



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: 13th July 2023, 7.30pm
VENUE: Suite 2, 4 The Limes, Ingatestone

| | | | | | |
|---------------------|--------------|-------------------------------|-------------|-----------|-------------|
| Present: | Cllrs | P Jeater (Chair) | J Winter | M Hart | R Lee |
| | | R Whittow-Williams | D Sankey | M Marston | P Batchelor |
| | | L Emmett | P Davey | | |
| Also present | | A Wood (Parish Clerk and RFO) | 4 residents | | |
| Absent | Cllrs | C Russell | B Bull | | |

FC23/088 Co-option meeting 7.15-7.30pm

It was **RESOLVED** to co-opt Julie McGuinness and Graham Tullett to the parish council.

Proposed: Cllr Hart

Seconded: Cllr Marston

All agreed

FC23/089 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Russell and Bull

FC23/090 Announcements, declarations of Interest and dispensations

None were presented.

FC23/091 Public Participation

The members of the public did not wish to speak.

FC23/092 To approve the minutes of the Full Parish Council meetings held on 8th June 2023

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

FC23/093 Matters arising for report (but not for resolution)

There were no matters arising for report.

FC23/094 To receive a verbal report from Borough and County Councillors

Cllr Sankey reported that Brentwood Borough Council had declared a climate emergency. He also advised that he was now the Borough Council representative on the South Essex Parking Partnership. The local bus users forum had been well attended and concerns were raised about the quality of the 351 bus service. He provided an update on the blue plaques project and advised that the installation of vehicle charging points had been delayed slightly owing to the need to obtain planning permission.

FC23/095 Committee reports: to receive minutes, verbal reports, and proposals from Committees

1. **Planning and Highways** – (Cllr Winter) as per the minutes. It was **RESOLVED** that Cllr Winter draft a response to the Pylons Consultation for circulation to other councillors before submission.
Proposed: Cllr Davey

Seconded: Cllr Jeater

All agreed

2. **Facilities** – (Cllr Whittow-Williams) – As per the minutes. It was **RESOLVED** to adopt the presented Tree Management Policy.

Proposed: Cllr Whittow-Williams

Seconded: Cllr Lee

All agreed

3. **Legal and Finance** – (Cllr Jeater) - as per the minutes. It was **RESOLVED** that the council obtain a pre-paid Mastercard for council purchases

Proposed: Cllr Jeater

Seconded: Cllr Whittow-Williams

All agreed

4. **Communications** – (Cllr Emmett) – minutes are due. The committee discussed the next newsletter and responses to the questionnaire. Subscriptions to the e-newsletter are increasing.

5. **Personnel** – (Cllr Lee) - No meeting in June.

6. **Neighbourhood Plan Implementation Group** – (Cllr Winter) as per the minutes. It was **RESOLVED** that Footpath 38 be the first 'safe route' for the parish.

Proposed: Cllr Winter

Seconded: Cllr Hart

All agreed

FC23/096 Working group updates

1. **Economic Development** – Cllr Batchelor – reported on the recent vote to create a Business Development District covering the three High Streets in the Borough.
2. **Climate Emergency** – Cllr Jeater – gave an update on current activity. Cllr Bull is investigating grants for solar panels for Seymour pavilion
3. **Health and wellbeing** – Cllr Marston – notes to follow and verbal report given.

FC23/097 Specific projects and discussions

1. **To approve the resolutions from the Council Workshop on the 1st July as per the briefing document**

It was **RESOLVED** approve the resolutions

Proposed: Cllr Jeater

Seconded: Cllr Davey

All agreed

2. **To discuss the Boundary review of Essex County Council seats** (Cllr Winter)

Cllr Winter and Cllr Jeater outlined the proposals, and it was noted that there would be little change relating to the parish

Cllr Sankey and Cllr Tullett both left at 8.30pm

3. **To confirm the change in Standing Orders to include committee substitutes** (Cllr Jeater)

It was **RESOLVED** approve the changes to include substitutes for committees

Proposed: Cllr Jeater

Seconded: Cllr Marston

All agreed

It was noted that Cllr McGuinness would join the Planning & Highways and Legal & Finance Committees. The Clerk will ask Cllr Tullett to confirm his committee membership.

