



Suite 1
4 The Limes
Ingatestone
Essex
CM4 0BE

Telephone: 01277 353315
Email: office@ingatestone-fryerningpc.gov.uk
www.ingatestone-fryerningpc.gov.uk

ANNUAL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 10th May 2018
VENUE: Ingatestone Library, High Street,
Ingatestone

Present: Cllrs P Jeater (Chair) P Davey T Blunsten D Jelley
D Frost D Abrey J Winter L Boyce
L Day K Sutton E Benson

Absent Cllrs N Jennings J Fowkes R Lee P Poston

Also present: A Wood (Clerk and RFO) 2 Parishioners Cllrs Cloke, Hones and Wagland

FC18/060 Election of Chairman

Cllr Paul Jeater was proposed by Cllr Davey, seconded by Cllr Frost and unanimously agreed as Chairman by all.

FC18/061 Chairman to sign Declaration of Acceptance of Office as Chairman

This was duly signed and witnessed by the Clerk.

FC18/062 Election of Vice Chairman

Cllr Phill Poston was proposed by Cllr Day, seconded by Cllr Benson and unanimously agreed as Vice Chairman by all.

FC18/063 Apologies for Absence

Apologies were received and accepted from Cllrs Lee and Bridge (family matter) and Cllrs Jennings and Poston (work).

FC18/064 Announcements and declarations of interest

No declarations of interest were made.

FC17/065 Public Participation session

- A member of the public spoke about concerns that the new CCTV camera was intruding into his privacy. Assurances were given that the camera had a limited degree of vision. Cllr Cloke invited the resident to visit the monitoring office to view what the camera could see. The Clerk was asked to obtain confirmation from Brentwood Borough Council as to the camera's range and obtain their Data Protection Policy on the subject.
- A member of the public spoke about the street light on Footpath 38 still not working and Cllr Wagland advised that she was still dealing with the matter.
- A member of the public thanked the Council for publishing draft minutes.

FC17/066 Approval of minutes of the Full Council meeting held on 5th April 2018

The minutes were approved and duly signed by Cllr Jeater.

FC18/067 Matters arising for report (but not for resolution)

Cllr Blunsten advised that he and Cllrs Benson and Jennings were attending the Anglo European Year 11 assembly on Friday 11th May, along with Alex Burghart MP.

FC17/068 Borough / County Councillors Reports

- Cllr Wagland advised that she had 8 ongoing issues she was dealing with including
 1. New Road and Seymour Field road junction and her support for a 1-hour parking restriction
 2. The width restriction signs in the High Street conservation area and Fryerning Lane
 3. Flooding at the start of Station – although this is not considered a top priority
 4. Tree work at Seymour Field and an explanation for the works undertaken
- Cllr Jeater asked about the parking at Trimble Close at school times and pushed the Borough and County Councillors to commit to a meeting. He also reported 3 potholes at the end of the Furlongs and Cllr Wagland asked for details to be sent to her.
- Cllr Cloke reported that Bakers Mews now has a parking restriction and that he had received a request from residents in Bakers Lane to install warning signage due to front doors opening directly onto the street.
- Cllr Cloke advised that the planning application for the Tennis Courts floodlights had been referred to the planning committee.

Cllr Wagland left the meeting at 8pm

FC18/069 Other meetings attended by Councillors

Cllr Winter had previously circulated a report on Community Led Housing seminar she had attended at the Anglia Ruskin University on the 3rd May 2018.

Cllr Davey had previously circulated a report on the EALC Executive Committee meeting and had attended the following meetings

- Essex Rural Partnership on the 9th April
- NALC management board on the 10th April

FC18/070 To discuss and approve and sign the lease for the Seymour Field and Pavilion

Cllr Jeater advised that the lease had not been received and therefore an extraordinary meeting will have to be called once the final issue had been resolved.

FC18/071 Annual return for the year ending 31st March 2018

- **Council to approve the Annual Governance Statement 2017/18 (Section 1)**
Proposed: Cllr Jeater
Seconded: Cllr Davey
All agreed
- **Council to approve the Accounting Statements 2017/18 (Section 2)**
Proposed: Cllr Jeater
Seconded: Cllr Davey
All agreed
- **To receive the report of the Internal Auditor – Heelis & Lodge**
The report was received and noted by members

FC18/072 General Data Protection Regulation (GDPR)

To review and adopt the Information and Data Protection Policy and Councillor checklist

Proposed: Cllr Jeater
Seconded: Cllr Davey
All agreed

FC18/073 To confirm the committee membership

The membership of each committee was agreed and it was noted that member of P&R would be confirmed at the July meeting. This is due to membership including the chairs of the other committees who need to be decided at the May / June meetings.

