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ANNUAL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 16 May 2022, 7.30pm
VENUE: Seymour Pavilion, New Road, Ingatestone

Present:	Cllrs	P Jeater (Chair) D Sankey M Marston	R Whittow- Williams J Winter L Emmett	M Hart A Farrant P Batchelor	P Davey R Pittman
Absent Also	Cllrs	C Russell A Wood (Clerk and RFO)	R Lee	P Poston	

FC22/045 Election of the Chair

It was **RESOLVED** to re-elect Cllr Paul Jeater as Chair of the Parish Council for 2022/23

Proposed: Cllr Davey

Seconded: Cllr Hart

All agreed

FC22/046 Chair to sign the Declaration of Acceptance of Office as Chair

Cllr Jeater signed the Declaration in front of the Council and Clerk

FC22/047 Election of Vice-Chair

It was **RESOLVED** that Cllr Jane Winter be elected as Vice-Chair of the Parish Council for 2022/23

Proposed: Cllr Jeater

Seconded: Cllr Davey

All agreed

FC22/048 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Russell, Lee, and Poston

FC22/049 Announcements and Declarations of Interest

None were presented

FC22/050 Public Participation

No members of the public in attendance

FC22/051 To approve the minutes of the Full Council meeting held on 7 April 2022

The minutes were approved and signed by Cllr Jeater as a correct record of the meeting.

FC20/052 Matters arising for report (but not for resolution)

- Cllr Sankey was congratulated on his recent appointment to Brentwood Borough Council as Ward Councillors for Ingatestone, Fryerning and Mountnessing.
- The council requested thanks be minuted for the work and dedication of Dawn Jelley during her time on the council. The Clerk confirmed that she had not received notification of a by-election and therefore the council would now be able to co-opt.

- Cllr Davey advised that the EALC will be administrating a new grant scheme for food banks which will be launched later this week.

FC22/053 Annual return for the year ending 31 March 2022

- 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.
- The Clerk presented the report of the Internal Audit, Heather Heelis and it was noted that there were no recommendations.
- The council requested that thanks be minuted for the work undertaken by the Clerk on this matter.

It was RESOLVED to approve the Annual Governance Statement 2021/22 (Section 1)

Proposed: Cllr Jeater

All agreed

It was RESOLVED to approve the Accounting Statement 2021/22 (Section 2)

Proposed: Cllr Jeater

All agreed

It was RESOLVED to accept the Internal Audit report 2021/22

Proposed: Cllr Jeater

All agreed

FC22/054 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 2022
- Code of conduct 2022
- Financial Regulations 2022 and the approved payments addendum
- Freedom of information policies 2022 (including the publication scheme)
- Equality and diversity policy

Proposed: Cllr Davey

Seconded: Cllr Pittman

All Agreed

It was further **RESOLVED**, following a recommendation from the Legal and Finance Committee that future nominations for the Chair and Vice Chair would require a written statement submitted in advance up to a maximum of 500 words.

Proposed: Cllr Davey

Seconded: Cllr Hart

All agreed

FC22/055 Committee structure

Membership of the standing committees was agreed.

FC22/056 Parish Council insurance

The Clerk presented three quotes for parish council insurance due to start on the 1 June 2022. It was **RESOLVED to opt for a three-year agreement with BHIB at a cost of £945.55 per annum including tax.** This was based on being the cheapest quote received.

Proposed: Cllr Jeater

All agreed

FC22/057 Parish Council financial accounts

It was **RESOLVED** to receive the IFPC Annual Report for 2021/22

Proposed: Cllr Jeater

All agreed

It was **RESOLVED** to approve the following reports and payments

- To look at the Profit and Loss for April 2022
- To receive the latest bank reconciliation for April 2022
- To approve the payments and receipts for April / May 2022

Proposed: Cllr Jeater

All agreed

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

Proposed: Cllr Jeater

All agreed

It was **RESOLVED** that the **following councillors be signatories for the Unity Trust bank account**

- D Sankey
- J Winter
- M Hart
- M Marston
- R Pittman
- The clerk will check on whether Cllrs Lee and Poston wish to remain as signatories and action accordingly.

