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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 12 January 2023, 7.30pm  
**VENUE:** Suite 3, 4 The Limes, Ingatestone

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair)	P Davey	P Batchelor	R Whittow-Williams
<b>Also present</b>		M Marston A Wood (Parish Clerk and RFO)	J Winter	B Bull	L Emmett (7.35pm)
<b>Absent</b>	<b>Cllrs</b>	P Poston A Farrant	C Russell R Lee	R Pittman	D Sankey M Hart (attended online)

**FC23/001 Apologies for Absence – for noting but not approval**

Apologies were noted from Cllrs Russell, Sankey and Lee. It was noted that Cllr Hart attended online and therefore cannot be recorded as being in attendance.

**FC23/002 Announcements, declarations of Interest and dispensations**

None were presented.

**FC23/003 Public Participation**

No members of the public were present

**FC23/004 To approve the minutes of the Full Council meeting held on 10 November 2022**

Cllr Davey advised that he had attended the last full council meeting. The minutes were approved with this amendment and were signed by Cllr Jeater as a correct record.

**FC23/005 Matters arising for report (but not for resolution)**

- Cllr Jeater reported that the valuation of Seymour field and pavilion had taken place and that he and the Clerk will be attending the next meeting at the Town Hall on the 7 February. It was hoped that the level of s106 monies for the parish be disclosed at the same time.

*Cllr Emmett arrived at 7.35pm*

**FC23/006 To receive a verbal report from Borough and County Councillors**

No councillors were present to report.

**FC23/007 Committee reports: to receive minutes, verbal reports, and proposals from Committees**

1. **Planning and Highways** – (Cllr Winter) as per minutes. Cllr Winter advised that they had still not received any response from Brentwood Borough Council about the new working relationship with the parish council following the making of the Neighbourhood Plan. The committee will now raise this issue with the Chief Executive. The clerk was asked to contact the Mountnessing Clerk to arrange a joint meeting regarding the planned developments at the south end of the village.

2. **Facilities** – (Cllr Whittow-Williams) as per the minutes. Planned works on the Bellmead community garden had been delayed due to the weather. A smart thermostat for the pavilion will be ordered to reduce the heating costs of the hall. The green burial cemetery project is progressing with the funeral directors formulating a business plan.
3. **Legal and Finance** – (Cllr Jeater) as per the minutes. The format and content of the Extraordinary Full Council meeting was discussed and agreed. The subject of the meeting was for the precept and budget for 2023/24.
4. **Communications** - (Cllr Emmett) as per the minutes. The latest newsletter has been printed and distributed and the second edition is now being planned. There is an increase in the uptake of the e-bulleting from advertising the service in the newsletter. A new residents pack for the parish is being started by Brentwood Borough Council and the PC will be contributing content. A communications strategy is being created for the 3 development sites at the south end of Ingatestone.
5. **Personnel** – (Cllr Jeater) as per the minutes. It was **RESOLVED that Council HR and Governance Support be appointed** to undertake job evaluations at a cost of £500+VAT.  
**Proposed: Cllr Jeater**  
**Seconded: Cllr Marston**  
**All agreed.**
6. **Neighbourhood Plan Implementation Group** – (Cllr Winter) an invitation to join the implementation group and the visual audit steering group had been included in the newsletter and she is awaiting responses. A meeting will be set up in due course. Cllr Winter will speak to the Communications Clerk to publish these invitations on the social media channels.

#### **FC23/008 Working group updates**

1. **Economic Development** – Cllr Batchelor - as per report circulated. It was requested that an agenda item be included for the 23 January meeting to discuss the running of a Farmers Market planned for the 1 April. After a lengthy discussion about the practicalities of this project and the parish council involvement it **was RESOLVED by the Chair's casting vote that this agenda item is not included on the 23 January agenda** but will be added to the 9 February agenda instead.
2. **Climate Emergency** – Cllr Bull advised that he will be submitting a grant application for solar panels for the pavilion from Essex County Council. The planting in St Edmunds and St Mary's churchyard is planned for the 24 January.
3. **Health and wellbeing** – Cllr Marston provided an update on dementia work in the parish and the plan for the supermarket staff to undertake training. The Happy To Chat bench signs have been installed in Fairfield, Seymour Field and the Bell Mead garden.