The substitutes for committees are as follows

- Planning & Highways – Cllrs Jeater and Marston
- NPIC – Cllrs Whittow-Williams and McGuinness
- Legal & Finance – Cllrs Batchelor and Emmett

- Communications – Cllrs Whittow-Williams and Lee
 - Facilities – Cllrs Winter and Batchelor
4. **To discuss the email regarding rewilding from BCllr Gorton** – this item was held over to the next meeting
 5. **To discuss the proposed closure of the ticket office at the Station** (Cllr Jeater). After a discussion it was **RESOLVED** that Cllrs Jeater and Whittow-Williams respond on behalf of the parish council strongly objecting to the planned reduction of ticket office services.
Proposed: Cllr Jeater
Seconded: Cllr Whittow-Williams
All agreed
 6. **To receive a Summer Show update** (Cllr Emmett) – an update was provided. He requested that thanks be minuted to the council staff for their assistance. It was also requested that the same thanks be minuted for Cllr Emmett's leadership on the project.

FC23/098 Parish Council financial accounts

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

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

- Receipt of the quarterly accounts from the Ingatestone Museum Trust were noted with thanks

FC23/099 To receive verbal reports from councillors attending external meetings

None

FC23/100 Items for inclusion in the next Agenda

- Rewilding of verges (BCllr Gorton)

FC23/101 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 14th September 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Post meeting note

Cllr Tullett will be joining the Planning and Highways and Facilities committees

Appendix FC23/098 Financial accounts

| | | |
|---|--|-------------------|
| BALANCES IN BANK ACCOUNTS DATED 30/06/23 | | 238,731.58 |
| Unity Trust Bank Current Account | | 13,674.78 |
| Unity Trust Bank Savings Account | | 89,254.28 |
| Petty cash | | 50.53 |
| Redwood Bank | | 50,751.99 |
| Cambridge Building Society | | 85,000.00 |

