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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 6 February 2020  
**VENUE:** Ingatestone Library, High Street,  
Ingatestone

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair)	P Davey	M Hart	J Winter
<b>Absent</b>	<b>Cllrs</b>	P Poston C Baker C Russell	D Sankey E Benson D Carpenter	R Pittman R Lee	D Jelley
<b>Also</b>		A Wood (Clerk and RFO)	4 members of Museum Trust and Greater Anglia representative	Cllrs Cloke (7.00pm), Bridge and Wagland (both 7.45pm)	R Spouge (Assistant Clerk)

**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**

**FC20/019 Presentation on the Ingatestone Library from representatives from Greater Anglia and the Museum Trust**

Cllrs received a presentation on the work to date of the Ingatestone Museum Trust and asked questions afterwards.

**FC20/020 Close of meeting**

The Chair thanked the Trustees for attending and closed this part of the meeting at 7.45pm. The meeting was opened to the public at this point.

*The Trustees left the meeting at 7.45pm and Cllrs Wagland and Bridge joined the meeting*

**FC20/021 Apologies for Absence – for noting but not approval**

Apologies were noted from Cllrs Jelley, Lee, Russell, Carpenter and Baker. Apologies were also given from BCllr Hones

**FC20/022 Announcements and Declarations of Interest**

None were presented

**FC20/023 Public Participation**

No members of the public wished to speak

**FC20/024 To approve the minutes of the Full Council meeting held on 9 January 2020**

The minutes were approved and duly signed by Cllr Jeater.

**FC20/025 Matters arising for report (but not for resolution)**

There were no matters arising for report

**FC20/026 Clerk's update**

- The Clerk reported that the CCTV camera on Fairfield had been removed by a representative from Thurrock Council with no prior

warning and that the Borough Councillors were also not informed. She reported that the privacy impact assessment on the High Street had been authorised by Brentwood Borough Council and that once this had been shared, it will be presented to council.

- The Clerk suggested that the Council's co-option policy be reviewed by P&R in advance of the forthcoming co-option (subject to a call for a by-election).

**FC20/027 Health and Wellbeing**

Cllr Hart advised that he will be contacting Hearing Help Essex to book the Seymour Pavilion following their successful grant application.

Cllr Pittman reported on an initiative in Comms and IT where lists of health and wellbeing organisations are being collated for addition to the council website

**FC20/028 Neighbourhood Plan Advisory Committee update**

Cllr Winter reported that the first 15 pages of the draft plan had been received back from the designer.

**At this point, Cllr Jeater proposed to hear brief reports from the Borough and County Councillors as per Standing Order 11 a xvi. This was agreed by the council**

**FC20/029 Borough and County Councillor reports**

Cllr Cloke

- The issue of litter on the A12 slip road was discussed including the difficulty in liaising with the Highways Agency on the matter.

Cllr Bridge

- The Local Development Plan has been sent to the inspector with no changes proposed for the ward.
- The BBC budget will be presented at the end of the month for approval.

Cllr Wagland

- The blocked gullies in The Furlongs have been inspected but not considered urgent.
- She is liaising with Cadent regarding the High Street closures this summer and the effect on the bus service.
- Reassurance has been received that there will be no change to the Library service in Ingatestone.
- Concerns have been raised about the damage to Station Lane by the rail replacement service.

*Cllr Wagland left the meeting at 8.30pm*

**FC20/030 Committee reports: to receive minutes from the following committees**

- **Planning** – Cllr Poston presented the minutes and commented that there is an increase in enforcement action at this time
- **Policy and Resources** – Cllr Jeater presented the minutes
- **Churchyards and Environments** – no meeting held
- **Seymour Committee** – no meeting held
- **Communications and IT** – Cllr Jelley submitted a written report
- **Personnel** – Cllr Winter advised that the suite of employment policies had been approved and sent to all councillors

**FC20/031 Resolution:** To remove the IT role from the Communications and IT Committee and to form an IT working party to focus on current and future IT requirements

**Proposed: Cllr Jeater**

**Seconded: Cllr Winter**

**All agreed**

**Membership:** Clerk to contact all Councillors to invite membership but confirmed members: Cllr Poston, Hart, Pittman and Jeater

The first meeting will be held in the parish office at 10am, Thursday 13 February

**FC20/032 Parish Council financial accounts**

- To look at the accounts for the month of January 2020
- To receive the latest bank reconciliations
- To approve the payments for January / February 2020
- To consider any items for inclusion in the 2020/21 budget

The above reports were reviewed and approved, and payments approved as shown in the appendix.

**FC20/033 Items for inclusion in the next agenda**

No items were raised

*The remaining Borough Councillors left the meeting at 8.40pm*

**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**

**FC20/034 To discuss the Parish Council's involvement in the Ingatestone Museum project and financial implications**

After a discussion, it was agreed that in principle, the parish council is willing to be involved the project subject to future negotiations and suitable lease agreement

**Proposed: Cllr Jeater**

**All agreed**

It was further agreed that Cllr Davey be given permission to act as lead in the lease negotiations on behalf of the parish council.

**Proposed: Cllr Jeater**

**All agreed**

**FC20/035 To review and agree the Heads of Terms for the office**

After a presentation by Cllr Davey on the lease negotiations and a review of the costing matrix formulated by the Clerk, it was **RESOLVED** that the Heads of Terms as presented by Cllr Davey be agreed.

