



Parish Office
Suite 1
4 The Limes
Ingatestone
Essex
CM4 0BE
Telephone: 01277 353315
Email: office@ingatestone-fryerningpc.gov.uk
www.ingatestone-fryerningpc.gov.uk

FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 9 January 2020
VENUE: Ingatestone Library, High Street,
Ingatestone

Present:	Cllrs	P Jeater (Chair) T Blunsten P Poston	P Davey R Lee D Sankey	D Jelley D Carpenter R Pittman	J Winter C Russell M Hart (8.05pm)
Absent	Cllrs	C Baker	E Benson		
Also		A Wood (Clerk and RFO)	R Skepelhorn (Apprentice)	Cllrs Cloke and Wagland	Cllr Hones (8.05pm)

FC20/001 Apologies for Absence – for noting but not approval

Apologies were noted from Cllr Baker.

FC20/002 Announcements and Declarations of Interest

None were presented

FC20/003 Public Participation

No members of the public wished to speak

FC20/004 To approve the minutes of the Full Council meeting held on 5 December 2019

The minutes were approved and duly signed by Cllr Jeater.

FC20/005 Matters arising for report (but not for resolution)

There were no matters arising for report

FC20/006 To received Borough / County Councillors reports

Cllr Cloke

- SEPP High Street parking consultation is due in February and he will provide the parish council with a set of drawings.
- Cllr Davey asked when the disabled parking bay in Bell Mead will be in place and was told it would be the same time as the rest of the High Street parking work.

Cllr Bridge

- NATS team will be in the parish w/c 16 March 2020 for any work nominated by the parish council.

Cllr Wagland

- Report on recent accidents in the High Street and that the current level of street lighting is being investigated.
- The stone at the end of Fryerning Lane has been temporarily fixed subject to an insurance claim.
- Report on the resurfacing of The Paddocks undertaken as a pilot scheme and that patching of footpaths in Fairfield and Docklands Avenue are being monitored

- Cllr Wagland is trying to organise a meeting regarding the local bus service.

Cllr Wagland left at 7.50pm

FC20/007 Reports of external meetings attended by Parish Councillors

Cllr Davey

- Advised that he is still the chair of the NALC finance and scrutiny committee
- The EALC Health and Wellbeing website has been launched

Cllr Hart (*invited to report when he arrived at the meeting at 8.05pm*)

- The Brentwood Business Partnership has raised sponsorship of £15000 with the intention of spending £5000 on an Ingatestone event
- A consultant is being employed to review all the High Streets in the Borough to increase trade
- The winner of the Christmas window competition will be announced next week and that he is meeting with businesses on the 4 February.

FC20/008 Health and Wellbeing

Cllr Winter

- She is working with the AES to help build relations with local businesses
- She is working with Cllr Hart to write the young person's section in the new EALC Health and Wellbeing Strategy

Cllr Pittman

- The December session of Hearing Help was very successful and well attending. He advised that about 90% of the respondents to the questionnaire reported that they heard about local events via word of mouth, notice boards and clubs rather than via social media.

FC20/009 Council Away Day

After a discussion it was **RESOLVED** that the parish council includes **£7500 in next year's budget as a contribution to installing new CCTV cameras in Ingatestone High Street**. This is subject to a successful privacy impact assessment being undertaken, Brentwood Borough Council matching this amount and formal agreement over future costs.

Proposed: Cllr Davey

Seconded: Cllr Hart

All agreed

FC20/010 Ingatestone library

The Clerk reported that she had been contacted by the ECC Community Library group with regards to formulating a proposal for a community library in Ingatestone. She has also been contacted by Chelmsford CAB who had also registered an expression of interest (EOI). The Clerk advised that the EOI had been submitted by the parish council in advance of the announcement by ECC that the libraries would continue to receive funding as per the status quo and that as this funding would continue for a further 5 years from the date of that announcement, that the parish council needed to agree whether the EOI was still appropriate.

