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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD:

6 August 2020

VENUE:

Virtual meeting via Zoom

| | | | | | |
|------------------------|--------------|--|--|--|----------------------------------|
| Present: | Cllrs | P Jeater (Chair) P Davey J Winter | R Pittman C Russell C Baker | M Hart D Sankey | R Lee D Jelley |
| Absent Also | Cllrs | P Poston A Wood (Clerk and RFO) | E Benson R Skepelhorn (Communications Officer) (8.15pm) | D Carpenter CCllr Wagland (8.23pm) BCllr Hones, Cloke and Bridge (8.15pm) | 4 members of the public |

Co-option meeting 7.00pm

Having regard to the confidential nature of the business to be transacted, the Co-option meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

FC20/128 Chair to open the co-option meeting

Cllr Jeater advised on the procedure for the meeting

FC20/129 Co-option of new councillors

The four candidates were interviewed in turn and following a discussion and online poll, Mrs Marilyn Marston and Mr Peter Batchelor were duly elected.

FC20/130 Chair to close the Co-option meeting

This part of the meeting closed at 8.05pm with a short adjournment.

Full Council meeting 8.15pm

FC20/131 Apologies for Absence – for noting but not approval

Apologies were noted from Cllr Poston.

FC20/132 Announcements and Declarations of Interest

None were presented

FC20/133 Public Participation

No members of the public wished to speak

FC20/134 To approve the minutes of the Full Council meeting held on 2 July 2020

The minutes were approved but were not signed by Cllr Jeater owing to the nature of the meeting.

FC20/135 Matters arising for report (but not for resolution)

The Clerk reported on the recent Covid grant awards (round 3)

- Ingatestone and District Camera Club - £300
- Ingatestone and Fryerning Cricket Club – £380.72
- Ingatestone and Fryerning Community Centre – £595.49
- In total £7241.71 has been awarded and the balance will be transferred to the main grant fund pot
- It was noted that all councillors with interests in the above societies withdrew from the meeting at the appropriate time.

FC20/136 Committee reports

- Planning and Highways (Cllr Winter) – as per minutes.
- Facilities (Cllr Sankey) – as per minutes. Cllr Sankey spoke about the restarting of the pavilion coffee mornings, cycle racks and that the expenditure items on the minutes were within budget.
- Legal and Finance (Cllr Jeater) – as per minutes. Cllr Jeater asked that thanks be minuted for Cllr Davey's work on the office lease. It was noted that the Museum heads of terms negotiation was still ongoing.
Cllr Wagland arrived at 8.23pm
- Communications (Cllr Jelley) – the newsletter will be sent to the printers next Tuesday.
- Personnel (Cllr Winter) – nothing further to report that had not been previously covered.
- Neighbourhood Plan Advisory (Cllr Winter) – the newsletter will be the start of the consultation period for the plan.
- IT working party (Cllr Pitman) – a series of options for council working is being investigated at this time.

FC20/137 Parish Council financial accounts

- Owing to the office move taking place w/c 3rd August and the new IT network being installed, the financial reports and accounts were not formally presented at this meeting. However, the Clerk had distributed payments and receipts report and the bank reconciliation before this meeting.
- The Clerk reported that she had received the Annual Return back from the External Auditor and the council had received an unqualified audit. The Clerk explained the historical error that had been carried over from 2016 which has now been adjusted. Cllr Davey asked to minute thanks to Cllr Sankey and the Clerk on this matter.

FC20/138 The future format of full council meetings

Cllr Jeater spoke about the need to amend the format of future full council meetings in that the committee reports will be moved to the top of the agenda and that all Councillors will need to submit written reports rather than verbally reporting at meetings. This change will take place from the September meeting.

FC20/139 Recycling update (Cllr Jeater)

- Cllr Jeater spoke about the change to the large bag scheme and the issue of non-recycling of Tetra Pak cartons. It was noted that flats still had not received the new bags at this time and that there was confusion as to the schedule.
- Cllr Bridge reported that they the Borough Council are investigating the provision of smaller bags. Additional bags are available if more are required via the Brentwood.gov.uk website.
- Cllr Wagland spoke on the confusion where the recycling is not collected for an unexplained reason. Further education would be appreciated on the mistake made.
- Cllr Jeater thanked Cllr Bridge for raising the issue of recycling Tetra Paks and asked Cllr Wagland to investigate recycling provision on a county level instead, including shredded paper.

FC20/140 Items for inclusion in the next Agenda

The formation of working parties as identified in the 3-year action plan

FC20/141 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 8.57pm. **Date of Next Council Meeting: Full Council meeting on Thursday 3 September, 7.30pm via Zoom**