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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD: 5 March 2020**  
**VENUE: Ingatestone Library, High Street, Ingatestone**

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair) P Poston R Lee	P Davey D Jelley	M Hart R Pittman	J Winter C Baker
<b>Absent Also</b>	<b>Cllrs</b>	C Russell A Wood (Clerk and RFO)	E Benson Cllrs Cloke, Hones and Wagland	D Sankey	D Carpenter

**FC20/037 Apologies for Absence – for noting but not approval**

Apologies were noted from Cllrs Sankey, Winter and Carpenter. Apologies were also given from BCllr Bridge.

**FC20/038 Announcements and Declarations of Interest**

None were presented

**FC20/039 Public Participation**

No members of the public wished to speak

**FC20/040 To approve the minutes of the Full Council meeting held on 6 February 2020**

The minutes were approved and duly signed by Cllr Jeater.

**FC20/041 Matters arising for report (but not for resolution)**

The Clerk reported on the excellent Level 3 Distinction achieved by Mr Skepelhorn in his apprenticeship exam.  
The Clerk reported that with thank to Cllr Pittman, the office phones were now back up and running.

**FC20/042 Borough and County Councillor reports**

Cllr Wagland

- The recent bad weather has meant that Essex highways must prioritise work on flooding, potholes and drains to deal with issues affecting buildings and not gardens at this time.
- The recommendation of the Driving with Confidence course for the over 70s which is a free course and can be booked via their website <https://drivingwithconfidence.co.uk>

*Cllr Wagland left at 7.50pm*

Cllr Hones

- Full Council had approved the budget for the next financial year with an increase in the precept of £5 per household.

Cllr Cloke

- Meeting held last week in Fryerning on the parking consultation

- He has met with Cadent about the High Street gas works which will run from Bell Mead to Post Office Road for four weeks. There is still a question about the bus replacement service
- Advised that three new enforcement officers have been appointed in the Borough, following the removal of two officers previously.

Cllr Jeater reported to the Borough Councillors about the recent vandalism of three bins in Fairfield following the removal of the field's CCTV camera. Cllr Cloke advised that he had received no response from the Leader about this issue.

Cllr Poston advised that the planning committee were objecting to the parking consultation due to a loss of parking spaces. He also reported on the committee's concern about the planned approval of the Murcocks Farm development and the involvement of the Borough Councillors in this matter.

*Cllrs Honess and Cloke left the meeting at 8.15pm*

**FC20/043 Report of external meetings attended by any Parish Councillor**

- Cllr Winter had submitted a report for circulation
- Cllr Davey will submit a report for circulation

Cllr Hart

- The Brentwood Business Partnership has commissioned research on the three High Streets in the Borough.
- The Partnership had met with local traders to improve business on the High Street and an action plan had been formulated.
- The Horticultural Show provided a list of volunteers needed for the 2021 show which will be publicised on social media.

**FC20/044 To approve the budget and reserves policy for 2020/2021**

Cllr Jeater introduced this item and advised that correspondence from Brentwood Borough Council had been received on the 4 March requesting a match funding of £9700 plus VAT for the provision of two CCTV cameras in the High Street. As this was considerably higher than previously expected and the current budget for this project on the agenda for approval was £7500, he proposed an amendment to the budget. At this time, concern was raised that the council had lost a camera from Fairfield and the information provided by Brentwood Borough Council was not enough to approve the increase.

**Proposal: To increase the budget for CCTV provision in the High Street to £10,000 but to defer the approval of the project** to a later meeting after further investigation had been undertaken and more information from Brentwood Borough Council had been received.

**Proposed: Cllr Jeater**

**Seconded: Cllr Hart**

**All agreed**

The Clerk was asked to further this matter and to include the subject on the 1 April agenda

**Resolution: To approve the Budget for 2020/2021 and the associated Reserves Policy to incorporate the above resolution**

**Proposed: Cllr Jeater**

**Seconded: Cllr Hart**

**All agreed**

**FC20/045 To approve the action plan for 2020/2023 and allocate project co-ordinators**

Cllr Jeater introduced this item and requested that councillors contact the Clerk with the item(s) in the action plan that they would be able to take the

lead on, with full assistance from the parish office. Items that are left blank will be allocated at the April full council meeting.

