



Parish Office
Suite 2
4 The Limes
Ingatestone
Essex
CM4 0BE
Telephone: 01277 676759
www.ingatestone-fryerningpc.gov.uk

FULL PARISH COUNCIL MEETING

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

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

FC23/032 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Bull and Whittow-Williams

FC23/033 Announcements, declarations of Interest and dispensations

None were presented.

FC23/034 Public Participation

No members of the public were present.

FC23/035 To approve the minutes of the Full Council meetings held on 9th February 2023

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

FC23/036 Matters arising for report (but not for resolution)

Cllr Winter arrived at this point (7.33pm)

- Cllr Lee asked for clarification as to which councillors are representing the parish council at the Anglo European liaison meetings. Following a lengthy discussion, it was agreed that the April meeting be attended by Cllrs Lee, Sankey, Russell, Hart, Winter and Marston and formal representation be decided at the May Annual Parish Council meeting.
- Cllr Jeater gave an update relating to Seymour Field and that the Essex FA now have a grant for pitch improvements. There is a process involved in getting the grant which was explained and will be undertaken by the Parish Caretaker and the Chair of Stones Athletic YFC.
- Cllr Jeater reported that the damaged barrier outside the Junior School has been removed but not replaced. Cllr Sankey advised he had reported this to Essex County Council.
- Cllr Hart reported on the latest pylon update and that they will now be looking at offshore options.

FC23/037 To receive a verbal report from Borough and County Councillors

- Cllr Sankey reported that he had now received a report on s106 monies held by Brentwood Borough Council. It is still not clear how parish councils can apply for the money at this time.
- He also reported that the Brentwood borough Council 2020/21 accounts have recently been agreed and a 'list of audit differences'

has been published which shows a £640,000 understatement of the accounts which would affect the following year figures.

- Lastly, he is on the staffing interview panel and is interviewing next week but there is a lack of applications at director level at this time.

FC23/038 Committee reports: to receive minutes, verbal reports, and proposals from Committees

1. **Planning and Highways** –as per the minutes. Cllr Batchelor advised that the grasscreting in New Road has not been completed. There was concern over the loss of parking spaces and the finish of parts of the verge. He also reported on a resident attending committee about the three new developments and the dangers being posed by their proximity to each other. Cllr Winter advised that the Local Highways panel was due to meet in March, but the meeting has been cancelled. They have not met since December 2022.
2. **Facilities** – (Cllr Lee) as per the minutes. A working group for the green burial site will be set up and formalised next meeting.
3. **Legal and Finance** – (Cllr Jeater) as per the minutes. A grant to Stones U10s has been awarded for kit.
4. **Communications** – (Cllr Farrant) as per the minutes. The next newsletter will be sent to the printers next week.
5. **Personnel** – (Cllr Jeater) no meeting in February. The Clerk formally reported that the Admin Assistant will be retiring at the end of March.
6. **Neighbourhood Plan Implementation Group** – (Cllr Winter) a meeting is taking place next week.

FC23/039 Working group updates

1. **Economic Development** – Cllr Batchelor – as per report circulated. He is speaking to ECC about broadband provision in the parish.
2. **Climate Emergency** – Cllr Jeater advised they are meeting in a fortnight's time.
3. **Health and wellbeing** – Cllr Marston – as per the report circulated. Dementia Awareness training is taking place at the schools. The church community garden still needs a bench to suit those with mobility issues and it is hoped that this will be installed for the official opening in June.

FC23/040 Specific projects and discussions

1. **To discuss the current issues relating to the medical provision in the parish**

After a discussion, it was noted that there is little for the parish council could do to assist at this time. It was agreed that if any new information comes to light that this is brought to a future parish council meeting.

2. **To discuss the setting up of a Speed watch group**

Cllr Winter reported that Mountnessing have volunteers for speed watch and are awaiting training. It was hoped that we could join in with the training. The Clerk will ask for volunteers and forward the contact details to the Mountnessing clerk.

