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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 2 July 2020
VENUE: Virtual meeting via Zoom

Present:	Cllrs	P Jeater (Chair) P Davey J Winter	R Pittman C Russell	M Hart D Sankey	R Lee D Jelley
Absent Also	Cllrs	P Poston A Wood (Clerk and RFO)	E Benson CCllr Wagland	D Carpenter BCllr Hones, Clove and Bridge	C Baker 3 members of the public

- FC20/109 Apologies for Absence – for noting but not approval**
 Apologies were noted from Cllr Poston, Carpenter and Baker.
- FC20/110 Announcements and Declarations of Interest**
 None were presented
- FC20/111 Public Participation**
 A member spoke about action he had taken regarding the new railway fencing and an increase in rail noise along the rear of Tor Bryan by Network Rail. He concluded that the community liaison team will be visiting the site on the 7 July. The Chair thanked the resident and invited him to report back after the meeting.
- FC20/112 To approve the minutes of the Full Council meeting held on 4 June 2020**
 The minutes were approved but were not signed by Cllr Jeater owing to the nature of the meeting.
- FC20/113 Matters arising for report (but not for resolution)**
- The Clerk reported that she had received an online form for councillors to complete their register of interests from Brentwood Borough Council. She had reported to BBC that the form implies that councillors are members of the Borough Council and not the parish council and therefore she has not distributed the form.
 - Cllr Jeater advised that following advice from EALC that had been circulated, that meetings should continue to be online and not in person at this time.
- FC20/114 To receive Borough / County Councillor reports**
 Cllr Bridge
- Distribution of recycling bags and leaflets has started but collections will commence at the beginning of August.
 - LDP working group has met to respond to the examiner's questions and requests for further information.

Cllr Hones

- A number of issues have been reported regarding untidy gardens and fly tipping
- Orange sacks have been delivered to the High Street shops and parish office.
- Reports received regarding littering in the vicinity of The Cricketers and Mill Green Common. Safer Brentwood are being asked to monitor the situation and antisocial behaviour in the area. Cllr Hones was thanked for arranging additional litter collections and Cllr Russell was thanked for litter picking with the landlord.

Cllr Cloke

- Reported on the question of responsibility of Mill Green Common car park.
- Cllr Cloke has been appointed as the Chair of the South Essex Parking Partnership.
- It is planned that a Traffic Regulation Order for the High Street for a 20mph speed limit should be in place for next week.
- An application for New Road grasscreting of the verge has been submitted to the Local Highways Panel.
- Issue with fly tipping but staff shortages mean a choice between fly tipping or rubbish collection.
- Plans for the part closure of Brentwood High Street are being sent to the Clerk for distribution to Councillors.

Cllr Winter asked about the parking restrictions surrounding the bus stop at Seymour Field. Cllr Cloke confirmed that he will be processing an application to restrict parking under emergency Covid regulations.

Cllr Jeater asked the Borough Councillors about the recyclable beverage cartons which, according to the new recycling leaflet cannot be recycled. Cllr Bridge agreed to take this up with the Borough Council.

Cllr Wagland

- Spoke about general county matters relating to Covid-19
- Spoke about littering on Fairfield and complaints received.
- Station Lane resurfacing has been completed.
- Issues with styles on the St Peter's Way has been registered with Essex County Council.
- She is not happy state of the A12 underpass and is continuing to work on this matter.
- 20mph speed reduction on the High Street from Tor Bryan to the white gates at Seymour Field. She is working on this project and addressing safety concerns about the reduction of speed from 60mph to 20mph at the north end.

The Clerk responded to Cllrs Wagland comment about littering on Fairfield and advised Councillors that the bins are being emptied daily (Monday – Friday) in line with the council's contract and that in June in addition to the 2 Euro bins being emptied weekly and additional 200kg of litter had been collected.

Cllr Winter reported on recent successful police attendance at Tor Bryan to catch speeding on the High Street. She asked Cllr Wagland to request the statistics from the police to be shared with the parish council.

Cllr Hart asked Cllr Wagland about sending the Locality Fund application to be sent to the Clerk as the installation of cycle hoops are part of the phase 1 plan for social distancing on the High Street.

Cllr Jeater wished to express the parish council support for the 20mph restrictions with the preferred positions being from the white gates and Tor Bryan.

FC20/115 Reports of external meetings attended by any Parish Councillor

- Cllr Davey has circulated a list of meetings attended.
- Cllr Winter has circulated a list of meetings attended.
- Cllr Hart attended a virtual meeting with Cllr Hones for the Brentwood Business Partnership regarding the future of the Facebook page.

FC20/116 Co-option of new councillors

The Clerk provided an update on the process with the deadline of the 10 July. The co-option meeting will take place on the 6 August before Full Council.

