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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD:

3 September 2020

VENUE:

Virtual meeting via Zoom

Present:	Cllrs	P Jeater (Chair) P Davey J Winter D Carpenter	M Marston C Russell P Poston	M Hart D Sankey E Benson	R Lee D Jelley P Batchelor
Absent Also	Cllrs	C Baker A Wood (Clerk and RFO)	R Pittman R Skepelhorn (Communications Officer)	BCllr Hones, Clove and Bridge	

FC20/142 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Baker and Pittman.

FC20/143 Welcome new councillors

Cllrs Batchelor and Marston were welcomed to the council. The Clerk advised that the Acceptance of Office form had been signed and the Register of Interests had been received.

FC20/144 Announcements and Declarations of Interest

None were presented

FC20/145 Public Participation

No members of the public were present.

FC20/146 To approve the minutes of the Full Council meeting held on 6 August 2020

The minutes were approved but were not signed by Cllr Jeater owing to the nature of the meeting. The Clerk advised council that minutes are now being signed in the office, following distancing guidance.

FC20/147 Matters arising for report (but not for resolution)

The Clerk reported that she had received a thank you note from 2nd Ingatestone Brownies for the grant award. It was also reported that the grant for the new Stones Ladies football kit with parish council sponsorship has been publicised on social media.

FC20/148 To approve the committee and working party membership for new councillors

The following was agreed:

Cllr Marston – Facilities, Neighbourhood Plan Advisory Committee and would like to assist with the Ingatestone Museum Project

Cllr Batchelor – Planning and Highways, Economic Development Working Group and Neighbourhood Plan Advisory Committee

FC20/149 Committee reports

- Planning and Highways (Cllr Poston) – as per minutes. Cllr Poston reported on a meeting held that morning with representatives from the Ingatestone Garden Centre development and a report will be circulated to Councillors.

- Facilities (Cllr Sankey) – No meeting in August but reported on the Fryerning pond project and a matter with the burial ground in Fairfield and these will be discussed at the next meeting.
- Legal and Finance (Cllr Jeater) – No meeting in August but Cllr Jeater reported that there was no update on CCTV at this time.
- Communications (Cllr Jelley) – No meeting in August. The newsletter has been distributed and Cllr Jelley asked for feedback on its format. Following a lengthy discussion, it was concluded that investigation into an e-newsletter format should take place but that a paper copy still had to be produced, possibly at a less frequent interval. It was agreed that a survey of residents as to their expectations would be beneficial.
- Personnel (Cllr Winter) – nothing further to report that had not been previously covered.
- Neighbourhood Plan Advisory (Cllr Winter) – the plan is on the website and has been sent to the statutory consultees and Mr Skepelhorn is working on the consultation period up the 31 October.

FC20/150 Working party updates and specific projects

- Economic development – Cllr Hart reported that he had produced a draft terms of reference and raised questions around the reporting and approval mechanism for this working party. It was agreed that this be discussed further at the next Full Council meeting.
- Fryerning Pond – Cllr Jeater spoke about the meeting with representatives from the Parish Rooms and the possible joint project for the renovation of the pond. The Clerk pointed out to members that there was no budget for this project and that the council were acting as advisors only to the Parish Rooms who manage the land. It was noted that they could apply for a parish council grant if required.
- IT working party – the issue of using a desktop version of Outlook for parish council emails was raised and Cllr Cloke and the Clerk advised that unless the desktop is controlled by the parish council, there could be an issue with GDPR and FOI requests.
- Ingatestone museum – Cllr Davey advised that the lease is with Greater Anglia for final queries relating to service charges.
- To establish a Climate Emergency working party – Cllrs Jeater, Sankey, Jelley and Carpenter with Cllr Winter in relation to the Neighbourhood Plan
- To establish a Health and Wellbeing working party – Cllrs Baker, Lee and Marston
- *Cllr Benson left the meeting at 8.35pm*

FC20/151 Clerk's report

An update report had been previously circulated. Cllr Sankey asked about the cycle hoop meeting; the Clerk advised that the meeting had been rearranged to the 22nd September. He also asked about the Locality Fund application update which has not progressed due to siting issues.

FC20/152 Parish Council financial accounts

- Profit / loss report for August 2020
- Payments and receipts for August / September 2020
- Bank reconciliation for August 2020
- Budget tracker for 2020/21

The above reports were reviewed and approved by the council.

FC20/153 To received written reports of external meetings attended by any Parish Councillor

A report from Cllr Winter regarding her notes for the working parties had been previously circulated. Cllr Davey submitted a report regarding the Honours List.

FC20/154 To received written reports from Borough / County Councillors

No reports had been received. Cllr Hart raised the issue about traffic in Willow Green and the High Street. Cllr Cloke advised that Covid had created a challenge with parking enforcement officer recruitment and training. Cllr Jeater asked about the litter bins on Footpath 38 and Cllr Cloke advised that he had raised the issue with BBC. Cllr Jeater asked for an update on Tetra Paks and shredded paper and Cllr Bridge was still working on the matter.