3. **To discuss the practicalities relating to the award of the grounds maintenance contract**

The following arrangements were RESOLVED

- 16th March 2023 – tenders submission deadline
- 21-23rd March (Tues-Thurs) - working group to shortlist for interview. This could either be done in person or on zoom.
- 28-30th March (Tues-Thurs) – working group to interview selected companies, probably 3 or 4 companies (to be decided)
- 4th April – Full Council to meet to confirm the selection by the working group. This meeting must be attended by a minimum of 5 councillors. Must be a face-to-face meeting.

- The interview panel will consist of Cllr Jeater, Hart, Emmett and the Clerk and Parish Caretaker.

Proposed: Cllr Jeater

Seconded: Cllr Davey

All agreed

FC23/041 Parish Council financial accounts

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

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

Proposed: Cllr Hart

Seconded: Cllr Marston

All agreed

- The Clerk presented a briefing document for the payment in advance of MS Office licenses. This would result in 2 years of spend appearing in this year's budget. It was RESOLVED that the Clerk settle this invoice in this financial year based on cost saving.

Proposed: Cllr Hart

Seconded: Cllr Farrant

All agreed

FC23/042 To receive reports of external meetings attended by any Parish Councillor

None presented

FC23/043 Items for inclusion in the next Agenda

None presented

FC23/001 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 8.51 pm.

Date of Next Council Meeting: Extraordinary Full Council meeting on Tuesday 4th April 2023, 3.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC23/041 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 28/2/23		206,730.58
Unity Trust Bank Current Account		14,054.36
Unity Trust Bank Savings Account		55,482.73
Petty cash		106.41
Redwood Bank		50,210.29
Yorkshire Building Society		86,876.79

