



Ingatestone and Fryerning Parish Council Annual Report 2017/2018

Membership of the Parish Council as at 31st March 2018

- ⇒ Paul Jeater (Chair)
- ⇒ Phill Poston (Vice-Chair)
- ⇒ David Abrey
- ⇒ Emma Benson
- ⇒ Toby Blunsten
- ⇒ Linda Boyce
- ⇒ Peter Davey
- ⇒ Lyndon Day
- ⇒ Donald Frost
- ⇒ Julie Fowkes
- ⇒ Dawn Jelley
- ⇒ Nancy Jennings
- ⇒ Rachel Lee
- ⇒ Kate Sutton
- ⇒ Jane Winter

Dates, venues and times of regular meetings

All meetings are held at 7.30pm in Ingatestone Library, High Street unless otherwise stated.

All agendas are published 5 days in advance of the meeting on the Parish Council noticeboards, Facebook and Parish Council website.

Full Council meets on the 1st Thursday of the month except in May (2nd Thursday) due to council elections.

Churchyards and Environments Committee meets on the 2nd Monday of the month.

Policy and Resources Committee meetings on the 3rd Monday of the month.

Planning Committee meets every other Thursday at 9.30am in Ingatestone Library.

Communications and IT Committee meets quarterly .

Neighbourhood Plan Advisory Committee meets every month at a date agreed at the previous meeting

Minutes of all meetings are available on the Parish Council website, Ingatestone Library and from the Parish Council office

Officers of the Parish Council as at 31st March 2018

- ⇒ Abigail Wood (Parish Clerk and Responsible Financial Officer)
- ⇒ Rosemary Spouge (Assistant Parish Clerk)
- ⇒ Jose Wise (Administrative Assistant)

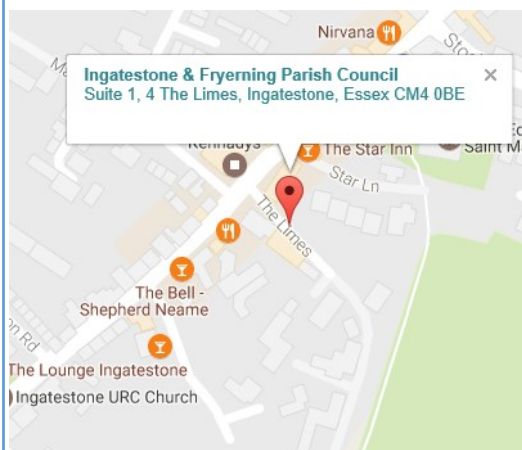
Parish Office

Suite 1, 4 The Limes, Ingatestone, Essex, CM4 0BE

Open Tuesday—Thursday 9-5pm except over the Christmas period. Please note that sometimes due to holidays, opening times may differ

Tel: 01277 353315

Email: office@ingatestone-fryerningpc.gov.uk



Chairman's report—Looking back at 2017/18

In preparation for tonight's Annual Assembly I decided to look back on the report that I wrote twelve months ago. In that report I described negotiations with Brentwood Council to secure a lease on Seymour Field and Pavilion as "painfully slow". Little did I know then that these negotiations would drag on for a further year. As I've said before men and women sail single handed around the world faster than Brentwood Council conduct negotiations. However, I'm pleased to report that as of 21 May 2018 we have signed an Agreement to Lease for the field and pavilion for 25 years.

Now comes the process of obtaining sufficient grants to enable the Parish Council to undertake the necessary refurbishment of the Pavilion. Throughout the past year we have been having discussions with Essex Football Association and have been contacting other bodies regarding co-funding the project. These negotiations and grant applications are on going and hopefully will reach fruition over the summer.

If all goes well work on the pavilion could start in September. This is much later than we envisaged and will mean our adult football teams will need to relocate for much of the 2018-19 season. I must stress that these delays were not instigated by the Parish Council. We hope in the next year to improve the quality of both the football pitches and create changing rooms for teams that meet current FA standards. In addition, we want to provide the Parish with a meeting space with kitchen that can be used by community groups and clubs.