#### **FC23/009 Specific projects and discussions**

1. **To provide a summer show update** – Cllr Emmett reported on the second meeting for the summer show. It was noted that the 75% cost for the marquee would be paid for by the Horticultural Society with the parish council paying the remainder. Various organisations have confirmed involvement. Cllr Emmett has been working on the event management plan and he asked the councillors to help find stall holders and to advise the Clerk. It was hoped that businesses involved in the Artisan and Farmers Markets sector could be invited to attend.

2. To note the National Grid East Anglia GREEN projects meeting with Alex Burghart MP – the invitation to this meeting on 27 January was noted and various councillors will be attending.

**FC23/010 Parish Council financial accounts**

- Bank statement and reconciliation for December 2022
- Profit and loss report for December 2022
- Payments and receipts for January 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**

None were presented.

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

- The proposed Farmers Market

**FC23/001 Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting at 8.58 pm.

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

**Appendix FC23/010 Financial accounts**

Date:		04/01/2023							
Date From :		01/12/2022		Date To :		31/12/2050			
No	Type	Date	N/C	Ref	Details	Gross B			
11471	BP	01/12/22	6502	04539	Replacement shower valve for referee changing room	-128.40		R	
<b>11598</b>	<b>BR</b>	<b>03/12/22</b>	<b>4002</b>	<b>159</b>	<b>Interment fee Harper H61</b>	<b>141.50</b>		<b>N</b>	
<b>11599</b>	<b>BR</b>	<b>08/12/22</b>	<b>4002</b>	<b>160</b>	<b>Memorial fee Smith J104</b>	<b>280.00</b>		<b>N</b>	
<b>11600</b>	<b>BR</b>	<b>08/12/22</b>	<b>4002</b>	<b>161</b>	<b>Additional inscription Rodgers E250b</b>	<b>91.00</b>		<b>N</b>	
<b>11601</b>	<b>BR</b>	<b>08/12/22</b>	<b>4900</b>	<b>162</b>	<b>UKPN wayleave</b>	<b>17.25</b>		<b>N</b>	
11486	BP	09/12/22	6502	301122	Seymour roof repair	-380.00		R	
11487	BP	09/12/2022	6502	301122 a	Gutter repair and manhole replacement	-300.00		R	
11519	BP	16/12/2022	7100	Petre rents Fairfield	Fairfield rent 2023	-50.00		R	
11528	BP	16/12/2022	7070	Museum grant	Grant payment for museum set up	-5000.00		R	
11529	BP	16/12/2022	2220	Dec 22 payroll	Dec 22 net wages	-4883.31		R	
11530	BP	16/12/2022	2210	Dec 22 payroll	Dec 22 paye	-509.00		R	
11531	BP	16/12/2022	2210	Dec 22 payroll	Dec 22 Ee NIC	-152.18		R	
11532	BP	16/12/2022	2210	Dec 22 payroll	Dec 22 Er NIC	-318.26		R	
11533	BP	16/12/2022	2230	Dec 22 payroll	Dec 22 pension admin	-11.44		R	
11534	BP	16/12/2022	2220	Dec 22 payroll	Dec 22 staff pension	-142.97		R	
11535	BP	16/12/2022	2230	Dec 22 payroll	Dec 22 Ers pension	-512.47		R	
<b>11596</b>	<b>BP</b>	<b>31/12/2022</b>	<b>7901</b>	<b>Bank charges</b>	<b>Bank charges</b>	<b>-36.60</b>		<b>R</b>	
<b>11597</b>	<b>BP</b>	<b>31/12/2022</b>	<b>7901</b>	<b>Bank charges</b>	<b>Cash deposit charges</b>	<b>-2.70</b>		<b>R</b>	
11448	BP	03/01/2023	7020	Kennadys	Contribution - electricity for Market Place Christmas tree	-50.00		N	
<b>11550</b>	<b>BP</b>	<b>13/01/2023</b>	<b>7550</b>	<b>A Wood zoom</b>	<b>zoom reimbursement 21/12/22-20/01/23</b>	<b>-11.99</b>		<b>N</b>	

