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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 9 February 2023, 7.30pm  
**VENUE:** Suite 3, 4 The Limes, Ingatestone

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair)	P Davey	C Russell	R Whittow-Williams (7.55pm)
		M Marston	J Winter	B Bull	L Emmett
		D Sankey	M Hart		
<b>Also present</b>		A Wood (Parish Clerk and RFO)	2 residents (in person)	BCllr N Hones	CCllr Malcolm Buckley and J Searles (ECC Head of Waste Strategy)
		A Zakharyeva (Comms Clerk)			
<b>Attended online</b>		3 residents (various times)	CCllr L Wagland (until 8.20pm)		
<b>Absent</b>	<b>Cllrs</b>	A Farrant	P Poston	R Lee	P Batchelor

**With Councillors approval, Cllr Jeater proposed that the discussion relating to the planned booking system for the recycling centre be brought to the front of the agenda and County Cllr Malcolm Buckley and Mr Searles were invited to speak**

### Clerks meeting notes

Cllr Buckley provided background information. The proposed plan for booking will be a trial following on from the scheme introduced at the Rayleigh site since June last year. There have been a lot of positive comments from the Rayleigh site. It has given staff more opportunity to interact with residents and assist with heavy items and has been more organised. The proposal is for this system to roll out to all sites in March. Same day bookings will now be available and have been introduced at Rayleigh this week. The system allows for monitoring and there is no restriction for domestic waste at all, allowing multiple visits by individuals. There has been an issue with trade waste, hence the scheme being introduced.

Cllr Buckley then answered some questions that he brought with him. Mr Searles will send a copy of the ECC response through to the parish council.

*Why have ECC waited to implement the booking system?* They wanted to test the system before roll-out. It does appear to have worked and greatly reduced queues at Rayleigh.  
*How long with the booking system be in place for?* Trial will run until December but there will be a consultation on the public view in the late summer. The system will either remain or be withdrawn.

*Why can't you book on the same day?* You are now able to do this.

*The issue of fly tipping* – Cllr Buckley acknowledged the issue current of fly tipping and that the introduction of a booking system will not stop fly tipping. He advised that monitoring

has shown that there is no measurable increase in and around Rayleigh. He has also spoken to Kent and Suffolk, and they have reported no measurable increase. He referred to a Defra study that showed no relationship with fly tipping and booking systems. He understands the concerns but believes that fly tipping will not increase.

*Can you book more than one visit per day / week?* There is no restrictions on the number of bookings as long as it is for domestic waste.

*Separate systems for cars and vans* – this is because vans have larger time slots owing to the load size.

*Turned away if late for slot?* Should not be a problem and the staff will accommodate as much as possible but good time keeping would be encouraged.

*Blue badges / pedestrians* – no need to book a time slot. Cars arriving and parking outside and then walking onto site will not be allowed.

*Booking if you can't access internet* – there is a telephone number to book appointments and can also book appointments in the library.

Cllr Bull asked about how quickly the slots are filled – the slots are released daily and there are lots of availability over the following weeks. Mr Searles advised that at the Mounnessing site there are about 1400 visits per week currently (peak time) and there will be 1800 slots set up on the booking system.

Cllr Marston asked if the phone lines will be manned every day? – Monday to Friday 8-5.30pm

Cllr Davey asked that ECC analyse the percentage of bookings that are done online as well as via the phone. He was concerned that there would be a skew of the figures showing a decrease in the use of the centre if this was not recorded.

Cllr Russell asked about what backup there is if the booking system fails? The system has been fully tested and there has been no downtime so far. If the system did go down, people would be allowed onto site to use the centre regardless.

Cllr Sankey asked why there had been no consultation? Cllr Buckley advised that this was on the County Council board plan in December which was accessible to all members (ECC). The decision came to Cllr Buckley on the 21<sup>st</sup> January and then had a 5 day call-in period. The following Monday he had a meeting with ECC councillors and officers across the county and they were aware of the start date of the 17 March. He advised that they had been given effectively a 2-month notice period. IFPC councillors advised that they had not been formally advised and that Cllr Jeater had only found out on the 27 January following a visit to the recycling centre and talking with the staff. It was noted that to date there still had been no official notification.

