

Parish Office Suite 2 4 The Limes Ingatestone Essex CM4 0BE

Telephone: 01277 676759 www.ingatestone-fryerningpc.gov.uk

FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 8 December 2022, 7.30pm VENUE: Suite 3, 4 The Limes, Ingatestone

Present: Cllrs J Winter M Hart P Batchelor R Whittow-Williams

(Chair)

M Marston M Hart A Farrant B Bull

L Emmett R Lee

Also present A Wood 1 resident

(Parish Clerk and RFO)

Absent Clirs P Poston P Jeater R Pittman D Sankey

C Russell

FC22/130 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Jeater, Sankey and Russell

FC22/131 Announcements, declarations of Interest and dispensations

None were presented.

FC22/132 Public Participation

A resident spoke about the issues of speeding and traffic on the A12 slip road towards Brentwood. Councillors agreed with his frustration and concern and advised that they are already lobbying to get a resolution from Brentwood Borough Council and Essex Highways on issues that will be exacerbated by the three new developments planned in that area. It was confirmed that the parish council will still campaign for a holistic approach to the development of that area and the issues that will be created and thanked the resident for attending and raising the same concerns.

The resident left the meeting at 8pm.

FC22/133 To approve the minutes of the Full Council meeting held on 10 November 2022

The minutes were approved and were signed by Cllr Winter as a correct record.

FC20/134 Matters arising for report (but not for resolution)

 The Clerk advised that a valuation of the Seymour pavilion and field had been undertaken and that she had been chasing Brentwood for a copy of the report.

FC22/135 To receive a verbal report from Borough and County Councillors

Cllr Sankey sent his apologies for not attending and the Clerk read out as a brief report that was sent to her prior to the meeting.

FC22/136 Committee reports: to receive minutes, verbal reports, and proposals from Committees

Planning and Highways – (Cllr Winter) as per minutes. Cllr Winter
presented an update on the Care Home planning application which
had recently been agreed by the Borough Council. She had attended
the planning meeting and spoken about the lack of parking and the
insufficient s106 contribution to local health provision. She advised that

Hallmark Care confirmed they will be providing health care facilities on the site. Cllr Batchelor advised that a response to the pylon project had been submitted to the public consultation raising concern that a subsea solution had not been considered in any of the documentation provided.

- 2. Facilities (Cllr Lee) as per the minutes with nothing further to report.
- 3. **Legal and Finance** no meeting was held in November.
- 4. **Communications** (Cllr Farrant) as per the minutes. The Communications Clerk was congratulated for her work so far and the increase in social media posts were noted.
- 5. **Personnel** (Cllr Lee) no meeting was held in November
- 6. **Neighbourhood Plan Implementation Group** Cllr Winter will be setting up a meeting in January to start this group off looking at the visual audit that was undertaken on the High Street.

Working group updates FC22/137

- 1. **Economic Development** Cllr Batchelor as per report circulated. He provided an update on the provision of fibre broadband in the parish.
- 2. Climate Emergency Cllr Bull reported on a future project for the parish to assist households with obtaining EPC reports, solar panels for Seymour pavilion and rewilding and green walls for the schools. All of these would be provided through a successful grant application to Essex County Council.
- 3. Health and wellbeing Cllr Marston provided an update on dementia work in the parish and that the dementia support groups assisted by the parish council hove now been formally recognised by the Alzheimer's Society. The community garden at the church now has planters with work planned for next week.

FC22/138 Specific projects and discussions

- 1. To receive project suggestions for the budget 2023-24 Councillors were invited to present budget suggestions to the Clerk, and it was gareed that these will be sent to her directly.
- 2. To discuss the derelict land at Steen Close The Clerk advised that this item was asked to be included but the question of ownership and possible transfer has not been resolved. After a discussion it was agreed that the Clerk ask Cllr Sankey for a progress report. It was also agreed that the future aim for the site would also need to be decided.
- 3. To discuss the future arrangements for the Anglo European PCC liaison meeting - it was agreed that this would be discussed at the next AES meeting when representatives of the parish council were meeting with the new deputy head.
- 4. To provide a summer show update Cllr Emmett provided an update on the recent working group meeting. The show will be on the 15th July 2023 and the Clerk will be centralising all the information gathered. The next meeting will be on the 11th January.
- 5. To agree the new lease for the Stock Lane Allotments the Clerk presented a repeat 6-year lease for the site and it was **RESOLVED that** the lease be signed by Cllrs Whittow-Williams and Lee with the Clerk as witness as per standing orders. Proposed: Cllr Hart

All aareed.

