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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 13 April 2023, 7.30pm
VENUE: Suite 3, 4 The Limes, Ingatestone

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

FC23/045 Apologies for Absence – for noting but not approval

Apologies were noted from Cllr Batchelor

FC23/046 Announcements, declarations of Interest and dispensations

None were presented.

FC23/047 Public Participation

Ms Farrant spoke to the council to advise them that she had resigned from the parish council. Members thanked her for her involvement.

FC23/048 To approve the minutes of the Full Council meetings held on 9 March 2023

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

FC23/049 Matters arising for report (but not for resolution)

- Cllr Jeater provided information to the councillors in relation to completing the election expenses form. He advised that the forms could be completed and returned immediately as there is an uncontested election. He reiterated that it is a legal requirement to complete and submit this form.
- Cllr Jeater reported that he and several other residents had not received a council tax demand and had chased Brentwood Borough Council. The matter had since been resolved but concern was raised about the legalities of changing a direct debit value without advance notice.
- The Clerk raised an email from the Brentwood Business Partnership about the planned Business Improvement District. It was agreed that the EDWG should take the lead following a ballot (June) taking place to approve the setting up of the district and a meeting will be arranged in the council chamber.

FC23/050 Committee reports: to receive minutes, verbal reports, and proposals from Committees

1. **Planning and Highways** – (Cllr Winter) as per the minutes. Speed watch training will be taking place online next week and the link has been shared with those interested in taking part.

- a. **To approve the request to LHP for speed restrictions and roundabouts along Roman Road** - Cllr Sankey requested that this council submit a proposal for the above works to the LHP, following a public petition received. Following a lengthy discussion, it was **RESOLVED to approve the submission to the next LHP meeting**
Proposed: Cllr Sankey
Seconded: Cllr Hart
All agreed.
2. **Facilities** – (Cllr Lee) as per the minutes.
3. **Legal and Finance** – (Cllr Jeater) as per the minutes
4. **Communications** – (Ms Farrant was invited to report) as per the minutes. Cllr Jeater suggested that a meeting be arranged to create the parish questionnaire for distribution with the next newsletter in June. This was agreed.
5. **Personnel** – (Cllr Lee)
 - a. It was **RESOLVED to ratify the pay recommendations** relating to the recent job evaluation study undertaken by Council HR & Community Governance Ltd
Proposed: Cllr Davey
Seconded: Cllr Hart
All agreed.
6. **Neighbourhood Plan Implementation Group** – (Cllr Winter) a focus is being made on a Safer Street initiative, broadband issues and the High Street pavement outside the Co-op.

FC23/051 Working group updates

1. **Economic Development** – Cllr Hart – as per report circulated. An approach had been made to a market company, but they were not prepared to take on the project owing to the economic scale of the event. Cllr Winter spoke about a planned project to light the Market Place mosaic and that an initial quote is being obtained.
2. **Climate Emergency** – Cllr Jeater reported that work will be undertaken on clearing footpath 38. Cllr Bull spoke about the continued aim of installing solar panels on Seymour pavilion and the grants he is investigating.
3. **Health and wellbeing** – Cllr Marston – as per the report circulated. The installation of the table for the churchyard community garden is planned for the start of May.
 - a. It was **RESOLVED that a further new bench be registered as a council asset.**
Proposed: Cllr Marston
Seconded: Cllr Winter
All agreed

FC23/052

1. **To confirm the re-appointment of JPB Landscapes as Parish Council Grounds Maintenance Contractors for 3 years + 1 at a cost of £47604.38 +VAT per annum.**
Proposed: Cllr Jeater
Seconded: Cllr Hart
All agreed
2. **To receive the latest financial report from the Ingatestone Museum Trust for the period 1st January – 31st March 2023.** – this was received and noted.
3. **To confirm the amended revenue budget which now includes the new grounds maintenance costings.**
Proposed: Cllr Jeater
Seconded: Cllr Davey

All agreed

4. To confirm the capital expenditure and special projects currently identified for this financial year

It was **RESOLVED** that the following projects be added to the 2023/24 budget with the remaining surplus to be kept in reserve for allocation once the action plan has been created.

- a. Wifi and cabling in the meeting room £500
- b. Relocating playground items in Fairfield £1040
- c. War memorial renovation £3000
- d. Seymour car park drainage works £1800
- e. Summer show £5000
- f. Community garden works and seating (St Edmunds) £1000
- g. Refurbishment of phone boxes and benches in Fryerning £500
- h. Increase of grant scheme by £2000
- i. New computer and set up £850

Proposed: Cllr Hart

Seconded: Cllr Marston

All agreed

5. To confirm the Reserves and Investment policies for 2023/24

Proposed: Cllr Jeater

Seconded: Cllr Davey

All agreed

6. To approve the Data Protection, Privacy Notice and Document Retention Policies

Proposed: Cllr Marston

Seconded: Cllr Russell

All agreed

7. To approve the parish council complaints policy

Proposed: Cllr Whittow-Williams

Seconded: Cllr Lee

All agreed

8. To approve the suite of Risk Assessments

Proposed: Cllr Winter

Seconded: Cllr Marston

All agreed

9. To approve the committee and working party terms of reference

The documents were approved with an amendment to the quoracy number (changed to 3) for NPIC.

