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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 14<sup>th</sup> December 2023, 7.30pm  
**VENUE:** Suite 2, 4 The Limes, Ingatestone

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair)	P Davey	P Batchelor	C Russell
		M Hart	M Marston	J Winter	G Tullett
<b>Also present</b>		A Wood (Clerk and RFO)	1 member of the public		
<b>Absent</b>	<b>Cllrs</b>	J McGuinness	B Bull	R Whittow-Williams (online)	D Greenwood
		D Sankey	L Emmett	R Lee	

**FC23/144 Apologies for Absence – for noting but not approval**

Apologies were noted from Cllrs Sankey, McGuinness, Lee and Emmett. Cllr Whittow-Williams attended online and is therefore recorded as not in official attendance.

**FC23/145 Announcements, declarations of Interest and dispensations**

None were raised.

**At this point it was resolved that agenda item FC23/152 (3) be brought forward and discussed in conjunction with the public participation session**

**FC23/146 Public Participation**

A member of the public spoke in favour of the planned works in Steen Close.

**FC23/152 To receive an update on Steen Close project and decide the next steps**

**(3)** After a lengthy discussion, it was **RESOLVED** that the Clerk progress with this project and that the council would like to take over the ownership of the plot of land for the benefit of the community.

**Proposed: Cllr Winter**

**Seconded: Cllr Marston**

**All agreed**

**FC23/147 To approve the minutes of the Full Parish Council meetings held on 9<sup>th</sup> November 2023**

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

**FC23/148 Matters arising for report (but not for resolution)**

- The Clerk gave a brief update on the missing churchyard bin and that Brentwood Borough Council claimed not to be responsible for its replacement.
- The Clerk reported in an update letter from National Highways advising that Junction 15 reopening had been delayed until the w/c 8th January.

**FC23/149 To receive a verbal report from Borough and County Councillors**

The Clerk read out two reports from Cllrs Sankey and Gorton, providing an update on work being undertaken.

**Cllr Sankey**

- S106 funds totalling £37825 being considered for works at Seymour field
- The state and cleanliness about the Market Place toilets – a discussion took place, and it was agreed that the EDWG put forward an expression of interest for the renovation works from the UK Shared Prosperity Fund.
- EV charging points – 2 points are being planned for Market Place carpark
- Churchyard bin replacement

**Cllr Gorton**

- A request for a mini roundabout at Harebridge Crescent has been rejected by Essex Highways, along with a 40mph limit extension.
- Extra pedestrian crossing at Station Road – Cllr Gorton is still working on this project.
- 30mph speed limit at Mill Green Road – this is being progressed.
- Village gateways – their state has been reported to Essex Highways for investigation.

**FC23/150 Committee reports: to receive minutes, verbal reports, and proposals from Committees**

1. **Planning and Highways** (Cllr Winter) - as per the minutes.
2. **Facilities** (Cllr Whittow-Williams) – as per the minutes. It was noted that the pitches on Seymour Field are currently unavailable until the new year, owing to their current state.
3. **Legal and Finance** (Cllr Jeater) – as per the minutes. Cllr Jeater reported on the two grants approved for the Bowls Club and Elim foodbank.
4. **Personnel** (Cllr Hart) – It was reported that the Communications Clerk is being registered to undertake her CiLCA qualification in February 2024.
5. **Neighbourhood Plan Implementation Group** – as per the minutes. Cllr Winter advised the main focus is on the safer routes project.

**FC23/151 Working group updates**

1. **Economic Development** – Cllr Batchelor – as per report circulated.
2. **Climate Emergency** – Cllr Jeater – It was **RESOLVED** to adopt the new Environment and Biodiversity policy  
**Proposed:** Cllr Jeater  
**Seconded:** Cllr Winter  
**All agreed**
3. **Health and Wellbeing** – Cllr Marston gave an update on the pop-up charity shop proposal, and it was agreed that Helen Rollason could apply for a grant from IFPC to cover hall hire fees.
4. **Communications** – the next newsletter is due out in January.

**FC23/152 Specific projects and discussions**

1. **To receive an update on the Mural project and to agree next steps.**  
The Clerk provided an update and requested instruction from the councillors. It was agreed that there would be no further action until the expected quote is received from a local electrician.