We would have liked a longer lease, 99 years would have been ideal, but 25 years will ensure that the only publicly owned green space in the Parish remains a recreational area for current residents and the next generation. None of this would have been possible without the tenacious dedication of Councillor Peter Davey and the Parish Clerk, Abi Wood, who have devoted hour upon hour to the lease negotiations. The Parish Council is heavily indebted to you both.

The other major project we have embarked upon is the creation of a parish Neighbourhood Plan. This is a huge undertaking and judging from other towns and parishes who have already undertaken them the process can take up to 4 years. Over the past year a Neighbourhood Plan Working Group has come together comprising of residents (including some parish councillors) and a tremendous amount of research has been undertaken. The aim has been to ask ourselves how can Ingatestone and Fryerning prepare itself for the next thirty years. Surveys have been devised for the local business community and at the time of writing a full-scale residents' survey is about to be distributed to all households with our regular Parish Newsletter as well as the chance to

complete the survey online. The whole project has been coordinated by Councillor Jane Winter, this is a huge undertaking that has the potential to benefit our community, and thanks are due both to Jane and those who serve on the NPWG for achieving so much during the year.

The past year saw the resignation of Phil Lackford from the Council, and for the first time in many years this resulted in a by-election for a replacement councillor. The result of which saw Nancy Jennings elected. By-elections for parish councillors are not common and we should acknowledge the fact that our community has so many residents willing to give up their time to serve the community in which they live.

Just over a year ago we created a Communications and IT Committee. Led by Councillor Dawn Jelley, this committee has worked on revamping our Parish Newsletter and increasing our presence on social media (Facebook and Twitter). Recently members of the committee have focussed on rebranding the Parish Council and the creation of a distinctive logo which will now feature on our publications and other communications.

The work of the Parish Council has increased substantially in recent years and of course is likely to increase further with the acquisition of Seymour Field and Pavilion. With this in mind the Personnel Committee has investigated the possibility of creating a position for an apprentice within our parish office and we are currently seeking funding to create this post. Hopefully if successful this will offer an opportunity for training and possibly future employment opportunities for a local person.

During the past year Ingatestone & Fryerning Parish Council reached Foundation Level in the National Association of Local Council's Local Council Awards Scheme and I was able to collect the award on behalf of the Council on the 19 September at the Essex Association of Local Councils AGM Held in Great Dunmow. We are now working towards achieving Quality status and hopefully we will be able to apply for that grading by 2019. None of this would be possible without the dedication of our staff and the time commitment of the Councillors who give their time freely to serve the parish.

Finally, as we look ahead to the next twelve months there is still much to do. We hope to bring the first phase of the Seymour Field project to a conclusion and continue to progress the Neighbourhood Plan. As this is the last Annual Report and Assembly before the parish council elections scheduled for May 2019, this is an opportune moment to thank all those who have served as Councillors on Ingatestone & Fryerning Parish Council during this term of office (2015-19)

Cllr Paul Jeater

Balance sheet for y/e 31st March 2018

31/03/2017

31/3/2018

Fixed Assets**164,517.59**

Assets

183,672.59 1**Current Assets**

0.00

Debtors & Prepayments

2,212.39

94,394.42

Bank Current Account

65,087.14

75,000.00

Nationwide Building Society

85,000.00

2

75,000.00

Yorkshire Building Society

85,483.46

0.00

Saffron Building Society

85,000.00

3

1,840.43

Parish Youth Council Account

1,840.53

4

461.96

Cash in hand

117.39

246,696.91**324,740.91****Current Liabilities**

730.18

Creditors & Accruals

6,296.05

5

1,890.14

VAT

-3,585.55

6

-2,429.68

PAYE

1.60

190.84**2,712.10****246,506.07****Current Assets less Current Liabilities: 322,028.81****411,023.66****Total Assets less Current Liabilities: 505,701.40****Capital & Reserves**

248,696.59

Reserves

267,751.59

116,336.10

Profit & Loss Account 2016

237,949.81

45,991.17

Profit & Loss Account 2017

0.00

411,023.86**505,701.40**

- 1 Increased includes the addition of the cemetery annexe, bus shelters, Queens brazier, Fryerning notice-board, table top noticeboards and the newly purchased photocopier to the asset register
- 2 Increase in both the Nationwide and Yorkshire Building Societies to FSCS compensation limits Increase in both the Nationwide and Yorkshire Building Societies to FSCS compensation limits
- 3 Newly opened account in 2017/18 in order to provide maximum protection of reserves
- 4 Account is dormant - members for the Youth Council being sought
- 5 This figure includes the cost of the Jan 18 election of £5884.58 which was invoiced by Brentwood Borough Council in March with a payment date of April 2018
- 6 Figure consists of VAT owed to the parish council for 1/1/18 - 31/3/18, received in April 2018

