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FULL PARISH COUNCIL MEETING

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

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

Prior to the meeting commencing, Cllr Jeater asked if members still wanted to meet owing to the death of HM Queen Elizabeth II which was announced at 6.30pm that evening. It was unanimously agreed to continue with the meeting.

The meeting was opened with a 1 minute's silence in memory of HM Queen Elizabeth II.

- FC22/086 Apologies for Absence – for noting but not approval**
Apologies were noted from Cllrs Davey, Emmett and Farrant.
- FC22/087 Announcements, declarations of Interest and dispensations**
Cllr Jeater reiterated his dispensation for agenda item FC22/097 and advised that he will not take part in the vote.
- FC22/088 Public Participation**
No members of the public in attendance.
- FC22/089 To approve the minutes of the Full Council meeting held on 14 July 2022**
The minutes were approved were signed by Cllr Jeater as a correct record.
- FC20/090 Matters arising for report (but not for resolution)**
The Clerk went through the protocol for Operation London Bridge and how the council will be affected during the national period of mourning. She advised that council business would be back to normal on the 20th September and that the Co-option and Facilities committee meeting will take place on the 26th September. The Legal and Finance committee meeting will be held online under delegated authority. Under delegated authority, it was agreed that the parish council lay a floral tribute at St Edmunds and St Marys by Cllr Jeater.
- FC22/091 To receive a verbal report from Borough and County Councillors**
Cllr Sankey presented a report on the following matters

- The civic amenity site lease renewal which is of concern as the lease has expired. He has not yet received a reply from Cllr Wagland on this matter.
- The proposed crossing at Station Lane. It should be on the Local Highways Panel agenda but has been left off. Cllr Sankey reported that Cllr Wagland has subsequently withdrawn support for the project, hence the absence and that he has asked for reasoning behind this change but has yet to receive a reply.
- Speeding and speed cameras. Cllr Sankey reported that support had to be provided by the County Councillor and Cllr Wagland had not supported this project to date. Again, there has been no formal response to a request for reasoning.
- At the Brentwood Borough Council Audit and Scrutiny committee a report had been received that £2.6 million of s106 monies is being held by Brentwood and has not yet been assigned.

FC22/092

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

1. **Planning and Highways** – as per minutes. Concerns about the lack of planning enforcement was discussed. Cllr Whittow-Williams asked the committee about pockets of land in the parish.
2. **Facilities** – no meeting in August.
3. **Legal and Finance** – No meeting in August.
 - a. The proposed lease for the taking ownership of the BT phone box at the entrance of the Community Centre was discussed. After a lengthy discussion, **it was RESOLVED that the lease with BT be signed**
Proposed: Cllr Whittow-Williams
Seconded: Cllr Jeater
8 in favour and 1 against
4. **Communications** – The Clerk advised that the proposed terms of reference for this committee had not been received so this item was not discussed.
5. **Personnel** – No meeting in August.
6. **Neighbourhood Plan Advisory** – Cllr Winter – The referendum has taken place and the plan has been made. The committee met to look at next steps and that regular reviews are required. Cllr Winter will produce a monitoring document to highlight the aspirations of the policy and create an action plan from this.

FC22/093

Working group updates

1. **Economic Development** – Cllr Batchelor - as per report circulated.
2. **Climate Emergency** – Cllr Jeater – group met last week and worked on the community garden and litter picked the area. The Great Big Green Week is taking place from 24th September – 1st October and Cllr Winter provided information on a stall being set up in Market Place. It was hoped that a village litter pick can be arranged for the 1st October and the Clerk advised that she would check with the community centre about availability in the first instance and will revert. Under delegated authority the Clerk was asked to progress this.
3. **Health and wellbeing** – Cllr Jeater spoke about The Warm Places concept and Cllr Marston advised that this is on the agenda for a working group meeting next week and will report back to the Facilities Committee. Cllr Marston provided an update on the projects that the group are working on including the church garden and green burial site. Cllr Marston asked for council support in offering the council chambers for this use of a talking therapy group.