2. **To receive an update on the planters at New Road and to agree next steps**

The Clerk advised no progress has been made with obtaining support from Cllr Wagland. The Clerk was instructed to write to Cllr Wagland's PA requesting a meeting with the Chair on the project.

3. **To receive an update on Steen Close project and decide the next steps** – this item was discussed earlier in the meeting.

4. **To confirm arrangements for the councillor workshop for 6<sup>th</sup> January 2024**

The Clerk requested that any project suggestions for the new budget be sent to her before the meeting so that they can be collated and costings in advance of the workshop.

**FC23/153 Parish Council financial accounts**

Councillors reviewed and approved the following reports and payments

- Bank statement and reconciliation for November 2023
- Profit and loss report for December 2023
- Payments and receipts for November 2023
- Budget tracker report for 2023/24

**FC23/154 To receive verbal reports from councillors attending external meetings**

- Cllr Jeater provided a report on a recent online meeting he and the Clerk attended with Alex Burghart MP regarding the traffic on the High Street created by the A12 works. The plan to install temporary traffic lights was proposed but has yet to materialise. He also advised that Greater Anglia have agreed that the rail replacement buses will not use the High Street.
- Cllr Batchelor attended the UK Shared Prosperity Fund online meeting and provided an update. It was agreed that the EDWG will discuss suitable projects for submission by the Clerk to this BBC managed fund in advance of the deadline of the 8<sup>th</sup> January 2024.
- Cllr Jeater raised the recent Alex Burghart MP meeting in the community centre covering the pylon project. He advised that a formal consultation is due in 2024 and that the council will need to respond at that time.

**FC23/142 Items for inclusion in the next Agenda**

Nothing was raised.

**FC23/143 Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting at 8.55 pm.

**Date of Next Council Meeting: Full Council meeting Thursday 11<sup>th</sup> January 2024  
7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE**

## Appendix FC23/153 Financial accounts

Date:		05/12/2023					
		<b>Bank Payments &amp; Receipts by Bank Account</b>					
Date From :		01/11/2023					
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross B	
<b>13045</b>	<b>BR</b>	<b>45238</b>	<b>4002</b>	<b>217</b>	<b>Interment fee Hunter F223</b>	<b>141.50 N</b>	
12992	BP	10/11/23	6300	CHES404	Repairs and repaint of skate park	-1,500.00 R	
13001	BP	10/11/23	6502	Nov Exp	Costco membership Seymour supplies	-33.60 R	
13003	BP	10/11/23	6502	1051624	Tork Bit Set tool kit	-23.99 R	
13007	BP	14/11/23	7030	300036	Poppy wreath donation	-60.00 N	
<b>13046</b>	<b>BR</b>	<b>14/11/23</b>	<b>4002</b>	<b>218</b>	<b>Memorial fee JG Morgan E162</b>	<b>280.00 N</b>	
13023	BP	17/11/23	2220	Nov 11 payroll	Nov 11 and backdate net wages	-6,466.78 R	
13024	BP	17/11/23	2210	Nov 11 payroll	Nov 11 and backdate paye	-1,485.80 R	
13025	BP	17/11/23	2210	Nov 11 payroll	Nov 11 and backdate ee nic	-370.63 R	
13026	BP	17/11/23	2210	Nov 11 payroll	Nov 11 and backdate er nic	-773.96 R	
13027	BP	17/11/23	2230	Nov 11 payroll	Nov 11 and backdate pension admin	-25.38 R	
13028	BP	17/11/23	2220	Nov 11 payroll	Nov 11 and backdate pension admin	-317.25 R	
13029	BP	17/11/23	2230	Nov 11 payroll	Nov 11 and backdate pension admin	-1,285.79 R	
<b>13047</b>	<b>BP</b>	<b>23/11/23</b>	<b>6504</b>	<b>29489</b>	<b>Soil sampler and mallet</b>	<b>-327.60 R</b>	
<b>13048</b>	<b>BP</b>	<b>28/11/23</b>	<b>6100</b>	<b>CR expenses</b>	<b>Expenses for phone box and bench paint</b>	<b>-89.55 R</b>	
<b>13064</b>	<b>BR</b>	<b>28/11/23</b>	<b>4002</b>	<b>220</b>	<b>Additional inscription Goldsmith E109</b>	<b>91.00 N</b>	
<b>13065</b>	<b>BR</b>	<b>29/11/23</b>	<b>4002</b>	<b>221</b>	<b>Interment fee Simpson G34</b>	<b>667.00 N</b>	
<b>13049</b>	<b>BP</b>	<b>30/11/23</b>	<b>8200</b>	<b>IFPC grant</b>	<b>Ingatstone Bowling Club grant</b>	<b>-750.00 R</b>	
<b>13096</b>	<b>BP</b>	<b>08/12/23</b>	<b>8200</b>	<b>IFPC grant</b>	<b>Elim foodbank grant award</b>	<b>-750.00 N</b>	
<b>13053</b>	<b>BP</b>	<b>15/12/23</b>	<b>6502</b>	<b>A Wright expenses</b>	<b>Nuts and bolts</b>	<b>-2.50 N</b>	
<b>13054</b>	<b>BP</b>	<b>15/12/23</b>	<b>8203</b>	<b>A Wright expenses</b>	<b>Mileage</b>	<b>-11.25 N</b>	
<b>13131</b>	<b>BP</b>	<b>15/12/23</b>	<b>6501</b>	<b>EA38661</b>	<b>Replacemement dog bin</b>	<b>-183.54 N</b>	