<b>BALANCES IN BANK ACCOUNTS DATED 30/12/22</b>		<b>259,065.68</b>
<b>Unity Trust Bank Current Account</b>		<b>16,712.16</b>
<b>Unity Trust Bank Savings Account</b>		<b>105,168.94</b>
<b>Petty cash</b>		<b>97.50</b>
<b>Redwood Bank</b>		<b>50,210.29</b>
<b>Yorkshire Building Society</b>		<b>86,876.79</b>

<b>Date:</b>	04/01/2023						
	<b>Day Books: Supplier Payments (Summary)</b>						
<b>Date From:</b>	01/12/2022						
<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>
11516	PP	01/12/2022	BRENTWOO	BBC rates x 4	Purchase Payment	1,067.00	R
<b>11612</b>	<b>PP</b>	<b>06/12/2022</b>	<b>ANGLIANW</b>	<b>Wave dd</b>	<b>Seymour water rates monthly dd</b>	<b>76.00</b>	<b>R</b>
11470	PP	09/12/2022	JK	JK x 2	Seymour pavilion and office cleaning for month	640.00	R
11475	PP	09/12/2022	A&J	AJ36776	Fairfield street light repair	466.80	R
11477	PP	09/12/2022	BRENTWOO	BBC5889	Garden waste bags for resale	306.00	R
<b>11614</b>	<b>PP</b>	<b>12/12/2022</b>	<b>EE</b>	<b>EE dd</b>	<b>Caretakers mobile monthly dd</b>	<b>13.68</b>	<b>R</b>
11497	PP	15/12/2022	LODGE	ICE12125346	Monthly line rental, calls and 3CX hosting	102.50	R
11501	PP	15/12/2022	JPB	JPB1446	Extra line marking Nov 22	180.00	R
11503	PP	15/12/2022	CSH	CSH584844	Seymour bin emptying monthly charge	241.50	R
11505	PP	15/12/2022	JPB	JPB131	High Street Christmas tree project	5,340.00	R
11507	PP	15/12/2022	JMPAYROL	J&M36540	Monthly payroll charge	48.00	R
11512	PP	15/12/2022	EALC	EALC MH	Elections course - Martyn Hart	54.00	R
11513	PP	15/12/2022	EALC	EALC RL	Elections course - Rachel Lee	54.00	R
11514	PP	15/12/2022	EALC	EALC CR	Elections course - Caroline Russell	54.00	R
11515	PP	15/12/2022	EALC	EALC AW	Elections course - Abi Wood	54.00	R
<b>11566</b>	<b>PP</b>	<b>15/12/2022</b>	<b>BBALARMS</b>	<b>BB dd</b>	<b>Seymour alarm system maintenance monthly dd</b>	<b>18.00</b>	<b>R</b>
11518	PP	16/12/2022	PRINTWIS	Printwaste 2251461	Tetrapak bin emptying monthly charge	79.46	R
11523	PP	16/12/2022	REALISEF	Realise 3993	Replacement bench (Males donation)	662.48	R
<b>11561</b>	<b>PP</b>	<b>19/12/2022</b>	<b>PLUSNET</b>	<b>PNet 033</b>	<b>Seymour wifi monthly dd</b>	<b>23.62</b>	<b>R</b>
<b>11562</b>	<b>PP</b>	<b>19/12/2022</b>	<b>POZITIVE</b>	<b>Poz582755</b>	<b>Lychgate electricity monthly dd</b>	<b>11.16</b>	<b>R</b>
<b>11559</b>	<b>PP</b>	<b>20/12/2022</b>	<b>ECOTRICI</b>	<b>Eco elec 0299</b>	<b>Seymour electricity monthly charge</b>	<b>64.72</b>	<b>R</b>
<b>11560</b>	<b>PP</b>	<b>20/12/2022</b>	<b>ECOTRICI</b>	<b>Eco gas 0297</b>	<b>Seymour gas monthly charge</b>	<b>89.93</b>	<b>R</b>
