



Ingatestone and Fryerning Parish Council Annual Report 2020/2021

Membership of the Parish Council as at 31st March 2021

- Paul Jeater (Chair)
- Dawn Jelley (Vice-Chair)
- Pete Batchelor
- Emma Benson
- Peter Davey
- Martyn Hart
- Rachel Lee
- Marilyn Marston
- Roy Pittman
- Phill Poston
- Caroline Russell
- Darryl Sankey
- Jane Winter
- 2 vacancies

Officers of the Parish Council as at 31st March 2021

- Abigail Wood (Parish Clerk and Responsible Financial Officer)
- Rosemary Spouge (Assistant Parish Clerk)
- Jose Wise (Administrative Assistant)
- Alan Wright (Parish Caretaker)
- Rory Skepelhorn (Business Administration Apprentice)

Parish Office

Suite 2, 4 The Limes, Ingatestone, Essex, CM4 0BE

Open Monday—Friday 9-5pm except over the Christmas period. Please note that sometimes due to holidays, opening times may differ

Tel: 01277 676759



@IngFryPC

Chairs Report 2021

To say the last twelve months have been different is to say the least, an understatement. Any report of the last year must start with the COVID pandemic, its impact upon our local community and the resulting lockdowns. Firstly my sincere sympathy to anyone who has lost a member of their family or friend to the virus, and also to anyone who contacted the virus and is still suffering the effects of 'long covid'.

Through the last year the Parish Council has continued to work under difficult conditions. All our meetings have taken place using zoom, allowing our work and initiatives to continue. The staff have continued to work, some have worked from home, and others have visited the office. The parish council moved to five day working but not as we first envisaged.

During the year we co-opted two new councillors, and I would like to publicly thank Marilyn Marston and Peter Batchelor for the work and commitment they have shown since becoming members of the council. Unfortunately two other members have recently resigned, due to work and family responsibilities. I'd like to thank Debbie Carpenter and Caroline Baker for their efforts while serving on the council.

During the past year our three working groups: economic development, health and well-being and climate emergency, have met and kick started a number of initiatives. These groups involve councillors and local residents and new members are always welcome. If you are interested in becoming involved please contact the parish council office who will be able to put you into contact with the group's coordinator.

Our Neighbourhood Plan group has completed the draft plan; it is a comprehensive document and focuses on the needs of the parish over the next 30 years. It is now being sent to Brentwood Council for their observations. Hopefully during the year the plan will be adopted but prior to this there has to be a local referendum where residents will have the opportunity to vote on the plan.

During the year the parish council received a £10,000 grant and we resolved to use these funds to help local community groups and clubs that enrich life in the parish. These organisations had suffered loss of income during the pandemic, yet

still had to meet unavoidable costs.

The Parish Council already has been awarded Local Council 'Quality Level' Award in recognition of its work in serving the local community and in spite of the difficult circumstances in which we found ourselves during the past twelve months, we hope to apply for 'Gold Award, the highest level of award over the next year.

Looking ahead we look forward to when our facilities at Seymour Field can be fully open again. By the summer we hope to have the playground at Fairfield refurbished with a range of new equipment. Finally we hope to publish a regular 'e-newsletter' to keep residents more regularly up to date with developments.

Unfortunately because of covid restrictions we will be able to organise the usual Annual Parish meeting this year, but hopefully it will not be long before this and similar events will again be possible.

As people have been able to meet in larger groups outdoors there has been an unfortunate increase in the amount of litter. We have increased the number of bins on Seymour Field and we now have litter picks on Fairfield 5 days a week. Obviously it would help if residents either placed litter in the bins or took their litter home with them.

We will be organising a Village Litter Pick on Saturday 22th May. Please volunteer to help if you can. Ingatestone and Fryerning are beautiful places to live, let's help to keep it that way.

It has been a trying time for everyone. Lockdown through winter has taken its toll in many ways. Let's hope we have an enjoyable spring and summer in the villages.

