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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 10 November 2022, 7.30pm
VENUE: Suite 3, 4 The Limes, Ingatestone

- Present:** Cllrs P Jeater (Chair) J Winter P Batchelor R Whittow-Williams (7.47pm)
D Sankey M Hart A Farrant B Bull
L Emmett C Russell R Lee
- Also present** A Wood (Parish Clerk and RFO) A Zakharyeva (Comms and Projects Clerk)
- Absent** Cllrs P Poston M Marston R Pittman P Davey
- FC22/117 Apologies for Absence – for noting but not approval**
Apologies were noted from Cllrs Marston and Davey.
- FC22/118 Announcements, declarations of Interest and dispensations**
None were presented.
- FC22/119 Public Participation**
No members of the public in attendance.
- FC22/120 To approve the minutes of the Full Council meeting held on 13 October 2022**
The minutes were approved and were signed by Cllr Jeater as a correct record.
- FC20/121 Matters arising for report (but not for resolution)**
- The Clerk advised the councillors that the High Stret phone box has been hit and that she is working on the repairs required.
 - Cllr Jeater asked for anyone planning to attend the Remembrance Services on Sunday to advise him. Cllr Russell confirmed that she will be attending the service at Fryerning to lay the wreath there.
 -
- FC22/122 To receive a verbal report from Borough and County Councillors**
Cllr Sankey presented a report on the following matters
- Cllr Sankey is working on the removal of the yellow lines to the north of the bus stop outside Seymour Field.
 - The 20mph restriction and the New Road grasscreting has been signed off. The speed limit work will be taking place in December and the grasscreting in the Spring. However, Cllr Winter advised that the LHP had greatly overspent and so this project could be at risk.
 - 351 bus and the poor quality of service – Cllr Sankey suggested trialling an increase in the service, but this was rejected. There is a bus users association meeting taking place shortly which he will be attending. He asked the Clerk to circulate the meeting invitation to councillors.
 - The new NATS schedule has been circulated for a week in February.
- FC22/123 Committee reports: to receive minutes, verbal reports, and proposals from Committees**
1. **Planning and Highways** – (Cllr Winter) as per minutes.

Cllr Whittow-Williams arrived at 7.47pm due to traffic issues.

2. **Facilities** – (Cllr Whittow-Williams) as per the minutes.
3. **Legal and Finance** – (Cllr Jeater) as per the minutes. After a discussion, it was **RESOLVED that the outstanding debt of £105 from Ingatestone Festival Ltd be cleared.** This was due to overstaying the booking and the excessive use of the pavilion toilets when the portaloos failed to arrive.
Proposed: Cllr Hart
Seconded: Cllr Jeater
All Agreed
4. **Communications** - (Cllr Farrant) as per the minutes. Cllr Farrant circulated a proposal to change the format of the newsletter and use CommunityAd for its production and circulation. After a lengthy discussion it was agreed that a standard paper formal newsletter be created for distribution in December (as per the budget) and a review take place in January, following guidance from Ms Zakharyeva, once she has settled into her role.
5. **Personnel** – (Cllr Lee) as per the minutes. The Clerk presented information on the Civility and Respect Pledge created by NALC, SLCC and OVW (One Voice Wales) and the need for this council to formalise in writing their support. **It was RESOLVED that the council sign up to the Civility and Respect Pledge and that the supporting Dignity at Work policy be adopted.**
Proposed: Cllr Lee
Seconded: Cllr Jeater
All Agreed
6. **Neighbourhood Plan Advisory** – Cllr Winter reported on the aim of setting up an implementation group for the adopted neighbourhood plan. This will be advertised in the next newsletter. Cllr Winter reported that a Brentwood Borough Council representative will be attending the next planning meeting to discuss the Hallmark Care Home project and that they will be asked about the level of s106 monies that are associated with this development. She raised the frustration that IFPC has been left out of all BBC planning discussions despite having a made plan and have not been invited to the 22 November Borough planning meeting. Cllr Winter confirmed that Phil Drane will be meeting with the council to discuss a future working arrangement and partnership, especially with the Community Infrastructure Levy is implemented in the borough.

