest

No declarations of interest were made.

FC18/149 Public Participation session

- A parishioner congratulated the council on obtaining the £99000 grant from the Football Foundation.
- A question was raised about the need to purchase tablets for the council in the light of elections in May 2019. The Chair advised that this will be discussed fully later in the meeting

FC18/150 To approve the minutes of the meeting held on the 6 September 2018

The minutes were approved and duly signed by Cllr Jeater.

FC18/151 Matters arising for report (but not for resolution)

- Cllr Jeater advised that the cricket club will be removing the artificial wicket at Fairfield and reseeding the area in for next few weeks.
- Cllr Jeater reported on a recent meeting regarding the proposed museum. Greater Anglia have listed the project as a community scheme and will be undertaking the renovation work before leasing to the parish council.
- Cllr Jeater welcomed the new parish council Apprentice, Rory Skepelhorn to the meeting.

FC18/152 To receive Borough / County Councillor reports

Cllr Wagland

- Pothole Repair programme – Cllr Wagland asked councillors to submit potholes not currently listed in the maintenance programme for the scheme via the Clerk.
- Local Highways Panel – Cllr David Jobbins from Kelvedon Hatch is the new appointed parish council representative and the next meeting is in the 12 December.
- The lighting on the Station footpath has now been fixed.

- Superfast Essex – there are issues with broadband issues in this area and asked for the council's support in gaining evidence. It was unanimously agreed that the work undertaken by NPAC would be suitable.
- Essex libraries – there is concern raised about the future of libraries as usage is dropping and the cost of maintenance is too expensive. Cllr Wagland reported that a consultation is due out but that the council should be aware of this threat to the current service.

Cllr Hones had nothing further to report

Cllr Cloke

- Cones on Fryerning bridge – the current reason for the cones is to prevent parking on the bridge that is showing signs of structural fatigue. Cllr Wagland is speaking to Highways regarding this.
- A speed survey is being undertaken at the south end of the High Street for a new parking plan.
- New signage is being put up in Bakers Lane to slow traffic.
- Markey Place lighting – the issue with the new lamppost is being addressed and the light will be shrouded shortly.
- The width restriction signs on the High Street will be changed as it has been agreed that they are not in keeping with the conservation area.

At this point it was proposed and resolved that item IF18/154 be brought forward as Cllr Poston had to attend the Stones YFC meeting to report on Seymour Field.

FC18/154 Seymour Field and Pavilion update

- The proposed partnership agreement was presented and approved
Proposed: Cllr Jeater
Seconded: Cllr Davey
Unanimously agreed
- The proposed safeguarding policy was presented and approved
Proposed: Cllr Jeater
Seconded: Cllr Davey
Unanimously agreed
- Cllr Jeater advised on the conditions of the grant that were required before work could commence – that the lease must be signed, and that the above two policies be agreed. Cllr Jeater will sign the acceptable of the grant and this will be sent to the Football Foundation on Tuesday.
- Cllr Davey advised on the procedure for the signing of the lease. The schedule of condition had been completed and the lease will be sent to the council for signing in due course.

Cllr Poston left the meeting at 8.30pm

FC18/153 Reports of external meetings attended by any Parish Councillor

- Cllr Frost circulated a report on the recent Essex Police and Bus Transport meetings he had attended.
- Cllr Davey reported on the following meetings
11/09 NALC Board Meeting
19/09 Essex County Council Health and Wellbeing Board Meeting
20/09 EALC AGM and joint conference with the ECC
25/09 Essex Rural Partnership Strategic Board Meeting
26/09 Essex County Council Safer Essex Committee

FC18/155 Church Clock

The Clerk gave an update on the legislation regarding the maintenance of the church clock and that the 1957 Parish Councils Act allowed for the maintenance of any public clock. It was agreed that this should be added to the November C&E agenda.

FC18/156 GDPR

- Cllr Jeater gave an explanation as to the need to have tablets for the councillors to meet with GDPR requirements. Tablets would be owned by the parish council and for council business only. This would provide the data security the regulations require. The Clerk advised that there was no further set up fees and that the price quoted was inclusive.
- It was proposed and RESOLVED that the parish council purchase 15 tablets for councillor use at a cost of £168.80+VAT each.

Proposed: Cllr Jeater

9 voted in favour

1 abstention

FC18/157 Station Lane parking

Cllr Jeater reported on a recent incident involving the closure of Chelmsford train station and the bus replacement service. It was noted that Network Rail have statutory rights to undertake the work and that it was not in the power of any council to intervene. Cllr Wagland advised that the best method for residents to complain would be directly with Network Rail on this matter.

FC18/158 Essex Highways pilot scheme

- Cllr Davey and Cllr Wagland spoke about this scheme which will give parish councils control of certain elements of highways maintenance but not roadworks. The pilot scheme will be for 6 months.
- Following a discussion, it was proposed and RESOLVED that the parish council register their interest in taking part in this pilot scheme.

Proposed: Cllr Jeater

6 voted in favour

2 voted against

2 abstentions

FC18/159 Neighbourhood Plan update

Cllr Jeater advised that the deadline for completing the residents and business questionnaire is the 31st October.

FC18/160 Committee Reports: to receive minutes from the following Committees:

Planning – Cllr Sutton presented the minutes with nothing further to add

Policy and Resources – Cllr Jeater presented the minutes with nothing further to add

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

Communications and IT – Cllr Jelley was not present to report

Personnel – Cllr Winter was not present to report

FC18/161 Parish Council financial accounts

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

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

FC18/162 Receive the external audit and comments from PKF Littlejohn

The external audit was received and noted.

