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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 14 July 2022, 7.30pm  
**VENUE:** Suite 3, 4 The Limes, Ingatestone

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

**FC22/073 Apologies for Absence – for noting but not approval**

Apologies were noted from Cllrs Russell, Hart and Lee

**FC22/074 Announcements and Declarations of Interest**

None were presented.

**FC22/075 Public Participation**

No members of the public in attendance.

**FC22/076 To approve the minutes of the Full Council meeting held on 9 June 2022**

The minutes were approved will be signed by Cllr Jeater as a correct record.

**FC20/077 Matters arising for report (but not for resolution)**

Nothing was raised

**FC22/078 To receive a verbal report from Borough and County Councillors**

Cllr Sankey presented a report on the following matters

- The High Street gas works starting at the end of July. Cllr Sankey reported that the bus service from Brentwood will terminate at Station Lane and from Chelmsford will terminate in the vicinity of Pine Drive/Docklands estate. There will be no buses in between. HGVs will be directed along the A12.
- He had a meeting with the South Essex Parking Partnership and asked the Clerk to forward a monthly report with the council that he will send.
- He spoke to a Brentwood officer about the line marking in the Bellmead and it will be addressed in September. The vehicle charging points have been scheduled for next year.
- Brentwood parking strategy – they will be installing credit card machines for the car parks in the borough. There was a question about the agreement with the parish council for two hours free parking in Bellmead and Market Place and this will be discussed in committee in September (BBC).
- The amenity tip lease has expired, and that the renewal is the responsibility of Essex County Council.

- Local Highways Panel – Cllr Sankey reported that the crossing in the vicinity of Station Lane did not appear on the agenda, and he was advised that it had been dismissed. He also reported that his request for speed cameras in the High Street has also been rejected.
- Ingleton House – the plans for the site are hoping to be revisited following a motion to postpone the decision being tabled.

**FC22/079 Committee reports: to receive minutes, verbal reports, and proposals from Committees**

1. **Planning and Highways** – Cllr Pittman – as per the minutes presented.
2. **Facilities** – Cllr Jeater - as per the minutes presented
3. **Legal and Finance** – Cllr Jeater - as per the minutes presented
4. **Communications** - Cllr Farrant gave a report on the meeting held earlier in the week and future plans for the committee
5. **Personnel** – Cllr Pittman – as per the minutes presented. He had met with the Clerk to formulate the job specification and recruitment documentation for the new Communications and Projects Clerk
6. **Neighbourhood Plan Advisory** – Cllr Winter – The referendum will be taking place on the 4<sup>th</sup> August and the count will take place on the 5<sup>th</sup> August. Once the plan is made, the committee will disband but that future implementation of the plan will need to be actioned via a new committee or one of the existing committees.

**FC22/080 Working group updates**

1. **Economic Development** – Cllr Batchelor - as per report circulated.
2. **Climate Emergency** – Cllr Jeater – group didn't meet in June but will later this month.
3. **Health and wellbeing** – Cllr Marston – no meeting in June. An update on the community garden in St Edmunds and St Mary's was circulated prior to this meeting.

**FC22/081 Specific projects and discussions**

- Operation London Bridge – It was **RESOLVED to adopt the policy**  
Proposed: Cllr Pittman  
Seconded: Cllr Marston  
All agreed
- Update on Co-option process – The clerk gave an update and asked Councillors to promote the vacancy at the Ingatestone Festival. The closing date for applications is the 1<sup>st</sup> September with interviews later that month.

**FC22/082 Parish Council financial accounts**

- Profit and loss report for June 2022
- Payments and receipts for June/ July 2022
- Bank reconciliation and bank statement for June 2022
- Budget tracker report for 2022/23

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

**FC22/083 To receive reports of external meetings attended by any Parish Councillor**

- Cllr Winter reported on a meeting she had with a consultant instructed by the Clinical Commissioning Group including a tour of the village. The meeting was to identify other facilities that could be used by the health service in the village, including office space. There will be a further workshop on this matter at the end of July.
- Cllr Winter attended a workshop on the UK Shared Prosperity Fund for events, business support and infrastructure. Brentwood share is £1million over 3 years and they will be looking at community and place, supporting local business and people and skills.

**FC22/084 Items for inclusion in the next Agenda**

- Nothing requested at this time.

