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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD:	4 March 2021, 7.30pm
VENUE:	Virtual meeting via Zoom

Present:	Cllrs	P Jeater (Chair)	M Marston	M Hart	P Batchelor
		C Russell	P Davey	D Sankey	P Poston
		J Winter	E Benson	R Lee	R Pittman
Absent	Cllrs	D Jelley			
Also		A Wood (Clerk and RFO)	BCllrs Hones and Cloke	R Skepelhorn (Communications Officer)	1 member of the public
FC21/033	Apologies for Absence – for noting but not approval. Apologies from D Jelley.				
FC21/034	Announcements and Declarations of Interest None were presented.				
FC21/035	Public Participation No members of the public wished to speak.				
FC21/036	To approve the minutes of the Full Council meeting held on 4 February 2021. The minutes were approved but were not signed by Cllr Jeater owing to the virtual nature of the meeting.				
FC21/037	Matters arising for report (but not for resolution) <ul style="list-style-type: none"> Cllr Jeater reported on the recent resignations of Cllrs Carpenter and Baker owing to family and work commitments. Thanks were recorded for their contribution to the parish council. 				
FC21/038	Budget 2021-22 and Reserves Policy RESOLUTION: The budget presented for 2021-22 and the corresponding Reserves Policy were approved. Proposed: Cllr Davey Seconded: Cllr Sankey Agreed				
FC21/039	Committee reports <ul style="list-style-type: none"> Planning and Highways (Cllr Poston) – as per minutes circulated. The recording of the meeting regarding the planned care home development has been published online. The committee requested authority from Full Council to lobby for two speed cameras for the High Street. Proposed: Cllr Poston Seconded: Cllr Hart Agreed Facilities (Cllr Sankey) – as per minutes circulated. Legal and Finance (Cllr Jeater) – as per minutes circulated. <ul style="list-style-type: none"> The issue of the ending of online meetings was discussed and agreed that the annual parish council meeting will take place on the 6 May (online). Cllr Jeater advised that the Clerk is 				

	<p>investigating hall hire costs for a hall large enough to accommodate council meetings with social distancing measures. Cllr Davey advised that NALC and EALC have been lobbying for a change in law.</p> <ul style="list-style-type: none"> ○ RESOLUTION: The proposed Risk Policy was approved Proposed: Cllr Davey Seconded: Cllr Pittman Agreed ● Communications (Cllr Benson) – Cllr Jeater advised that the recent meeting had been postponed therefore the Communications Policy and E-newsletter agenda item will be carried over the next Full Council meeting. <ul style="list-style-type: none"> ○ Cllr Benson presented two templates on reporting by committee and working parties to assist with social media and PR activities. After a lengthy discussion it was RESOLVED to trial these templates for a three-month period with a review at the end of the period. Proposed: Cllr Jeater Seconded: Cllr Davey Agreed ● Personnel (Cllr Winter) – the committee confirmed the arrangement for the reopening of the office as per the meeting earlier today. ● Neighbourhood Plan Advisory (Cllr Winter) – The consultation statement is due shortly and should be available for the next NPAC meeting. It will be brought to Full Council for approval in April.
<p>FC21/040</p>	<p>Working group updates</p> <ul style="list-style-type: none"> ● Economic development (Cllr Batchelor) – as per the report circulated. The facilitation of a pop-up shop is progressing with a company in Chelmsford. The monthly farmers market is planned to start at the end of June but an organiser for the event is required. The Horticultural Show is still planned for July. ● Climate Emergency (Cllr Jeater) – Cllr Jeater reported on the new Community garden and the possibility of recycling crisp packets, working with the schools on this project after Easter. The group will also be looking at safe walking and cycling in the parish. Cllr Jeater agreed that the cost for the Tetra-pak recycling service should be constantly raised with the borough council and will be mentioned at the forthcoming forum. ● Health and wellbeing (Cllr Marston) – as per report circulated. Cllr Marston mentioned the Alzheimer Awareness training on the 9 March. It is hoped that the children's events organised by the Borough Council might come to Ingatestone this year.
<p>FC21/041</p>	<p>Specific projects and discussions</p> <ul style="list-style-type: none"> ● Ingatestone museum (Cllr Davey) – there is an issue on the compensation clause element of the Heads of Terms which is currently being discussed. Concern has been raised about the deadline requirements for the grant from the Railway Heritage Trust (RHT). However, the Clerk reported on a conversation with the RHT in that the parish council did not need to be concerned about the grant. Cllr Pittman will raise these issues at the next Trust meeting. ● Assets of community value – The Clerk presented research she had undertaken on the list of assets of community value. The NPAC had requested five assets consisting of two recreation grounds and three halls. Following a lengthy discussion, it was agreed that the council wait for the result of listing the Post Office before progressing with other assets and that Fairfield Recreation ground be discounted and Seymour Field be further discussed by the Facilities Committee.

