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ANNUAL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 11 May 2020
VENUE: Virtual meeting via Zoom

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

- FC20/074 Election of the Chair**
It was RESOLVED to elect Cllr Paul Jeater as Chair of the Parish Council for 2020/21
Proposed: Cllr Davey
Seconded: Cllr Winter
10 agreed, 1 abstention
- FC20/075 Chairman to sign the Declaration of Acceptance of Office as Chairman**
Due to the current lockdown situation it was agreed that Cllr Jeater will sign next Monday 18 May when attending the office
- FC20/076 Election of Vice-Chairman**
It was RESOLVED that Cllr Jelley be elected as Vice-Chair of the Parish Council
Proposed: Cllr Jeater
Seconded: Cllr Hart
9 agreed, 2 abstentions
- FC20/077 Apologies for Absence – for noting but not approval**
Apologies were noted from Cllr Russell.
- FC20/078 Announcements and Declarations of Interest**
None were presented
- FC20/79 Public Participation**
No members of the public in attendance
- FC20/080 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.
- FC20/081 Matters arising for report (but not for resolution)**
- Cllr Davey reported that we are waiting on the landlord's solicitors to progress the lease at this time and that the council's solicitors were ready to respond.
 - Cllr Winter reported that the draft of the neighbourhood plan was almost complete and that she would be sending the document to

Brentwood Borough Council informally before enacting Regulation 14 where the plan goes out to formal consultation.

FC20/082 To receive Borough / County Councillor reports

- Cllr Hones had nothing to report.
- Cllr Cloke advised that all BBC depot staff had been redeployed to refuse collection.
- Cllr Davey asked that thanks be minuted for the work that BBC and ECC were undertaking in terms of food banks and community support during the lockdown.

Cllr Wagland reported that

- Safer Essex partnership had successfully moved all their courses online.
- a good working relationship with a province in China had meant that PPE provision had been maintained in Essex.
- Highway maintenance had lost 2-3 weeks in scheduling but is now back up and running. It was noted that the resurfacing programme had been stopped but is due to start shortly.
- She is still working with the highways Agency regarding the A12 underpass.
- The Fryerning Lane stone had been hit again and Cllr Poston offered to share information he had on the incident.

FC20/083 Reports of external meetings attended by any Parish Councillor

- Cllr Jeater advised that a list of Cllr Davey's committee membership had been previously circulated, and he was thanked for his involvement
- Cllr Davey reported that he was sitting on a Climate Emergency panel on the 12 May and will report back and that he also was sitting on the Essex Honours Board with the aim of identifying more public nominations in Essex.
- Cllr Winter advised that she had circulated reports on working with the Anglo European School forum and what their remit is.

FC20/084 Annual return for the year ending 31 March 2020

- The Clerk presented a document covering the assertions made in the Annual Governance Statement, providing evidence that the council met these assertions.
- The Clerk presented the Account Statement for the year.

Internal Audit report

The Clerk reported the Internal Audit report from Heelis and Lodge and highlighted 3 recommendations made and action taken

1. To reference GDPR in the Council's financial risk assessment – this had been already been added to the risk assessment approved on the 27 April 2020
2. To retain the notice of period for the exercise of public rights on the council website – this was a new requirement for this financial year and the Clerk advised that the notices had been correctly published on the website and noticeboard but, as per previous years, had been removed once the period had ended. In future, the notice will remain on the website as a permanent record.
3. To ensure that the External Auditors report was considered and noted in minutes – the Clerk had notified council by email and had not minuted the report in minutes. This would be rectified this year.

It was RESOLVED to approve the Annual Governance Statement 2019/20 (Section 1)

Proposed: Cllr Jeater

All agreed

It was RESOLVED to approve the Accounting Statement 2019/20 (Section 2)

Proposed: Cllr Jeater

All agreed

It was RESOLVED to accept the Internal Audit report 2019/20

Proposed: Cllr Jeater

All agreed

FC20/085 To review and adopt the following council policies

Cllr Jeater invited councillors to comment on the following policies and it was RESOLVED to approve the following:

- Standing orders 2020
- Code of conduct 2020
- Financial Regulations 2020 and the approved payments addendum
- Freedom of information policies 2020 (including the publication scheme)
- General privacy notice 2020

Proposed: Cllr Jeater

All Agreed

FC20/086 Committee structure

Membership of the standing committees was agreed.

FC20/087 To note the Parish Council Insurance policy (year 2 of 3) which includes a discount for the Local Council Quality Award

The policy and invoice was noted by the council.

FC20/088 Small Business Grant – to review the proposal from the working party and approve the creation of this grant.

The Clerk presented the notes from the working party. Cllr Davey requested that grants only be made to registered associations with a bank account. The Communications Officer would be tasked with promotion the new grant and Cllr Jelley agreed to work with the Clerk to write a formal policy based on the meeting notes.

It was RESOLVED that the grant be created based on the meeting notes

Proposed: Cllr Jeater

All agreed

FC20/089 Parish Council financial accounts

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

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

It was RESOLVED that the Clerk continue to be the Responsible Financial Officer for the parish council

Proposed: Cllr Jeater

Unanimously agreed

FC20/090 Items for inclusion in the next Agenda

Cllr Pittman asked that the government initiative on Covid19 road signage be discussed. It was agreed that this will initially be raised at Planning and Highways and then brought to the June 2020 meeting.

FC20/091 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 8.40pm.

