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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 13 October 2022, 7.30pm
VENUE: Suite 3, 4 The Limes, Ingatestone

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

- FC22/103 Chair to formally welcome new Councillor**
Cllr Jeater welcomed Cllr Bradley Bull to the parish Council. Cllr Bull had previously completed and returned the correct form and took his place.
- FC22/104 Apologies for Absence – for noting but not approval**
Apologies were noted from Cllrs Winter, Lee, Emmett, Russell and Hart.
- FC22/105 Announcements, declarations of interest and dispensations**
None were presented.
- FC22/106 Public Participation**
No members of the public in attendance.
- FC22/107 To approve the minutes of the Full Council meeting held on 8 September 2022**
The minutes were approved and were signed by Cllr Jeater as a correct record.
- FC20/108 Matters arising for report (but not for resolution)**
- Cllr Jeater reported on the non-opening by the Borough Council of the Market Place public conveniences due to lack of staff. Residents should expect this facility to be available and work was going on to try to get this facility back into service.
 - Cllr Davey had written to the Parish Council's landlords for clarification on a clause in the Lease. The clause would only permit use of the Parish Council's office by the Parish Council.
- FC22/109 To receive a verbal report from Borough and County Councillors**
Cllr Sankey presented a report on the following matters
- Steen Close. He was trying to get the overgrowth cleared.
 - He was waiting to hear back on a suggested trial of running two 351 buses an hour.
 - There would be no boundary changes and no changes in the number of ward councillors.
 - The civic amenity site lease renewal. The lease was currently with the parties' solicitors.

- Doctors would welcome Ingleton House as a new centre.
- Brentwood Borough Council Audit and Scrutiny committee. A report had been received that £2.6 million of s106 monies was being held by Brentwood and had not yet been assigned. A working group has now been set up to produce a report for the next Borough Council Audit and Scrutiny meeting.

FC22/110

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

1. **Planning and Highways** – as per minutes. Cllr Sankey said a letter was being sent to Cllr Wagland re-iterating why the Parish Council (in order to comply with the law) was not able to contribute to the New Road grasscreting scheme.
2. **Facilities** – as per the minutes. Cllr Whittow-Williams reported that the litter pick had been well attended. The streets to be litter picked could be rotated. Cigarette butts had been the most prolific item. Cllr Wagland was to look at the lights along Footpath 38.
3. **Legal and Finance** – as per the minutes. Cllr Jeater reported that the Licence between the Parish Council and the Cricket Club had been signed by the Cricket Club.
4. **Communications - To review and approve the amended terms of reference.** Cllr Farrant reported on the amendments. **It was resolved to adopt the amended terms of reference**
Proposed: Cllr Farrant
Seconded: Cllr Jeater
All agreed.

Cllr Farrant distributed some copies of printed newsletters specific to councils explaining that the company designed, printed and distributed these but they did include advertisements. Councils could vet the advertisements and strike off if not appropriate. The minimum would be 6 copies a year. She asked that Councillors should e-mail her if they have any questions. Cllr Farrant asked that this item be put on the next Agenda.

5. **Personnel** – Cllr Jeater reported that 2 candidates had been invited for interview for the position of Communications and Projects Clerk on 20th October. Councillors Jeater and Farrant and the Clerk would sit on the interview panel. **It was resolved to delegate, subject to within the budget, authority to the Personnel Committee to appoint the new Communications and Projects Clerk**
Proposed Cllr Jeater
seconded Cllr Whittow-Williams
All agreed.
6. **Neighbourhood Plan Advisory – To review and approve the change of committee name and terms of reference.** Cllr Jeater advised on why the change of name was required. **It was resolved to adopt the amended terms of reference and new Committee name**
Proposed: Cllr Jeater
Seconded: Cllr Whittow-Williams
All agreed.

FC22/111

Working group updates

1. **Economic Development** – Cllr Batchelor - as per report circulated. He advised information on the Prosperity Fund was still awaited.
2. **Climate Emergency** – Cllr Jeater – the group had already received grant aid from the RHS and he had been informally advised of a grant of £3,500 from the Borough Council.
3. **Health and wellbeing** – Cllr Marston – as per circulated report. The Anglo European School was to give dementia training. She was to

have a meeting with the Surgery to see if dementia information could be displayed there. Blue Flower had changed its name to Side by Side. The Borough Council were mapping all warm places areas. The church would not be taking part in Warm Places due to the cost of heating the building. Cllr Davey reported that the EALC have £100,000 to be awarded in grants of £1,000.

