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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 4 June 2020
VENUE: Virtual meeting via Zoom

Present:	Cllrs	P Jeater (Chair) P Davey J Winter	R Pittman C Russell D Carpenter	M Hart C Baker R Lee (7.40pm)	P Poston D Jelley
Absent Also	Cllrs	D Sankey A Wood (Clerk and RFO) R Skepelhorn (Business Apprentice)	E Benson CCllr Wagland	BCllr Hones, Clove and Bridge	1 member of the public

FC20/092 Apologies for Absence – for noting but not approval

Apologies were noted from Cllr Sankey.

FC20/093 Announcements and Declarations of Interest

None were presented

FC20/094 Public Participation

Cllr Jeater asked that if any member of the public wished to speak about agenda item FC20/102 that they do so later. There was no other matters raised.

FC20/095 To approve the minutes of the Full Council meeting held on 27 April 2020

The minutes were approved but were not signed by Cllr Jeater owing to the nature of the meeting. The Clerk advised that Cllr Jeater had signed his Declaration of Acceptance of Office as Chair on the 18th May 2020, in her presence.

FC20/096 Matters arising for report (but not for resolution)

- The Clerk reported that the Annual Return had been submitted to the External Auditors.

FC20/097 To receive Borough / County Councillor reports

Cllr Hones

- The discretionary grant committee was meeting on the 5 June
- Halls in the village should have all received grants already
- The post office has reopened and plans to open certain libraries is scheduled for the 20th July (not Ingatestone)

Cllr Bridge

- The new recycling scheme was being started on the 3 August, following a delay due to the coronavirus

- Questions had been received from the independent examiner regarding the Brentwood LDP

Cllr Cloke

- SEPP are restarting patrols to monitor parking in the borough
- A traveller incursion has taken place in Mountnessing

Cllr Wagland reported that

- Highway maintenance is continuing, and the resurfacing programme has recommenced.
- Littering continues to be a problem and the recycling centre is now open
- Flooding had been fixed at Mill Green Lane

FC20/098 Reports of external meetings attended by any Parish Councillor

Cllr Davey attended the following meetings

- 12 May – Essex Climate Action Commission
- 15 May – EALC executive meeting
- 19 May – Essex health and wellbeing committee
- 21 May – Council Chair forum
- 22 May – Essex Annual Accreditation Panel
- 4 June – Essex police and crime forum

FC20/099 Co-option of new councillors

It was RESOLVED that the parish council start the co-option process using virtual means to fill the 2 vacant seats

Proposed: Cllr Jeater

All agreed

FC20/100 Office move update

- Cllr Davey reported the plan was to complete the office move on the 1 July but that the landlord was still to undertake the office strip out before the new network could be installed.
- The Clerk reported that the new IT company had secured the network and will be booking Open Reach to install new phone lines in the new office. The Clerk was thanked for her work during a testing time.

FC20/101 Committee reports

Planning – the planning committee will be starting virtual meetings from 11th June

Facilities – Cllr Jeater reported that Cllr Sankey was now chair of this committee and that minutes had been provided to council

Communications – Cllr Jelley reported that the next newsletter is due in July

Neighbourhood Plan – Cllr Winter reported that the draft plan has been submitted to Brentwood Borough Council for an informal review.

FC20/102 Social distancing in the High Street

Cllr Jeater opened this agenda item with a brief timeline of events:

20 May – online meeting with Brentwood Borough Council and members of IFPC to plan for a launch of the 1 June

21 May – online Planning and Highways Committee meeting dedicated to formulating a plan for social distancing on the High Street. Meeting attended by IFPC, BBC and representatives from the Anglo European School and High Street businesses

22 May – plan sent to Brentwood Borough Council for 1 June launch based on the conclusions reached from the 22 May meeting

24 May – announcement of the pushback to the 15 June

3 June – email received from BBC stating that the changes to the High Street to ensure social distancing from the 15 June would be

- Signage and pavement markings
- Signage to include “one way pavement flows”

- Information packs, provided that these do not conflict with other information or risk assessments that businesses are likely to have received from government or other official organisations
- Additional parking for bicycles if appropriate locations can be found
- Discussions with the Community Centre on making spaces temporarily available in return for compensation for loss of income

The meeting was then open to the floor and a lengthy discussion was held covering the submitted parish council plan against the above proposals. Concern was raised about the risks associated with the requirement to maintain 2m distancing on pavements that were less than 1m in width. Concern was also raised as to whether the statement that Ingatestone was open and safe could be accepted.

At this point 9.20pm it was proposed by Cllr Jeater than standing orders be set aside and that the meeting would be extended to 9.45pm. This was seconded by Cllr Pittman and all agreed. Cllrs Hones and Cloke left the meeting at 9.24pm

FC20/103 Provision of cycle parking and cycle paths in the parish

Cllr Jeater highlighted that one of the items on the proposed social distancing plan was to increase the provision of cycle parking. It was confirmed that council would be happy for Cllr Jeater to investigate and present it to the Facilities Committee for further discussion.