Proposed: Cllr Jeater

All agreed

It was **RESOLVED** to confirm the list of current direct debits and standing orders

Proposed: Cllr Jeater

All agreed

It was **RESOLVED** to confirm the setting up of a new savings account as per the discussion at the legal and Finance Committee on the 25 April 2022.

Proposed: Cllr Jeater

All agreed

FC22/058 Items for inclusion in the next Agenda

There were no items requested.

FC22/059 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 8.04pm.

Date of Next Council Meeting: Full Council meeting on Thursday 9 June, 7.45pm, Seymour Pavilion

Appendix FC22/057 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 31/3/22		273,464.66
Unity Trust Bank Current Account		101,913.68
Unity Trust Bank Savings Account		85,000.00
Petty cash		210.55
Nationwide Building Society	closed 23/3/22	0.00
Yorkshire Building Society		86,340.43

Date:	12/05/2022					
Day Books: Supplier Payments (Summary)						
Date From:	01/04/2022					
DateTo:	31/12/2050					
No	Typ	Date	N/C	Ref	Details	Gross B
10455	PP	01/04/2022	BRENTWOO	BBC seymour	Business rates	207.85 R
10456	PP	01/04/2022	BRENTWOO	BBC cemetery	Business rates	193.15 R
10457	PP	01/04/2022	BRENTWOO	BBC Suite 3	Business rates	293.20 R
10458	PP	01/04/2022	BRENTWOO	BBC Suite 2	Business rates	381.40 R
10504	PP	05/04/2022	ANGLIANW	AW dd	Seymour water rates monthly dd	34.00 R
10376	PP	08/04/2022	LODGE	LIS61598	Telephone, broadband and line rental	61.08 R
10469	PP	08/04/2022	JPB	JPB1337	Interments, linemarking and grave top up	600.00 R
10472	PP	08/04/2022	EALC	EALC15272	NALC / EALC membership	877.81 R
10474	PP	08/04/2022	CSH	CSH554157	Seymour bins emptying	238.20 R
10577	PP	12/04/2022	POZITIVE	Poz dd	Lychgate electricity Mar 22	11.29 R
10608	PP	15/04/2022	LODGE	LIS61742	Line rental, phone calls and broadband	62.00 R
10579	PP	19/04/2022	BBALARMS	BB dd	Alarm maintenance contract monthly dd	18.00 R
10582	PP	20/04/2022	VIRGIN	Vir dd	Caretakers mobile monthly dd	8.40 R
10584	PP	20/04/2022	PLUSNET	PNet dd	Seymour wifi monthly dd	24.33 R
10585	PP	20/04/2022	ECOTRICI	Eco elec dd	Seymour electricity March 22	88.66 R
10614	PP	22/04/2022	EBM	EBM dd	Monthly printing and photocopying dd	24.00 R
10506	PP	24/04/2022	ESSEXHER	EHT life member	Essex Heritage Trust life membership	250.00 R
10508	PP	25/04/2022	PRINTWIS	PW 2238242	Tetrapak recycling monthly charge	73.92 R
10356	PP	26/04/2022	BBPCA	BBPCA22	BBPCA annual membership 2022	82.54 R
10589	PP	26/04/2022	JMPAYROL	JM34206	Year end and standard monthly payroll fee	96.00 R
10605	PP	26/04/2022	HEELISLO	H&L9219	Internal audit fee	310.00 R
10610	PP	26/04/2022	BL&S	BL&S45960	Replacement lock and chain for Seymour gate	63.24 R
10616	PP	27/04/2022	ECOTRICI	Eco gas dd	Seymour gas dd	19.53 R
10629	PP	28/04/2022	COMMUNIC	CommUK104604	Emergency lighting upgrade wotks (Facilities approved)	1,842.60 R
10635	PP	28/04/2022	NEWGATE	Newgate 1002	Office lighting, new switch at Seymour and defibrillator cabinet installation	1,370.00 R
10653	PP	03/05/2022	JPB	JPB dd	Grounds maintenance monthly dd	3,931.74 N
10664	PP	03/05/2022	BRENTWOO	BBC so	4 x busines rates standing order	1,067.00 N
10587	PP	17/05/2022	TRADE	TUK69478	Ironmongery for seymour pavilion	2.50 N
10623	PP	17/05/2022	SLCC	SLCC239084-1	Clerk's membership to the SLCC annual fee	289.00 N
10627	PP	17/05/2022	LODGE	LIS x 2	IT support and phone / broadband x 2 invoices	369.00 N
10641	PP	17/05/2022	AMAZON	Amazon 1320	Shower descaler for the pavilion	25.86 N
10644	PP	17/05/2022	CSH	CSH x 2	Seymour bin emptying for April 22	228.53 N
10654	PP	17/05/2022	JPB	JPB 1350	Line marking and 2 x interments	288.00 N
10657	PP	17/05/2022	JK	JK x 2	Office and pavilion cleaning for April 22	820.00 N
10659	PP	17/05/2022	CDS	CDS 73483	Drainage survey and plan for cemetery	1,020.00 N
10661	PP	17/05/2022	PRINTWIS	PW 2239520	Tetrapak recycling monthly charge	79.46 N
10663	PP	17/05/2022	JMPAYROL	JM 34630	Payroll monthly fee	30.00 N

