



Membership of the Parish Council as at 31st March 2020

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

Officers of the Parish Council as at 31st March 2019

- 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 1, 4 The Limes, Ingatestone, Essex, CM4 0BE

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

Tel: 01277 353315

Email: clerk@ingatestone-fryerningpc.gov.uk

Chair's Report

Needless to say, it has been a year of change for Ingatestone & Fryerning Parish Council. It started with the election of a new council and has ended with us holding 'virtual' online council meetings, while much of the world is in lockdown.

To an extent some of our plans have therefore been put on hold. Despite this, our staff, largely, working from home in recent times, have enabled us to make significant progress in several areas.

Since this time last year, the Parish Council has been awarded 'Quality Level' in recognition of our standard of work in serving the local community. Whilst delighted that the council and our staff have been recognised, we are in no way complacent and aspire to 'go for gold' the highest level of award.

Last Spring, we took over Seymour Field & Pavilion from Brentwood Borough Council. We appointed Alan Wright as our Parish Caretaker, bookings have increased until the lockdown and recently we have had the patio area repaved. Our Apprentice, Rory Skepelhorn has completed his apprenticeship, which he passed with a distinction, and Rory will now take up a full-time position as our Communications Officer from July.

Our Parish Clerk completed her Cert HE in Community Governance in which she achieved a distinction award, coupled with a separate award for achieving the highest average for the year.

From 1 July 2020 the Parish Council office will be moving to 5 day a week opening. Staff at present are adhering to government guidelines and working from home until the situation changes. Calls and emails will be dealt with Monday to Friday 9am-5pm. Hopefully, we will soon be moving into a larger suite on the ground floor at 4 The Limes.

Local residents and members of the Parish Council have made *(continued overleaf)*



outstanding progress in constructing a Neighbourhood Plan for the parish, which will hopefully go out to consultation and then referendum in 2021.

The last two months have been difficult for everyone, but on behalf the parish council I would like to thank all those who have been offering help and assistance to the many members of our community have been socially isolating.

It is a privilege to chair Ingatstone & Fryerning Parish Council, and I am delighted to have been re-elected for the forthcoming year, when despite the current difficulties we will act conscientiously on behalf of local residents.

Paul Jeater, May 2020

Report from the Personnel Committee: 2019-20

The committee has met throughout the year striving to be a good employer, valuing our employees and helping them to be effective in their work. Our achievements have been recognised by the achieving of the Local Government Quality Award, from NALC, in November 2019.

As the council workload increases with the undertaking of new responsibilities necessary to meet our agreed 'action plan' we have appointed a Parish Caretaker to manage the Seymour Pavilion and field and take on the general maintenance of council assets across the parish. Alan Wright took up this 15hour a week role in July 2019. The Clerk is producing an office handbook, ensuring that the roles and responsibilities of the staff are clear and deputising is in place for each task as the office prepares to move to a 5-day week operation from 1 June 2020. The office space will increase as the new office suites are rented within The Limes enabling staff to be more appropriately accommodated, and councillors can hold meetings on site, once restrictions are lifted. A new role of Communications Officer has been created, and our apprentice has been appointed to this position from 1 June.

The Council believes in Continuous Professional Development (CPD) for staff and councillors. This year our Clerk obtained the Certificate of Higher Education in Community Governance: Local Council Management (Level 4) with distinction, from the De Montfort University, after two years of part time study, and our Apprentice completed his Level 3 Apprenticeship in Local Government Business and Social Media, also with a distinction, from ACL Essex, an established apprenticeship provider covering the whole of the county, linked to Essex County Council. Our councillors also attended a variety of courses including Advance Councillor training, general Power of Competence and Planning matters.

We feel confident that the work of the council, as set out in the Action Plan, in addition to its statutory responsibilities, will meet the needs of our parishioners in 2020-21.