FC20/104 Small Business Grant awards

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

- Bowling Club £500
- Boys Club £500
- Peddlers £200 as requested – Cllr Hart had previously given apologies and was not at the meeting.
- Redstones £220 as requested
- Starburst £500 as requested to assist with public liability insurance
- Stones ladies £828 for the away kit subject to our logo being placed on the kit, and photos for the newsletter.
- Stones Youth £997.50 for the 3 lots of kit subject to our logo being placed on the kit, and photos for the newsletter
- Cricket Club £500 – Cllr Jeater declared an interest and left the meeting for this application
- Total awarded £4245.50

FC20/105 To approve the safeguarding policy

The above policy was approved

Proposed: Cllr Jeater

All agreed

FC20/106 Parish Council financial accounts

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

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

FC20/107 Items for inclusion in the next Agenda

- Social distancing on the High Street – further review
- Cycle parking

FC20/108 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 9.33pm.

Date of Next Council Meeting: Full Council meeting on Thursday 2 July, 7.30pm via Zoom

Appendix FC20/106 Financial accounts

Date:		01/06/2020					
Date From:		01/05/2020					
Date To:		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
7821	PP	01/05/2020	IXCG	IXCG 2134	Monthly telephone fee March	38.69	R
7824	PP	01/05/2020	IXCG	IXCG 2127	Monthly monitoring, software and GDPR service March	401.31	R
7829	PP	01/05/2020	OPUS	Opusdd	Seymour electricity monthly charge	59.81	R
7831	PP	01/05/2020	BRENTWOO	BBC SO	Cemetery business rates	192.00	R
7833	PP	01/05/2020	BRENTWOO	BBC SO	Seymour business rates	207.00	R
7871	PP	08/05/2020	UTLITIE	UW dd	Monthly broadband and line rental	70.80	R
7792	PP	12/05/2020	HEELISLO	HL9083	Internal audit fee	270.00	R
7798	PP	12/05/2020	POZITIVE	Poz521615	Lychgate electric April / May	11.29	R
7815	PP	12/05/2020	JPB	JPB1024	1 x interment and pitch slitting	414.00	R
7802	PP	14/05/2020	IXCG	IXCG x 2	Monthly telephone and IT service (invoices combined) April	445.26	R
7805	PP	14/05/2020	CSH	CSH x 2	Fryerning and Seymour April bin emptying	191.52	R
7839	PP	14/05/2020	JMPAYROL	JM27328	Monthly payroll fee	30.00	R
7855	PP	18/05/2020	PLUSNET	PlusDD	Monthly Wifi for Seymour	19.14	R
7869	PP	25/05/2020	VIRGIN	Virgin dd	Monthly caretaker's mobile fee	8.40	R
7866	PP	26/05/2020	GAZPROM	GAZdd	Seymour gas monthly charge	6.30	R
7867	PP	27/05/2020	EBM	EBM dd	Printing and photocopying monthly fee	23.99	R
7625	PP	01/06/2020	SLCC	SLCC229141	SLCC annual membership A Wood	257.00	N
7878	PP	01/06/2020	JPB	JPB so	Monthly grounds maintenance and pitch maintenance fee	3931.74	N
7880	PP	01/06/2020	OPUS	Opus dd	Seymour electricity monthly charge	25.60	N
7835	PP	05/06/2020	EUROFFIC	EO3860093	Office stationery	24.77	N
7837	PP	05/06/2020	NISBETS	NIS21092886	Rubbish sacks purchase for caretaker	47.84	N
7863	PP	05/06/2020	SUELEES	SL4414	Website changes relating to new committees	80.00	N
7861	PP	18/06/2020	IXCG	2153	Monthly IT services	399.36	N
7884	PP	19/06/2020	ESSEXLIB	ECC1011589851	Tree surveys for 2020 on all 3 sites	750.00	N
Date: 01/06/2020							
Date From : 01/05/2020							
Date To : 31/12/2050							
				Bank Payments & Receipts by Bank Account			
No	Type	Date	N/C	Ref	Details	Gross	B
7817	BP	12/05/2020	8204	370223	2020/21 parish council insurance	-620.64	R
7847	BP	19/05/2020	2220	May 20 payroll	May 20 net wages	-4284.43	R
7848	BP	19/05/2020	2210	May 20 payroll	May 20 paye	-509.80	R
7849	BP	19/05/2020	2210	May 20 payroll	May 20 ee nic	-177.59	R
7850	BP	19/05/2020	2210	May 20 payroll	May 20 er nic	-268.13	R
7851	BP	19/05/2020	2230	May 20 payroll	May 20 pension admin	-10.39	R
7852	BP	19/05/2020	2220	May 20 payroll	May 20 A Wood pension	-129.87	R
7853	BP	19/05/2020	2230	May 20 payroll	May 20 ers pension contrib	-465.53	R
7858	BP	05/06/2020	7550	zoom May/June 2020	Zoom reimbursement A Wood may / June 2020	-14.39	N
BALANCES IN BANK ACCOUNTS DATED 31/5/20						371,269.41	
Unity Trust Bank Current Account						118,192.09	
Unity Trust Bank Savings Account						80,238.37	
Petty cash						78.00	
Nationwide Building Society						86,420.52	
Yorkshire Building Society						86,340.43	