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ANNUAL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 6 May 2021, 7.30pm
VENUE: Virtual meeting via Zoom

Present:	Cllrs	P Jeater (Chair) P Poston P Batchelor	P Davey D Jelley M Marston	M Hart R Pittman C Russell (7.43pm)	J Winter R Lee
Absent Also	Cllrs	D Sankey A Wood (Clerk and RFO)	E Benson 1 member of the public		

FC21/063 Election of the Chair

Cllr Jeater was proposed (Cllr Davey) and seconded (Cllr Hart) and Cllr Poston was proposed (Cllr Pittman) and seconded (Cllr Lee). After a vote it was **RESOLVED** to elect Cllr Paul Jeater as Chair of the Parish Council for 2021/22 **8 votes in favour of Cllr Jeater and vote ended at that point.**

FC21/064 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 on next Tuesday 17 May 2021 when attending the office

FC21/065 Election of Vice-Chairman

It was **RESOLVED** that Cllr Jelley be elected as Vice-Chair of the Parish Council
Proposed: Cllr Winter
Seconded: Cllr Hart
9 agreed, 1 abstention

FC21/066 Apologies for Absence – for noting but not approval

Apologies were noted from Cllr Russell and Cllr Sankey

FC21/067 Announcements and Declarations of Interest

None were presented

FC21/068 Public Participation

It was resolved to allow members of the public to speak at agenda item FC21/071 relating to the playground consultation.

FC21/069 To approve the minutes of the Full Council meeting held on 1 April 2021

The minutes were approved but were not signed by Cllr Jeater owing to the nature of the meeting.

FC21/070 Matters arising for report (but not for resolution)

- The Clerk advised that all documentation requested from the Horticultural Show has been received and therefore the booking has been confirmed for the 17 July 2021.
- Cllr Jelley advised that the sign-up for the e-newsletter has been launched and is on the homepage of the council website.

FC21/071 Playground approval

Cllr Jeater opened the discussion on the playground and invited a member of the public to speak to this item. The results of the public consultation were discussed in depth. *Cllr Russell arrived at 7.43pm*

After a vote, it **was RESOLVED unanimously to appoint Proludic Ltd to undertake the project at a cost of £74,998.40 plus VAT.**

It was further **RESOLVED to delegate authority for this project to the Facilities Committee and for them to be allowed to set up a working party to act as a liaison point with the contractors.**

**Proposed: Cllr Jeater
11 for, 0 against**

FC21/072 Annual return for the year ending 31st March 2021

- Council to approve the Annual Governance Statement 2020 - 2021 (Section 1)
- Council to approve the Accounting Statements 2020-2021 (Section 2)
- To receive the report of the Internal Auditor – Heelis & Lodge

It was RESOLVED to approve the Annual Governance Statement 2020/21 (Section 1)

Proposed: Cllr Jeater
All agreed

It was RESOLVED to approve the Accounting Statement 2020/21 (Section 2)

Proposed: Cllr Jeater
All agreed

It was RESOLVED to accept the Internal Audit report 2020/21

Proposed: Cllr Jeater
All agreed

FC21/073 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 2021
- Code of conduct 2021
- Financial Regulations 2021 and the approved payments addendum
- Freedom of information policies 2021 (including the publication scheme)
- Equality and Diversity policy
- Suite of Personnel policies
 - Councillor Employee relations
 - Disciplinary policy
 - Grievance policy
 - Health and Safety policy
 - Lone working
 - Unacceptable behaviour policy

**Proposed: Cllr Jeater
All Agreed**

FC21/074 Continuation of meetings

Cllr Jeater opened the discussion and reported on the recent virtual meeting between councillors where options were discussed. **It was RESOLVED that:**

- Committee meetings to take place at Seymour Pavilion
- Full Council meetings for June and July take place at the Community Centre

- A review of meeting plans take place before the September Full Council meeting

Proposed: Cllr Jeater

All Agreed

FC21/075 Committee structure of 2021-22

Membership of the standing committees and working groups were agreed.