After a lengthy discussion it was **RESOLVED** that the **Expression of Interest submitted by the parish council be rescinded at this time** and revisited, if required, in the future.

Proposed: Cllr Winter

Seconded: Cllr Russell

9 in favour, 3 against

FC20/011 Neighbourhood Plan Advisory Committee update

Cllr Winter reported that the drafts are with Sue Lees at this time. Cllr Davey asked that the effort of Cllr Winter and the NPAC be minuted.

- FC20/012 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** – Cllr Blunsten presented the minutes
 - **Seymour Committee** – no meeting held
 - **Communications and IT** – It was **RESOLVED** that the **council tablets should be donated to the AES SEN department** for use by students with learning difficulties
Proposed: Cllr Jelley
Seconded: Cllr Hart
All agreed

- FC20/013 Parish Council financial accounts**
- To look at the accounts for the month of December 2019 / January 2020
 - To receive the latest bank reconciliations
 - To approve the payments for December 2019 / January 2020
 - To review the budget tracker for 2019/20

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

- FC20/014 Precept 2020/21**
- After a discussion, it was **RESOLVED** that the parish council precept be increased by 2% for 2020/21 from £170,430.00 to £173,839.00 which equates to an increase from £72.06 to £73.20 on a Band D property (£1.14pa)

- FC20/015 Budget for 2020/21**
- Further discussion on the budget was reserved until after the Council workshop on the 25 January 2020

- FC20/016 Items for inclusion in the next agenda**
- There were no items for inclusion.

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

- FC20/017 To discuss the existing and future office provision and to agree the next steps**
- The current issues and future needs of the parish council office space was discussed, and it was **RESOLVED** that **Cllr Davey and the Clerk progress negotiations on a new office space within The Limes.**
Proposed: Cllr Jeater
Seconded: Cllr Hart
All agreed

- FC20/020 Close of meeting**
- Cllr Blunsten asked to make a statement and advised the meeting that he will be resigning with immediate effect from the council. He was thanked for his efforts and involvement and wished all the best for the future.*
- The Chair thanked the councillors for their attendance and closed the meeting 9.25pm.
- Date of Next Council Meeting: 6 February 2020 at 7.30pm in Ingatestone Library**