FC22/085

**Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting at 8.55pm.

**Date of Next Council Meeting: Full Council meeting on Thursday, 8 September, 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE**

**Appendix FC22/082 Financial accounts**

<b>DateTo:</b>		31/12/2050						
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>	<b>Gross</b>	<b>B</b>	
10790	PP	01/06/2022	BRENTWOO	BBC 2	Suite 2 business rates	379.00	R	
10791	PP	01/06/2022	BRENTWOO	BBC 3	Suite 3 business rates	289.00	R	
10792	PP	01/06/2022	BRENTWOO	BBC seymour	seymour business rates	207.00	R	
10793	PP	01/06/2022	BRENTWOO	BBC cemetery	cemetery business rates	192.00	R	
10722	PP	06/06/2022	JK	JK x 2	Cleaning of the pavilion and office for May 22	590.00	R	
<b>10873</b>	<b>PP</b>	<b>06/06/2022</b>	<b>ANGLIANW</b>	<b>AWdd</b>	<b>Seymour water rates monthly dd</b>	<b>34.00</b>	<b>R</b>	
10681	PP	10/06/2022	BRENTWOO	BBC100385867	Fryerning bin and Fairfield dogbin emptying x 2 invoices (6 months)	468.00	R	
10685	PP	10/06/2022	LODGE	ICE20213	Microsift backup and IT support (new invoicing structure)	126.00	R	
10687	PP	10/06/2022	SLCC	SLCC508294-1	CAB vol 13 reference book as per agreed budget	141.80	R	
10693	PP	10/06/2022	MS2	MS2 rent	Office rent and service charge for quarter	5,134.93	R	
10724	PP	10/06/2022	LODGE	LIS61965	3CX phone hosting monthly cost (new invoicing structure)	36.00	R	
10815	PP	10/06/2022	POZITIVE	Poz dd	Lychgate electricity for the month	11.64	R	
10770	PP	15/06/2022	AMAZON	Amazon bowler hats	Jubilee fancy dress items	17.81	R	
10811	PP	15/06/2022	BBALARMS	BB dd	Alarm maintenance charge for pavilion	18.00	R	
10812	PP	16/06/2022	SAGE	Sage dd	annual sage licence fee	396.00	R	
10813	PP	20/06/2022	ECOTRICI	Eco elec dd	Seymour electricity dd	70.23	R	
10814	PP	20/06/2022	ECOTRICI	Eco gas dd	Seymour gas dd	19.53	R	
10816	PP	20/06/2022	VIRGIN	Vir dd	Caretakers mobile monthly charge dd	8.40	R	
10820	PP	21/06/2022	PLUSNET	Pnet 027	Seymour wifi monthly dd	23.62	R	
<b>10858</b>	<b>PP</b>	<b>24/06/2022</b>	<b>EBM</b>	<b>EBM dd</b>	<b>Printing and photocopying monthly dd</b>	<b>24.00</b>	<b>R</b>	
10763	PP	28/06/2022	AMAZON	Amazon cape	Jubilee fancy dress items	19.90	R	
10764	PP	28/06/2022	AMAZON	Amazon mask	Jubilee fancy dress items	9.98	R	
10765	PP	28/06/2022	AMAZON	Amazon sceptre	Jubilee fancy dress items	5.59	R	
10776	PP	28/06/2022	CSH	CSH 562404	Symour bin emptying monthly charge	255.84	R	
10778	PP	28/06/2022	JMPAYROL	JM34909	Payroll monthly charge	30.00	R	
10783	PP	28/06/2022	JPB	JPB1362	Rolling of pitches and 2 x interments	373.63	R	
10807	PP	28/06/2022	LODGE	LIS61981	Phone calls, broadband and line rental	61.57	R	
10808	PP	28/06/2022	LODGE	LIS20418	Hosting and support	126.00	R	
10809	PP	28/06/2022	LODGE	LIS20396	Office 365 licences and Cllrs emails (GDPR)	207.00	R	
10818	PP	28/06/2022	PRINTWIS	PW2240754	Tetrapak bin emptying 2 visits	158.92	R	
10823	PP	28/06/2022	PLAYSAFE	PS63323	Annual RoSPA report for playgrounds	235.20	R	
10826	PP	28/06/2022	MS2	MS2 ins	Office insurance contribution for the year	363.35	R	
<b>10864</b>	<b>PP</b>	<b>28/06/2022</b>	<b>LODGE</b>	<b>ICE20429</b>	<b>Managed anti-virus service annual charge for 6 computers</b>	<b>360.00</b>	<b>R</b>	
<b>10881</b>	<b>PP</b>	<b>30/06/2022</b>	<b>JPB</b>	<b>JPB dd</b>	<b>Grounds maintenance monthly dd</b>	<b>3,931.74</b>	<b>R</b>	
<b>10868</b>	<b>PP</b>	<b>01/07/2022</b>	<b>JS</b>	<b>JS1178</b>	<b>Annual boiler service Seymour</b>	<b>100.00</b>	<b>N</b>	
<b>10884</b>	<b>PP</b>	<b>06/07/2022</b>	<b>ANGLIANW</b>	<b>AWdd</b>	<b>Seymour water rates monthly dd</b>	<b>34.00</b>	<b>N</b>	
<b>10899</b>	<b>PP</b>	<b>07/07/2022</b>	<b>JK</b>	<b>JK x 2</b>	<b>Pavilion and office cleaning monthly charge</b>	<b>760.00</b>	<b>N</b>	
<b>10860</b>	<b>PP</b>	<b>15/07/2022</b>	<b>LODGE</b>	<b>LIS62002</b>	<b>Phone hosting for month</b>	<b>36.00</b>	<b>N</b>	
<b>10887</b>	<b>PP</b>	<b>15/07/2022</b>	<b>JMPAYROL</b>	<b>JM35189</b>	<b>Payroll service monthly charge</b>	<b>30.00</b>	<b>N</b>	
<b>10889</b>	<b>PP</b>	<b>15/07/2022</b>	<b>CSH</b>	<b>CSH565818</b>	<b>Seymour bin emptying monthly charge</b>	<b>190.49</b>	<b>N</b>	
<b>10895</b>	<b>PP</b>	<b>15/07/2022</b>	<b>AMAZON</b>	<b>Amazon x 3</b>	<b>Tree guards, WD40 and alarm batteries for Seymour</b>	<b>25.82</b>	<b>N</b>	

Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
10797	BR	01/06/2022	4002	129	Interment fee Wright G104	128.60	R
10799	BR	01/06/2022	4002	131	Part payment for memorial Wright G104	82.70	R
10798	BR	04/06/2022	4002	130	Part payment for memorial Wright G104	82.70	R
10719	BP	06/06/2022	6100	Lychgate repair	Balancing payment for Lychgate gate repair	-261.00	R
10718	BP	08/06/2022	7030	Jubilee M7	Jubilee picnic band payment	-325.00	R
10771	BP	08/06/2022	7030	0059	Community picninc candyfloss balancing	-150.00	R
10694	BP	10/06/2022	7550	A Wood zoom	Zoom reimbursement May-June A Wood	-11.99	R
10695	BP	10/06/2022	7502	179766608	Noticeboard magnets	-10.99	R
10800	BR	13/06/2022	4002	132	Exclusive rights and interment Scott-Tilbrook K157 BACS	1,435.25	R
10821	BP	14/06/2022	6506	68808	Replacement defib pads	-55.60	R
10836	BP	22/06/2022	2220	June 22 payroll	June 22 net wages	-4,825.34	R
10837	BP	22/06/2022	2210	June 22 payroll	June 22 paye	-724.00	R
10838	BP	22/06/2022	2210	June 22 payroll	June 22 Ee NIC	-307.84	R
10839	BP	22/06/2022	2210	June 22 payroll	June 22 Er NIC	-424.36	R
10840	BP	22/06/2022	2230	June 22 payroll	June 22 pension admin	-19.59	R
10841	BP	22/06/2022	2220	June 22 payroll	June 22 staff pension	-244.85	R
10842	BP	22/06/2022	2230	June 22 payroll	June 22 employers pension	-924.87	R
10856	BR	22/06/2022	4002	133	Interment fee Rodgers E250B	128.60	R
10861	BP	23/06/2022	6506	69443	Replacement pads Powerheart G5	-73.14	R
10862	BP	23/06/2022	7086	Blue plaque	2 x blue plaques	-732.00	R
10854	BR	27/06/2022	4007	bench donation	Donation for bench Cavill	304.99	R
10824	BP	28/06/2022	8203	AWright exp	Mileage for June 22	-24.75	R
10827	BP	28/06/2022	6502	142846	Legionella water testing	-60.00	R
10828	BP	28/06/2022	7550	153954463	Zoom reimbursement June-July 22 A Wood	-11.99	R
10857	BR	28/06/2022	4002	134	Memorial fee Farrer	254.60	N
10874	BP	30/06/2022	7901	bank charges	Bank charges for the quarter	-40.35	R
10866	BP	01/07/2022	6502	1178	Annual boiler service	-100.00	N
10891	BP	15/07/2022	6306	3432973	Community garden replacement bin	-396.00	N

BALANCES IN BANK ACCOUNTS DATED 30/6/22						234,074.58
Unity Trust Bank Current Account						22,522.04
Unity Trust Bank Savings Account						75,001.56
Petty cash						210.55
Redwood Bank						50,000.00
Yorkshire Building Society						86,340.43