FC21/076 To note the Parish Council Insurance policy (year 3 of 3) which includes a discount for the Local Council Quality Award

The policy and invoice were noted by the council.

FC21/077 Parish Council financial accounts

- To receive the IFPC Annual Report 2020-21
- Profit / loss report for April 2021
- Payments and receipts for April / May 2021
- Bank reconciliation for April 2021

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

- The signatories on all bank and savings accounts were reviewed and confirmed.

FC21/078 Items for inclusion in the next Agendas

- Approval of the e-newsletter template (Cllr Jelley)

FC21/079 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 8.45pm.

Date of Next Council Meeting: Full Council meeting on Thursday 3 June, 7.30pm, Ingatestone Community Centre

Appendix FC21/077 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 30/04/21				368,783.63
Unity Trust Bank Current Account				115,784.31
Unity Trust Bank Savings Account				80,238.37
Petty cash				
Nationwide Building Society				86,420.52
Yorkshire Building Society				86,340.43

Date:		04/05/2021					
Bank Payments & Receipts by Bank Account							
Date From :		01/03/2021					
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
8827	BR	02/03/2021	4900	050	Garden waste bags	33	N
8828	BR	02/03/2021	4002	051	Double asked interment Codling J96 - BACS	548.50	N
8829	BR	03/03/2021	4002	052	Exclusive rights prior to use	606.90	R
8724	BP	05/03/2021	6100	129474	Cemetery maps and books digital scanning	-1140.00	R
8748	BP	05/03/2021	6501	272272	4 x picnic benches for Seymour patio	-2553.60	R
8764	BP	05/03/2021	7550	AWoodzoom	A Wood Zoom reimbursement Feb/Mar21	-11.99	R
8830	BR	10/03/2021	4002	053	2 x ashes interments CodlingRoeder K162	1365.00	R
8831	BR	15/03/2021	4002	054	Exclusive rights and interment Lodge - BACS	426.00	R
8791	BP	17/03/2021	2220	Mar21 payroll	Mar 21 net wages	-4832.53	R
8792	BP	17/03/2021	2210	Mar21 payroll	Mar 21 paye	-675.20	R
8793	BP	17/03/2021	2210	Mar21 payroll	Mar 21 Ee nic	-267.93	R
8794	BP	17/03/2021	2210	Mar21 payroll	Mar 21 Er nic	-376.10	R
8795	BP	17/03/2021	2230	Mar21 payroll	Mar 21 pension admin	-10.68	R
8796	BP	17/03/2021	2220	Mar21 payroll	Mar 21 A Wood pension	-133.44	R
8797	BP	17/03/2021	2230	Mar21 payroll	Mar 21 ers pension	-478.34	R
8800	BP	23/03/2021	7100	Rent	Allotment and fairfield rents	-307.50	R