**Proposed: Cllr Jeater**

**All agreed**

**FC20/046 To approve the new committee structure following the council workshop in January 2020**

It was resolved that following the Annual Parish Council meeting in May, that the council structure will consist of the following committees and working parties

Committees:

- Legal and Finance (to replace Policy and Resources)
- Planning and Highways
- Personnel
- Communications (to replace Communications and IT)
- Facilities (to replace Churchyards and Environments)

Working parties (to report directly to Full Council)

- IT
- Climate Emergency
- Health, wellbeing, social isolation and loneliness
- Events
- Housing

**Proposed: Cllr Jeater**

**All agreed**

**FC20/047 To approve the Data Protection and Document Retention policies**

The above documents were reviewed and approved.

**Proposed: Cllr Davey**

**All agreed**

**FC20/048 Councillor surgery at the Wednesday coffee morning**

Cllr Jeater asked for volunteers to attend the weekly coffee morning and represent the parish council should residents have any questions. The Clerk was asked to create a rota for this this.

**FC20/049 IT working party**

It was **RESOLVED** to appoint **Lodge Information Services** for the provision of IT services to the parish council.

**Proposed: Cllr Hart**

**Seconded: Cllr Pitman**

**All agreed**

**FC20/050 Office**

Cllr Davey gave an update on the negotiations and reported that no lease had been received from Mass and Co for signing this evening and that the plan was to hold an extraordinary meeting on the 23 March for this reason.

**FC20/051 Museum update**

Cllr Jeater reported that:

- Planning permission is at officer level and should be approved by the end of the week.
- The grant from the Railway Heritage Trust had been awarded to Greater Anglia subject to work commencing on the building by the 31 March.
- Greater Anglia had agreed to the sublet clause
- The grant from the parish council to the Ingatestone Museum Trust will be reduced to account for the requirement of the parish council to pay all legal fees related to the lease.

**FC20/052 Health and wellbeing update**

Cllr Hart reported that:

- Hearing help Essex will be starting sessions in the pavilion at the end of the month and that volunteers are being sought.

- The provision of Meet and Paint sessions are being investigated at this time

**FC20/053 Neighbourhood Plan Advisory Committee update**

Council was advised that the first few chapters and introduction will be reviewed at the next Communications committee meeting and that owing to other elections, a referendum on the plan will not be held in May.

**FC20/054 Committee reports: to receive minutes from the following committees**

- Planning
- Policy and Resources
- Churchyards and Environments
- Seymour Committee
- Communications
- Personnel

**FC20/055 Parish Council financial accounts**

- To look at the accounts for the month of February 2020
- To receive the latest bank reconciliations
- To approve the payments for February 2020

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

**FC20/056 Co-option policy**

Following a review by Policy and Resources committee, the amended co-option policy was approved.

**Proposed: Cllr Jeater**

**All agreed**

**FC20/057 Items for inclusion in the next agenda**

Cllr Lee asked that VE day celebrations be included in the next agenda

**FC20/058 Close of meeting**

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

**Date of Next Council Meeting: Wednesday 1 April 2020 at 7.30pm in Ingatstone Library**

**Appendix FC20/055**

<b>BALANCES IN BANK ACCOUNTS DATED 29/2/20</b>				<b>307,773.16</b>
Unity Trust Bank Current Account				25,759.10
Unity Trust Bank Savings Account				110,124.93
Petty cash				117.36
Nationwide Building Society				85,860.90
Yorkshire Building Society				85,910.87