6. To confirm the arrangements for the Ingatestone Museum Trust grant from the parish council – The Clerk reported on a request from the Trust for the budgeted £5000 to be paid into their account to assist with the set up of the museum. After a discussion it was RESOLVED that the full £5000 be transferred to the Ingatestone Museum Trust on the basis that a set of accounts and reconciliation statements are provided on a

quarterly basis from this point onwards. The money would be provided for the setting up of the museum only.

Proposed: Cllr Winter Second: Cllr Marston

All agreed.

7. To confirm the arrangements for the community garden grant (St Edmunds and St Mary's) – The Clerk advised that £1500 had been set aside for this community garden but that nothing specific had been agreed. It was RESOLVED that this grant should be applied to the purchase of physical assets for the garden in order that the items would then appear on the asset register and under the parish council insurance.

Proposed: Cllr Winter All agreed.

FC22/139 Parish Council financial accounts

- Bank statement and reconciliation for November 2022
- Profit and loss report for November 2022
- Payments and receipts for December 2022 / January 2023
- Budget tracker report for 2022/23

The above reports, payments and receipts were reviewed, noted, and approved by the council.

FC22/140 To receive reports of external meetings attended by any Parish Councillor

- The Clerk reported on a recent meeting she had with Adam & Greenwood funeral directors about the planned green burial site. This will be discussed in greater detail at the next Facilities Committee.
- Cllr Marston attended the Ingatestone Nursing Trust and reported that
 they would be keen to fund a gate next to the kissing gate into Fairfield.
 This would have to be agreed by the Parochial Church Council and she
 will report back at a future meeting.
- Cllr Davey reported on the recent BBPCA meeting and that he requested a review on the pedestrian bollards between Ingatestone and Shenfield.
- Cllr Hart reported on work that he had undertaken with Essex Police visiting businesses in the High Street to speak about cybercrime threats.

FC22/141 Items for inclusion in the next Agenda

There were no items for the next agenda

FC22/142 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 9.28 pm.

Date of Next Council Meeting: Full Council meeting on Thursday, 12 January 2023, 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC22/139 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 30/11/22	255,977.78 13,624.26		
Unity Trust Bank Current Account			
Unity Trust Bank Savings Account	105,168.94		
Petty cash	97.50		
Redwood Bank	50,210.29		
Yorkshire Building Society	86,876.7		