Jane Winter, May 2020

Report from the Neighbourhood Plan Advisory Committee

At the time of writing, the final working draft of the Neighbourhood Plan is with the designer. Neighbourhood planning regulations (Regulation 14) require the draft neighbourhood plan proposal to be the subject of a pre-submission consultation before it is submitted to the local authority for independent examination. The consultation should last at least 6 weeks and the Consultation Plan is being finalised by the Communications Committee.

The very next step will be to discuss the draft plan with the planning department of Brentwood Borough Council to check if there are any concerns over meeting the basic conditions. This would allow these to be addressed prior to the consultation.

The Neighbourhood Plan web pages of the IFPC website are being brought up to date, for reference by consultees. It is understood that many people will not want to read through the whole document, so we are producing a simple leaflet and display boards that set out the main aims and focus of the policies in the plan. The draft plan proposal will be uploaded to the website with some printed copies made available at convenient locations and/or delivered to people who cannot access a digital or display copy.

Jane Winter, May 2020

Balance sheet for y/e 31st March 2020

31/03/2019		31/03/2020	Notes
189126.61	Fixed Assets		
	Assets	200768.05	1
	Current Assets		
1767.23	Debtors & Prepayments	2000.39	
138838.27	Bank Current Account	38326.16	
0.00	Bank Savings Account	80238.37	2
85860.90	Nationwide Building Society	86420.52	
85910.87	Yorkshire Building Society	86340.43	
24.46	Cash in hand	78.00	
312401.73		293403.87	
	Current Liabilities		
135310.72	Creditors & Accruals	743.29	
-50149.55	VAT OWED to the parish council	-4438.48	
86161.17		-3695.19	
227240.56	Current Assets less Current Liabilities:	297099.06	
416367.17	Total Assets less Current Liabilities:	497867.11	
	Capital & Reserves		
273205.61	Reserves	287847.05	
143161.56	Profit & Loss Account 2018	143161.56	
0.00	Profit & Loss Account 2019	68858.50	
416367.17		497867.11	

Income and Expenditure for y/e 31st March 2020

31/03/20119			
	Income		
165466.00	Parish Precept	170430.00	
41167.60	Burials & Ashes	37846.75	
944.68	Seymour Field and Hall	4881.66	3
78719.00	Other Grants	48447.00	4
2529.81	Other income	3985.48	5
294827.09		265590.89	
	Purchases		
0.00	Purchase of items for resale	240.00	
4688.50	High Street Christmas Trees	4979.50	
2060.00	Events	1007.00	6
3562.80	Neighbourhood Plan expenses	5135.00	7
10311.30		11361.50	

Upkeep of Churchyards, Cemetery and Open areas

2330.00	Fryerning Cemetery - Trees	1397.50	
1389.50	Fryerning Cemetery - Interments	945.00	
14609.95	Fryerning Cemetery - Ground Maintenance	13464.52	
200.00	Fryerning Cemetery - Hedge work	0.00	
2199.45	Fryerning Cemetery - Skip and bin hire	1507.60	
5969.96	Ingatstone Churchyards - Grounds Maintenance	3234.96	
6967.84	High Street - Plants and watering	7438.47	
3937.15	Fairfield - Repairs and renewals	2831.97	
5792.19	Fairfield - Bin emptying and litter picking	5095.59	
448.00	Fairfield - Pond maintenance	0.00	
2744.00	Fairfield - Tree maintenance	1362.50	
3439.96	Fairfield - Ground maintenance	3899.96	
511.20	Seymour Field - maintenance	19186.74	8
240853.03	Seymour Pavilion- repairs and renewals	13961.04	9
0.00	Seymour Pavilion - cleaning and litter removal	912.19	10
0.00	Parish defibrillators	4360.00	11
291392.23		79598.04	
-6876.44	Gross Profit/(Loss):	174631.35	