Paul Jeater
April 2021

Balance sheet for y/e 31st March 2021

31/03/2020	Assets	31/03/2021	Notes
200768.05	Fixed Assets	211636.29	1
2000.39	Debtors & Prepayments	5051.80	
38326.16	Bank Current Account	21855.65	
80238.37	Bank Savings Account	80318.39	
86420.52	Nationwide Building Society	86475.34	
86340.43	Yorkshire Building Society	86459.88	
78.00	Cash in hand	90.82	
213403.87		280251.88	
	Current Liabilities		
743.29	Creditors & Accruals	1328.16	
-4438.48	VAT OWED to the parish council	-4852.44	
-3695.19		-3524.28	
297099.06	Current Assets less Current Liabilities:	283776.16	
497867.11	Total Assets less Current Liabilities:	495412.45	
	Capital & Reserves		
284847.05	Reserves	295715.29	
143161.56	Profit & Loss Account 2019	213020.06	
69858.50	Profit & Loss Account 2020	-13322.90	
497867.11		495412.45	

Income and Expenditure for y/e 31st March 2021

31/03/2019	Income		
170430.00	Parish Precept	173839.00	
37846.75	Burials & Ashes	20010.75	2
4881.66	Seymour Field and Hall	3067.15	3
48447.00	Other Grants	10000.00	4
3985.48	Other income	495.54	5
265590.89		207412.44	
	Purchases		
240.00	Purchase of items for resale	245.00	
4979.50	High Street Christmas Trees	4827.90	6
1007.00	Events	60.00	
5135.00	Neighbourhood Plan expenses	3678.00	
0.00	Working group budget	150.00	7
0.00	CCTV contribution	10000.00	8
0.00	Tetra-pak recycling project	720.00	9

1180.84	Car parking agreement	1192.64	
Upkeep of Churchyards, Cemetery and Open areas			
1397.50	Fryerning Cemetery - Trees	1075.00	
945.00	Fryerning Cemetery - Interments	610.00	
13464.52	Fryerning Cemetery - Ground Maintenance	14309.92	
1507.60	Fryerning Cemetery - Skip and bin hire	1923.77	
3234.96	Ingatestone Churchyards - Grounds Maintenance	5049.96	10
7438.47	High Street - Plants and watering	4839.96	
2831.97	Fairfield - Repairs and renewals	3286.00	11
5095.59	Fairfield - Bin emptying and litter picking	6068.83	12
1362.50	Fairfield - Tree maintenance	1802.92	
3899.96	Fairfield - Ground maintenance	2979.96	
19186.74	Seymour Field - maintenance	17117.46	
13961.04	Seymour Pavilion- repairs and renewals	8939.26	13
912.19	Seymour Pavilion - cleaning and litter removal	924.21	
4360.00	Parish defibrillators	0.00	
Office Expenses			
62730.12	Office staff salaries	78696.72	14
15912.02	Office Rent, Rates & Insurance	19827.35	
1903.62	Electricity and Gas	784.11	15
3990.00	Printing Postage & Stationery	2801.07	
2071.54	Telephone, Internet & Website	2436.08	
3943.00	Computing & Software	3439.41	
601.60	GDPR costs	830.80	
677.24	Software subscriptions and printer maintenance	573.66	
2601.80	Legal and professional	2985.23	16
2412.40	Office - Repairs, renewals, sundries and refreshments	333.51	
0.00	Office move	6096.65	17
161.15	Bank charges and interest	138.75	
1460.87	Donations and Subscriptions	1485.47	
3010.00	Training	2075.30	
716.65	Insurance	688.73	
150.00	NALC Quality Award	0.00	
1250.00	Grant programme	7741.71	18
195732.39		2207353.34	
69858.50	Net Profit/(Loss):		(13322.90)