Date:		12/05/2022				
					Bank Payments & Receipts by Bank Account	
Date From :		01/04/2022				
Date To :		31/12/2050				
No	Type	Date	N/C	Ref	Details	Gross B
10479	BR	05/04/2022	4002	123	Exclusive rights and interment Smith BACS	477.30 R
10611	BR	06/04/2022	4002	124	Additional inscription Moore	282.70 N
10377	BP	08/04/2022	6502	A Wright exp	Toilet roles and mileage	-27.57 R
10448	BP	08/04/2022	7550	A Wood zoom	zoom reimbursement 21/3/22-20/4/22	-11.99 R
10449	BP	08/04/2022	8200	Grant 22/23	Starburst jubilee fireworks grant	-750.00 R
10450	BP	08/04/2022	8200	Grant 22/23	Charles Cox Trust grant	-750.00 R
10515	BR	14/04/2022	2202	103561509	VAT Refund	8,063.01 R
10597	BP	20/04/2022	2220	April 22 payroll	Apr 22 net wages	-4,825.94 R
10598	BP	20/04/2022	2210	April 22 payroll	Apr 22 PAYE	-723.40 R
10599	BP	20/04/2022	2210	April 22 payroll	Apr 22 Ee NIC	-307.84 R
10600	BP	20/04/2022	2210	April 22 payroll	Apr 22 Ers NIC	-424.36 R
10601	BP	20/04/2022	2230	April 22 payroll	Apr 22 pension admin	-19.59 R
10602	BP	20/04/2022	2220	April 22 payroll	Apr 22 staff pension	-244.85 R
10603	BP	20/04/2022	2230	April 22 payroll	Apr 22 Ers pension	-924.87 R
10501	BP	25/04/2022	7030	050622	Jubilee picnic ice cream van hire	-600.00 R
10502	BP	25/04/2022	7030	2090	Jubilee picnic first aid cover	-270.00 R
10503	BP	25/04/2022	7030	21807	Jubilee picnic garden games hire	-354.00 R
10509	BP	25/04/2022	6504	1503	Seymour wifi remote alarm system	-84.99 R
10606	BP	26/04/2022	7600	2859	HR advice	-39.00 R
10621	BP	26/04/2022	6100	200422	Lychgate gate repair 50% deposit	-261.00 R
10631	BP	26/04/2022	6502	1165	Faulty water valve replacement J Spurge	-100.00 R
10612	BP	28/04/2022	7030	0055	Jubilee picnic drone filming	-500.00 R
10636	BP	28/04/2022	7030	0040	Jubilee picnic candyfloss	-50.00 R
10630	BP	17/05/2022	7550	zoom Apr 22	Zoom reimbursement Apr-May A Wood	-11.99 N