Income and Expenditures for y/e 31st March 2018

31/03/2017	Income	Budget	Variance	Actual	
27,660.00	Brentwood Borough Council Grants	9,969.00	0.00	9,969.00	
135,348.00	Parish Precept	156,100.00	0.00	156,100.00	
27,512.10	Burials & Ashes	25,000.00	-4,888.70	29,888.70	
1,466.62	Christmas Trees	1,400.00	1,360.00	40.00	7
14,132.00	Other Grants	0.00	-5,176.00	5,176.00	8
884.75	Other income	1,900.00	833.88	1,066.12	9
		207,003.47		202,239.82	
	Purchases				
197.00	Purchase of items for resale	200.00	13.00	187.00	
3,617.00	High Street Christmas Trees	5,160.00	197.05	4,962.95	
1,763.05	Events	450.00	0.00	450.00	
0.00	Neighbourhood Plan expenses	0.00	-1,837.18	1,837.18	10
		5,577.05		7,437.13	
	Upkeep of Churchyards, Cemetery and Open areas				
0.00	Fryerning Cemetery - Trees	1,500.00	760.00	740.00	
900.00	Fryerning Cemetery -Internments	1,100.00	365.00	735.00	
40,300.24	Fryerning Cemetery - Ground Maintenance	19,675.00	1,274.07	18,400.93	
1,565.77	Fryerning Cemetery - Skip and bin hire	1,300.00	-265.83	1,565.83	11
4,804.96	Ingatstone Churchyards - Grounds Maintenance	4,720.00	-54.96	4,774.96	
4,450.08	High Street - Plants and watering	5,950.00	371.92	5,578.08	
2,963.20	Fairfield - Repairs and renewals	8,000.00	6,407.31	1,592.69	12
5,649.84	Fairfield - Bin emptying and litter picking	5,669.00	-225.64	5,894.64	13
12,518.93	Fairfield - Pond maintenance	2,500.00	-889.00	3,389.00	14
0.00	Fairfield - Tree maintenance	2,000.00	1,315.00	685.00	
3,549.96	Fairfield - Ground maintenance	4,400.00	1,000.04	3,399.96	
0.00	Seymour Pavilion and Field - maintenance /repairs	95,159.00	90,538.17	4,620.83	15
		76,702.98		51,376.92	
124,723.44	Gross Profit/(Loss):			143,425.77	
	Office Expenses				
0.00	Election costs	0.00	-5,884.58	5,884.58	16
203.00	Clock maintenance	220.00	11.00	209.00	
1,108.38	Car parking agreement	1,150.00	19.45	1,130.55	
10,618.04	Office move	0.00	-60.00	60.00	
37,864.10	Office staff salaries	39,750.00	-1,738.07	41,488.07	17
6,500.04	Office Rent, Rates & Insurance	8,265.00	3,297.65	4,967.35	

31/3/17		Budget	Variance	Actual	
2,386.28	Electricity and Gas	1,450.00	-183.79	1,633.79	
60.75	Travel costs	0.00	-106.02	106.02	
2,730.25	Printing Postage & Stationery	2,875.00	659.65	2,215.35	
2,193.11	Telephone, Internet & Website	2,568.00	1,532.00	1,036.00	18
4,933.85	Computing & Software	1,200.00	-989.12	2,189.12	19
2,513.89	Software subscriptions and equipment leasing	2,890.91	138.31	2,752.60	
1,321.50	Legal and professional	4,375.00	1,583.50	2,791.50	20
1,466.94	Office - Repairs/renewals, sundries and refreshments	1,195.00	794.23	400.77	
0.00	Bank charges and interest	0.00	-49.95	49.95	21
2,495.38	Donations and Subscriptions	1,274.00	22.89	1,251.11	
1,019.00	Training	800.00	-173.00	973.00	
1,317.76	Insurance	1,190.00	72.06	1,117.94	
78,732.27				70,256.70	
45,991.17		Net Profit/(Loss):		73,169.07	