FC22/112 Specific projects and discussions

1. SAAA External Audit e-mail option to opt out. Following advice from the Clerk, Councillors unanimously agreed not to opt out of the scheme.

FC22/113 Parish Council financial accounts

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

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

FC22/114 To receive reports of external meetings attended by any Parish Councillor

- Cllr Davey reported that the EALC AGM held at Hylands House, Chelmsford had been a very productive day.

FC22/115 Items for inclusion in the next Agenda

Future of the Parish Council's Newsletter

FC22/116 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 8.45 pm.

Date of Next Council Meeting: Full Council meeting on Thursday, 10 November, 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC22/113 Financial accounts

Date:		05/10/2022							
Date From :		01/09/2022		Date To :		31/12/2050			
No	Type	Date	N/C	Ref	Details	Gross	B		
						Bank Payments & Receipts by Bank Account			
11201	BR	44805	4002	145	Exclusive rights and interment McGee - BACS	492.00	R		
11096	BP	09/09/2022	7550	A wood zoom	zoom reimbursement A Wood Aug / Sept 22	-11.99	N		
11202	BR	44816	4002	146	Interment fee Bangs C119	141.50	R		
11207	BP	44817	7600	EDWG	Land registry search 120 High Street	-3.00	R		
11156	BP	20/09/2022	2220	Sept 22 payroll	Sept 22 net wages	-3,368.10	R		
11157	BP	20/09/2022	2210	Sept 22 payroll	Sept 22 paye	-579.40	R		
11158	BP	20/09/2022	2210	Sept 22 payroll	Sept 22 Ee nic	-137.86	R		
11159	BP	20/09/2022	2210	Sept 22 payroll	Sept 22 Er nic	-255.36	R		
11160	BP	20/09/2022	2230	Sept 22 payroll	Sept 22 pension admin	-10.86	R		
11161	BP	20/09/2022	2220	Sept 22 payroll	Sept 22 staff pension	-135.75	R		
11162	BP	20/09/2022	2230	Sept 22 payroll	Sept 22 Ers pension	-486.61	R		
11203	BR	22/09/2022	4002	147	Additional inscription Turner J107	82.70	N		
11183	BP	23/09/2022	8200	Stones Ladies	Grant award Stones Ladies	-550.76	R		
11126	BP	27/09/2022	6502	160792068	Towel dispenser for pavillion	-29.99	R		
11195	BP	28/09/2022	8200	Stones ladies grant	Stones ladies balance of grant	-142.34	R		
11196	BP	28/09/2022	7030	QEII flowers	Memorial flowers - refund Paul Jeater	-50.00	R		
11198	BR	28/09/2022	4900	148	Donation for bench Males	477.00	R		
11213	BP	30/09/2022	7901	Bank charges	Bank charges for the quarter	-41.85	R		
11227	BR	04/10/2022	4001	1503	2nd installment Parish Precept	88,657.89	N		
11178	BP	14/10/2022	7550	A Wood zoom	zoom reimbursement Sep22-Oct 22	-11.99	N		