	<ul style="list-style-type: none"> Action Plan 2020-2023 – The Clerk presented an updated plan, following the new projects proposed by the various committee and working groups. The updated plan was approved. Proposed: Cllr Jeater Agreed The Data Protection, Privacy notice and Document Retention policies were all approved. Proposed: Cllr Davey Agreed Hylands Park parking consultation – it was agreed that the individual councillors could respond on a personal basis if they wished, and the Clerk was asked to respond on behalf of the parish council suggesting that a tiered pricing structure for parking should be adopted.
FC21/042	<p>Parish Council financial accounts</p> <ul style="list-style-type: none"> Profit / loss report for February 2021 Payments and receipts report for February / March 2021 Bank reconciliation for February 2020 Budget tracker for 2020/21 <p>The above reports were reviewed, and payments approved by the council.</p>
FC21/043	<p>To received written reports of external meetings attended by any Parish Councillor.</p> <ul style="list-style-type: none"> Cllr Hart will be sending a written report following this meeting.
FC21/044	<p>To received written reports from Borough / County Councillors</p> <ul style="list-style-type: none"> Cllr Hones reported that she had had an informal discussion with Hallmark Homes about the proposed care home development. She is requesting that they connect with Ingleton House as this sheltered housing needs renovation. Cllr Cloke reported on an enforcement action being taken against the company on a site in Hutton. Cllr Cloke advised that the planned gas works on the High Street have not been rescheduled at this time.
FC21/045	<p>Items for inclusion in the next Agenda</p> <ul style="list-style-type: none"> Cllr Davey asked for s106 and CIL agreements be included. The Clerk advised that owing to the date of the next meeting, the financial reports will be with the councillors at short notice.
FC21/046	<p>Close of meeting</p> <p>The Chair thanked the councillors for their attendance and closed the meeting 9.11pm. Date of Next Council Meeting: Full Council meeting on Thursday 1 April 2021, 7.30pm via Zoom</p>

Appendix FC21/042

Date: 02/03/2021						
Day Books: Supplier Payments (Summary)						
Date From: 01/02/2021						
Date To: 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
8645	PP	01/02/2021	BRENTWOO	BBC Suite 2	Office rates for Suite 2 for 2020/21	2504.02 N
8705	PP	01/02/2021	JPB	JPB SO	Grounds maintenance monthly fee	3931.74 N
8744	PP	03/02/2021	EBM	EBM dd	Monthly copying and printing	24.00 R
8662	PP	04/02/2021	LODGE	LIS58755	Office licences and councillor emails	150.00 N
8673	PP	05/02/2021	LODGE	LIS x 9	9 x IT support, line rentals, backups, phones and broadband	2889.60 N
8687	PP	05/02/2021	LODGE	LIS39389	Telephone calls Aug - Dec 20	49.88 N
8691	PP	05/02/2021	CSH	CSH x 2	Lychgate and Fryerning cemetery bin emptying	176.07 N
8693	PP	10/02/2021	POZITIVE	Poz418	Lychgate electricity monthly charge	4.14 N
8713	PP	11/02/2021	BBALARMS	BB10366	Annual alarm service - Seymour	78.00 N
8718	PP	11/02/2021	SLCC	SLCC199651	Practitioners conference Feb 2021 - A Wood	90.00 N
8704	PP	15/02/2021	JPB	JPB1163	Grave turfing, interments and tree planting (Fairfield)	1707.50 N
8715	PP	15/02/2021	BBALARMS	BB SO	Monthly alarm support fee - Seymour	15.00 N
8746	PP	18/02/2021	PLUSNET	PN dd	Seymour wifi monthly charge	20.40 R
8722	PP	22/02/2021	POZITIVE	Poz809779	Lychgate electricity monthly charge	7.53 N
8747	PP	22/02/2021	VIRGIN	Vir dd	Caretakers mobile monthly charge	8.40 R
8711	PP	23/02/2021	PRINTWIS	PW2216130	Tetra-pak bin emptying x 1	36.00 N
8720	PP	23/02/2021	SUELEES	SL04774	Neighbourhood plan amendments following consultation	360.00 N
8726	PP	23/02/2021	JMPAYROL	JM30054	Monthly payroll fee	30.00 N
8754	PP	05/03/2021	LODGE	LIS x 3	Computer support, licences, backup and phones	418.27 N
8759	PP	05/03/2021	CSH	CSH x 2	2 x bin emptying - Lychgate and Seymour	191.77 N
8761	PP	05/03/2021	SLCC	SLCC 201247	A Wright Cemetery compliance course x 2	198.00 N
8763	PP	05/03/2021	MS2	MS2250321	Quarterly rent and service charge	5010.18 N

Date: 02/03/2021						
Bank Payments & Receipts by Bank Account						
Date From : 01/02/2021						
Date To : 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
8743	BR	01/02/2021	7200	Bulb refund	Bulb refund for overpayment	63.39 R
8663	BP	05/02/2021	7550	AWoodzoom	Zoom reimbursement Jan/Feb21	-11.99 R
8688	BP	05/02/2021	6300	Star Lane	SJ Tidd replacement gate and works	-1080.00 R
8736	BP	18/02/2021	2220	Feb 21 payroll	Feb 21 net wages	-4880.73 R
8737	BP	18/02/2021	2210	Feb 21 payroll	Feb 21 PAYE	-687.00 R
8738	BP	18/02/2021	2210	Feb 21 payroll	Feb 21 Ee NIC	-267.93 R
8739	BP	18/02/2021	2210	Feb 21 payroll	Feb 21 Er NIC	-376.10 R
8740	BP	18/02/2021	2230	Feb 21 payroll	Feb 21 pension admin	-10.68 R
8741	BP	18/02/2021	2220	Feb 21 payroll	Feb 21 A Wood pension	-133.44 R
8742	BP	18/02/2021	2230	Feb 21 payroll	Feb 21 Ers pension	-478.34 R
8749	BR	19/02/2021	4002	051	2 x ashes interments Codling	548.50 R
8724	BP	05/03/2021	6100	129474	Cemetery maps and books digital scanning	-1140 N
8748	BP	05/03/2021	6501	272272	4 x picnic benches for Seymour patio	-2553.6 N
8764	BP	05/03/2021	7550	AWoodzoom	A Wood Zoom reimbursement Feb/Mar21	-11.99 N

BALANCES IN BANK ACCOUNTS DATED 28/2/21		299,349.63
Unity Trust Bank Current Account		46,350.31
Unity Trust Bank Savings Account		80,238.37
Petty cash		
Nationwide Building Society		86,420.52
Yorkshire Building Society		86,340.43