FC22/124 Working group updates

1. **Economic Development** – Cllr Batchelor - as per report circulated. The Artisan Market is taking place this Saturday.
2. **Climate Emergency** – Cllr Jeater – not met this month. The community garden projects are progressing.
3. **Health and wellbeing** – Cllr Winter reported on the churchyard garden project which is a partnership with several local organisations. A grant of £3500 from Brentwood Borough Council has been awarded for this project.

FC22/125 Specific projects and discussions

1. **Council involvement in the Summer Show** – After a lengthy discussion it was agreed that action group of councillors and representatives of the Horticultural Society be created. The plan would be to take over the organisation of the show except for the competition and craft marquee which would remain the responsibility of the Horticultural Society. It was noted that the members of the action group would have to provide hands-on leadership and support in the organising of

this event with the assistance of the council staff. The following councillors volunteered to join this action group – Cllrs Emmett, Winter, Whittow-Williams, Hart, Batchelor, Farrant and Sankey. It was agreed that Cllrs Sankey, Hart and Batchelor will attend the Horticultural Society AGM to present this solution to see whether this will be accepted.

2. **Winter Warmth and Welcome Spaces fund** – The Clerk advised that she had received a list of warm places in the parish and that these would be publicised by the Comms and Projects Clerk.
3. **Market Place toilets** – the lack of access to the toilets was raised and Cllr Sankey has been speaking with the depot and reported that this was due to a lack of staff. It was acknowledged that this situation was unsatisfactory, and the facilities should be available.

FC22/126 Parish Council financial accounts

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

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

- To confirm the LGS Pay Agreement 2022-23 – this agreement was noted by the council as a contractual obligation for the council staff.

FC22/127 To receive reports of external meetings attended by any Parish Councillor

- Cllr Jeater gave a report on the meeting held with BBC officers and leader regarding Seymour Pavilion. It was noted that the next steps were to obtain a valuation of the site and to confirm s106 monies allocated to this parish.
- The Clerk reported that a meeting with a local funeral director relating to a planned green burial site at Fryerning was postponed to the 1 December.
- Cllr Hart reported on a meeting attended by himself and Cllr Russell with Kemi Badenoch MP relating to the pylon scheme crossing Essex. They were advised that a decision on the pylons will be purely based on finance and not environmental impacts which was disappointing.

FC22/128 Items for inclusion in the next Agenda

There were no items for the next agenda

FC22/129 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 9.25 pm.

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

Appendix FC22/126 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 31/10/22		277,335.60
Unity Trust Bank Current Account		24,982.08
Unity Trust Bank Savings Account		115,168.94
Petty cash		97.50
Redwood Bank		50,210.29
Yorkshire Building Society		86,876.79

Date:	03/11/2022						
					Bank Payments & Receipts by Bank Account		
Date From :	01/10/2022						
Date To :	31/12/2050						
No	Type	Date	N/C	Ref	Details		Gross B
11227	BR	04/10/22	4001	1503	2nd installment Parish Precept		88657.89 R
11335	BR	11/10/22	2202	103561509	VAT Refund		3745.50 R
11278	BR	12/10/22	7550	2380397299	Refund of final invoice payment - account closed		7.00 R
11178	BP	14/10/22	7550	A Wood zoon	zoom reimbursement Sep22-Oct 22		-11.99 R
11289	BP	18/10/22	2220	Oct 22 payroll	Oct 22 net wages		-3368.10 R
11290	BP	18/10/22	2210	Oct 22 payroll	Oct 22 PAYE		-579.40 R
11291	BP	18/10/22	2210	Oct 22 payroll	Oct 22 Ee NIC		-137.86 R
11292	BP	18/10/22	2210	Oct 22 payroll	Oct 22 Er NIC		-255.36 R
11293	BP	18/10/22	2230	Oct 22 payroll	Oct 22 pension admin		-10.86 R
11294	BP	18/10/22	2220	Oct 22 payroll	Oct 22 staff pension		-135.75 R
11295	BP	18/10/22	2230	Oct 22 payroll	Oct 22 Ers pension		-486.61 R
11352	BR	19/10/22	4900	149	Garden waste bags x 3		10.50 N
11353	BR	25/10/22	4900	150	Tea towel and shopping bag		8.00 N
11354	BR	25/10/22	4002	152	Exclusive rights Soggee BACS x 3		1,276.00 R
11355	BR	25/10/22	4002	153	Interment Gibbs E306B		667.00 N
11331	BP	27/10/22	7020	53178	replacement LED strings		-300.24 R
11356	BR	27/10/2022	4002	154	Additional inscription Harrison		91.00 N
11357	BR	01/11/2022	4002	155	Additional rights (50 years) E296 Richards		454.75 N
11330	BP	11/11/2022	7550	AW zoom	A Wood zoom reimbursement Oct Nov 22		-11.99 N
11379	BP	11/11/2022	6502	SJTidd	Roof repairs for Seymour pavilion		-320.00 N