		01/12/2022						ł
Data E		01/11/2022				Bank Payments & Receipts by Bank Account		H
	rom :	01/11/2022						t
Date 1	0:	31/12/2050						t
V o	Type	Date	N/C	Ref		Details	Gross	ı
1357	BR	01/11/22	4002	155		Additional rights (50 years) E296 Richards	454.75	-
1431	BR	05/11/22	4002	156		Additional inscription Knowles E284	91.00	F
1330		11/11/22	7550	AW zoo	om	A Wood zoom reimbnursement Oct Nov 22	-11.99	
1379	BP	11/11/22	6502	SJTidd		Roof repairs for Seymour pavilion	-320.00	F
1396	BP	11/11/22	6502	Awrigh	t exp Nov 22	Items for the pavilion	-57.04	F
1423	BP	17/11/22	2220	Nov 22	payroll	Nov 22 net wages	-6,399.34	F
1424	BP	17/11/22	2210	Nov 22	payroll	Nov 22 PAYE	-1,164.00	F
1425	BP	17/11/22	2210	Nov 22	pavroll	Nov 22 Ee NI	-248.62	
1426	BP	17/11/22	2210	Nov 22		Nov 22 Ers NI	-523.90	F
1427	BP	17/11/22	2230	Nov 22	payroll	Nov 22 Pension admin	-18.28	F
1428	BP	17/11/22	2220	Nov 22	payroll	Nov 22 Staff pension	-228.53	F
1429	BP	17/11/22	2230	Nov 22	payroll	Nov 22 Ers pension	-834.34	F
1458	BR	22/11/2022	4002	157		Memorial fee Clark J105	280.00	ı
1459	BR	23/11/2022	4002	158		Exclusive rights and interment Stow J109 BACS	492.00	F
1435	BP	29/11/2022	7550	99455		Zoom reimbursement A Wood 21/11/22-21/12/22	-11.99	ı
11471		01/12/2022		04539		Replacement shower valve for referee changing	-128.40	
11486		09/12/2022		30112		Seymour roof repair	-380.00	
11487	_	09/12/2022		30112		Gutter repair and manhole replacement	-300.00	_
1448		03/01/2023	7020	Kennac	lys	Contribution - electricity for Market Place Christmas tree	-50.00	1
Date:	01/12	2/2022						
			Day Bo	oks: Su	pplier Payment	ts (Summary)		
Date F	rom:	01/11/2022						
DateT	o:	31/12/2050						Ť
No		Date	N/C		ef	Details	Gross	
11371		01/11/2022	BRENTV		BC rates x 4	Business rates	1,067.00	•
11493		07/11/2022	ANGLI		Vave dd	Seymour water rates for the month	76.00	
11492		10/11/2022	EE LODGE		Edd	Caretyakers mobile for November 22	13.68	-
1258		11/11/2022	LODGE		IS21774	Councillor email accounts and staff MS office licence	207.00	
1264		11/11/2022	BROXAL		rox294520	Replacement part for a junior goal	156.76	-
1329		11/11/2022	LODGE		IS 21793/21799	Back up and monthly support plus website hosting for year	601.20	-
1373		11/11/2022	BRENTV	WOO B	BC seymour rent	Annnual Seymour rent payment		
1376	PP	11/11/2022					300.00	+
			JK		K x 2	Office and pavilion cleaning for October	810.00	
1378		11/11/2022	CSH	С	SH 579607	Seymour bin emptying for October 2022	810.00 187.32	
1378	PP	11/11/2022 11/11/2022	CSH CSH	C	SH 579607 SH 579607	Seymour bin emptying for October 2022 Seymour bin emtpying monthly charge	810.00 187.32 187.32	
1378 1388	PP PP	11/11/2022 11/11/2022 11/11/2022	CSH CSH LODGE	C C L	SH 579607 SH 579607 IS21997	Seymour bin emptying for October 2022 Seymour bin emtpying monthly charge Purchase and set up of computer for Anna Zakharyeva	810.00 187.32 187.32 768.00	
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.1378 .1388 .1395 .1400	PP PP PP	11/11/2022 11/11/2022 11/11/2022 11/11/2022 11/11/2022	CSH CSH LODGE LODGE JPB	C C L L J	SH 579607 SH 579607 IS21997 odge 12125144 PB 1437	Seymour bin emptying for October 2022 Seymour bin emtpying monthly charge Purchase and set up of computer for Anna Zakharyeva 3cx hosting, line rental and phone calls Vertidraining and fetilisation of pitches and bench installation	810.00 187.32 187.32 768.00 98.28 1,836.00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
1378 1388 1395 1400 1402	PP PP PP PP	11/11/2022 11/11/2022 11/11/2022 11/11/2022 11/11/2022 11/11/2022	CSH CSH LODGE LODGE JPB JMPAYE	C C L L J ROL J	SH 579607 SH 579607 IS21997 odge 12125144 PB 1437 &M 36256	Seymour bin emptying for October 2022 Seymour bin emtpying monthly charge Purchase and set up of computer for Anna Zakharyeva 3cx hosting, line rental and phone calls Vertidraining and fetilisation of pitches and bench installation Monthly payroll fee	810.00 187.32 187.32 768.00 98.28 1,836.00 30.00	
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