| | | | | | | |
|-------------------|---|-------------------|-----------------|--------------------------|---|------------------|
| Date: | 06/07/2023 | | | | | |
| | Day Books: Supplier Payments (Summary) | | | | | |
| Date From: | 01/06/2023 | | | | | |
| Date To: | 31/12/2050 | | | | | |
| | | | | | | |
| No | Typ | Date | N/C | Ref | Details | Gross B |
| 12355 | PP | 01/06/2023 | BRENTWOO | BBC seymour | Seymour rates June 23 | 207.00 R |
| 12356 | PP | 01/06/2023 | BRENTWOO | BBC cemetery | Cemetery rates June 23 | 79.00 R |
| 12357 | PP | 01/06/2023 | BRENTWOO | BBC suite 3 | Office rates June 23 | 247.00 R |
| 12358 | PP | 01/06/2023 | BRENTWOO | BBC suite 2 | Office rates June 23 | 344.00 R |
| 12497 | PP | 05/06/2023 | ANGLIANW | Wave dd | | 107.00 R |
| 12300 | PP | 09/06/2023 | AMAZON | Amazon 8285 | Anti grafitti paint for teenage shelter | 37.99 R |
| 12301 | PP | 09/06/2023 | AMAZON | Amazon 195 | Identity tags for defibrillators | 10.98 R |
| 12304 | PP | 09/06/2023 | LODGE | ICE 24189 | Back up and remote support for May 23 | 126.00 R |
| 12309 | PP | 09/06/2023 | AMAZON | Amazon 6748 | Summer show entrance wristbands | 49.38 R |
| 12312 | PP | 09/06/2023 | SOLO | Solo 3414299 | Summer show 3 x banners | 141.34 R |
| 12325 | PP | 09/06/2023 | JPB | JPB 204 | Plutch works under the new grant and 2 x interments | 1645.80 R |
| 12346 | PP | 09/06/2023 | JPB | JPB 204 | VAT adjustment on standing order for grounds maint | 0.02 R |
| 12374 | PP | 09/06/2023 | JK | JK x 2 | Office and pavilion clean for May 23 | 750.00 R |
| 12377 | PP | 09/06/2023 | LODGE | ICE 12126621 | Phone lines, broadband lines and phone calls for month | 97.72 R |
| 12371 | PP | 12/06/2023 | POZITIVE | Poz dd | Lychgate electricity for month dd | 10.74 R |
| 12501 | PP | 12/06/2023 | EE | EE 334639 | Caretakers mobile for June 23 | 15.64 R |
| 12379 | PP | 15/06/2023 | JS | JS 1296 | Seymour boiler annual service | 80.00 R |
| 12389 | PP | 15/06/2023 | BBALARMS | BB dd June 23 | Seymour alarm monitoring monthly so | 18.00 R |
| 12391 | PP | 16/06/2023 | SAGE | Sage dd | Annual sage subscription | 432.00 R |
| 12397 | PP | 19/06/2023 | PLUSNET | PNet dd 039 | Seymour wifi monthly dd | 23.62 R |
| 12394 | PP | 20/06/2023 | ECOTRICI | Seymour gas dd | Seymour gas Mar-May | 134.48 R |
| 12395 | PP | 20/06/2023 | ECOTRICI | Seymour electricity dd | Seymour electricity Mar-May | 210.48 R |
| 12364 | PP | 23/06/2023 | CSH | CSH 607553 | Seymour bin emptying for May 23 | 270.19 R |
| 12306 | PP | 23/06/2023 | MS2 | MS2 rent | Office rent and service charge for quarter. | 5390.60 R |
| 12365 | PP | 27/06/2023 | PRINTWIS | PWR 2259974 | Tetra-pak recycling service monthly payment | 79.46 R |
| 12366 | PP | 27/06/2023 | HEATHERL | Hea 32711 | Fryerning cemetery skip replacement | 220.00 R |
| 12369 | PP | 27/06/2023 | BRENTWOO | BBC 100406988 | Dog bins and Fryerning litter bin emptying 6 months | 484.80 R |
| 12385 | PP | 27/06/2023 | REALISEF | Realise 4549 | Bench for Seymour field (donation received) | 849.59 R |
| 12399 | PP | 27/06/2023 | DOR2DOR | D2D 1057 | June 23 newsletter delivery | 1029.00 R |
| 12415 | PP | 27/06/2023 | JMPAYROL | J&M 38170 | Monthly payroll fee | 42.00 R |
| 12417 | PP | 27/06/2023 | VIKING | Viking 2597765 | Stamps, paper and notebooks | 56.86 R |
| 12388 | PP | 29/06/2023 | LODGE | ICE 24487 | Back up and remote support for June 23 | 126.00 R |
| 12508 | PP | 30/06/2023 | JPB | JPB june dd | Grounds maintenance contract for June | 3922.60 R |
| 12511 | PP | 03/07/2023 | BRENTWOO | BBC rates July 23 | Brntwood business rates for July 23 | 877.00 R |
| 12495 | PP | 05/07/2023 | ANGLIANW | Wave 12155286 | Seymour pavilion water rates for month dd | 107.00 N |
| 12528 | PP | 05/07/2023 | AMAZON | Amazon232475 | Toilet rolls for Seymour pavilion | 43.79 N |
| 12430 | PP | 14/07/2023 | PLAYSAFE | PSLtd 71957 | Annual RoSPA report for playgrounds | 247.20 N |
| 12432 | PP | 14/07/2023 | TRADE | TUK 6891 | Replacement key safe for Seymour pavilion | 17.49 N |
| 12513 | PP | 14/07/2023 | LODGE | ICE 24493 | Anti virus service annual charge for 5 computers | 300.00 N |
| 12515 | PP | 14/07/2023 | SUELEES | SL 6036 | Website twice yearly tidyup and maintenance | 40.00 N |
| 12517 | PP | 14/07/2023 | CSH | CSH 612102 | Seymour bin emptying for June 23 | 215.62 N |
| 12520 | PP | 14/07/2023 | JPB | JPB 230 | High Street flags and 1 x interment | 493.50 N |
| 12523 | PP | 14/07/2023 | JK | JK 0019/0027 | Office and pavilion clean for June 23 | 500.00 N |
| 12526 | PP | 14/07/2023 | VIKING | Viking x 2 | Items for the summer show and office stationery | 58.65 N |
| 12532 | PP | 14/07/2023 | LODGE | Lodge 12126838 | Phone calls, line rental, broadband and hosting | 97.92 N |