FC20/140 Items for inclusion in the next Agenda

The formation of working parties as identified in the 3-year action plan

FC20/141 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 8.58pm. **Date of Next Council Meeting: Full Council meeting on Thursday 1 October, 7.30pm via Zoom**

Appendix FC20/152

Date From:		01/08/2020				
Date To:		31/12/2050				
No	Type	Date	N/C	Ref	Details	Gross B
8142	PP	01/08/2020	BRENTWOO	BBCcemetery	Cemetery business rates Aug 2020	192.00 R
8143	PP	01/08/2020	BRENTWOO	BBCseymour	Seymour business rates Aug 2020	207.00 R
8060	PP	03/08/2020	HOLMESAN	H&H	Office move legal fees	1835.73 R
8061	PP	03/08/2020	OPUS	opus dd	Seymour electricity final invoice	142.85 R
8044	PP	07/08/2020	NISBETS	Nisbets x 2	Covid 19 janatorial supplies	283.06 R
8053	PP	07/08/2020	CSH	CSH x 3	2 x bin emptying - Seymour and Lychgate	186.72 R
8055	PP	07/08/2020	BLACKWAT	BP15259	A Board and coffee morning banner	252.00 R
8066	PP	07/08/2020	PKFLITTL	PKF2019/20	Annual external audit fee	720.00 R
8145	PP	07/08/2020	BULB	Bulb dd	Seymour electricity monthly dd	20.00 R
8150	PP	11/08/2020	PLUSNET	Plusdd	Seymour wifi monthly dd	20.40 R
8064	PP	13/08/2020	POZITIVE	Poz605219	Lychgate electricity monthly charge	11.67 R
8153	PP	17/08/2020	GAZPROM	GAZdd	Seymour gas monthly dd	6.51 R
8120	PP	18/08/2020	LODGE	LIS58030	Office 365 licenses for councillors and staff (monthly)	129.36 R
8122	PP	18/08/2020	JMPAYROL	JM28291	Monthly payroll service	30.00 R
8148	PP	20/08/2020	VIRGIN	Virgin dd	Caretaker's mobile monthly dd	8.40 R
8102	PP	27/08/2020	BLACKWAT	BP15287	Newsletter printing	456.00 R
8110	PP	27/08/2020	SLCC	SLCC132256	New Clerks webinar R Skepelhorn	12.00 R
8111	PP	27/08/2020	SLCC	SLCC132321	national conference webinar A Wood	30.00 R
8151	PP	27/08/2020	EBM	EBMdd	Printing and copying monthly dd	24.00 R
8147	PP	28/08/2020	UTILITIE	UW dd	Landline and broadband monthly dd	70.80 R
8163	PP	31/08/2020	DAVIS	Dav2801	Boiler and plumbing works Seymour	284.40 N
8161	PP	03/09/2020	JPB	JPB1088	2 x interments	108.00 N
8167	PP	03/09/2020	LODGE	LIS58129	Office 365 licenses for councillors and staff (monthly)	150.00 N
8170	PP	03/09/2020	NALC	NALC1434086191	Rebuilding communities webinar P Jeater	38.93 N
8172	PP	03/09/2020	SUELEES	SL4528	Newsletter set up and design	600.00 N
8107	PP	04/09/2020	BRENTWOO	BBC100338974	Market Place and Bell mead car parking annual agreement	1431.17 N
8174	PP	25/09/2020	MS2	MS2rent	Quarterly rent charge for new office.	4878.04 N
BALANCES IN BANK ACCOUNTS DATED 31/8/20						321,979.03
Unity Trust Bank Current Account						68,979.71
Unity Trust Bank Savings Account						80,238.37
Petty cash						
Nationwide Building Society						86,420.52
Yorkshire Building Society						86,340.43

Date From :		01/08/2020					
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
8040	BP	07/08/2020	7550	32221276	Zoom July/Aug A Wood	-11.99	R
8049	BP	07/08/2020	7085	1	Office removals	-200.00	R
8056	BP	07/08/2020	7085	AWood exp	Mileage for lease delivery	-20.25	R
8068	BP	07/08/2020	8200	covid grant (3)	IF Cricket Club	-380.72	R
8069	BP	07/08/2020	8200	covid grant (3)	I&D Camera Club	-300.00	R
8070	BP	07/08/2020	8200	covid grant (3)	IF Community Club	-595.49	R
8131	BR	11/08/2020	4002	015	Exclusive rights and interment Simpson BACS	1365.00	R
8133	BR	12/08/2020	4002	017	Interment fee Bickers	122.50	N
8134	BR	12/08/2020	4002	019	Interment fee Johnson J80 BACS	122.50	R
8123	BP	14/08/2020	7085	242	New networking for the new office	-675.00	R
8112	BP	18/08/2020	6502	3125	Balance for pavilion screen and projector	-2160.00	R
8135	BR	22/08/2020	4002	020	Interment fee Miller H47 BACS	122.50	R
8092	BP	25/08/2020	2220	Aug 20 payroll	Aug 20 net wages	-4785.92	R
8093	BP	25/08/2020	2210	Aug 20 payroll	Aug 20 paye	-622.40	R
8094	BP	25/08/2020	2210	Aug 20 payroll	Aug 20 Ee NIC	-261.33	R
8095	BP	25/08/2020	2210	Aug 20 payroll	Aug 20 Er NIC	-364.43	R
8096	BP	25/08/2020	2230	Aug 20 payroll	Aug 20 pension admon	-10.39	R
8097	BP	25/08/2020	2220	Aug 20 payroll	Aug 20 A Wood pension	-129.87	R
8098	BP	25/08/2020	2230	Aug 20 payroll	Aug 20 Ers pension contrib	-465.53	R
8100	BP	27/08/2020	7085	11798	New blinds for Suites 2 & 3 50% deposit	-865.00	R
8103	BP	27/08/2020	6502	A Wright exp	Expenses form 29/6/20-13/8/20	-107.11	R
8104	BP	27/08/2020	6502	A Wright exp	Expenses form 17/8/20-21/8/20	-56.61	R
8139	BR	28/08/2020	4002	021	Interment fee Saych	122.50	R
8164	BP	03/09/2020	6501	Patio extras	Additional patio and fencing works Seymour	-790.00	N
8105	BP	04/09/2020	7550	37328539	Zoom Aug /Sept A Wood	-11.99	N
8099	BP	08/09/2020	7501	5805660	Postage stamps purchase	-47.98	N