8833	BR	23/03/2021	4002	056	Memorial fee Debehnam - BACS	242.50	R
8812	BP	24/03/2021	6204	202104	New fencing around sunken grave	-1950.00	R
8811	BP	31/03/2021	8203	R Spouge	R Spouge mileage 2020	-35.10	R
8815	BP	31/03/2021	7550	A Wood	A Wood zoom reimbursement 21/3/21 - 20/4/21	-11.99	R
8871	BP	31/03/2021	6502	A Wright exp	Alarm key tags and cleaner	-21.03	R
8900	BP	31/03/2021	7901	Bank charges	Service charge	-29.25	R
8931	BR	01/04/2021	4004	112	Payment for cancelled event Aug 2020	288	R
8932	BP	01/04/2021	4004	112	Repayment of payment made in error (BBC Aug 20)	-288	R
8935	BR	01/04/2021	4001	precept	First installment of parish precept	86919.5	R
8913	BR	06/04/2021	4007	BBC Grant	Local Restrictions Support Grant	10193	R
9051	BR	06/04/2021	4002	058	Memorial fee Debehnam - BACS (poss duplicate)	242.5	R
9052	BR	06/04/2021	4002	059	Exclusive right and interment Bevan E36 - BACS	577.5	R
9053	BR	06/04/2021	4002	060	Interment Collins J46 - BACS	122.5	R
8951	BR	14/04/2021	2202	103561509	VAT Refund	4852.44	R
9054	BR	15/04/2021	4002	061	Meorial fee Haste K168	242.5	R
9019	BP	20/04/2021	2220	April 21 payroll	Apr 21 net wages	-4891.73	R
9020	BP	20/04/2021	2210	April 21 payroll	Apr 21 PAYE	-692.2	R
9021	BP	20/04/2021	2210	April 21 payroll	Apr 21 Ee NIC	-266.73	R
9022	BP	20/04/2021	2210	April 21 payroll	Apr 21 Er NIC	-374.62	R
9023	BP	20/04/2021	2230	April 21 payroll	Apr 21 Pension admin	-10.68	R
9024	BP	20/04/2021	2220	April 21 payroll	Apr 21 Ee pension	-133.44	R
9025	BP	20/04/2021	2230	April 21 payroll	Apr 21 Er pension	-478.34	R
9055	BR	20/04/2021	4002	063	Exclusive right and interment Baxter K160	1365	R
9056	BR	20/04/2021	4002	064	Exclusive right and interment Cole J99	426	R
9057	BR	20/04/2021	4002	065	Extension of exclusive rights Bridge	393.75	R
9080	BP	20/04/2021	7600	Land registry	Land registry search - cemetery	-3	R
9082	BR	28/04/2021	4002	067	Pennacks BACs - Charleston	1365	R
9081	BR	30/04/2021	4002	068	Chelmsford Star BACs - Speller	1365	R
8937	BP	07/05/2021	8204	LC001530	Parish council insurance 1/6/21-31/5/22	-627.47	N
9011	BP	07/05/2021	6501	43901	replacement lock and chain	-93.14	N
9028	BP	07/05/2021	7030	Easter eggs 21	Easter egg hunt prizes reimbursement P Jeater	-17.97	N
9073	BP	07/05/2021	7550	A Wood xoom	A Wood zoom reimbursement 21/4/21 - 20/5/21	-11.99	N
9074	BP	07/05/2021	6501	274231	Replacement nets	-174	N