Proposed: Cllr Bull

Seconded: Cllr Whittow-Williams

All agreed

10. To discuss the Annual Assembly scheduled for the 23 May 2023

It was **RESOLVED** that there be no Annual Assembly this year unless there is a call from the public for a meeting in line with the Local Government Act 1972. It was further agreed that this be included in the parish questionnaire to gauge the demand for future Annual Assemblies.

Proposed: Cllr Jeater

Seconded: Cllr Sankey

All agreed

FC23/053 Parish Council financial accounts

- Bank statement and reconciliation for March 2023
- Profit and loss report for March 2023
- Payments and receipts for March/April 2023
- Budget tracker report for 2022/23

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

- The Clerk presented list of signatories for the council's bank accounts and the following were agreed

Unity Trust accounts – Cllrs Lee, Winter, Sankey, Hart and Russell

Redwood Bank – Cllr Sankey, Marston and Russell

Yorkshire Building Society – it was agreed that this account be closed, and a new account elsewhere be opened due to access issues. This will be discussed in following meetings.

Proposed: Cllr Jeater

Seconded: Cllr Hart

All agreed

FC23/054 To receive reports of external meetings attended by any Parish Councillor

None presented

FC23/055 Items for inclusion in the next Agenda

Cllr Jeater asked that councillors give some thought to their committee memberships. The Clerk reminded those wishing to stand as Chair or Vice Chair require a written statement to be submitted in advance.

FC23/056 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 9.07 pm.

Date of Next Council Meeting: Annual Parish Council meeting 18th May 2023, 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC23/053 Financial accounts

Date:		06/04/2023							
Date From :		01/03/2023							
Date To :		31/12/2050							
No	Type	Date	N/C	Ref	Details	Gross B			
11860	BR	01/03/23	4007	Church grant received	Church grant for 12 seater picnic bench for comm garde	1,750.00	N		
11892	BR	07/03/23	4002	175	Memorial fee Holmes G40A	254.60	N		
11893	BR	09/03/23	4002	176	Exclusive rights and interment Witney	492.00	N		
11821	BP	10/03/23	8200	IFPC grant	Stones U10 grant	-700	N		
11863	BP	10/03/23	6204	9674	12 seater picnic bench for church community garden	-3,900.00	N		
11894	BR	14/03/23	4002	177	Outstanding balance ref 175	25.40	N		
11895	BR	14/03/23	4002	178	Additional inscription Harper H61	91	N		
11896	BR	15/03/23	4002	179	Interment fee Morgan E162 BACS	667.00	N		
11961	BP	22/03/23	2220	Mar 23 payroll	Mar 23 net wages	-4,556.24	N		
11962	BP	22/03/23	2210	Mar 23 payroll	Mar 23 PAYE	-772.00	N		
11963	BP	22/03/23	2210	Mar 23 payroll	Mar 23 Ee NIC	-152.18	N		
11964	BP	22/03/23	2210	Mar 23 payroll	Mar 23 Er NIC	-318.26	N		
11965	BP	22/03/23	2230	Mar 23 payroll	Mar 23 pension admin	-16.56	N		
11966	BP	22/03/23	2220	Mar 23 payroll	Mar 23 staff pension	-207.04	N		
11967	BP	22/03/23	2230	Mar 23 payroll	Mar 23 Ers pension	-783.87	N		
11983	BP	28/03/23	6100	SJTidd	French drain installation cemetery	-5815	R		
11987	BP	28/03/23	8200	IFPC grant	Grant - hall hire in lieu - recording the action	-500	R		
11973	BP	29/03/23	7550	zoom Mar/Apr	Zoom reimbursement A Wood Mar/Apr 23	-12.99	R		
12042	BR	30/03/23	4005	stall deposit	CM Hubbard deposit	25	R		
12043	BR	30/03/23	4005	stall deposit	IFCA CIO	25	R		
12044	BR	30/03/23	4005	stall deposit	J Cowan deposit	25	R		
12041	BP	31/03/23	7901	bank charges	Bank charges for quarter	-41.25	R		
12045	BR	31/03/23	4005	stall deposit	E Wellock	25	R		
12026	BP	14/04/23	6504	3696234/235	3 x signs for different locations	-92.33	N		