Date:		05/12/2023					
		<b>Day Books: Supplier Payments (Summary)</b>					
Date From :		01/11/2023					
DateTo:		31/12/2050					
No	Typ	Date	N/C	Ref	Details	Gross B	
12945	PP	01/11/2023	BT	BT 1001WP	New Seymour wifi monthly dd	25.26 R	
12959	PP	01/11/2023	BRENTWOO	Nov 23 rates x 4	Business rates - cemetery, 2 offices and seymour	877.00 R	
13006	PP	06/11/2023	ANGLIANW	Wave dd	Seymour water rates monthly dd	107.00 R	
12967	PP	09/11/2023	JK	JK 0023/0030	Office and pavilion clean for Oct 23	870.00 R	
12931	PP	10/11/2023	LODGE	LIS 25863	Backup and remote IT support	126.00 R	
12933	PP	10/11/2023	EALC	EALC 17037	A Wright playground inspection course, Planning briefing J	546.00 R	
12936	PP	10/11/2023	TRADE	Trade UK x 2	Cable ties and extension lead	12.23 R	
12939	PP	10/11/2023	AMAZON	Amazon x 2	Network switch and ether cable for Seymour	23.68 R	
12943	PP	10/11/2023	LODGE	ICE 25880	Domain web hosting annual charge	475.20 R	
12994	PP	10/11/2023	JPB	JPB 304	Interment of ashes	61.50 R	
12996	PP	10/11/2023	BBALARMS	BB 3965	Reprogramming of alarm system to new router	78.00 R	
13000	PP	10/11/2023	LODGE	LIS 12127702	3CX hosting and phone calls	37.98 R	
<b>13091</b>	<b>PP</b>	<b>10/11/2023</b>	<b>EE</b>	<b>EE dd</b>	<b>Caretakers mobile monthly dd</b>	<b>15.64 R</b>	
13009	PP	13/11/2023	POZITIVE	Poz 4367559 DD	Lychgate electricity for month - dd	10.74 R	
13011	PP	15/11/2023	BBALARMS	BB dd	Monthly alarm monitoring charge - SO	18.00 R	
<b>13093</b>	<b>PP</b>	<b>20/11/2023</b>	<b>ECOTRICI</b>	<b>Eco gas dd</b>	<b>Seymour gas monthly dd</b>	<b>236.64 R</b>	
<b>13092</b>	<b>PP</b>	<b>23/11/2023</b>	<b>ECOTRICI</b>	<b>Eco elec dd</b>	<b>Seymour electricity monthly dd</b>	<b>139.17 R</b>	
<b>13058</b>	<b>PP</b>	<b>24/11/2023</b>	<b>EBM</b>	<b>EBM 122959</b>	<b>Monthly printing and copying charge dd</b>	<b>38.94 R</b>	
12991	PP	28/11/2023	CSH	CSH 626424	Seymour bin emptying for October 2023	247.92 R	
13013	PP	28/11/2023	TRADE	Trade UK 41125	Broom and dutpan set for Seymour changing rooms	29.97 R	
13015	PP	28/11/2023	BL&S	BL&S 49734	Replacement keys and securtiy chain for Seymour	47.82 R	
13034	PP	28/11/2023	JMPAYROL	JM 39467	Monthly payroll fee	42.00 R	
13037	PP	28/11/2023	LODGE	ICE26228	Backup and remote IT support	126.00 R	
<b>13078</b>	<b>PP</b>	<b>30/11/2023</b>	<b>JPB</b>	<b>JPB 319 SO</b>	<b>Nov 23 grounds maintenance contract</b>	<b>3922.60 R</b>	