Notes on the accounts

- 1 Assets purchased this year included a hall projector and screen for the Seymour pavilion, picnic benches for the patio and conference furniture for the parish office. The figure also includes the bespoke forged metal fence for the sunken grave at St Edmunds and St Marys, Ingatestone.
- 2 Income generated from the cemetery dropped this year due to the restrictions on funerals and memorial services. It is anticipated that this will have the opposite effect in 2021/22 when the desire for unrestricted funerals returns.
- 3 Hiring income for the Seymour field and pavilion dropped in line with Covid restrictions.
- 4 The parish council received a £10000 Small Business Rates grant from the government which was immediately transformed into a Covid support grant for local clubs and organisations to access.
- 5 Other income includes bank interest received and the sale of garden waste bags.
- 6 This cost includes the provision of a new Market Place Christmas Tree and the purchase of the fixings that will be used in future years.
- 7 IFPC agreed a small budget for the newly formed Working Groups that allowed for small expenditure only, under the delegated authority of the Clerk.
- 8 In partnership with Brentwood Borough Council, IFPC agreed to contribute to the installation of the new High Street CCTV cameras. Monitoring, maintenance and ongoing costs will be borne by Brentwood Borough Council.
- 9 IFPC resolved to provide Tetra-pak recycling facilities for the parish, following a lack of provision by the Borough Council. Subsequently a £500 grant was received from Love Essex for this project in the 2021/22 financial year.
- 10 This figure includes the bespoke fencing around the sunken grave at St Edmunds and St Marys, Ingatestone.
- 11 This figure includes play equipment repair work and works on the gates leading onto Fairfield including a new gate for Star Lane.
- 12 This figure includes the provision and installation of 3 new rubbish bins on Fairfield
- 13 This figure includes the installation of a new hall projector and screen, along with general maintenance of the facility.
- 14 During the year, IFPC promoted the Business Administration Apprentice to a full time Communications Officer, moving from an apprentice wage to full time salary.
- 15 The reduction in the cost of electricity and gas is directly related to the closure of Seymour pavilion during the covid lockdown.
- 16 This figure includes the legal fees associated with the new office lease, external audit fee and RoSPA inspection of the playgrounds.
- 17 This figure includes the purchase of furniture for the new council meeting room, IT setup for the new office and the purchase of window blinds.
- 18 The grant programme was supplemented by the £10000 grant received from government under the Small Business rates scheme and provided grants to local clubs and organisations of up to £500 in three stages, throughout the 2020 covid lockdown.

Ingatestone and Fryerning Parish Council
Asset Register as at 31 March 2021

It is a requirement for Parish Councils to state the value of the assets at the original cost or insurance value. Parish Councils are unable to depreciate assets over time. A full copy of the asset register is available on our website www.ingatestone-fryerningpc.gov.uk.

Description	Original cost	Location
Lychgate, Fryerning, phone boxes and cemetery Nb Seymour Pavilion and field are on the asset register with a £0 balance owing to the lease	£54210	Fryerning
Office equipment	£11646	
IT equipment	£5226	Office
Office equipment and photocopier	£6420	Office
Street furniture and outside equipment	£139022	
Skate park and MUGA	£58058	Fairfield
Younger children's play area	£26090	Fairfield
Benches, picnic tables and litter bins	£13418	Various sites
Village signs and noticeboard	£9000	Either end of Ingatestone
War memorial, memorial tree guard and Queens beacon	£7578	St Edmunds and St Mary's Churchyard
Interpretation panel	£750	Fairfield pond
Wooden planters	£1992	Various sites
Bus shelters	£6500	Various sites
Gates and fencing	£5718	Fairfield
Movable goalposts	£6326	Seymour Field
Defibrillators	£3592	Fryerning Parish Rooms and Catholic Church
Meeting equipment	£6759	
Conference and kitchen equipment	£6759	Seymour pavilion
Total value of assets	£211636	

Summary of unaudited Annual Return (audited return due later in 2021)

	Year ending 31st March 2020	Year ending 31st March 2021
Balance brought forward	£227,241	£297,099
Annual Precept	£170,430	£173,839
Total other receipts	£95,161	£33,573
Staff costs	£62,730	£78,697
Loan interest / capital repayments	£0	£0
Total other payments	£133,022	£142,039
Balance carried forward	£297,099	£283,776
Total cash and investments	£291,403	£275,200
Total fixed assets and long term investments	£200,768	£211,636
Total borrowings	£0	£0