- 7 Parish Council resolved to not charge the local businesses for the installation of the Christmas Trees, following the cancellation of the Victorian Evening leaving an excess of £1000 in the budget for the event
- 8 This figure consists of the Essex Heritage Trust grant for the pond (£2500) and Neighbourhood Plan grant (£2676)
- 9 This figure includes sales of souvenirs and bank account interest earned
- 10 This figure is balanced against the grant received for this work as detailed in point 8
- 11 This figure is above budget as more skips for the cemetery were required during the year
- 12 There were no major repair or replacement works required to the play ground equipment in this year
- 13 This figure includes the installation of a new bin to replace a vandalised bin, not budgeted for
- 14 This figure includes post refurbishment works undertaken on the pond in this financial year, budgeted for in the previous year but due to weather, works were delayed
- 15 This budget item is for the renovation work on the pavilion which has not yet commenced
- 16 This item was an unexpected cost which was financed from reserves
- 17 This item is above budget as the Clerks hours were increased by 1.5 hours a week plus increased pension charges mid year
- 18 This saving is due to the renegotiation of phone and internet providers during the year
- 19 This increase is due to a 3 year Wi-Fi licence and also the installation of Acronis backup system to meet GDPR requirements
- 20 The parish council budgeted for the successful completion of the Seymour Field lease negotiation this year. As this is ongoing, the legal fees associated with this are still to be billed
- 21 The parish council changed to Unity Trust bank PLC during the year and are now subject to a quarterly charge

Ingatestone and Fryerning Parish Council
Asset Register as at March 2018

It is a requirement for Parish Councils to state the value of the assets at the original cost or insurance value. Parish Councils are unable to depreciate assets over time.

Description	Original cost	Location
Lychgate, Fryerning and cemetery	£54200	Fryerning
Office equipment		
IT equipment	£3942	Office
Office equipment and photocopier	£3650	Office
Street furniture and outside equipment		
Skate park and MUGA	£58058	Fairfield
Younger children's play area	£24143	Fairfield
Benches, picnic tables and litter bins	£11096	Various sites
Village signs and noticeboard	£9000	Either end of Ingatestone
War memorial and Queens beacon	£6458	St Edmunds and St Mary's Churchyard
Interpretation panel	£750	Fairfield pond
Wooden planters	£875	Various sites
Bus shelters	£6500	Various sites
Gates and fencing	£3768	Fairfield
Meeting equipment		
Folding chairs	£700	Lychgate
Folding tables	£533	Lychgate
Total value of assets	£183673	

Summary of unaudited Annual Return (audited return due September 2018)

	Year ending 31st March 2017	Year ending 31st March 2018
Balance brought forward	201660	246697
Annual Precept	135348	156100
Total other receipts	71655	46140
Staff costs	37864	41488
Loan interest / capital repayments	0	0
Total other payments	123148	87583
Balance carried forward	247651	319866
Total cash and investments	246697	322529
Total fixed assets and long term investments	164518	164517
Total borrowings	0	0

How often did your Councillors attend meetings?

Total number of meetings (1/4/17 — 31/3/18)	Full Council	C&E	P&R	Planning	Personnel	NPAC	C&IT
	12	11	11	23	3	5	3
Paul Jeater (Chair)	12	10	9		2	5	3
Phill Poston (Vice-Chair)	8			16	1		2
David Abrey	11		9	22			
Emma Benson (joined July 17)	5/9					2	2
Toby Blunsten	12	10	8/9			3	3
Linda Boyce	8	10	10		3		
Peter Davey	10		10	20			3
Lyndon Day	11	8/10		19			
Donald Frost	7		10		2/2		3
Julie Fowkes	3	4			2		
Dawn Jelley	8		7/9			3	3
Nancy Jennings (joined Jan 18)	1/3					0/3	1/1
Rachel Lee	8	9					
Kate Sutton	8			14			
Jane Winter	11		9/9	22	3	5	

C&E—Churchyards and Environments

P&R—Policy and Resources

NPAC—Neighbourhood Plan Advisory Committee

C&IT—Communications and IT