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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD:	1 April 2021, 7.30pm
VENUE:	Virtual meeting via Zoom

Present:	Cllrs	P Jeater (Chair)	M Marston	M Hart	P Poston
		P Davey	J Winter	D Sankey	D Jelley
		R Lee	P Batchelor	R Pittman	C Russell
Absent	Cllrs	E Benson			
Also		A Wood (Clerk and RFO)			2 members of the public
FC21/047	Apologies for Absence – for noting but not approval. No apologies were received.				
FC21/048	Announcements and Declarations of Interest None were presented.				
FC21/049	Public Participation No members of the public wished to speak.				
FC21/050	To approve the minutes of the Full Council meeting held on 4 March 2021. The minutes were approved but were not signed by Cllr Jeater owing to the virtual nature of the meeting.				
FC21/051	Matters arising for report (but not for resolution) <ul style="list-style-type: none"> Cllr Jeater spoke on the matter of the future of virtual meetings. He requested that any councillor wishing to form a working group to look at options to email the Clerk. The group will meet after 21 April once the court case has been heard. 				
FC21/052	Committee reports <ul style="list-style-type: none"> Planning and Highways (Cllr Poston) – as per minutes circulated. Facilities (Cllr Sankey) – as per minutes circulated. Cllr Sankey invited all councillors to attend the next meeting to shortlist playground design options. <i>Cllr Batchelor joined the meeting at 7.42pm</i> Cllr Jeater reported that litter picking has increased to 5 days a week and he invited councillors to join him in litter picking at Fairfield over the Easter weekend. Legal and Finance (Cllr Jeater) – as per minutes circulated. <ul style="list-style-type: none"> RESOLUTION: To approve the classifying and handling risk policy Proposed: Cllr Hart Seconded: Cllr Davey Agreed Communications (Cllr Jelley) – met this week therefore minutes are not yet available. <ul style="list-style-type: none"> To approve the new Communications Policy 2021 Proposed: Cllr Jelley Agreed 				

	<ul style="list-style-type: none"> ○ To approve a new weekly e-news version of the newsletter supported by hard copy PDF subject to the cost not exceeding the existing budget for the paper newsletter. After a discussion, the above was approved with a requirement to report back to council at a later date on the effectiveness of the e-newsletter. <i>Cllr Pittman joined the meeting at 7.56pm</i> Proposed: Cllr Jelley Agreed ● Personnel (Cllr Winter) – as per minutes circulated. Cllr Winter advised that a new policy on Equality and Diversity will be discussed at the committee meeting on the 6 April. ● Neighbourhood Plan Advisory (Cllr Winter) – A draft consultation statement is ready for submission for Regulation 15.
FC21/053	<p>Working group updates</p> <ul style="list-style-type: none"> ● Economic development (Cllr Batchelor) – as per the report circulated. Posters for the new click local service are due to be received at the office. ● Climate Emergency (Cllr Jeater) – as per report circulated. Cllr Jeater met with JPB Landscapes to discuss the community garden project. ● Health and wellbeing (Cllr Marston) – as per report circulated. Cllr Marston advised that the Dementia Friendly plan is progressing, along with dementia café idea and children's summer activities at Seymour.
FC21/054	<p>Specific projects and discussions</p> <ul style="list-style-type: none"> ● Ingatestone museum (Cllrs Davey and Pittman) – Cllr Davey advised that the Head of Terms has been approved with Greater Anglia. Next stage is the Agreement for Lease and the Lease which need to be submitted to our solicitors for negotiation. Cllr Pittman advised that the Trust now has charitable status and that the Railway Heritage Trust has approved the grants for the renovation work of the museum building. ● The matter of hiring the field and pavilion for the Horticultural Show was tabled and after a lengthy discussion, it was RESOLVED that the Horticultural Society need to submit a booking form and insurance details for an Extraordinary Meeting that will take place on the 19 April. At this time, no decision on the hiring of the facility could take place without the appropriate documentation being provided. Proposed: Cllr Jeater 11 in favour, 1 against <i>Cllr Russell joined the meeting at 8.57pm</i> ● CIL and S106 agreements – Cllr Davey asked for this to be a standing item on the agenda and that council need to identify projects for the parish using these monies.
FC21/055	<p>Parish Council financial accounts</p> <ul style="list-style-type: none"> ● Profit / loss report for February 2021 ● Payments and receipts report for March /April 2021 ● Bank reconciliation for March 2020 <p>The above reports were reviewed, and payments approved by the council.</p>
FC21/056	<p>To approve the Terms of Reference for committees and working parties The submitted Terms of Reference were approved with no amendments. Proposed: Cllr Davey Seconded: Cllr Winter All agreed</p>
FC21/057	<p>To approve the suite of Risk Assessments The council reviewed and approved the following risk assessments: Fryerning Cemetery, business continuity, financial, Fairfield, Planning Committee and Parish Office. Cllr Hart advised that he and the Clerk will be reviewing them in line with the new classifying and handling risk policy.</p>

