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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 8th June 2023, 7.30pm
VENUE: Suite 2, 4 The Limes, Ingatestone

Present:	Cllrs	P Jeater (Chair)	J Winter	M Hart	R Lee
		R Whittow-Williams (arrived 7.35pm)	C Russell	M Marston	
Also present		A Wood (Parish Clerk and RFO)	1 resident	Cllr L Emmett (via zoom)	
Absent	Cllrs	P Batchelor	D Sankey	B Bull	P Davey

FC23/075 Apologies for Absence – for noting but not approval

Apologies were noted from Cllr Batchelor, Sankey and Bull. Apologies were also received from BCllr H Gorton.
Cllr Emmett attended virtually and therefore took part in the meeting as a member of the public.

FC23/076 Announcements, declarations of Interest and dispensations

None were presented.

FC23/077 Public Participation

The member of the public did not wish to speak.

FC23/078 To approve the minutes of the Annual Parish Council meetings held on 18th May 2023

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

FC23/079 Matters arising for report (but not for resolution)

The Clerk confirmed that the council workshop will take place on the 1st July at the council meeting room from 9.30-12.00. The results of the questionnaire will be available, and the meeting will focus on creating a new action plan for the council and allocating appropriate reserves.

FC23/080 To receive a verbal report from Borough and County Councillors

None were present but emailed reports had been previously circulated to councillors.

Cllr Whittow-Williams arrived at 7.35pm

FC23/081 Committee reports: to receive minutes, verbal reports, and proposals from Committees

1. **Planning and Highways** – (Cllr Winter) as per the minutes. It was confirmed that Cllr Winter was the new Chair and Cllr Batchelor is Vice Chair.
2. **Facilities** – (Cllr Whittow-Williams) - No meeting in May. Cllr Jeater advised that the first tranche of the Football Foundation grant is now available
3. **Legal and Finance** – (Cllr Jeater) - No meeting in May.
4. **Communications** – (Cllr Winter) - No meeting in May.

5. **Personnel** – (Cllr Lee) - No meeting in May.
6. **Neighbourhood Plan Implementation Group** – (Cllr Winter) the committee is currently focussing on safer routes, broadband and climate matters. She also provided an update in relation the outside space in front of the Co-op. Cllr Winter reported on options for streetlight replacement in Ingatestone that had been circulated between councillors. It was agreed that heritage designs would be preferred. Lastly, the Electric Vehicle Charging points project throughout Brentwood Borough was raised and that two were due to be installed in Ingatestone. There is also a fund to trial on street charging but that the selected sites are in Warley.

FC23/082 Working group updates

1. **Economic Development** – Cllr Hart – as per report circulated by Cllr Batchelor. The group are still chasing on improving broadband and Wi-Fi in the parish. High Street trade is down which is of concern.
2. **Climate Emergency** – Cllr Jeater – work on the Bell Mead community garden had taken place and the paths had been cleared and foliage cut back. A request to purchase shrubs will be raised at the next Facilities Committee. A discussion took place about installing a design feature behind the seating.
3. **Health and wellbeing** – Cllr Marston – the opening of the garden at St Edmunds and St Mary's is taking place on the 15th June at 2.30pm. RHS Hyde Hall, Anglo-European, Church, Borough Council and parish council representatives will be in attendance. Cllr Marston reported on a meeting regarding adding a disabled access gate in the vicinity of the kissing gate at the church.

FC23/083 Specific projects and discussions

1. **To elect a Vice Chair** – no councillor wished to stand and so the position remains open.
2. **Asset register review** – councillors reviewed and noted the current asset register.
3. **Payment of invoice for newsletter distribution** – the Clerk presented a report on the matter and the next steps were confirmed. Clerk asked to action.
4. **Summer Show update** – Cllr Emmett was invited to provide an update on the event. The event management plan has been submitted and the site plan will be formalised shortly. The arena schedule has been agreed along with the funfair rides. The show banners and estate agents' boards will be put up shortly and we have a programme of marketing. He requested that Councillors attend and volunteer on the day. The Clerk advised that all the licenses have been organised and that about 30 stalls had signed up for the show.

FC23/084 Clerks report

1. **Filming on Fairfield** – The Clerk reported that 3 Mobile had hired Fairfield on Friday 2nd June and had already paid £900 inc VAT for the access.
2. **Bell Mead garden partnership with Circles Art Ed** – The Clerk reported on recent meeting with an alternative education supplier regarding the renovation of the wooded area to the rear of Bell Mead. A proposal will be presented to Facilities Committee for their consideration which will require an allocation of reserves. It was generally agreed that this partnership would be beneficial for both parties and would resolve the issue of the untidiness of the site.

FC23/085 Parish Council financial accounts

- Bank statement and reconciliation for May 2023
- Profit and loss report for May 2023
- Payments and receipts for May / June 2023

- Budget tracker report for 2023/24

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

FC23/086 Items for inclusion in the next Agenda

- Boundary review of Essex County Council Seats (Cllr Winter)

FC23/087 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 8.27 pm.