| Date: | 06/07/2023 | | | | | | |
|--------------------|-------------|-----------------|-------------|--------------------------|---|-----------------|----------|
| | | | | | Bank Payments & Receipts by Bank Account | | |
| Date From : | 01/06/2023 | | | | | | |
| Date To : | 31/12/2050 | | | | | | |
| | | | | | | | |
| No | Type | Date | N/C | Ref | Details | Gross | B |
| 12302 | BP | 09/06/23 | 7550 | A Wood zoom | A Wood zoom reimbursement May/June23 | -12.99 | R |
| 12380 | BP | 27/06/23 | 7015 | 02345251 | PRS / PPL licence | -209.52 | R |
| 12381 | BP | 27/06/23 | 6204 | 11149/1 | Plaque for garden | -54.00 | R |
| 12386 | BP | 27/06/23 | 6502 | 146866 | Annual legionella testing | -60.00 | R |
| 12407 | BP | 21/06/23 | 2220 | June 23 payroll | June 23 net wages | -4,535.58 | R |
| 12408 | BP | 21/06/23 | 2210 | June 23 payroll | June 23 paye | -824.80 | R |
| 12409 | BP | 21/06/23 | 2210 | June 23 payroll | June 23 Ee NIC | -175.10 | R |
| 12410 | BP | 21/06/23 | 2210 | June 23 payroll | June 23 Er NIC | -375.67 | R |
| 12411 | BP | 21/06/23 | 2230 | June 23 payroll | June 23 pension admin | -17.50 | R |
| 12412 | BP | 21/06/23 | 2220 | June 23 payroll | June 23 staff pension | -218.79 | R |
| 12413 | BP | 21/06/23 | 2230 | June 23 payroll | June 23 Ers pension | -881.68 | R |
| 12427 | BP | 14/07/23 | 7550 | A Wood zoom | A Wood zoom reimbursement Jun/July 23 | -12.99 | N |
| 12462 | BR | 22/06/23 | 4900 | PC transfer | Transfer of garden bag sales to petty cash | 50.00 | R |
| 12472 | BR | 01/06/23 | 4002 | 188 | Exclusive rights and interment Cheke K151 BAC | 82.00 | R |
| 12473 | BR | 08/06/23 | 4002 | 189 | Exclusive rights and interment Cheke balance B | 1,494.50 | R |
| 12474 | BR | 08/06/23 | 4002 | 190 | Additional inscription Jarratt J72 BACS | 91.00 | R |
| 12475 | BR | 09/06/23 | 4002 | 191 | Interment fee Eastell H20 | 141.50 | R |
| 12476 | BR | 14/06/23 | 4002 | 192 | Memorial fee McGee J106 | 280.00 | N |
| 12477 | BR | 14/06/23 | 4002 | 193 | Exclusive rights burial plot K149 BACS | 1,276.00 | R |
| 12478 | BR | 20/06/23 | 4002 | 194 | Interment fee Langley J74 | 141.50 | N |
| 12479 | BR | 26/06/23 | 4002 | 195 | Exclusive rights and interment Lee x 2 BACS | 633.50 | R |
| 12380 | BP | 27/06/23 | 7015 | 02345251 | PRS / PPL licence | -209.52 | R |
| 12381 | BP | 27/06/23 | 6204 | 11149/1 | Plaque for garden | -54.00 | R |
| 12482 | BR | 09/06/23 | 4005 | summer show stall | Stall fee Read My Lips | 25.00 | R |
| 12483 | BR | 14/06/23 | 4005 | summer show stall | Stall fee Wee Bothy Arts | 25.00 | R |
| 12484 | BR | 15/06/23 | 4005 | summer show stall | Stall fee Karen Twinn | 50.00 | R |
| 12485 | BR | 16/06/23 | 4005 | summer show stall | Stall fee J Jones | 25.00 | R |
| 12386 | BP | 27/06/23 | 6502 | 146866 | Annual legionella testing | -60.00 | R |
| 12493 | BR | 27/06/23 | 4005 | stall fee | Stall fee Sticky Pickle | 25.00 | R |
| 12494 | BR | 28/06/23 | 4005 | stall fee | Stall Fee L Livingstone | 25.00 | R |
| 12502 | BR | 23/06/23 | 4007 | FF Grant | Football Foundation Pitch Power Grant 1 | 8,532.00 | R |
| 12509 | BP | 30/06/23 | 7901 | bank charges | Quarterly bank charges | -41.85 | R |