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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 27 April 2020
VENUE: Virtual meeting via Zoom

Present:	Cllrs	P Jeater (Chair)	P Davey	M Hart	J Winter
		P Poston	D Jelley	R Pittman	C Baker
		R Lee	E Benson	D Sankey	D Carpenter
		C Russell			
Absent Also	Cllrs	P Poston			
		A Wood (Clerk and RFO)			

FC20/059 Apologies for Absence – for noting but not approval

Apologies were noted from Cllr Poston.

FC20/060 Announcements and Declarations of Interest

None were presented

FC20/061 Public Participation

No members of the public in attendance

FC20/062 To approve the minutes of the Full Council meeting held on 5 March 2020

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

FC20/063 Matters arising for report (but not for resolution)

Cllr Jeater spoke about the Post Office temporary closure consultation and the Clerk was asked to respond on behalf of the council emphasising the importance of the post office reopening as soon as possible whilst understanding the reasons for the temporary closure.

Cllr Jeater asked for volunteers to assist with a mobile phone coverage report and Cllr Benson offered to help.

FC20/064 To approve the Terms of Reference for communities and working parties

- Communications Committee
- Facilities
- Legal and Finance
- Neighbourhood Plan Advisory Committee
- Personnel
- Planning and Highways
- Working Parties

The documents for each committee were reviewed and edits suggested. It was **RESOLVED that the Clerk make the changes, in consultation with the Chairs of the committees and that the suite of documents be distributed by email for the councillors to approve before the next Full Council meeting.**

Proposed: Cllr Jeater, All Agreed

FC20/065 To approve the suite of Risk Assessments

- Fryerning Cemetery
- Business Continuity
- Financial
- Fairfield Recreation Ground
- Planning Committee
- Parish Office
- Seymour Pavilion and Field

The documents for each committee were reviewed and edits suggested. It was **RESOLVED subject to the minor revisions, that the suite of documents be approved.**

Proposed: Cllr Jeater, All Agreed

FC20/066 To approve the parish council's complaint policy

It was RESOLVED to approve the complaints policy

Proposed: Cllr Jeater, All Agreed

FC20/067 To approve the parish council's investment policy

It was RESOLVED to approve the investment policy

Proposed: Cllr Jeater, All Agreed

FC20/068 Committee reports: to receive minutes from the following committees

- **Planning** - Cllr Poston had circulated a report prior to this meeting.
- **Communications** - Cllr Jelley requested the committee look at editing the communications policy instead of holding a meeting at this time.
- **Personnel** – Minutes have been circulated.
- **NPAC** – Cllr Winter had circulated a report prior to this meeting.

FC20/069 To discuss a proposal from the Clerk for the use of the Small Business Grant received from Brentwood Borough Council

The Clerk requested that Councillors consider setting up an emergency grant fund to provide support to local clubs, organisations and societies during this lockdown period. This was warmly welcomed, and Cllr Benson asked that council consider keeping a proportion of this grant to fund a community event once social isolation had been lifted. Again, this was welcomed.

Cllr Jeater asked that consideration be given to refunding an amount to the football clubs who had hired the pavilion for the season.

It was agreed that the Clerk set up a zoom meeting with Cllrs Russell, Hart, Benson, Pittman, Carpenter, Sankey and Jeater to create a policy for this fund and outline eligibility and methodology before being presented to Full Council for approval.

FC20/070 Items for inclusion in the next agenda

Cllr Davey requested that the next agenda include an item on reports of external meetings attended by councillors.

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

FC20/071 *Mr Skepelhorn left the meeting at this point*

To formally ratify the new employment of Mr Skepelhorn

Cllr Winter spoke to this matter and Councillors had read the proposal written by Mr Skepelhorn for the new position of Communications Officer. Cllr Davey sought assurance that this new position had been included in the budget calculations and the Clerk confirmed that it had.

It was RESOLVED to ratify the decision by the Personnel Committee to appoint Mr Skepelhorn on a full time, permanent contract to commence 1 July 2020.

Proposed: Cllr Winter, All Agreed

FC20/072 *Mr Skepelhorn joined the meeting at this point*

To receive a report regarding the new office lease and to consider the signing of the lease and deed of surrender at this stage. Furthermore, if appropriate, to resolve to suspend standing order 24a to allow for the Assistant Clerk to witness the signing of the documents considering the current travel restriction in force.

Following a brief discussion, it was RESOLVED to approve the signing of the lease with the above setting aside of standing orders if required.

Proposed: Cllr Jeater, All Agreed

FC20/073 **Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting 8.38pm.

Date of Next Council Meeting: Annual Parish Council meeting on Monday 11 May, 7.30pm via Zoom