Office Expenses

297.90	Phone box maintenance	0.00	
0.00	Community Special Constables	0.00	
1156.55	Car parking agreement	1180.84	12
49806.67	Office staff salaries	62730.12	13
9299.71	Office Rent, Rates & Insurance	15912.02	14
29.86	Electricity and Gas	1903.62	15
4571.36	Printing Postage & Stationery	3990.00	
3949.37	Telephone, Internet & Website	2071.54	
2306.12	Computing & Software	3943.00	
2964.30	GDPR costs	601.60	
455.07	Software subscriptions and equipment leasing	677.24	
4249.60	Legal and professional	2601.80	
1723.40	Office - Repairs, renewals, sundries and refreshments	2412.40	
131.70	Bank charges and interest	161.15	
1430.51	Donations and Subscriptions	1460.87	
4523.25	Training	3010.00	
1016.44	Insurance	716.65	16

0.00	NALC Quality Award	150.00	
0.00	Grant programme	1250.00	17
87911.81		104772.85	
-94788.25	Net Profit/(Loss):		69858.50

Notes on the accounts

- 1 Increase in asset value includes the purchase of goalposts for Seymour Field, pavilion furniture and the replacement of unrepairable playground equipment.
- 2 A savings account was opened with Unity to allow for a small generation of interest to be made.
- 3 The increase is due to season hirings of the pavilion for football matches commencing in this financial year following the pavilion renovation.
- 4 Grants received were the third and final grants for the pavilion renovation and a grant for replacement goal posts.
- 5 Other income included a legacy received for the maintenance of the cemetery and bank interest.
- 6 Events included the opening ceremony of the Seymour pavilion as required by the grant award from the Football Foundation.
- 7 Costs included payment in instalments to DAC Planning for the writing of the Neighbourhood Plan.
- 8 With the taking over of Seymour field from Brentwood Borough Council, there was an increase in maintenance costs including grass cutting and pitch marking, a tree survey by Place Services and the installation of a new patio and drainage system.
- 9 Figure includes the final invoice for the project management for the pavilion renovation, furniture and equipment for the pavilion and purchasing of tools and supplies for the Parish Caretaker.
- 10 This figure is the hiring of a waste disposal services for Seymour Field.
- 11 2 defibrillators were purchased for Fryerning Parish Rooms and the Roman Catholic Church to provide a greater provision of life saving equipment in the parish. Cost included purchase, installation, training and servicing.
- 12 The parish council has a long standing contract with Brentwood Borough Council to pay for 2 hours of free parking in Market Place and Bell mead car parks.
- 13 The increase in staff salaries is due to the increase in staff to 5 part time members (2.72 full time equivalent per week) and associated NI, PAYE and pension commitments.
- 14 This figure includes the new requirement to pay business rates for the Seymour Pavilion and Fryerning Cemetery.
- 15 This figure includes the new electricity and gas charges for the renovated Seymour Pavilion.
- 16 With negotiation and the agreement of a three year contract, the insurance premium for the parish councils buildings, assets and liabilities was reduced.
- 17 The new grants programme awarded £500 to the Rotary Club for the Victorian Evening and £750 to the Anglo-European School for a social history project.

Ingatestone and Fryerning Parish Council
Asset Register as at 31 March 2020

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	£11258	
IT equipment	£7301	Office
Office equipment and photocopier	£3957	Office
Street furniture and outside equipment	£131351	
Skate park and MUGA	£58058	Fairfield
Younger children's play area	£26090	Fairfield
Benches, picnic tables and litter bins	£11290	Various sites
Village signs and noticeboard	£9000	Either end of Ingatestone
War memorial, memorial tree guard and Queens beacon	£7577	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	£3768	Fairfield
Movable goalposts	£6326	Seymour Field
Meeting equipment	£3948	
Conference and kitchen equipment	£3948	Seymour pavilion
Total value of assets	£200768	

Summary of unaudited Annual Return (audited return due November 2020)

	Year ending 31st March 2019	Year ending 31st March 2020
Balance brought forward	£320820	£226032
Annual Precept	£165466	£170430
Total other receipts	£129361	£95161
Staff costs	£49807	£62730
Loan interest / capital repayments	£0	£0
Total other payments	£339809	£133002
Balance carried forward	£226031	£295890
Total cash and investments	£310635	£291403
Total fixed assets and long term investments	£189127	£200768
Total borrowings	£0	£0