Date:	05/10/2022							
	Day Books: Supplier Payments (Summary)							
Date From:	01/09/2022							
Date To:	31/12/2050							
No	Typ	Date	N/C	Ref	Details		Gross	B
11122	PP	01/09/2022	BRENTWOO	BBC suite 2	Business rates		379.00	R
11123	PP	01/09/2022	BRENTWOO	BBC suite 3	Business rates		289.00	R
11124	PP	01/09/2022	BRENTWOO	BBC seymour	Business rates		207.00	R
11125	PP	01/09/2022	BRENTWOO	BBC cemetery	Business rates		192.00	R
11205	PP	06/09/2022	ANGLIANW	AWddSept22	Water rates for Seymour pavilion - monthly dd		76.00	R
11090	PP	09/09/2022	SUELEES	5532	Final wordpress invoice, staff training and handbook		420.00	R
11093	PP	09/09/2022	JMPAYROL	JM35734	Monthly payroll fee		30.00	R
11102	PP	09/09/2022	LODGE	21064/21079	MS office licenses for staff, councillors, remote support and backup charge		333.00	R
11134	PP	09/09/2022	JK	JK x 2	August 22 pavilion and office cleaning		460.00	R
11137	PP	09/09/2022	LODGE	LIS 12124740	3cx hosting, phone calls and line rentals		104.89	R
11139	PP	09/09/2022	LODGE	LIS 21255	Domain name renewal annual charge		78.00	R
11146	PP	09/09/2022	BRENTWOO	BBC car park	Annual car parking agreement charge		1,607.23	R
11185	PP	12/09/2022	EE	EE43896	Caretakers mobile monthly dd		8.94	R
11171	PP	15/09/2022	POZITIVE	Poz2224362	Lychgate electricity August 22 monthly dd		11.67	R
11173	PP	15/09/2022	BBALARMS	BBdd	Monthly alarm maintance agreement monthly dd		18.00	R
11170	PP	20/09/2022	PLUSNET	PNet030	Seymour wifi - monthly dd		23.62	R
11168	PP	21/09/2022	ECOTRICI	ECO02639970	Seymour electricity August 22 monthly dd		105.28	R
11169	PP	21/09/2022	VIRGIN	VIR86815	Caretakers mobile monthly dd (subsequently credited in Oct		8.40	R
11095	PP	27/09/2022	MS2	MS2 290922	Office rent and service charge for quarter		5,134.93	R
11129	PP	27/09/2022	JPB	1414	Bench installation and bin installation Fairfield		262.80	R
11131	PP	27/09/2022	CSH	CSH 572358	Seymour bin emptying August 22		234.16	R
11141	PP	27/09/2022	PRINTWIS	PWR2244162	Tetrapak recycling monthly charge		79.46	R
11194	PP	28/09/2022	ECOTRICI		Backpayment of gas from meter change in Feb 22		1,230.24	R
11210	PP	29/09/2022	EBM	EBM113264	Printing and photocopying costs monthly dd		95.89	R
11164	PP	30/09/2022	SUELEES	SL5570	AccessiBe annual licence - accessibility on website		390.00	R
11212	PP	30/09/2022	JPB	JPB1421	Replacement gate in Fairfield - supply and install		779.34	R
11220	PP	30/09/2022	JPB	JPB dd	Grounds maintenance September monthly dd		3,931.74	R
11241	PP	03/10/2022	BRENTWOO	BBC cemetery	Business rates		192.00	N
11242	PP	03/10/2022	BRENTWOO	BBC Seymour	Business rates		207.00	N
11243	PP	03/10/2022	BRENTWOO	BBC suite 3	Business rates		289.00	N
11244	PP	03/10/2022	BRENTWOO	BBC suite 2	Business rates		379.00	N
11167	PP	14/10/2022	LODGE	LIS21360	GDPR councillors emails and office licences for staff		207.00	N
11180	PP	14/10/2022	EUROFFIC	EO4283256	Office paper and stationery		98.02	N
11182	PP	14/10/2022	LODGE	LIS21389	IT back up and remote support		126.00	N
11224	PP	14/10/2022	TRADE	TUK x 3	DIY supplies for various projects		40.30	N
11226	PP	14/10/2022	CSH	CSH577053	Seymour bin emptying September 22		213.76	N
11230	PP	14/10/2022	JK	JK0010/0017	Sept 22 office and pavilion cleaning		530.00	N
11232	PP	14/10/2022	LODGE	ICE21598	SSL certificate for domain name		60.00	N
11234	PP	14/10/2022	COMMUNIC	CommUK104836	replacement of faulty smoke detector in Seymour		69.60	N
11236	PP	14/10/2022	JMPAYROL	JM36006	Monthly payroll fee		30.00	N

BALANCES IN BANK ACCOUNTS DATED 30/9/22		192,616.41
Unity Trust Bank Current Account		16,049.04
Unity Trust Bank Savings Account		40,168.94
Petty cash		58.00
Redwood Bank		50,000.00
Yorkshire Building Society		86,340.43