- FC17/074 To receive and approve the following policies:**
It was resolved to approve these policies en masse: Standing orders, Code of conduct, Financial regulations, Approved payments list, Terms of reference for all committees, Complaints policy, Freedom of Information policy, Risk assessments
 Proposed: Cllr Jeater
 Seconded: Cllr Day
 All agreed
- FC18/075 To review and approve the new Parish Council Insurance Policy**
 Cllr Jeater proposed that this item be delegated to P&R for decision and all agreed.
- FC18/076 Neighbourhood Plan update**
 Cllr Winter reported that the next newsletter will have a pull-out residents' questionnaire along with considerable information on the plan. The business questionnaire is still open and currently had seen a 30% return, the results to be shared with Phil Drane at Brentwood Borough Council. The next NPAC meeting was scheduled for the 22nd May.
- FC18/077 Committee reports: to receive minutes from the following committees:**
Planning – Cllr Abrey presented the minutes and advised that the committee had objected to the Tennis Court floodlight application and will be attending the Borough planning committee.
Policy and Resources – Cllr Jeater presented the minutes and advised that the council had 12 months to work on the quality status award
Churchyards and Environments – Cllr Blunsten presented the minutes and reported on the issue of the sunken tomb.
Communications and IT – Cllr Jelley reported on the work on the newsletter and GDPR requirements for Councillors to have parish council email addresses.
Personnel – Cllr Winter presented the minutes.
- FC18/078 To approve the new branding for Ingatestone and Fryerning Parish Council (C&IT)**
 Cllr Jelley presented the new logo for the parish council and it was resolved to accept the new design
 Proposed: Cllr Jelley
 Seconded: Cllr Sutton
 All agreed
- FC18/079 Parish Council financial accounts**
- The accounts were presented and accepted
 - To approve the retention of the Clerk as Responsible Financial Officer for the period 2018/19
- Proposed Cllr Jeater
 Seconded Cllr Davey
 All Agreed
- FC18/080 Items for inclusion in the next agenda**
 There were no additional items requested for inclusion in the next agenda
- FC18/081 Close of meeting**
 The Chairman closed the meeting at 9.00pm
Date of Next Council Meeting: Annual Assembly on Thursday 7th June at 7.30pm
 Venue: Parish Rooms, Stock Lane, Ingatestone

Appendix FC18/79 Financials

Date:		01/05/2018		Day Books: Supplier Payments (Summary)		
Date From:	01/04/2018		Date To:	30/05/2018		
No	Type	Date	N/C	Ref	Details	Gross B
5265	PP	03/04/2018	SLCC	SLCC12684	first installment of Community Governance qualification	1395.00 R
5272	PP	03/04/2018	EBM	dd	Feb 18 photocopying and printer fees	24.00 R
5289	PP	03/04/2018	ESSEXPLA	300012	Essex playing field competition and membership	40.00 N
5305	PP	03/04/2018	GREENSCA	dd	April 18 grounds maintenance	3091.40 R
5336	PP	11/04/2018	ESSEXHER	300013	Essex Heritage Trust annual membership	25.00 R
5190	PP	12/04/2018	HEATHERL	HEA23819	Cemetery skip emptying	131.00 N
5282	PP	16/04/2018	JMPAYROL	JM20571	Year end payroll fee	66.00 R
5287	PP	16/04/2018	BRITISHG	BG992237802	Phone box electricity for March / April	3.47 R
5312	PP	20/04/2018	POZITIVE	dd	April 18 Lychgate electricity	14.77 R
5307	PP	24/04/2018	EBM	EBMdd	March 18 photocopying and printer fees	32.46 R
5266	PP	26/04/2018	IXCG	IXCG907	Feb 18 telephone calls and line rental	39.65 R
5267	PP	26/04/2018	BRENTWOO	BBC100259926	Election fees	5884.58 R
5331	PP	26/04/2018	GREENSCA	IDC6327	2 x interments	180.00 R
5273	PP	27/04/2018	EUROFFIC	EO3359726	Office stationery	43.48 R
5269	PP	30/04/2018	CSH	CSH367629	April 18 Lychgate bin emptying	74.88 R
5337	PP	30/04/2018	UTILITIE	dd	April landline and broadband	51.60 R
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
5349	PP	21/05/2018	IXCG	IXCG912	April 18 monthly software, monitoring and back up	177.98 N
5271	PP	31/05/2018	EALC	EALC9516	EALC / NALC affiliation fees	804.51 N
Date:	01/05/2018		Bank Payments & Receipts by Bank Account			
Date From :	01/04/2018		Date To :	30/05/2018		
No	Type	Date	N/C	Ref	Details	Gross B
5315	BR	04/04/2018	4002	001	Interment fee - Kiss E267	550.00 R
5316	BR	04/04/2018	4002	002	Exclusive rights and interment Graham K57	1301.00 R
5317	BR	04/04/2018	4002	003	Exclusive rights and interment Jenkins J69	405.60 R
5318	BR	10/04/2018	4002	004	Additional inscription Willis E384	75.00 R
5338	BR	13/04/2018	4001	94035	First payment of parish precept 2018/19	82733.00 R
5319	BP	19/04/2018	2220	April 18 payroll	Apr 18 nes wages	-2513.74 R
5320	BP	19/04/2018	2210	April 18 payroll	Apr 18 PAYE	-333.60 R
5321	BP	19/04/2018	2210	April 18 payroll	Apr 18 Ee nic	-133.55 R
5322	BP	19/04/2018	2210	April 18 payroll	Apr 18 Er NIC	-192.21 R
5323	BP	19/04/2018	2230	April 18 payroll	Apr 18 pension admin	-8.42 R
5324	BP	19/04/2018	2220	April 18 payroll	Apr 18 A Wood pension	-105.27 R
5325	BP	19/04/2018	2230	April 18 payroll	Apr 18 ers pension contrib	-348.47 R
5313	BR	23/04/2018	2202	103561509	VAT Refund	3434.36 R
5309	BP	26/04/2018	6305	0094IGPC	Emergency tree works Fairfield April 18	-400.00 R
5339	BR	26/04/2018	4002	009	Bacs payment - Exclusive rights and interment J71	441.60 R
BANK RECONCILIATION DATED 30th April 2018						
Unity Bank Current Account						138,626.74
Nationwide Building Society						85,000.00
Yorkshire Building Society						85,483.46
Saffron Building Society						85,000.00
Youth Council account						1,840.53
Petty cash account						74.84