11473	PP	21/12/2022	MS2	MS2 rent 251222	Office rent and service charge for quarter	5,134.93	R
<b>11568</b>	<b>PP</b>	<b>22/12/2022</b>	<b>SOLO</b>	<b>Solopress 58649</b>	<b>Winter 22/23 newsletter printing</b>	<b>644.65</b>	<b>R</b>
11407	PP	28/12/2022	TRADE	Trade UK 8263	Timer switches for Christmas lights	14.98	R
11409	PP	28/12/2022	TRADE	Trade UK 6596	Black tape	3.98	R
<b>11593</b>	<b>PP</b>	<b>28/12/2022</b>	<b>EBM</b>	<b>EBM dd 115298</b>	<b>Printing and photocopying charge monthly dd</b>	<b>28.39</b>	<b>R</b>
<b>11585</b>	<b>PP</b>	<b>03/01/2023</b>	<b>JPB</b>	<b>JPB dd</b>	<b>Grounds maintenance contract monthly so</b>	<b>3931.74</b>	<b>N</b>
<b>11594</b>	<b>PP</b>	<b>04/01/2023</b>	<b>BRENTWOO</b>	<b>BBC rates DD</b>	<b>Business rates for offices, seymour and cemetery</b>	<b>1067.00</b>	<b>N</b>
<b>11553</b>	<b>PP</b>	<b>13/01/2023</b>	<b>LODGE</b>	<b>ICE22431</b>	<b>Remote support and backup fee</b>	<b>126.00</b>	<b>N</b>
<b>11555</b>	<b>PP</b>	<b>13/01/2023</b>	<b>TRADE</b>	<b>TradeUK2401</b>	<b>RCD for Christmas lights</b>	<b>10.19</b>	<b>N</b>
<b>11558</b>	<b>PP</b>	<b>13/01/2023</b>	<b>LODGE</b>	<b>LIS22414</b>	<b>Office and councillor Office 360 licenses monthly charge</b>	<b>207.00</b>	<b>N</b>
<b>11564</b>	<b>PP</b>	<b>13/01/2023</b>	<b>TRADE</b>	<b>TUK22470</b>	<b>Replacement guttering piece for Lychgate</b>	<b>4.45</b>	<b>N</b>
<b>11570</b>	<b>PP</b>	<b>13/01/2023</b>	<b>CSH</b>	<b>CSH 588791</b>	<b>Seymour bin emptying December charge</b>	<b>140.50</b>	<b>N</b>
<b>11574</b>	<b>PP</b>	<b>13/01/2023</b>	<b>BBPCA</b>	<b>BBPCA 23/24</b>	<b>BBPCA annual membership fee</b>	<b>82.54</b>	<b>N</b>
<b>11576</b>	<b>PP</b>	<b>13/01/2023</b>	<b>JMPAYROL</b>	<b>J&amp;M 36809</b>	<b>Monthly payroll charge with year end part payment</b>	<b>42.00</b>	<b>N</b>
<b>11586</b>	<b>PP</b>	<b>13/01/2023</b>	<b>JPB</b>	<b>JPB1455 balance</b>	<b>Interment missed from invoice</b>	<b>54.00</b>	<b>N</b>
<b>11587</b>	<b>PP</b>	<b>13/01/2023</b>	<b>JPB</b>	<b>JPB 1455</b>	<b>1 x interment and line marking</b>	<b>144.00</b>	<b>N</b>
<b>11590</b>	<b>PP</b>	<b>13/01/2023</b>	<b>JK</b>	<b>JK0013/0021</b>	<b>Office and pavilion cleaning for December 22</b>	<b>550.00</b>	<b>N</b>
<b>11592</b>	<b>PP</b>	<b>13/01/2023</b>	<b>JPB</b>	<b>JPB 1456</b>	<b>Fairfield hedge reduction (Facilities committee)</b>	<b>1848.00</b>	<b>N</b>
<b>11603</b>	<b>PP</b>	<b>13/01/2023</b>	<b>SUELEES</b>	<b>Sue Lees 5736</b>	<b>Winter 22/23 newsletter setup</b>	<b>680.00</b>	<b>N</b>