Date:	06/04/2023					
	Day Books: Supplier Payments (Summary)					
Date From:	01/03/2023					
Date To:	31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross B
12035	PP	06/03/2023	ANGLIANW	Wave dd	Seymour water rates for the month dd	76.00 R
11799	PP	10/03/2023	AMAZON	Amazon 27839	Replacement tea urn at Seymour	79.99 R
11807	PP	10/03/2023	LODGE	LIS 23198/23221	MS office licenses for staff and councillors, IT support and	333.00 R
11847	PP	10/03/2023	CSH	CSH 594071	Seymour bin emptying monthly charge	214.85 R
11850	PP	10/03/2023	JK	JK 023/015	Office and pavilion cleaning for Feb 23	920.00 R
11852	PP	10/03/2023	JMPAYROL	J&M37336	Monthly payroll fee	42.00 R
11866	PP	10/03/2023	LODGE	ICE 12125967	Telephone calls, line rental - phone and broadband	96.89 R
11869	PP	10/03/2023	JPB	JPB 165	Additional line marking and 3 x interments	342.00 R
11871	PP	10/03/2023	HEATHERL	Heatherland 32334	Skip replacement in cemetery	208.00 R
12037	PP	10/03/2023	EE	EE dd	Caretakers mobile for the month dd	13.68 R
11887	PP	15/03/2023	BBALARMS	BB dd	Alarm service monthly charge	18.00 R
11886	PP	16/03/2023	JS	JS1263	Repair to toilet in Seymour - call out and equipment	100.00 R
11898	PP	16/03/2023	POZITIVE	Poz 3000143	Lychgate electricity monthly charge	9.70 R
11907	PP	17/03/2023	LODGE	LIS 23244	MS licenses for staff and councillors for 2023/24	2178.00 R
11970	PP	20/03/2023	ECOTRICI	Eco elect dd	Seymour electricity for March	15.01 R
11971	PP	20/03/2023	ECOTRICI	Eco gas dd	Seymour gas for March	226.15 R
11972	PP	20/03/2023	PLUSNET	PNet 036	Seymour wifi for March	23.62 R
11873	PP	24/03/2023	MS2	MS2 rent	Office rent and service charge for quarter	5390.60 R
11877	PP	28/03/2023	PRINTWIS	Pwaste 2255927	Tetrapak recycling service monthly charge	79.46 R
11975	PP	29/03/2023	JMPAYROL	JM 37359	Payroll service monthly charge	42.00 R
11994	PP	31/03/2023	RICHARDS	Richardson 713	Materials for the Bell mead path	2712.00 R
12022	PP	31/03/2023	JPB	JPB so	Grounds maintenance contract for March 23	3931.74 R
12067	PP	03/04/2023	BRENTWOO	BBC x 4 rates	Business rates for office, Seymour and cemetery	876.93 R
12030	PP	04/04/2023	DIOCESAN	Diocesan 170.4	Faculty fee for the french drain	317.00 N
12062	PP	06/04/2023	ANGLIANW	Wave 11764862	Seymour water rates for the month dd	76.00 N
11977	PP	14/04/2023	TRADE	TUK 619568	Lychgate light replacement	32.92 N
11979	PP	14/04/2023	LODGE	ICE23531	Backup and IT support	126.00 N
11985	PP	14/04/2023	AMAZON	Amazon 100813	toilet paper for Seymour pavilion	44.68 N
11990	PP	14/04/2023	TRADE	TUK49191	Disposable gloves	11.99 N
11992	PP	14/04/2023	AMAZON	Amazon LAEUI	HDMI cable for meeting room	12.27 N
12012	PP	14/04/2023	NALC	EALC 16370	NALC and EALC fees for 2023/24	903.23 N
12023	PP	14/04/2023	JPB	JPB 1468	Line marking, 2 x interment and grave topping	808.76 N
12025	PP	14/04/2023	CSH	CSH 598830	Seymour bin emptying monthly charge	198.34 N
12028	PP	14/04/2023	CHRGs	CHRGs Inga/1	Job evaluation report fee (personnel committee)	350.00 N
12033	PP	14/04/2023	EUROFFIC	EO 4367812	Stationery and paper for the office	67.55 N
12054	PP	14/04/2023	PRINTWIS	Printwaste 2257449	Tetrapak recycling service monthly charge	79.46 N
12057	PP	14/04/2023	LODGE	LIS 12126182	3cx hosting, broadband, line rental and phone calls	100.52 N
12061	PP	14/04/2023	JK	JK 0016/0024	Office and pavilion cleaning for Mar 23	910.00 N

BALANCES IN BANK ACCOUNTS DATED 31/3/23		178,922.90
Unity Trust Bank Current Account		5,526.29
Unity Trust Bank Savings Account		35,731.56
Petty cash		36.27
Redwood Bank		50,751.99
Yorkshire Building Society		86,876.79