<b>Date:</b>	03/03/2020							
		<b>Bank Payments &amp; Receipts by Bank Account</b>						
<b>Date From :</b>	01/02/2020							
<b>Date To :</b>	31/03/2050							
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>	<b>Gross</b>	<b>B</b>	
7500	BR	05/02/2020	4002	167	Interment fee Minnett E467	122.50	R	
7501	BR	05/02/2020	4002	168	Interment fee White K67	577.50	R	
7502	BR	05/02/2020	4002	169	Interment fee Stares J9	122.50	R	
7503	BR	05/02/2020	4002	170	Additional inscription Sullivan H19`	78.75	R	
7504	BR	05/02/2020	4002	171	Additional inscription Davey H56	78.75	R	
7374	BP	11/02/2020	8200	Grant 2019	Grant award Angle European School	-750.00	R	
7505	BR	12/02/2020	4002	172	Exclusive rights and interment Black J86	426.00	R	
7506	BR	13/02/2020	4002	173	BACS Interment fee Jarrett J72	122.50	R	
7486	BP	19/02/2020	2220	Feb 20 payroll	Feb 20 net wages	-4001.29	R	
7487	BP	19/02/2020	2210	Feb 20 payroll	Feb 20 PAYE	-494.60	R	
7488	BP	19/02/2020	2210	Feb 20 payroll	Feb 20 Ee NIC	-156.32	R	
7489	BP	19/02/2020	2210	Feb 20 payroll	Feb 20 Er NIC	-217.79	R	
7490	BP	19/02/2020	2230	Feb 20 payroll	Feb 20 pension admin	-10.09	R	
7491	BP	19/02/2020	2220	Feb 20 payroll	Feb 20 A Wood pension	-126.18	R	
7492	BP	19/02/2020	2230	Feb 20 payroll	Feb 20 Ers pension contrib	-421.24	R	
7508	BR	19/02/2020	4900	174	Garden waste sacks	128.00	R	
7433	BP	24/02/2020	6502	AWright exp	DIY items, fridge, umbrella stand	-252.43	R	
7475	BP	24/02/2020	8203	AW expenses	Mileage expenses	-36.00	R	
7476	BP	24/02/2020	7600	AW expenses	Land registry search	-6.00	R	
7477	BP	24/02/2020	6502	AW expenses	Firebox and log book	-34.86	R	
7478	BP	24/02/2020	8205	AW expenses	Council workshop refreshments	-7.60	R	
7474	BP	25/02/2020	8203	RS expenses	Mileage expenses	-16.20	R	