Cllr Hart asked what happens if residents just turned up at the site without a booking? If someone made a genuine error, a slot will be found. If it was persistent, then they would be turned away. Cllr Hart then challenged the assumption that there is no relationship between booking and the increase in fly tipping and provided online examples as to where this was the case. He asked if there was an increase in fly tipping, would the system be removed? Cllr Buckley advised that it would be one of the factors that would be considered and would not be further drawn on his answer. Mr Searles advised that the monitoring of fly tipping will be taking place during the trial period.

Cllr Hart asked how this change is being communicated with the residents? It has been in the local newspapers and social media. It has been on BBC Essex and Look East. Mr Searles also advised it is being advertised on site.

*Cllr Whittow-Williams arrived at this point.*

Cllr Emmett asked about the recording of data on the sites and spoke about the need for an increase in booking slots over the weekend and bank holidays rather than during the week. He also mentioned the increase in value of recycled materials.

Cllr Jeater asked what data is being kept when you book? Car registration, postcode and email address. Cllr Jeater was concerned that those visiting the sites on behalf of someone living in Essex would be penalised if they were also not an Essex resident. He also reported a concern that the booking system was being used to restrict the amount of use by residents. Cllr Buckley confirmed that the site is open to residents for as many visits as possible if it is domestic recycling.

Cllr Jeater suggested that by having a consultation after the roll out is the wrong way round. Why was there no consultation with Borough and Parish councillors prior to this rollout? Being informed a matter of weeks before the rollout is bad public relations.

Cllr Whittow-Williams asked what would constitute a good or bad trial of the scheme? Cllr Buckley advised it would be based on the performance on levels of recycling, costs and levels of fly tipping.

The floor was open to residents to ask questions and raise points.

A resident advised that he has written to the Chief Executive of ECC and is waiting on a response. He asked why these sites are only open to Essex residents as it would make sense to have a reciprocal arrangements with other authorities and therefore no requirement for a booking system that restricts the use of the site. Cllr Buckley agreed but advised that other authorities are restricting access already and therefore it was necessary.

The resident than asked why not provide a small business commercial waste service at a charge and therefore generate income for ECC? Cllr Buckley advised that a general review of the provision will be made, and this will be considered. However, he advised that the government is currently taking legal advice on the practice of charging for construction and garden waste disposal following the Environment Act. The resident concluded that these proposed actions would reduce the amount of recycling, increase black bag waste, increase fly tipping and an increase in operating costs in running the new system.

Cllr Hones agreed that there was a lack of consultation and felt that for the Mountnessing site, it was unnecessary administration.

Another resident complained about the lack of consultation in general and that improvement need to be made across the board. Cllr Buckley reiterated that the Borough and ECC Councillors were aware of the change in arrangements in advance and that they should have cascaded the information down.

A resident asked a question about booking on the day. Cllr Buckley confirmed that this change had now been made. He also asked how residents can provide feedback on the trial. Mr Searles advised that a consultation process will be published on the ECC website and will be sent to all authorities to promote in due course. Cllr Davey reiterated the importance of using town and parish councils in the sharing of information to residents. Cllr Sankey sought confirmation that the consultation will be analysed per site.

Cllr Jeater drew the debate to a close and thanked Cllr Buckley and Mr Searles for attending.

Cllr Buckley and Mr Searles left the meeting. Cllr Wagland and online residents left the meeting at this point (8.20pm).

**FC23/019 Apologies for Absence – for noting but not approval**

Apologies were noted from Cllrs Lee and Batchelor

**FC23/020 Announcements, declarations of Interest and dispensations**

None were presented.