<b>13052</b>	<b>PP</b>	<b>01/12/2023</b>	<b>BT</b>	<b>BT M002RB</b>	<b>New Seymour wifi monthly dd</b>	<b>27.54 N</b>	
<b>13067</b>	<b>PP</b>	<b>01/12/2023</b>	<b>BRENTWOO</b>	<b>BBC Business rates x 4</b>	<b>Business rates - cemetery, 2 offices and seymour</b>	<b>877.00 N</b>	
<b>13035</b>	<b>PP</b>	<b>15/12/2023</b>	<b>EUROFFIC</b>	<b>Euro4455566</b>	<b>Paper for the printer</b>	<b>65.98 N</b>	
<b>13070</b>	<b>PP</b>	<b>15/12/2023</b>	<b>BRENTWOO</b>	<b>BBC 100417637</b>	<b>Fryerning bin and 3 x Fairfield dog bin 6 monthly emptying charge</b>	<b>571.59 N</b>	
<b>13079</b>	<b>PP</b>	<b>15/12/2023</b>	<b>JPB</b>	<b>JPB 319</b>	<b>1 x interment and pitch repair works as per quote (grant covered)</b>	<b>2022.70 N</b>	
<b>13081</b>	<b>PP</b>	<b>15/12/2023</b>	<b>CSH</b>	<b>CSH 629837</b>	<b>Seymour bin emptying for November 2023</b>	<b>198.34 N</b>	
<b>13098</b>	<b>PP</b>	<b>15/12/2023</b>	<b>LODGE</b>	<b>Ice 12127918</b>	<b>Broadband, phone calls and line rental - new system</b>	<b>187.32 N</b>	
<b>13124</b>	<b>PP</b>	<b>15/12/2023</b>	<b>SJTIDD</b>	<b>SJT051223</b>	<b>Replacement of pavilion roof tile</b>	<b>85.00 N</b>	
<b>13126</b>	<b>PP</b>	<b>15/12/2023</b>	<b>JPB</b>	<b>JPB232</b>	<b>Reduction of laurels in Fairfield</b>	<b>540.00 N</b>	
<b>13128</b>	<b>PP</b>	<b>15/12/2023</b>	<b>CIRCLES</b>	<b>Circles 1632</b>	<b>Gardening contract Autumn/ Winter 2023</b>	<b>2955.09 N</b>	
<b>13130</b>	<b>PP</b>	<b>15/12/2023</b>	<b>CIRCLES</b>	<b>Circles 1640m</b>	<b>Clearing of footpath 38 of leaf mulch</b>	<b>265.00 N</b>	
<b>13084</b>	<b>PP</b>	<b>15/12/2023</b>	<b>JK</b>	<b>JK 0031/0024</b>	<b>Office and pavilion clean for Nov23</b>	<b>710.00 N</b>	
<b>13057</b>	<b>PP</b>	<b>19/12/2023</b>	<b>MS2</b>	<b>MS2 rent</b>	<b>Office rent and service charge for quarter</b>	<b>5390.60 N</b>	

<b>CASHPLUS PRE-PAID CREDIT CARD PAYMENTS</b>					
No	Type	Date	Ref	Details	Gross B
12987	VP	02/11/2023	canva	Canva annual license	-99.99 N

<b>BALANCES IN BANK ACCOUNTS DATED 30/11/23</b>				<b>262,679.21</b>
<b>Unity Trust Bank Current Account</b>				<b>16,328.26</b>
<b>Unity Trust Bank Savings Account</b>				<b>109,753.26</b>
<b>Petty cash</b>				<b>130.70</b>
<b>Redwood Bank</b>				<b>51,466.99</b>
<b>Cambridge Building Society</b>				<b>85,000.00</b>