Appendix FC20/013

Date:		02/01/2020					
		Day Books: Supplier Payments (Summary)					
Date From:	11/11/2019						
Date To:	31/03/2020						
No	Type	Date	N/C	Ref	Details	Gross	B
7066	PP	12/11/2019	NISBETS	NIS20012510	New cleaning equipment and supplies for Seymour	170.20	R
7107	PP	12/11/2019	BLACKWAT	BP14827	Newsletter printing	440.00	R
7120	PP	13/11/2019	POZITIVE	PE91832019359980	Lychgate electricity 2/10/19-1/11/19	11.67	R
7185	PP	20/11/2019	VIRGIN	VM dd	Caretakers mobile phone	8.40	R
7189	PP	22/11/2019	EBM	EBM dd	Copying and photocopying monthly charge	24.00	R
7110	PP	26/11/2019	IXCG	IXCG2069	Monthly monitoring, back up, subscriptions and firewall	423.24	R
7112	PP	26/11/2019	JMPAYROL	JM25659	October 19 payroll fee	30.00	R
7114	PP	26/11/2019	IXCG	IXCG2078	Monthly telephone calls and line rental	40.14	R
7118	PP	26/11/2019	CSH	CSH447107/448311	Bin emptying Oct 19 - Cemetery and Seymour	202.44	R
7200	PP	26/11/2019	JPB	JPB So	Grounds and pitch maintenance contracts combined Nov 19	3931.74	R
7137	PP	29/11/2019	BRENTWOO	BBC1917827	Office business rates December 19 payment	275.80	R
7181	PP	29/11/2019	UTILITIE	UW dd	Phone line abd broadband rental	70.80	R
7278	PP	02/12/2019	OPUS	Opus dd	Monthly electricity for Seymour pavilion	89.93	R
7281	PP	02/12/2019	BRENTWOO	BBC FC dd	Cemetery business rates Dec 19	210.00	R
7282	PP	02/12/2019	BRENTWOO	BBC SF dd	Seymour business rates Dec 19	202.00	R
7145	PP	06/12/2019	ACORN	SA0634	Tree planting in Fryerning cemetery	264.00	R
7148	PP	06/12/2019	MS2	MS2251219	Quarterly office rent and service charge	2086.93	R
7150	PP	06/12/2019	SUELEES	SLC4164	Oct / Nov newsletter	700.00	R
7153	PP	13/12/2019	EUROFFIC	EO3753512	Noticeboard for Seymour pavilion	65.75	R
7206	PP	06/12/2019	POZITIVE	PE86463	Lychgate electricity Nov 19	11.32	R
7211	PP	06/12/2019	DOR2DOR	D2D721	Newsletter delivery	447.00	R
7216	PP	06/12/2019	SUELEES	SL4111	Repair of website contact form	40.00	R
7220	PP	06/12/2019	JPB	JPB696	6 x ashes interments	324.00	R
7261	PP	11/12/2019	GAZPROM	dd	Seymour gas balance of account - direct debit now set up	268.30	R
7133	PP	13/12/2019	BRENTWOO	BBC100318221	Annual rent for Seymour Nov 19-Nov 20	300.00	R
7284	PP	16/12/2019	GAZPROM	Gazprom dd	Seymour gas monthly direct debit now set up	6.30	R
7158	PP	17/12/2019	NISBETS	Nis20286816	Janatorial supplies for pavilion	94.76	R
7160	PP	17/12/2019	ESSEXLIB	ECC1011433956	Hearing loss sessions at the library	42.40	R
7163	PP	17/12/2019	BRENTWOO	BBC100319031	Fryerning bin and Fairfield dog bins quarterly charge	176.59	R
7209	PP	17/12/2019	CSH	CSH450519/451734	Seymour and Lychgate bin emptying November	161.96	R
7218	PP	17/12/2019	ESSEXLIB	ECC1011441694	December 19 library hire	82.80	R
7225	PP	17/12/2019	SLCC	SLCC129709	Rory Skepethorn - Website accesibility webinar SLCC	84.00	R
7243	PP	17/12/2019	HEATHERL	HEA26979	Fryerning cemetery skip replacement	174.00	R
7245	PP	17/12/2019	IXCG	IXCG2088	Nov telephone calls and line rental	38.16	R
7247	PP	17/12/2019	SUELEES	SL4182	Adding Seymour page to the website	120.00	R
7249	PP	17/12/2019	JMPAYROL	JM25921	Monthly payroll fee	30.00	R
7269	PP	18/12/2019	EALC	EALC12108	Quality award scheme fee	120.00	R
7262	PA	20/12/2019	IXCG	IXCG2081	Monthly monitoring, subscriptions and firewall less back up charge	312.69	R
7286	PP	20/12/2019	VIRGIN	Virgin dd	Caretakers mobile phone	8.40	R
7287	PP	27/12/2019	EBM	EBM dd	Monthly printing and photocopying	38.23	R
7294	PP	27/12/2019	JPB	JPB SO	Grounds maintenance and seymour pitch maintenance contract	3931.74	R
7296	PP	29/12/2019	UTILITIE	UW dd	Landline and broadband monthly charge	70.80	R
7298	PP	31/12/2019	BRENTWOO	BBC FC dd	Cemetery business rates Jan 20	210.00	R
7264	PP	10/01/2020	DAC	DAC0171	Second invoice for Neighbourhood Plan	3780.00	N
7267	PP	10/01/2020	EUROFFIC	EO2inv	Computer keyboards and stationery	114.19	N
BALANCES IN BANK ACCOUNTS DATED 31/12/19						330,274.87	
Unity Trust Bank Current Account						28,241.53	
Unity Trust Bank Savings Account						130,124.93	
Petty cash						136.64	
Nationwide Building Society						85,860.90	
Yorkshire Building Society						85,910.87	