After a discussion it was agreed that the chambers and Seymour Pavilion be shown to Vitamins in the first instance.

FC22/094

Specific projects and discussions

1. The Summer Show 2023 was discussed, and Cllrs Sankey and Batchelor reported on an informal meeting held with the Horticultural Society earlier in the week. It was agreed that the Summer Show was an important aspect of parish life and that in council assistance should be provided for future events. Various Cllrs will attend the open meeting scheduled by the Horticultural Society on the 4th November. It was noted that the involvement of the council in this event would need to be provided year on year.
2. The Clerk provided an update on the recruitment of the new Communications and Projects Clerk, along with the co-option of a new councillor.
3. Cllr Hart presented a briefing document on the grant funding of the Artisan Market planned for the 12th November. It was **RESOLVED that the proposal be adopted in that the grant to £1500 be paid on receipt of invoices subject to the defined milestones being reached.**
Proposed: Cllr Hart
All agreed.
4. The Clerk requested permission from the council to sell excess chairs that are currently being stored in the disabled toilet in Seymour Pavilion. The Clerk was asked to progress with this.

FC22/095

Parish Council financial accounts

- Profit and loss report for August 2022
- Payments and receipts for August / September 2022
- Bank reconciliation and bank statement for June 2022
- Budget tracker report for 2022/23
- To receive the External audit report from PKF Littlejohn for 2021/22

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

Cllr Jeater requested that thanks be minuted to the Clerk for an unqualified audit report.

FC22/096

To receive reports of external meetings attended by any Parish Councillor

- Cllr Hart reported on a meeting regarding the National Grid pylon project and that National Grid are currently mitigating objections received during the informal consultation. The group are lobbying MPs to gain support.
- Cllr Russell reported on the Essex Heritage Trust AGM meeting that she attended on behalf of the council.

FC22/097

Items for inclusion in the next Agenda

Nothing requested at this time.

Having regard to the confidential nature of the business to be transacted, it is RESOLVED that the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

FC22/098

To agree the licence with Ingatestone and Fryerning Cricket Club

It was **RESOLVED to approve the presented licence**, following work undertaken by Legal and Finance. The Clerk was asked to progress this work.

Proposed: Cllr Winter

8 in favour, 1 abstention

FC22/099

Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 9.22pm.