**Proposed: Cllr Davey**

**All agreed**

**FC20/036 Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting 9.25pm.

**Date of Next Council Meeting: 5 March 2020 at 7.30pm in Ingatestone Library**

**Appendix FC20/032**

No	Type	Date	N/C	Ref	Details	Gross	B
<b>Date:</b> 04/02/2020							
<b>Date From :</b> 01/01/2020							
<b>Date To :</b> 31/03/2020							
<b>Bank Payments &amp; Receipts by Bank Account</b>							
7419	BR	09/01/2020	4900	162	tea towel	3.50	N
7420	BR	09/01/2020	4002	163	memorial fee Steward J20	242.50	N
7421	BR	09/01/2020	4002	164	Memorial fee Snowman H57	242.50	N
7361	BP	10/01/2020	8201	ICO 2020	ICO data protection fee 2020	-35.00	R
7359	BR	14/01/2020	2202	103561509	VAT Refund	4556.59	R
7422	BR	20/01/2020	4900	165	tea towel	3.50	N
7348	BP	23/01/2020	2220	Jan 20 payroll	Jan 20 net wages	-4001.69	R
7349	BP	23/01/2020	2210	Jan 20 payroll	Jan 20 PAYE	-494.20	R
7350	BP	23/01/2020	2210	Jan 20 payroll	Jan 20 Ee NIC	-156.32	R
7351	BP	23/01/2020	2210	Jan 20 payroll	Jan 20 Er NIC	-217.79	R
7352	BP	23/01/2020	2230	Jan 20 payroll	Jan 20 Pension admin	-10.09	R
7353	BP	23/01/2020	2220	Jan 20 payroll	Jan 20 A Wood pension	-126.18	R
7354	BP	23/01/2020	2230	Jan 20 payroll	Jan 20 Ers pension contrib	-421.24	R
7374	BP	11/02/2020	8200	Grant 2019	Grant award Angle European School	-750.00	N

Date:	04/02/2020					
<b>Day Books: Supplier Payments (Summary)</b>						
Date From:	01/01/2020					
Date To:	31/03/2020					
No	Type	Date	N/C	Ref	Details	Gross B
7363	PP	02/01/2020	BBC Seymour	BBC Seymour	Seymour business rates for Jan 2020	202.00 R
7364	PP	02/01/2020	Opus dd	Opus dd	Seymour electricity Dec 19	99.82 R
7264	PP	10/01/2020	DAC	DAC0171	Second invoice for Neighbourhood Plan	3780.00 R
7267	PP	10/01/2020	EUROFFIC	EO2inv	Computer keyboards and stationery	114.19 R
7321	PP	10/01/2020	JPB	JPB706	Monthly grounds and pitch maintenance contracts combined	4547.40 R
7312	PP	13/01/2020	POZITIVE	PE16316	Lychgate electricity for Dec 19	11.67 R
7365	PP	16/01/2020	EBM	ebm dd	Photocopying, printing monthly fee	24.00 R
7360	PP	20/01/2020	GAZPROM	GAZ dd	Ase	6.51 R
7366	PP	20/01/2020	VIRGIN	Virgin dd	Seymour gas Dec 19 / Jan 20	8.40 R
7309	PP	21/01/2020	JPB	JPB704	Interments and grave topping	216.00 R
7315	PP	21/01/2020	CSH	CSH x 2	December bin emptying - Fryerning and Seymour combined	202.44 R
7317	PP	21/01/2020	ESSEXLIB	ECCJan	January 20 library hire	107.60 R
7332	PP	21/01/2020	JMPAYROL	JM26190	Dec 19 payroll fee	30.00 R
7339	PP	21/01/2020	SPECTRUM	SE089	High Street electrical testing and installation for Christmas trees	1,428.00 R
7397	PP	31/01/2020	IXCG	IXCG2081	Disputed Datasafe element of invoice 2081	120.97 R
7399	PP	31/01/2020	IXCG	IXCG2093	Monitoring, backup and software fee Dec 19	433.58 R
7406	PP	31/01/2020	BRENTWOO	DD1996258	Cemetery business rates Feb 20	210.00 R
7407	PP	31/01/2020	UTILITIE	UW dd	Landline and broadband monthly fee	70.80 R
7414	PP	31/01/2020	JPB	JPB dd	Grounds and pitch maintenance contract	3,931.74 R
7335	PP	07/02/2020	SLCC	SLCC130689	Webinar on climate emergency - A Wood	48.00 N
7358	PP	07/02/2020	NISBETS	NIS20533783	Coffee machine purchase for pavilion	135.57 N
7337	PP	11/02/2020	NISBETS	NIS20569693	Janatorial suppliers - pavilion	119.12 N
7371	PP	11/02/2020	ESSEXLIB	ECC1011487103	Feb 20 library hire	110.40 N
7373	PP	11/02/2020	SUELEES	SL4242	Amending award image on website	20.00 N
7376	PP	11/02/2020	IXCG	IXCG 2100	Jan 20 telephone calls and line rental	38.94 N
7385	PP	11/02/2020	IXCG	IXCG2098	Monitoring, backup and software fee Jan 19	312.67 N
7401	PP	11/02/2020	IXCG	IXCG2098	Disputed Datasafe element of invoice 2098	130.25 N

<b>BALANCES IN BANK ACCOUNTS DATED 31/1/20</b>		<b>314,406.41</b>
Unity Trust Bank Current Account		32,392.35
Unity Trust Bank Savings Account		110,124.93
Petty cash		117.36
Nationwide Building Society		85,860.90
Yorkshire Building Society		85,910.87