FC18/163 Items for inclusion in the next agenda

The issue of social isolation was requested to be included in the next agenda

FC18/164 Close of meeting

The Chairman thanked the councillors and public for their attendance and closed the meeting 9.25pm

Date of Next Council Meeting: Thursday 1 November at 7.30pm

Venue: Ingatestone Library, High Street, Ingatestone

Appendix FC18/161

Date:		02/10/2018		Day Books: Supplier Payments (Summary)		
Date From:	01/09/2018		Date To:	31/12/2018		
No	Type	Date	N/C	Ref	Details	Gross B
5781	PP	03/09/2018	GREENSCA	dd	September grounds maintenance contract	3091.40 R
5746	PP	07/09/2018	GREENSCA	IDC6496	Double interment	108.00 R
5714	PP	17/09/2018	IXCG	IXCG967	monthly monitoring, backup, support andf Cllr emails	227.38 R
5686	PP	18/09/2018	ESSEXLIB	ECC1010860621	August library hire	134.50 R
5755	PP	18/09/2018	SUELEES	SL3565	Survey Monkey quarterly fee for NPAC	110.00 R
5757	PP	20/09/2018	BRENTWOO	BBC100279234	Car parking agreement fee for Market Place and Bell Mead	1387.86 R
5773	PP	21/09/2018	JMPAYROL	JM21881	August payroll fee	30.00 R
5763	PP	25/09/2018	SLCC	CG2019	Deposit for 2nd year community governance - A Wood	150.00 R
5765	PP	25/09/2018	PKFLITTL	SB201801216	External audit fee	720.00 R
5769	PP	25/09/2018	SUELEES	SL3612	6 monthly website reporting	30.00 R
5770	PP	25/09/2018	SUELEES	SL3603	1 year hosting for website	70.00 R
5771	PP	25/09/2018	SUELEES	SL3604	Annual website maintenance fee	120.00 R
5775	PP	25/09/2018	GREENSCA	IDC6533	Bell Mead nettle strim	48.00 R
5777	PP	25/09/2018	ACORN	INV0407	Fryerning cemetery tree work	2796.00 R
5802	PP	26/09/2018	EBM	dd	Monthly printing and photocopying	29.00 R
5741	PP	27/09/2018	CSH	CSH383912	August Lychgate bin emptying	77.14 R
5744	PP	27/09/2018	MS2	MS2290918	Rent and service charge for office Sept - Dec	2071.78 R
5780	PP	27/09/2018	IXCG	IXCG973	August telephone calls and line rental	38.32 R
5801	PP	28/09/2018	UTILITIE	dd	Monthly broadband and line rental	51.60 R
5785	PP	05/10/2018	BRENTWOO	BBC100280615	Fryerning bin and fairfield dog bins April - June	171.60 N
5821	PP	09/10/2018	GREENSCA	IDC6535	Interment	72.00 N
5822	PP	09/10/2018	GREENSCA	IDC6536	Headge cutting at the back of the cemetery annexe	240.00 N
5827	PP	18/10/2018	ESSEXLIB	ECC1010902490	October library hire	134.50 N
5825	PP	19/10/2018	EUROFFIC	EO3478038	Printer ink for Clerk's printer	34.31 N
5829	PP	19/10/2018	IXCG	IXCG976	monthly monitoring, backup, support andf Cllr emails	230.54 N
5831	PP	26/10/2018	IXCG	IXCG986	New computer for the office	802.20 N

Date:		02/10/2018		Bank Payments & Receipts by Bank Account		
Date From :	01/09/2018		Date To :	31/12/2018		
No	Type	Date	N/C	Ref	Details	Gross B
5558	BP	04/09/2018	7551	89581	Domain name renewal	-70.00 R
5805	BP	04/09/2018	7501	300018	Postage stamps	-58.00 R
5834	BR	04/09/2018	4002	048	Additional inscription Millington J23	75.00 N
5778	BP	05/09/2018	7001	250918	Aerial photographs for NPAC and newsletter	-200.00 R
5804	BP	05/09/2018	7900	Bank fee	Returned cheque fee - Tweed	-6.00 R
5835	BR	11/09/2018	4002	049	Interment fee Plannell G89	116.60 N
5836	BR	11/09/2018	4002	051	Interment fee Skeoch G63	116.60 N
5833	BP	19/09/2018	7100	fairfield rent	Fairfield rent from March 17 - September 19	-62.50 N
5794	BP	20/09/2018	2220	Sept 18 payroll	Sept 18 net wages	-2571.80 R
5795	BP	20/09/2018	2210	Sept 18 payroll	Sept 18 paye	-354.80 R
5796	BP	20/09/2018	2210	Sept 18 payroll	Sept 18 ee nic	-137.91 R
5797	BP	20/09/2018	2210	Sept 18 payroll	Sept 18 er nic	-204.99 R
5798	BP	20/09/2018	2230	Sept 18 payroll	Sept 18 pension admin	-9.63 R
5799	BP	20/09/2018	2220	Sept 18 payroll	Sept 18 A Wood pension	-120.33 R
5800	BP	20/09/2018	2230	Sept 18 payroll	Sept 18 ers pension contrib	-355.44 R
5803	BP	30/09/2018	7900	Bank fee	Quarterly service charge	-30.30 R
5837	BR	02/10/2018	4007	052	Local services fund grant for apprentice	10000.00 N
5838	BR	02/10/2018	4002	053	Additional inscription Goodall C163	75.00 N
5839	BR	02/10/2018	4002	054	Additional inscription Segeth E503	75.00 N
5832	BP	05/10/2018	7100	Allotments16/17	Allotment rent 2016/17	-135.00 N

BANK RECONCILIATION DATED 2/10/18		
Unity Bank Current Account		97,566.94
Petty cash		197.86
Nationwide Building Society		85,359.41
Yorkshire Building Society		85,483.46
Saffron Building Society		85,000.00
Youth Council account		0.00

DRAFT