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

Appendix FC22/095 Financial accounts

Date:		01/09/2022					
		Day Books: Supplier Payments (Summary)					
Date From:		01/08/2022					
Date To:		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
10991	PP	01/08/2022	BRENTWOO	BBC cemetery	Business rates	192.00	R
10992	PP	01/08/2022	BRENTWOO	BBC seymour	Business rates	207.00	R
10993	PP	01/08/2022	BRENTWOO	BBC suite 3	Business rates	289.00	R
10994	PP	01/08/2022	BRENTWOO	BBC suite 2	Business rates	379.00	R
11003	PP	01/08/2022	JPB	JPB dd	Monthly grounds maintenance contract	3,931.74	R
11104	PP	08/08/2022	ANGLIANW	AW dd	Seymour water monthly direct debit	34.00	R
11002	PP	12/08/2022	JPB	JPB1396	3 x ashes interments	162.00	R
11005	PP	12/08/2022	CSH	CSH569649	Seymour bin emptying monthly charge	219.26	R
11007	PP	12/08/2022	JMPAYROL	JM35454	Monthly payroll fee	30.00	R
11010	PP	12/08/2022	JK	JK x 2	Office and pavilion cleaning for July (inc festival)	760.00	R
11013	PP	12/08/2022	REALISEF	Realise3662	New bench for Fairfield (paid by donation)	437.99	R
11015	PP	12/08/2022	TRADE	TradeUK5159	Caretaker socket set, screws and bits	72.87	R
11032	PP	12/08/2022	LODGE	ICE12124540	Telephone calls, telephone and broadband line rental	100.44	R
11035	PP	12/08/2022	HEATHERL	Heatherland313	Fryerning skip empty and replacement	196.00	R
11055	PP	15/08/2022	BBALARMS	BB dd	Seymour alarm system support monthly dd	18.00	R
11057	PP	18/08/2022	PLUSNET	PNet 029	Seymour wifi for monthly dd	23.62	R
11073	PP	19/08/2022	PKFLITTL	PKF0242	External audit fee for 2022/23	960.00	R
11074	PP	22/08/2022	VIRGIN	3761	Caretakers mobile monthly dd	8.40	R
11075	PP	22/08/2022	POZITIVE	2113868	Lychgate electricity dd	11.72	R
11076	PP	22/08/2022	ECOTRICI	02528538	Seymour gas dd	19.53	R
11077	PP	22/08/2022	ECOTRICI	02528533	Seymour electricity dd	45.97	R
11079	PP	25/08/2022	EBM	112484	Printing and photocopying monthly dd	24.00	R
11087	PP	31/08/2022	JPB	Aug 22 GM	Monthly grounds maintenance contract	3,931.74	R
11090	PP	09/09/2022	SULEES	5532	Final wordpress invoice, staff training and handbook	420.00	N
11093	PP	09/09/2022	JMPAYROL	JM35734	Monthly payroll fee	30.00	N
11102	PP	09/09/2022	LODGE	21064/21079	MS office licenses for staff, councillors, remote support and backup charge	333.00	N
11095	PP	27/09/2022	MS2	MS2 290922	Office rent and service charge for quarter	5134.93	N

Date:		01/09/2022					
		Bank Payments & Receipts by Bank Account					
Date From :		01/08/2022					
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
11039	BP	44782	6506	72959	Replacement pads IPAD SP1	-61.14	R
11050	BR	44782	4002	140	Memorial fee Halfide E154 BACS	280.00	R
11051	BR	44783	4002	141	Memorial fee Parmenter J51	280.00	R
11052	BR	44783	4002	142	Additional inscription Bruinning E168	91.00	R
11011	BP	12/08/2022	6502	291629	New Cycle hoops - grant funded	-466.46	N
11017	BP	12/08/2022	7550	Zoom9092	A Wood zoom reimbursement July 22	-11.99	N
11018	BP	12/08/2022	8203	A Wright exp	ERO mileage	-6.30	N
11019	BP	12/08/2022	6502	A Wright exp	Screw bits	-6.17	N
11105	BP	17/08/2022	8200	IFPC grant	Grant award Redstones FC	-630.04	R
11065	BP	18/08/2022	2220	Aug 22 payroll	Aug 22 net wages	-3,368.30	R
11066	BP	18/08/2022	2210	Aug 22 payroll	Aug 22 PAYE	-579.20	R
11067	BP	18/08/2022	2210	Aug 22 payroll	Aug 22 Ee NIC	-137.86	R
11068	BP	18/08/2022	2210	Aug 22 payroll	Aug 22 Er NIC	-255.36	R
11069	BP	18/08/2022	2230	Aug 22 payroll	Aug 22 pension admin	-10.86	R
11070	BP	18/08/2022	2220	Aug 22 payroll	Aug 22 staff pension	-135.75	R
11071	BP	18/08/2022	2230	Aug 22 payroll	Aug 22 Ers pension	-486.61	R
11096	BP	09/09/2022	7550	A wood zoom	zoom reimbursement A Wood Aug / Sept 22	-11.99	N

BALANCES IN BANK ACCOUNTS DATED 31/8/22		213,080.43
Unity Trust Bank Current Account		16,453.00
Unity Trust Bank Savings Account		60,076.45
Petty cash		210.55
Redwood Bank		50,000.00
Yorkshire Building Society		86,340.43