**FC23/021 Public Participation**

A resident spoke about the doctors surgery and the trouble they are facing due to inadequate facilities. She asked what the council were doing to work with the surgery to help with situation. Cllr Hones spoke about meeting between the NHS and Brentwood Borough Council and that there was little engagement. Cllr Sankey reiterated this point and advised that there was another site being considered but BBC would not disclose the location. Cllr Marston confirmed that this is of concern and Cllr Winter reported on a meeting (last year) with the CCG to consider options in the village and using vacant office space. It was reiterated that the parish council are unable to sub-let office space under the terms of the lease but that they could be a campaigning force to assist. Cllr Jeater requested that this be debated further at the next meeting and that Cllr Wagland should be invited to attend to contribute on this matter.

*The residents left the meeting at this point.*

**FC23/022 To approve the minutes of the Full Council meetings held on 12 January 2023 and 23 January 2023 (extraordinary meeting)**

The minutes were approved for the 12 January were signed by Cllr Jeater as a correct record.

After a discussion, the minutes of the 23 January were approved by Cllr Jeater as a correct record.

In favour – 6, against – 1, abstentions – 3

**FC23/023 Matters arising for report (but not for resolution)**

Nothing was raised.

**FC23/024 To receive a verbal report from Borough and County Councillors**

- Cllr Hones reported on a forthcoming housing meeting which should include an update on the surgery and that the precept will be ratified at full council with a 3% increase.
- Cllr Sankey advised that £2.6m of s106 monies remains unspent at Brentwood Borough Council. He had asked for an update on the spending and had it minuted that a report must be presented to the Audit and Scrutiny Committee. He was very concerned about the lack of transparency and considering the number of developments planned for the parish that IFPC must be informed as to where the money will be spent.

**FC23/025 Committee reports: to receive minutes, verbal reports, and proposals from Committees**

1. **Planning and Highways** – (Cllr Davey) as per minutes.
2. **Facilities** – (Cllr Whittow-Williams) no meeting in January.
3. **Legal and Finance** – (Cllr Jeater) no meeting in January.
4. **Communications** – (Ms Zakharyeva) as per the minutes. Cllr Jeater reported that positive feedback had been received about the newsletter.
5. **Personnel** – (Cllr Jeater) no meeting in January.
6. **Neighbourhood Plan Implementation Group** – (Cllr Winter) a meeting will be arranged shortly.

**FC23/026 Working group updates**

1. **Economic Development** – Cllr Batchelor – as per report circulated.

2. **Climate Emergency** – Cllr Marston gave an update about the churchyard community garden. Cllr Bull reported that the grant application to the ECC had not been successful due to oversubscription.
3. **Health and wellbeing** – Cllr Marston reiterated the importance of working with the surgery as discussed during the public participation.

**FC23/027 Specific projects and discussions**

1. **To agree the level of council involvement with the proposed Farmers Market project and the spending of the 2022-23 budget for the same.**  
Ms Zakharyeva advised that she is not able to commit to running the project outside of her working hours. It was noted that the next farmers market had been booked for the start of June. Cllr Jeater suggested that this project was a commercial venture and asked for confirmation from the council as to the level of involvement. It was suggested that it be incorporated into the Summer Show. It was agreed that the parish council will not be running a farmers market but that it will assist in the promotion of any event using the social media channels, newsletters and e-bulletins. In terms of finance, the level of contribution will be agreed following the May elections.
2. **To discuss the method of funding in this financial year of any expenditure for the Summer Show.**  
It was RESOLVED that the current budget of £1500 allocated to the support of a farmers' market be reallocated to the summer show.  
**Proposed: Cllr Jeater**  
**Seconded: Cllr Hart**  
All agreed.
3. **To discuss the council's response to the new booking system for the recycling centre**  
The Clerk was asked to write to Essex County Council to reiterate the council's objections to the planned booking system.
4. **To discuss the recent East Anglia GREEN (Pylon) newsletter and future consultation**  
Various councillors had attended the meeting. It was noted that an offshore report might be commissioned following a ministerial visit to Ardleigh. Concerns were raised regarding the attitude that cost was key but that no consideration on environmental cost was made. It was agreed that IFPC keep a very close eye on the development and that public involvement in the consultation was key.
5. **To discuss any plans for the Coronation in May**  
It was agreed that IFPC will be focussing on the village Summer Show and therefore will not run an actual event but will provide information on street parties, possibly run a High Street competition and put up the Union Jack flags.