Date:		04/05/2021					
Day Books: Supplier Payments (Summary)							
Date From:		01/03/2021					
Date To:		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
8803	PP	01/03/2021	EBM	EBM dd	Printing, copying monthly charge	42.00	R
8898	PP	01/03/2021	JPB	JPB dd	Grounds maintenance contract	3931.74	R
8754	PP	05/03/2021	LODGE	LIS x 3	Computer support, licences, backup and phones	418.27	R
8759	PP	05/03/2021	CSH	CSH x 2	2 x bin emptying - Lychgate and Seymour	191.77	R
8761	PP	05/03/2021	SLCC	SLCC 201247	A Wright Cemetery compliance course x 2	198.00	R
8763	PP	05/03/2021	MS2	MS2250321	Quarterly rent and service charge	5010.18	R
8776	PP	13/03/2021	POZITIVE	Poz836201	Lychgate electricity monthly payment	10.54	R
8819	PP	15/03/2021	BBALARMS	BB dd	Monthly alarm service	18.00	R
8817	PP	18/03/2021	PLUSNET	PN dd	Seymour wifi dd	20.40	R
8816	PP	22/03/2021	VIRGIN	Vir dd	Caretaker's mobile dd	8.40	R
8770	PP	23/03/2021	JMPAYROL	JM30468	Monthly payroll fee	30.00	R
8772	PP	23/03/2021	RURALCOM	RCCE21/22	Rural Community Council of Essex annual membership (halls)	66.00	R
8774	PP	23/03/2021	ESSEXPLA	EPFA 21	Essex Playing Field Association membership and comp entry	40.00	R
8778	PP	23/03/2021	SUELEES	SL4823	Twice yearly website analytics	30.00	R
8799	PP	23/03/2021	SLCC	SLCC201425	Regional seminar - A Wood	18.00	R
8802	PP	23/03/2021	PRINTWIS	Printwise	Tetra-pak bin emptying x 1	36.00	R
8870	PP	29/03/2021	EBM	EBM101493	Monthly printing and copying	42.00	R
8824	PP	31/03/2021	LODGE	LIS x 3	Lodge computer support, backup, licences etc	416.84	R
8875	PP	31/03/2021	DAC	DAC0353	Consultation statement work for Neighbourhood plan	984.00	R
8890	PP	31/03/2021	JPB	JPB dd	Grounds maintenance contract	3931.74	R
8918	PP	01/04/2021	BRENTWOO	BBC Sey	Seymour rates	207.85	R
8919	PP	01/04/2021	BRENTWOO	BBC Ceme	Cemetery rates	193.15	R
8920	PP	01/04/2021	BRENTWOO	BBC Suite 3	Suite 3 rates	293.20	R
8921	PP	01/04/2021	BRENTWOO	BBC Suite 2	Suite 2 rates	381.40	R
8889	PP	02/04/2021	JPB	JPB1183	Picnic benches at Seymour - installation	206.40	R
8952	PP	06/04/2021	JPB	JPB1170	2 x interments	84.00	R
8930	PP	15/04/2021	POZITIVE	POZ876965	Lychgate electricity monthly payment	11.29	R
8939	PP	15/04/2021	PRINTWIS	Print2218932	New bin and emptying - Tetrapak	432.00	R
8945	PP	15/04/2021	JMPAYROL	JM30732	End of year payroll service	66.00	R
8948	PP	15/04/2021	LODGE	LIS58702	MS Licences for councillors and staff	150.00	R
9038	PP	15/04/2021	BBALARMS	BB so	Seymour alarms maintenance dd	18.00	R
9036	PP	19/04/2021	PLUSNET	PN dd	Seymour wifi dd	20.40	R
8873	PP	20/04/2021	EALC	EALC14062	2 x online Equality and Diversity training	33.60	R
8878	PP	20/04/2021	TRADE	TradeUK x 2	Seymour equipment and janatorial supplies	50.05	R
8903	PP	20/04/2021	CSH	CSH507828	Lychgate bin emptying	106.26	R
8906	PP	20/04/2021	CSH	CSH 508960	Seymour bin emptying	123.06	R
8910	PP	20/04/2021	EALC	EALC13984	EALC/NALC membership	874.25	R
8912	PP	20/04/2021	TRADE	TUK	Janatorial supplies for pavilion	66.43	R
8954	PP	20/04/2021	HEATHERL	Hea29087	Skip replacement at cemetery	174.00	R
9035	PP	20/04/2021	VIRGIN	Vir dd	Caretaker's mobile dd	8.40	R
9077	PP	26/04/2021	ECOTRICI	ECO elec	Seymour electricity dd	163.31	R
9078	PP	26/04/2021	ECOTRICI	ECO gas	Seymour gas dd	27.69	R
9083	PP	30/04/2021	EBM	EBM dd	Printing, copying monthly charge	99.74	R
9091	PP	30/04/2021	JPB	JPB dd	Grounds maintenance contract	3931.74	R
9027	PP	07/05/2021	HEELISLO	HL9141	Internal audit fee	310.00	N
9030	PP	07/05/2021	ESSEXHER	EHT205	Essex Heritage Trust membership	25.00	N
9032	PP	07/05/2021	LODGE	LIS59299	Phone calls and line rental March 21	61.25	N
9034	PP	07/05/2021	SLCC	SLCC234706	SLCC membership for Clerk	263.00	N
9066	PP	07/05/2021	LODGE	LIS x 3	invoices)	1218.00	N
9068	PP	07/05/2021	BL&S	BLS43943	New padlock	20.40	N
9070	PP	07/05/2021	NALC	NALC	Biggleswade webinar (C Russell)	38.93	N
9072	PP	07/05/2021	EALC	EALC 14081	13 x equality and diversity webinar	218.40	N
8942	PP	26/05/2021	TRADE	TUK408	Janatorial supplies for pavilion	5.98	N
8943	PP	26/05/2021	TRADE	TUK920	Parasols for pavilion	180.00	N