Date:		02/01/2020						
Date From :		11/11/2019						
Date To :		31/03/2020						
Bank Payments & Receipts by Bank Account								
No	Type	Date	N/C	Ref	Details	Gross	B	
7062	BP	12/11/2019	7551	LIS57019	Annual website hosting charge	-432.00	R	
7129	BR	12/11/2019	8203	153	Refund of training course	108.00	R	
7130	BR	12/11/2019	4900	154	Purchase of tea towel	3.50	N	
7080	BP	13/11/2019	7502	506888	New edition of Clerks manual	-52.30	R	
7088	BP	13/11/2019	6502	2191758	Safety signs for pavilion	-17.94	R	
7221	BP	19/11/2019	7030	2019 poppy wreaths	2 x poppy wreaths	-60.00	R	
7178	BR	20/11/2019	4002	155	Exclusive rights and interment fee Kingshott	1365.00	R	
7179	BR	22/11/2019	4002	156	Exclusive rights and interment fee Hammond	426.00	R	
7171	BP	27/11/2019	2220	Nov 19 payroll	Nov 19 net wages	-4110.09	R	
7172	BP	27/11/2019	2210	Nov 19 payroll	Nov 19 PAYE	-385.80	R	
7173	BP	27/11/2019	2210	Nov 19 payroll	Nov 19 Ee NIC	-156.32	R	
7174	BP	27/11/2019	2210	Nov 19 payroll	Nov 19 Ers NIC	-217.79	R	
7175	BP	27/11/2019	2230	Nov 19 payroll	Nov 19 pension admin	-10.09	R	
7176	BP	27/11/2019	2220	Nov 19 payroll	Nov 19 A Wood pension	-126.18	R	
7177	BP	27/11/2019	2230	Nov 19 payroll	Nov 19 Ers pension contrib	-421.24	R	
7180	BR	27/11/2019	4002	157	Memorial fee Hammond	242.50	R	
7151	BP	06/12/2019	6306	110Ingatestone	25 Fairfield hedge reduction	-750.00	R	
7213	BP	06/12/2019	6502	sound system	Purchase of sound system	-50.00	R	
7061	BP	12/12/2019	8201	CPRE2020	CPRE annual membership	-36.00	R	
7301	BR	15/12/2019	4002	158	Exclusive rights Boniface K170	787.50	R	
7300	BR	16/12/2019	7103	1917827	Credit for office business rates	275.80	R	
7234	BP	17/12/2019	2220	Dec 19 payroll	Dec 19 net wages	-4173.49	R	
7235	BP	17/12/2019	2210	Dec 19 payroll	Dec 19 PAYE	-322.40	R	
7236	BP	17/12/2019	2210	Dec 19 payroll	Dec 19 Ee nic	-156.32	R	
7237	BP	17/12/2019	2210	Dec 19 payroll	Dec 19 Ers nic	-217.79	R	
7238	BP	17/12/2019	2230	Dec 19 payroll	Dec 19 pension admin	-10.09	R	
7239	BP	17/12/2019	2220	Dec 19 payroll	Dec 19 A Wood pension	-126.18	R	
7240	BP	17/12/2019	2230	Dec 19 payroll	Dec 19 Ers pension contrib	-421.24	R	
7285	BP	17/12/2019	7600	Land registry	Title search on Land registry	-6.00	R	
7302	BR	17/12/2019	4002	159	Additional inscription Bossley H52 and J61	306.00	R	
7303	BR	17/12/2019	4002	160	Additional inscription Bossley H52 and J61	15.25	R	
7270	BP	18/12/2019	6502	AWrightDecexp	Key box, drain cleaner and sundries plus mileage	-45.63	R	
7271	BP	18/12/2019	6502	AWrightDecexp	Mileage	-12.60	R	
7304	BR	20/12/2019	4002	161	Additional inscription Violet Smith	78.75	R	
7299	BP	31/12/2019	7901	Bank charges	Quarterly bank charges	-40.55	R	