**FC23/028 Parish Council financial accounts**

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

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

**FC23/011 To receive reports of external meetings attended by any Parish Councillor**

1. Cllr Winter spoke of a meeting she had attended as an observer at ECC that Cllr Lee Scott will be undertaking a review of the Local Highways Panels and that they will have decision making abilities rather than just being able to refer. She also reported that there would be an increase of £9million in the budget to for potholes and similar.

2. **Mountnessing speeding meeting**

Cllr Winter supplied a report on this meeting which had been circulated with the agenda pack. She reported that nothing will be done without evidence and that IFPC might want to investigate setting up a speed watch group. Cllr Sankey reiterated, at the meeting, the need for speed cameras. He advised that he had formally requested that speed surveys be undertaken in Mountnessing and Ingatstone.

3. **Seymour pavilion meeting**

Cllr Jeater advised that he and the Clerk had met with Brentwood officers about the possible asset transfer of Seymour field and pavilion. It was confirmed that this would not be possible but that there was the chance of a lease extension and financial support for the development of the pitches. They also confirmed that they will support the parish council in working with the Essex FA on this matter.

**FC23/012 Items for inclusion in the next Agenda**

- The provision of medical services in the parish and the current doctor's surgery situation.
- The setting up of a speed watch group.

**FC23/001 Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting at 9.30 pm.

**Date of Next Council Meeting: Full Council meeting on Thursday, 9 March 2023, 7.30pm, Suite 3, 4 The Limes, Ingatstone, CM4 0BE**

**Appendix FC23/028 Financial accounts**

<b>BALANCES IN BANK ACCOUNTS DATED 31/1/23</b>				<b>220,747.21</b>
<b>Unity Trust Bank Current Account</b>				<b>28,140.99</b>
<b>Unity Trust Bank Savings Account</b>				<b>55,482.73</b>
<b>Petty cash</b>				<b>36.41</b>
<b>Redwood Bank</b>				<b>50,210.29</b>
<b>Yorkshire Building Society</b>				<b>86,876.79</b>

<b>Date:</b>		01/02/2023					
<b>Date From :</b>		12/12/2023					
<b>Date To :</b>		31/12/2050					
<b>Bank Payments &amp; Receipts by Bank Account</b>							
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>	<b>Gross B</b>	
11550	BP	13/01/23	7550	A Wood zoom	zoom reimbursement 21/12/22-20/01/23	-11.99 R	
11690	BR	12/01/23	4002	164	Exclusive rights and interment Pearce - BACS	1,576.50 R	
11691	BR	17/01/23	4002	165	Exclusive rights prior to use Hart K154	1,276.00 R	
11649	BP	19/01/23	2220	Jan 23 payroll	Jan 23 net wages	-4,768.31 R	
11650	BP	19/01/23	2210	Jan 23 payroll	Jan 23 paye	-624.00 R	
11651	BP	19/01/23	2210	Jan 23 payroll	Jan 23 Ee NIC	-152.18 R	
11652	BP	19/01/23	2210	Jan 23 payroll	Jan 23 Ers NIC	-318.26 R	
11653	BP	19/01/23	2230	Jan 23 payroll	Jan 23 pension admin	-11.44 R	
11654	BP	19/01/23	2220	Jan 23 payroll	Jan 23 staff pension	-142.97 R	
11655	BP	19/01/23	2230	Jan 23 payroll	Jan 23 Ers pension	-512.47 R	
11692	BR	27/01/23	4002	167	Exclusive rights and double ashes interment Ga	633.50 R	
11672	BP	10/02/23	6502	Jan 23 expenses	Limescale remover for pavilion	-8.03 N	
11676	BP	44967	7550	A Wood zoom	A Wood zoom reimbursement Jan Feb 23	-11.99 N	