	Proposed: Cllr Jeater Seconded: Cllr Pittman All agreed
FC21/058	To approve the parish council complaints policy The submitted policy was approved with no amendments. Proposed: Cllr Jeater Seconded: Cllr Hart All agreed
FC21/059	To received written reports of external meetings attended by any Parish Councillor. <ul style="list-style-type: none"> No reports presented.
FC21/060	To received written reports from Borough / County Councillors No Borough or County Councillors in attendance.
FC21/061	Items for inclusion in the next Agenda <ul style="list-style-type: none"> No items were raised.
FC21/062	Close of meeting The Chair thanked the councillors for their attendance and closed the meeting 9.17pm. Date of Next Council Meeting: Annual Parish Council meeting on Thursday 6 May 2021, 7.30pm via Zoom

Appendix FC21/055

Date:	01/04/2021					
		Day Books: Supplier Payments (Summary)				
Date From:	01/03/2021					
Date To:	31/12/2020					
No	Type	Date	N/C	Ref	Details	Gross B
8803	PP	01/03/2021	EBM	EBM dd	Printing, copying monthly charge	42.00 R
8898	PP	01/03/2021	JPB	JPB dd	Grounds maintenance contract	3931.74 R
8754	PP	05/03/2021	LODGE	LIS x 3	Computer support, licences, backup and phones	418.27 R
8759	PP	05/03/2021	CSH	CSH x 2	2 x bin emptying - Lychgate and Seymour	191.77 R
8761	PP	05/03/2021	SLCC	SLCC 201247	A Wright Cemetery compliance course x 2	198.00 R
8763	PP	05/03/2021	MS2	MS2250321	Quarterly rent and service charge	5010.18 R
8776	PP	13/03/2021	POZITIVE	Poz836201	Lychgate electricity monthly payment	10.54 R
8819	PP	15/03/2021	BBALARMS	BB dd	Monthly alarm service	18.00 R
8817	PP	18/03/2021	PLUSNET	PN dd	Seymour wifi dd	20.40 R
8816	PP	22/03/2021	VIRGIN	Vir dd	Caretaker's mobile dd	8.40 R
8770	PP	23/03/2021	JMPAYROL	JM30468	Monthly payroll fee	30.00 R
8772	PP	23/03/2021	RURALCOM	RCCE21/22	Rural Community Council of Essex annual membership (halls)	66.00 R
8774	PP	23/03/2021	ESSEXPLA	EPFA 21	Essex Playing Field Association membership and comp entry	40.00 R
8778	PP	23/03/2021	SUELEES	SL4823	Twice yearly website analytics	30.00 R
8799	PP	23/03/2021	SLCC	SLCC201425	Regional seminar - A Wood	18.00 R
8802	PP	23/03/2021	PRINTWIS	Printwise	Tetra-pak bin emptying x 1	36.00 R
8870	PP	44284	EBM	EBM101493	Monthly printing and copying	42.00 R
8824	PP	44286	LODGE	LIS x 3	Lodge computer support, backup, licences etc	416.84 R
8875	PP	44286	DAC	DAC0353	Consultation statement work for Neighbourhood plan	984.00 R
8890	PP	44286	JPB	JPB dd	Grounds maintenance contract	3931.74 R
8889	PP	44288	JPB	JPB1183	Picnic benches at Seymour - installation	206.40 N
8873	PP	44306	EALC	EALC14062	2 x online Equality and Diversity training	33.60 N
8878	PP	44306	TRADE	TradeUK x 2	Seymour equipment and janatorial supplies	50.05 N
BALANCES IN BANK ACCOUNTS DATED 28/2/21						299,349.63
Unity Trust Bank Current Account						46,350.31
Unity Trust Bank Savings Account						80,238.37
Petty cash						
Nationwide Building Society						86,420.52
Yorkshire Building Society						86,340.43