Date:	03/11/2022						
					Day Books: Supplier Payments (Summary)		
Date From:	01/10/2022						
DateTo:	31/12/2050						
No	Type	Date	N/C	Ref	Details		Gross B
11241	PP	03/10/2022	BRENTWOO	BBC cemetery	Business rates		192.00 R
11242	PP	03/10/2022	BRENTWOO	BBC Seymour	Business rates		207.00 R
11243	PP	03/10/2022	BRENTWOO	BBC suite 3	Business rates		289.00 R
11244	PP	03/10/2022	BRENTWOO	BBC suite 2	Business rates		379.00 R
11279	PP	06/10/2022	ANGLIANW	AW11033909	Seymour water rates for month		76.00 R
11262	PP	11/10/2022	PLUSNET	PNet031DD	Seymour wifi for month		23.62 R
11275	PP	12/10/2022	POZITIVE	Poz DD	Lychgate electricity for month		11.42 R
11348	PP	12/10/2022	EE	EE 234037	Caretakers mobile monthly charge		18.24 R
11167	PP	14/10/2022	LODGE	LIS21360	GDPR councillors emails and office licences for staff		207.00 R
11180	PP	14/10/2022	EUROFFIC	EO4283256	Office paper and stationery		98.02 R
11182	PP	14/10/2022	LODGE	LIS21389	IT back up and remote support		126.00 R
11224	PP	14/10/2022	TRADE	TUK x 3	DIY supplies for various projects		40.30 R
11226	PP	14/10/2022	CSH	CSH577053	Seymour bin emptying September 22		213.76 R
11230	PP	14/10/2022	JK	JK0010/0017	Sept 22 office and pavilion cleaning		530.00 R
11232	PP	14/10/2022	LODGE	ICE21598	SSL certificate for domain name		60.00 R
11234	PP	14/10/2022	COMMUNIC	CommJK1048365	replacement of faulty smoke detector in Seymour		69.60 R
11236	PP	14/10/2022	JMPAYROL	JM36006	Monthly payroll fee		30.00 R
11281	PP	17/10/2022	BBALARMS	BB dd	Alarm maintenance fee for month		18.00 R
11271	PP	20/10/2022	ECOTRICI	Ecoelec DD	Seymour electricity for month		74.46 R
11273	PP	20/10/2022	ECOTRICI	EcoGas DD	Seymour gas for month		14.49 R
11260	PP	25/10/2022	A&J	AJ36639	Replacement bulb in Fairfield streetlight		126.60 R
11266	PP	25/10/2022	PRINTWIS	PW2248247	Tetrapak single bin emptying		39.73 R
11269	PP	25/10/2022	JPB	JPB1423	Extra linemarking and 2 x interments		288.00 R
11325	PP	26/10/2022	EBM	EBM 113912	Monthly printing and copying charge		39.19 R
11364	PP	31/10/2022	JPB	JPB dd	Grounds maintenance contract for October 22		3,931.74 R
11371	PP	01/11/2022	BRENTWOO	BBC rates x 4	Business rates		1,067.00 N
11258	PP	11/11/2022	LODGE	LIS21774	Councillor email accounts and staff MS office licence		207.00 N
11264	PP	11/11/2022	BROXAP	Brox294520	Replacement part for a junior goal		156.76 N
11329	PP	11/11/2022	LODGE	LIS 21793/21795	Back up and monthly support plus website hosting for year		601.20 N
11373	PP	11/11/2022	BRENTWOO	BBC seymour ren	Annual Seymour rent payment		300.00 N
11376	PP	11/11/2022	JK	JK x 2	Office and pavilion cleaning for October		810.00 N
11378	PP	11/11/2022	CSH	CSH 579607	Seymour bin emptying for October 2022		187.32 N