<b>Date:</b>	03/03/2020							
		<b>Day Books: Supplier Payments (Summary)</b>						
<b>Date From:</b>	01/02/2020							
<b>Date To:</b>	31/03/2050							
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>	<b>Gross</b>	<b>B</b>	
7428	PP	03/02/2020	BRENTWOO	BBC1994177	Seymour business rates	202.00	R	
7335	PP	07/02/2020	SLCC	SLCC130689	Webinar on climate emergency - A Wood	48.00	R	
7358	PP	07/02/2020	NISBETS	NIS20533783	Coffee machine purchase for pavilion	135.57	R	
7337	PP	11/02/2020	NISBETS	NIS20569693	Janatorial suppliers - pavilion	119.12	R	
7371	PP	11/02/2020	ESSEXLIB	ECC1011487103	Feb 20 library hire	110.40	R	
7373	PP	11/02/2020	SUELEES	SL4242	Amending award image on website	20.00	R	
7376	PP	11/02/2020	IXCG	IXCG 2100	Jan 20 telephone calls and line rental	38.94	R	
7385	PP	11/02/2020	IXCG	IXCG2098	Monitoring, backup and software fee Jan 19	312.67	R	
7401	PP	11/02/2020	IXCG	IXCG2098	Disputed Datasafe element of invoice 2098	130.25	R	
7455	PP	13/02/2020	POZITIVE	Poz91832020440412	Lychgate electricity for Jan / Feb 20	11.67	R	
7459	PP	17/02/2020	GAZPROM	GazDD	Seymour gas Jan / Feb 20	6.51	R	
7457	PP	18/02/2020	EBM	EBM dd	Monthly photocopying and printing charge	24.00	R	
<b>7498</b>	<b>PP</b>	<b>20/02/2020</b>	<b>VIRGIN</b>	<b>VM dd</b>	<b>Caretakers mobile phone monthly</b>	<b>8.40</b>	<b>R</b>	
<b>7497</b>	<b>PP</b>	<b>21/02/2020</b>	<b>HOLMESAN</b>	<b>H&amp;H</b>	<b>Release from lease fee</b>	<b>420.00</b>	<b>R</b>	
7432	PP	24/02/2020	JPB	JPB717	Interment, grave topping and pitch marking	558.00	R	
7435	PP	24/02/2020	JMPAYROL	JM26496	Monthly payroll service	30.00	R	
7437	PP	24/02/2020	SLCC	SLCC130762	A Wood General Practitioners conference 26 Feb 2020	126.00	R	
7441	PP	24/02/2020	TRADE	TUKaccount	Hardware, hose, pressure washer and sundry DIY items	370.63	N	
7443	PP	24/02/2020	IXCG	IXCG2111	January telephone calls and line rental	40.61	R	
7445	PP	24/02/2020	DAC	DAC182	2nd installment for Neighbourhood Plan writing	810.00	R	
7448	PP	24/02/2020	CSH	CSH458236/457004	Seymour and Lychgate bin emptying January 2020	161.96	R	
7450	PP	24/02/2020	NISBETS	Nis20652980	Jugs, mugs and thermos flasks	103.76	R	
7453	PP	24/02/2020	BRENTWOO	BBC100321321	Fryerning bin and Fairfield dog bins, quarterly charge	176.59	R	
7462	PP	25/02/2020	NISBETS	Nis20740572	Toilet roll holders and mugs	155.92	R	
7464	PP	25/02/2020	PATRICKG	PG8589	Sundry hardware items	49.12	R	
<b>7499</b>	<b>PP</b>	<b>28/02/2020</b>	<b>UTILITIE</b>	<b>UW dd</b>	<b>Monthly broadband and line rental</b>	<b>70.80</b>	<b>R</b>	
					<b>Grave top up, interments, additional line marking and drain work on Fairfield</b>			
<b>7537</b>	<b>PP</b>	<b>06/03/2020</b>	<b>JPB</b>	<b>JPB1005</b>		<b>783.00</b>	<b>N</b>	
<b>7539</b>	<b>PP</b>	<b>06/03/2020</b>	<b>RURALCOM</b>	<b>RCCE7039</b>	<b>2 x attendees for neighbourhood Planning event</b>	<b>40.00</b>	<b>N</b>	
					<b>D Jelley - Health and wellbeing and A Wood - Grants and funding</b>			
<b>7542</b>	<b>PP</b>	<b>06/03/2020</b>	<b>EALC</b>	<b>EALC x 2</b>		<b>144.00</b>	<b>N</b>	
<b>7544</b>	<b>PP</b>	<b>06/03/2020</b>	<b>SUELEES</b>	<b>SLC4928</b>	<b>Change of website for Communications committee</b>	<b>40.00</b>	<b>N</b>	
<b>7550</b>	<b>PP</b>	<b>06/03/2020</b>	<b>POZITIVE</b>	<b>Poz467394</b>	<b>Lychgate electricity for Feb 20</b>	<b>11.31</b>	<b>N</b>	
<b>7553</b>	<b>PP</b>	<b>06/03/2020</b>	<b>CSH</b>	<b>CSH x 2</b>	<b>Lychgate and Seymour bin emptying</b>	<b>166.64</b>	<b>N</b>	
<b>7555</b>	<b>PP</b>	<b>06/03/2020</b>	<b>BL&amp;S</b>	<b>BLS41753</b>	<b>Bollards for car park, locks and keys</b>	<b>377.64</b>	<b>N</b>	
<b>7548</b>	<b>PP</b>	<b>20/03/2020</b>	<b>IXCG</b>	<b>IXCG2120</b>	<b>Monthly software and monitoring - paid under duress</b>	<b>444.98</b>	<b>N</b>	
<b>7467</b>	<b>PP</b>	<b>24/03/2020</b>	<b>TRADE</b>	<b>TUK1052785468</b>	<b>steel toe cap books for A Wright</b>	<b>15.99</b>	<b>N</b>	