<b>Date:</b>	01/02/2023						
	<b>Day Books: Supplier Payments (Summary)</b>						
<b>Date From:</b>	12/12/2023						
<b>Date To:</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>
11553	PP	13/01/2023	LODGE	ICE22431	Remote support and backup fee	126.00	R
11555	PP	13/01/2023	TRADE	TradeUK2401	RCD for Christmas lights	10.19	R
11558	PP	13/01/2023	LODGE	LIS22414	Office and councillor Office 360 licenses monthly charge	207.00	R
11564	PP	13/01/2023	TRADE	TUK22470	Replacement guttering piece for Lychgate	4.45	R
11570	PP	13/01/2023	CSH	CSH 588791	Seymour bin emptying December charge	140.50	R
11574	PP	13/01/2023	BBPCA	BBPCA 23/24	BBPCA annual membership fee	82.54	R
11576	PP	13/01/2023	JMPAYROL	J&M 36809	Monthly payroll charge with year end part payment	42.00	R
11586	PP	13/01/2023	JPB	JPB1455 balance	Interment missed from invoice	54.00	R
11587	PP	13/01/2023	JPB	JPB 1455	1 x interment and line marking	144.00	R
11590	PP	13/01/2023	JK	JK0013/0021	Office and pavilion cleaning for December 22	550.00	R
11592	PP	13/01/2023	JPB	JPB 1456	Fairfield hedge reduction (Facilities committee)	1,848.00	R
11603	PP	13/01/2023	SUELEES	Sue Lees 5736	Winter 22/23 newsletter setup	680.00	R
11698	PP	16/01/2023	BBALARMS	BB dd	Monthly alarm maintenance charge SO	18.00	R
11702	PP	18/01/2023	PLUSNET	PNet 034	Seymour wifi charge for month DD	23.62	R
11703	PP	18/01/2023	POZITIVE	Poz dd	Lychgate electricity for month DD	11.53	R
11700	PP	20/01/2023	ECOTRICI	Eco gas dd	Seymour gas for month plus additional month in 2022	273.19	R
11701	PP	20/01/2023	EBM	EBM 115998	Printing and copying charge for the month DD	25.51	R
11716	PP	20/01/2023	ECOTRICI	Eco elec dd	Seymour electricity Oct - Dec 22 DD	99.57	R
11713	PP	23/01/2023	PRINTWIS	Printwaste 2961	Tetrapak recycling charge for month	79.46	R
11640	PP	24/01/2023	LODGE	ICE 12125550	Phone calls, line rental and 3CX hosting	100.60	R
11642	PP	24/01/2023	SLCC	SLCC 202350-1	A Zakharyeva ILCA online qualification	144.00	R
11682	PP	26/01/2023	DISTRIBU	Dist4U 3246ESC	Newsletter distribution fee	207.00	R
11723	PP	31/01/2023	JPB	JPB dd	Grounds maintenance contract for the month	3931.74	R
11628	PP	03/02/2023	ICCM	ICCM 15539	R Spouse Cemetery Compliance course	162.00	N
11635	PP	03/02/2023	EUROFFIC	Eurooffice 432925	Sationery, stamps and wall clock	106.54	N
11646	PP	03/02/2023	ESSEXLIB	ECC 1020343839	Tree survey for 2022 for all 3 sites	930.00	N
11630	PP	10/02/2023	SUELEES	SL5759	Website maintenance annual fee	40.00	N
11632	PP	10/02/2023	SPECTRUM	Spectrum IPC/00	High Street Christmas trees - electrical fees	1278.00	N
11667	PP	10/02/2023	JK	JK 0022/0014	Office and pavilion cleaning for January 23	660.00	N
11669	PP	10/02/2023	JPB	JPB 150	St Edmunds churchyard hedge reduction (Facilities)	420.00	N
11680	PP	10/02/2023	LODGE	LIS 22781/22805	Office 365 licences for cllrs and staff, back up and remote support (2 invoices combined)	333.00	N
11684	PP	10/02/2023	EALC	EALC 16161	B Bull New Councillor training course	216.00	N
11671	PP	28/02/2023	AMAZON	Amazon 7TAEUI	Baby change unit for Seymour Pavilion	89.99	N