Date of Next Council Meeting: Full Council meeting on Thursday 4 June, 7.30pm via Zoom

Appendix FC20/089 Financial accounts

Date:		04/05/2020		Day Books: Supplier Payments (Summary)		
Date From:	01/04/2020					
Date To:	31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross B
7758	PP	01/04/2020	BRENTWOO	SO x 2	2 x business rates - Seymour and cemetery	401.00 R
7759	PP	01/04/2020	OPUS	Opus dd	Seymour electricity direct debit	71.21 R
7647	PP	02/04/2020	JPB	JPB 1005	VAT element of inv 1005 not paid previously	130.50 R
7753	PP	08/04/2020	SUELEES	SL4368	Design work on Neighbourhood Plan document	1500.00 R
7682	PP	14/04/2020	BL&S	BL&S41903	Padlock and chain for playground	52.56 R
7684	PP	14/04/2020	POZITIVE	POZ498017	Lychgate electric March / April	11.67 R
7686	PP	14/04/2020	JMPAYROL	JM27036	End of year payroll service	66.00 R
7623	PP	16/04/2020	EUROFFIC	EO3830321	Office stationery	72.19 R
7825	PP	20/04/2020	VIRGIN	Virgin dd	Caretakers mobile phone April	8.40 R
7828	PP	24/04/2020	GAZPROM	Gaz dd	Seymour gas April	6.51 R
7788	PP	27/04/2020	BRENTWOO	BBC100329819	Fryerning bin and Fairfield dogbin emptying for quarter ending 31/3/20	176.59 R
7790	PP	27/04/2020	RURALCOM	RCCE 20/21	RCCE annual membership	66.00 R
7826	PP	27/04/2020	EBM	EBM dd	Monthly printing and photocopying including Covid 19 volunteer leaflets	128.23 R
7576	PP	28/04/2020	TRADE	TRADE x 2	Step ladder and hardware organiser for caretaker	122.97 R
7619	PP	28/04/2020	TRADE	TPUK1063066778	Black fence paint for Lychgate	11.40 R
7621	PP	28/04/2020	EALC	EALC12660	EALC/NALC membership 2020/21	834.47 R
7676	PP	28/04/2020	CSH	CSH x 2	2 months bin emptying - Fryerning and Seymour	214.61 R
7755	PP	28/04/2020	ICCM	ICCM4626/2020/21	ICCM annual membership	95.00 R
7757	PP	28/04/2020	HEATHERL	HEA27580	Skip emptying at the cemetery	174.00 R
7816	PP	30/04/2020	JPB	JPB SO	Monthly grounds and pitch maintenance	3,931.74 R
7827	PP	30/04/2020	UTILITIE	UW dd	Landline and broadband for April	70.80 R
7821	PP	01/05/2020	IXCG	IXCG 2134	Monthly telephone fee March	38.69 N
7824	PP	01/05/2020	IXCG	IXCG 2127	Monthly monitoring, software and GDPR service March	401.31 N
7792	PP	12/05/2020	HEELISLO	HL9083	Internal audit fee	270.00 N
7798	PP	12/05/2020	POZITIVE	Poz521615	Lychgate electric April / May	11.29 N
7815	PP	12/05/2020	JPB	JPB1024	1 x interment and pitch slitting	414.00 N
7802	PP	14/05/2020	IXCG	IXCG x 2	Monthly telephone and IT service (invoices combined) April	445.26 N
7805	PP	14/05/2020	CSH	CSH x 2	Fryerning and Seymour April bin emptying	191.52 N
7625	PP	01/06/2020	SLCC	SLCC229141	SLCC annual membership A Wood	257.00 N

Date:		04/05/2020		Bank Payments & Receipts by Bank Account		
Date From :	01/04/2020					
Date To :	31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross B
7760	BR	01/04/2020	7100	adj	Stock Room hire cheque not cashed	41.19 R
7671	BP	02/04/2020	6502	158147	Fire extinguisher service	-59.46 R
7785	BR	09/04/2020	4007	BBC Grant	Small business relief grant (Covid19) from BBC	10000.00 R
7783	BR	15/04/2020	4001	Present 2020	1st installment of 2020/21 precept	86919.50 R
7793	BR	16/04/2020	2202	103561509	VAT Refund	4438.48 R
7768	BP	22/04/2020	2220	Apr20 payroll	Apr 20 net wages	-4084.63 R
7769	BP	22/04/2020	2210	Apr20 payroll	Apr 20 PAYE	-509.40 R
7770	BP	22/04/2020	2210	Apr20 payroll	Apr 20 Ee NIC	-150.29 R
7771	BP	22/04/2020	2210	Apr20 payroll	Apr 20 Er NIC	-222.04 R
7772	BP	22/04/2020	2230	Apr20 payroll	Apr 20 pension admin	-10.39 R
7773	BP	22/04/2020	2220	Apr20 payroll	Apr 20 A Wood pension	-129.87 R
7774	BP	22/04/2020	2230	Apr20 payroll	Apr 20 Ers pension contrib	-465.53 R
7782	BP	27/04/2020	7550	Zoom sub Apr 2020	Zoom monthly fee Apr 20 reimbursement A Wood	-14.39 R
7817	BP	12/05/2020	8204	370223	2020/21 parish council insurance	-620.64 N
BALANCES IN BANK ACCOUNTS DATED 30/4/20						379,050.16
Unity Trust Bank Current Account						125,933.48
Unity Trust Bank Savings Account						80,238.37
Petty cash						117.36
Nationwide Building Society						86,420.52
Yorkshire Building Society						86,340.43