FC20/117 CCTV update

The Clerk advised that additional quotes requested at a previous Full Council had been received. It was **RESOLVED** that this item be passed to Legal and Finance for further discussion and all councillors were able to attend and participate. It was **RESOLVED** that Full Council empower legal and Finance committee to progress this project without further Full Council involvement.

Proposed: Cllr Davey

All agreed

FC20/118 Office move update

Cllr Davey gave an update and that the completion date is planned for the 1 August. He has not received any drafts or legal documents for this move. He advised that the IT company has been instructed to undertake the network installation on the 23rd July at the council's risk.

FC20/119 Ingatestone museum update

- Cllr Davey gave an update on the lease negotiation for the museum cottage.
- It was **RESOLVED** that Ellison's Solicitors be appointed to undertake all associated legal work regarding the leases for the building at a cost of £2,900 plus VAT and disbursements .

Proposed: Cllr Davey

Seconded: Cllr Hart

All agreed

- It was **RESOLVED** that Councillor Pittman be appointed to the Ingatestone Museum Board of Trustees.

Proposed: Cllr Jeater

Second: Cllr Davey

All agreed

FC20/120 Committee reports

- Planning and Highways (Cllr Poston) – written report distributed.
- Facilities (Cllr Sankey) – as per minutes. Cllr Sankey spoke about the plans for the restarting of the pavilion coffee mornings.
- Legal and Finance (Cllr Jeater) – as per minutes.
- Communications (Cllr Jelley) – the next committee meeting is at the end of the month.
- Personnel (Cllr Winter) – written report distributed.
- Neighbourhood Plan Advisory (Cllr Winter) – written report distributed.

FC20/121 Covid 19 precautions for the parish

- Cllr Jeater provided a brief update on the social distancing measures on the High Street

- Cllr Jeater reported that the Clerk has undertaken a risk assessment on the playground and that the equipment will be cleaned. Notices are to be produced and social media campaign undertaken.
- The pavilion is not available for hire at present due to stringent Government requirements. The coffee morning can continue due to serving refreshments outdoors through the kitchen hatch.

FC20/122 Provision of cycle parking and cycle paths in the parish

Cllr Jeater commented that this had been covered earlier in the meeting. Cllr Winter advised that this was an element in the Neighbourhood plan

FC20/123 Small Business Grant awards

The Clerk presented the list of awards in the second phase of this grant scheme:

- Horticultural Society - £640.00
- Fryerning Parish Rooms - £500.00
- 2nd Ingatestone Brownies - £580.00
- Total awarded £1720.00

FC20/124 Health and Wellbeing plan

The Clerk requested that this be carried over to the August meeting owing to the lack of time left. This was agreed.

FC20/125 Parish Council financial accounts

- To look at the accounts for the month of June 2020
- To receive the latest bank reconciliations
- To approve the payments for June / July 2020
- Budget tracker for 2020/21

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

FC20/126 Items for inclusion in the next Agenda

- IT working group (Cllr Pittman)

FC20/127 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 9.24pm.

Date of Next Council Meeting: Full Council meeting on Thursday 6 August, 7.00pm via Zoom for Co-option and 7.45pm for Full Council

Appendix FC20/125 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 30/6/20		350,690.67
Unity Trust Bank Current Account		97,613.35
Unity Trust Bank Savings Account		80,238.37
Petty cash		78.00
Nationwide Building Society		86,420.52
Yorkshire Building Society		86,340.43

