



Parish Office  
Suite 2  
4, The Limes  
Ingatestone  
Essex  
CM4 0BE

Telephone: 01277 676759

Email: clerk@ingatestone-fryerningpc.gov.uk  
www.ingatestone-fryerningpc.gov.uk

## FACILITES COMMITTEE MEETING

<b>MINUTES OF MEETING HELD:</b>	<b>19 June 2023, 7.30pm</b>
<b>VENUE:</b>	<b>Council Chambers, Suite 3, 4 The Limes</b>

<b>Present:</b>	<b>Cllrs</b>	R Whittow-Williams (Chair)	R Lee	L Emmett	P Jeater
<b>Also Present:</b>		A Wood (Clerk and RFO)	A Wright (Parish caretaker)		
<b>Absent</b>	<b>Cllr</b>	M Marston	C Russell		

<b>FA23/039</b>	<p><b>Appoint a Chair and Vice Chair for the committee</b> It was <b>RESOLVED</b> to appoint Cllr Whittow-Williams as Chair and Cllr Lee and Vice Chair <b>Proposed: Cllr Jeater</b> <b>Seconded: Cllr Emmett</b> <b>All agreed</b></p>
<b>FA23/040</b>	<p><b>Apologies for Absence – for noting but not approval</b> No apologies were received.</p>
<b>FA23/041</b>	<p><b>Announcements and Declarations of Interest</b> There were no announcements or declarations of interest.</p>
<b>FA23/042</b>	<p><b>To approve the Minutes of the Facilities Committee held on the 17 April 2023</b> The minutes were approved as a correct record and will be signed by Cllr Whittow-Williams</p>
<b>FA23/043</b>	<p><b>Public participation session</b> There were no members of the public wishing to speak.</p>
<b>FA23/044</b>	<p><b>Matters Arising for Report (not for resolution)</b> The Clerk reported that a faculty would be required for the repair and cleaning of the war memorial. Three quotes had been obtained for the work and this will be included in the next agenda for formal approval. However, she advised that the process to obtain a faculty is lengthy and therefore there is a chance that the work would not be completed in this financial year. Therefore, the budget allocated might need to be transferred to an ear-marked reserve at the end of the year.</p>
<b>FA23/045</b>	<p><b>Caretaker's report</b> Mr Wright reported the following</p> <ul style="list-style-type: none"> <li>• A new memorial bench has been installed at Seymour following a donation.</li> <li>• JPB Landscapes has started the pitch improvement works. The Clerk has advised that the first years' grant award has been made to the parish council.</li> <li>• The hot water system at the pavilion has been checked for Legionella and everything was clear.</li> </ul>
<b>FA23/046</b>	<p><b>Seymour pavilion and field</b> A review of the pitch and hall hire fees was undertaken and the following was <b>RESOLVED</b> with effect from September</p>

	<ul style="list-style-type: none"> <li>• Hall hire - £15ph (£12.50+VAT) including use of kitchen, heating and electricity</li> <li>• Season pitch hire – to match Brentwood Borough Council charges</li> <li>• Occasional pitch hire - £83.00 (no VAT) which is a reduction from £100 (inc VAT) following the recent High Court judgement.</li> </ul> <p><b>Proposed: Cllr Whittow-Williams</b>  <b>Seconded: Cllr Emmett</b>  <b>All agreed</b></p>
<b>FA23/047</b>	<p><b>Fairfield and Ingatestone churchyard update</b>  Councillors reported on the recent event to celebrate the opening of the community garden in St Edmunds and St Mary's churchyard.</p>
<b>FA23/048</b>	<p><b>Fryerning Cemetery and Fryerning</b>  <i>At this point it was <b>RESOLVED</b> to close the meeting to the press and public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 as the subject matter under discussion might form the basis of a legal dispute.</i></p> <p>The Clerk provided an update on a recent matter relating to the ownership of a burial plot at Fryerning Cemetery.</p> <p><i>The meeting was then <b>RESOLVED</b> to be re-opened to the press and public.</i></p>
<b>FA23/049</b>	<p><b>Bell Mead Community Garden project</b></p> <ul style="list-style-type: none"> <li>• It was <b>RESOLVED</b> that £100 be allocated for Cllr Jeater to purchase shrubs for the Bell Mead Community Garden in the autumn from the Abercorn Garden Centre (Parish Council account)  <b>Proposed: Cllr Jeater</b>  <b>Seconded: Cllr Whittow-Williams</b>  <b>All agreed</b></li> <li>• It was <b>RESOLVED</b> that the proposal for planting and landscaping works presented by Circles Alt Ed for part of the Bell Mead community garden be presented to the Full Council for approval and budget allocation.  <b>Proposed: Cllr Jeater</b>  <b>Seconded: Cllr Emmett</b>  <b>All agreed</b></li> </ul>
<b>FA23/050</b>	<p><b>Tree Management Policy</b>  The Clerk presented a draft policy for the management of trees, and it was <b>RESOLVED</b> that this policy be presented to Full Council for approval on the basis that it provided clear guidance for staff and residents on the parish council treatment of trees under their care.  <b>Proposed: Cllr Whittow-Williams</b>  <b>Seconded: Cllr Emmett</b>  <b>All agreed</b></p>
<b>FA23/051</b>	<p><b>Items for inclusion in the next Agenda (not requiring resolution or action)</b></p> <ul style="list-style-type: none"> <li>• War memorial renovation project and faculty update</li> </ul>
<b>FA23/052</b>	<p><b>Close of meeting</b>  The Chair thanked the Cllrs for attending and closed the meeting at 8.24pm  <b>Date of Next Meeting: Monday 17 July 2023 at 7.30pm</b>  <b>Venue: Council Chamber</b></p>