Date:	02/03/2023						
Bank Payments & Receipts by Bank Account							
Date From :	01/02/2023						
Date To :	31/12/2050						
No	Type	Date	N/C	Ref	Details		Gross B
11731	BR	01/02/23	4900	garden bag income	Sale of garden waste bags - to be transferred to Petty cash	70.00	R
11740	BP	02/02/23	7030	1222AI	Grant for the Nov 22 Artisan Market	-1,500.00	R
11761	BR	09/02/23	4002	169	Exclusive rights prior to use Brigati	1,276.00	R
11762	BR	09/02/23	4002	170	Interment fee Dove E439	667.00	R
11672	BP	10/02/23	6502	Jan 23 expenses	Limescale remover for pavilion	-8.03	R
11676	BP	10/02/23	7550	A Wood zoom	A Wood zoom reimbursement Jan Feb 23	-11.99	R
11763	BR	10/02/23	4002	171	Exclusive rights prior to use Holmes BACS	1,276.00	R
11843	BR	16/02/23	4002	172	Ashes interment Cross B177	283.00	R
11774	BP	17/02/23	2220	Feb 23 payroll	Feb 23 net wages	-4,556.04	R
11775	BP	17/02/23	2210	Feb 23 payroll	Feb 23 paye	-772.20	R
11776	BP	17/02/23	2210	Feb 23 payroll	Feb 23 Ee NIC	-152.18	R
11777	BP	17/02/23	2210	Feb 23 payroll	Feb 23 Er NIC	-318.26	R
11778	BP	17/02/23	2230	Feb 23 payroll	Feb 23 pension admin	-16.56	R
11779	BP	17/02/23	2220	Feb 23 payroll	Feb 23 staff pension	-207.04	R
11780	BP	17/02/23	2230	Feb 23 payroll	Feb 23 Ers pension	-783.87	R
11781	BP	28/02/23	6502	Inspire 1181	Replacement thermostat	-284.99	R
11782	BP	28/02/23	6502	A Wright exp	Replacement alarm cord	-23.42	R
11803	BP	28/02/23	7550	zoom A Wood	Zoom reimbursement A Wood Feb / Mar 23	-11.99	R
11844	BR	28/02/23	4002	173	Exclusive rights prior to use	1276	N
11845	BR	28/02/23	4002	174	Exclusive rights and interment Roberts J110 BA	633.5	R
11821	BP	10/03/23	8200	IFPC grant	Stones U10 grant	-700	N
Date:	02/03/2023						
Day Books: Supplier Payments (Summary)							
Date From:	01/02/2023						
DateTo:	31/12/2050						
No	Type	Date	N/C	Ref	Details		Gross B
11628	PP	03/02/2023	ICCM	ICCM 15539	R Spouge Cemetery Compliance course	162.00	R
11635	PP	03/02/2023	EUROFFIC	Eurooffice 4329250	Sationery, stamps and wall clock	106.54	R
11646	PP	03/02/2023	ESSEXLIB	ECC 1020343839	Tree survey for 2022 for all 3 sites	930.00	R
11833	PP	06/02/2023	ANGLIANW	Anglia dd	Seymour water charges monthly dd	76.00	R
11630	PP	10/02/2023	SUELEES	SL5759	Website maintenance annual fee	40.00	R
11632	PP	10/02/2023	SPECTRUM	Spectrum IPC/001/102	High Street Christmas trees - electrical fees	1278.00	R
11667	PP	10/02/2023	JK	JK 0022/0014	Office and pavilion cleaning for January 23	660.00	R
11669	PP	10/02/2023	JPB	JPB 150	St Edmunds churchyard hedge reduction (Facilities)	420.00	R
11680	PP	10/02/2023	LODGE	LIS 22781/22805	Office 365 licences for dlrs and staff, back up and remote	333.00	R
11684	PP	10/02/2023	EALC	EALC 16161	B Bull New Councillor training course	216.00	R
11671	PP	28/02/2023	AMAZON	Amazon 7TAEUI	Baby change unit for Seymour Pavilion	89.99	R
11739	PP	10/02/2023	DEFIB	Defib 84163	replacement batter for Fryerning defibrillator	346.80	R
11743	PP	10/02/2023	LODGE	LIS 12125757	Phone calls, line rental and broadband for the month	99.88	R
11745	PP	10/02/2023	JPB	JPB 151	Interment	54.00	R
11747	PP	10/02/2023	JPB	JPB 128	Bell mead garden path installation	1168.54	R
11749	PP	10/02/2023	SUELEES	SL5792	CookieYes yearly subscription	70.00	R
11755	PP	10/02/2023	JMPAYROL	J&M 37062	Monthly payroll fee	42.00	R
11835	PP	10/02/2023	EE	EE dd	Caretakers mobile monthly dd	13.68	R
11831	PP	15/02/2023	BBALARMS	BB dd	Alarm support agreement monthly so	18.00	R
11810	PP	20/02/2023	ECOTRICI	Eco elec dd	Seymour electricity for January	63.70	R
11811	PP	20/02/2023	ECOTRICI	Eco gas dd	Seymour gas for January	143.18	R
11812	PP	20/02/2023	PLUSNET	PNet 035	Seymour wifi monthly dd	23.62	R
11829	PP	23/02/2023	POZITIVE	Poz dd	Lychgate electricity monthly dd	9.62	R
11828	PP	24/02/2023	EBM	EBM DD	Printing and copying charge monthly dd	30.51	R
11751	PP	28/02/2023	PRINTWIS	Printwaste 2253729	Tetrapak recycling monthly charge	79.46	R
11753	PP	28/02/2023	AMAZON	Amazon GQAEUI	Stud lock glue for Seymour door	12.44	R
11757	PP	28/02/2023	CSH	CSH 590226	Seymour bin emptying monthly charge	265.58	R
11760	PP	28/02/23	TRADE	TradeUK x 2	Replacement outside light and woodscrews	29.28	R
11801	PP	28/02/23	FRIENDSO	FHE 2023	Friends of Historic Essex annual membership	12.00	R
11842	PP	28/02/23	JPB	JPB dd	Grounds maintenance contact monthly so	3931.74	R
11799	PP	10/03/23	AMAZON	Amazon 27839	Replacement tea urn at Seymour	79.99	N
11807	PP	10/03/23	LODGE	LIS 23198/23221	MS office licenses for staff and councillors, IT support and backup	333.00	N
11847	PP	10/03/23	CSH	CSH 594071	Seymour bin emptying monthly charge	214.85	N
11850	PP	10/03/23	JK	JK 023/015	Office and pavilion cleaning for Feb 23	920.00	N
11852	PP	10/03/23	JMPAYROL	J&M37336	Monthly payroll fee	42.00	N