Date:	01/07/2020						
Date From :	01/06/2020						
Date To :	31/12/2050						
							Bank Payments & Receipts by Bank Account
No	Type	Date	N/C	Ref	Details	Gross	B
7889	BP	02/06/2020	7550	Plusnet order	Initial order for Plusnet paid by A Wood	-20.40	R
7858	BP	05/06/2020	7550	zoom May/June 2020	Zoom reimbursement A Wood may / June 2020	-14.39	R
7892	BP	05/06/2020	8200	Covid grant	IFCC grant	-500.00	R
7893	BP	05/06/2020	8200	Covid grant	Boys Club grant	-500.00	R
7894	BP	05/06/2020	8200	Covid grant	Bowling Club	-500.00	R
7895	BP	05/06/2020	8200	Covid grant	Starburst grant	-500.00	R
7896	BP	05/06/2020	8200	Covid grant	Stones Youth grant	-997.50	R
7897	BP	05/06/2020	8200	Covid grant	Stones Ladies grant	-828.00	R
7898	BP	05/06/2020	8200	Covid grant	Ingatestone Pedallers grant	-200.00	R
7920	BP	18/06/2020	2220	June 20 payroll	June 20 net wages	-4284.63	R
7921	BP	18/06/2020	2210	June 20 payroll	June 20 PAYE	-509.60	R
7922	BP	18/06/2020	2210	June 20 payroll	June 20 Ee NIC	-177.59	R
7923	BP	18/06/2020	2210	June 20 payroll	June 20 Er NIC	-268.13	R
7924	BP	18/06/2020	2230	June 20 payroll	June 20 pension admin	-10.39	R
7925	BP	18/06/2020	2220	June 20 payroll	June 20 A Wood pension	-129.87	R
7926	BP	18/06/2020	2230	June 20 payroll	June 20 Ers pension contrib	-465.53	R
7971	BR	19/06/2020	4002	005	Buckle cemetery fee	1329.00	R
7937	BP	25/06/2020	8200	Covid grant	Redstones Covid grant	-220.00	R
7972	BR	25/06/2020	4002	006	Franklin cemetery fee	1032.90	R
7969	BP	30/06/2020	7901	charges	Manual handling charge	-0.60	R
7970	BP	30/06/2020	7901	charges	Quarterly service charge	-29.70	R
7936	BP	03/07/2020	6502	June exp	Janitorial and hardware for pavilion	-78.65	N
7940	BP	03/07/2020	7550	27118401	Zoom June 2020 A Wood	-14.39	N
7948	BP	03/07/2020	6502	25/6/20 exp	A Wright expenses reimbursement	-174.82	N
7949	BP	03/07/2020	8200	Covid grant	2nd Ingatestone Brownies	-580.00	N
7950	BP	03/07/2020	8200	Covid grant	Fryerning parish rooms	-500.00	N
7951	BP	03/07/2020	8200	Covid grant	IF Horticultural Soc	-640.00	N
Date:	01/07/2020						
							Day Books: Supplier Payments (Summary)
Date From:	01/06/2020						
Date To:	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
7625	PP	01/06/2020	SLCC	SLCC229141	SLCC annual membership A Wood	257.00	R
7878	PP	01/06/2020	JPB	JPB so	Monthly grounds maintenance and pitch maintenance fee	3931.74	R
7880	PP	01/06/2020	OPUS	Opus dd	Seymour electricity monthly charge	25.60	R
7908	PP	01/06/2020	BRENTWOO	BBC Seymour	Business rates Seymour June	207.00	R
7909	PP	01/06/2020	BRENTWOO	BBC Cemetery	Business rates Cemetery June	192.00	R
7835	PP	05/06/2020	EUROFFIC	EO3860093	Office stationery	24.77	R
7837	PP	05/06/2020	NISBETS	NIS21092886	Rubbish sacks purchase for caretaker	47.84	R
7863	PP	05/06/2020	SUELEES	SL4414	Website changes relating to new committees	80.00	R
7888	PP	05/06/2020	CSH	CSH x 2	2 x bin emptying - Lychgate and Seymour	181.10	R
7891	PP	05/06/2020	JMPAYROL	JM27599	Monthly payroll service	30.00	R
7905	PP	10/06/2020	LODGE	LIS57820	15 x councillor MS Office licenses for email	46.80	R
7968	PP	15/06/2020	GAZPROM	Gaz dd	Seymour gas monthly charge	6.51	R
7935	PP	16/06/2020	SAGE	Sage dd	Annual sage subscription	288.00	R
7861	PP	18/06/2020	IXCG	2153	Monthly IT services	399.36	R
7944	PP	18/06/2020	POZITIVE	Poz550205	Lychgate electricity monthly charge	11.67	R
7966	PP	18/06/2020	PLUSNET	PN dd	Seymour wifi monthly charge	20.40	R
7884	PP	19/06/2020	ESSEXLIB	ECC1011589851	Tree surveys for 2020 on all 3 sites	750.00	R
7932	PP	22/06/2020	VIRGIN	Virgin dd	Caretakers mobile monthly charge	8.40	R
7903	PP	23/06/2020	ESSEXHER	EHT20/21	Annual membership Essex Heritage Trust	25.00	R
7931	PP	23/06/2020	MS2	MS2	Quarterly rent demand June - Sept 2020	2224.58	R
7947	PP	25/06/2020	EBM	EBM dd	Printing and photocopying monthly charge	24.00	R
7946	PP	30/06/2020	UTILITIE	UW dd	Landline and broadband monthly charge	70.80	R
7964	PP	30/06/2020	JPB	JPB so	Grounds maintenance and Seymour field monthly charge	3931.74	R
7934	PP	02/07/2020	BL&S	BL&S42252	Replacement lock and bollard for Seymour Field	137.76	N
7939	PP	03/07/2020	IXCG	IXCG2160	Financil invoice for IT services	123.31	N
7942	PP	03/07/2020	PLAYSAFE	Play49183	Annual RoSPA inspection	210.60	N
7953	PP	03/07/2020	RURALCOM	RCCE 20/21	Annual membership fee Rural Community Council for Essex	105.60	N
7957	PP	03/07/2020	LODGE	LIS57923	Monthly MS licences for staff and councillors	129.36	N
7901	PP	29/07/2020	TRADE	TUK1074242432	Scale inhibitor for hot water tanks - Seymour	98.68	N