Date of Next Council Meeting: Full Council meeting 13th July 2023, 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC23/085 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 31/5/23							249,008.49
Unity Trust Bank Current Account							108,965.95
Unity Trust Bank Savings Account							89,254.28
Petty cash							36.27
Redwood Bank							50,751.99
Yorkshire Building Society							0.00
Date:	01/06/2023						
Bank Payments & Receipts by Bank Account							
Date From :	01/05/2023						
Date To :	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B	
12245	BR	02/05/23	4002	180	Interment fee Irvine J38 BACS	141.50 R	
12202	BP	03/05/23	6204	9741	New seat for community garden (IFPC purchase)	-715.20 R	
12208	BR	03/05/23	4900	Church bench	Grant from church for bench for the St Edmunds garden	1,200.00 R	
12209	BR	03/05/23	4005	stall deposit	Stall deposit L Weston	25.00 R	
12233	BP	04/05/23	6204	050323	Chair and table set for community garden (Church fund)	-1,440.00 R	
12236	BR	09/05/23	4005	summer show	Summer show stall deposit SA Foskett	25.00 R	
12246	BR	09/05/23	4002	182	Interment fee Clark H46 BACS	141.50 R	
12237	BR	10/05/23	4005	summer show	Summer show deposit K McGillivray	25.00 R	
12278	BR	11/05/23	4002	183	Internment fee Pack J5 BACS	141.50 R	
12279	BR	16/05/23	4002	184	Exclusive rights and interment Banks K152 BACS	1,576.50 R	
12280	BR	16/05/23	4002	185	Additional inscription Bates J30	91.00 N	
12281	BR	16/05/23	4900	186	Bench donation Joel	1,127.99 R	
12340	BR	16/05/23	4005	stall dep	Stall deposit J Brunning Hill	25.00 R	
12341	BR	18/05/23	4005	stall dep	Stall deposit Mayall Hunter	25.00 R	
12143	BP	19/05/23	8204	IFPC insurance	BHIB insurance 1/6/23	-919.99 R	
12159	BP	19/05/23	7550	A Wood zoom	A Wood zoom reimbursement Apr/May23	-12.99 R	
12269	BP	19/05/23	2220	May 23 payroll	May 23 net wages	-4,536.38 R	
12270	BP	19/05/23	2210	May 23 payroll	May 23 PAYE	-824.00 R	
12271	BP	19/05/23	2210	May 23 payroll	May 23 Ee NIC	-175.10 R	
12272	BP	19/05/23	2210	May 23 payroll	May 23 Er NIC	-375.67 R	
12273	BP	19/05/23	2230	May 23 payroll	May 23 pension admin	-17.50 R	
12274	BP	19/05/23	2220	May 23 payroll	May 23 staff pension	-218.79 R	
12275	BP	19/05/2023	2230	May 23 payroll	May 23 Ers pension	-881.68 R	
12328	BR	22/05/23	4005	summer show stall	Summer show deposit Emily Kline Design	25.00 R	
12327	BR	30/05/23	4005	summer show stall	Summer show deposit Maass R	25.00 R	
12342	BR	31/05/23	4005	stall dep	Stall deposit Godfrey	25.00 R	
12347	BP	31/05/23	7600	land reg fee	Land registry search A12 offslip	-6.00 R	
12302	BP	09/06/23	7550	A Wood zoom	A Wood zoom reimbursement May/June23	-12.99 R	

Date:	01/06/2023						
	Day Books: Supplier Payments (Summary)						
Date From:	01/05/2023						
Date To:	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
12197	PP	02/05/2023	BRENTWOO	BBC Seymour	Business rates for Seymour	207.00	R
12198	PP	02/05/2023	BRENTWOO	BBC Cemetery	Business rates for Cemetery	79.00	R
12199	PP	02/05/2023	BRENTWOO	BBC Suite 3	Business rates for Suite 3	247.00	R
12200	PP	02/05/2023	BRENTWOO	BBC Suite 2	Business rates for Suite 2	344.00	R
12223	PP	02/05/2023	JPB	JPB so (188)	Grounds maintenance contract for April 23	3931.74	R
12154	PP	05/05/2023	HEELISLO	H&L9310	Internal audit fee	310.00	R
12158	PP	05/05/2023	SUELEES	SL5899	Updating of website to include new committees	40.00	R
12212	PP	05/05/2023	JK	JK 0017/0025	Office and pavilion cleaning for Apr 23	980.00	R
12239	PP	05/05/2023	ANGLIANW	Wave dd	Seymour water rates April 23	107.00	R
12339	PP	10/05/2023	EE	EE 564	Caretakers mobile monthly dd	15.64	R
12253	PP	15/05/2023	BBALARMS	BB alarms DD	Seymour alarm system maintenance monthly dd	18.00	R
12252	PA	16/05/2023	SOLO	Solo3339037	March newsletter printing	644.65	R
12295	PP	18/05/2023	PLUSNET	PNet 038	Seymour wifi monthly dd	23.62	R
12156	PP	19/05/2023	LODGE	LIS23882	Back up and IT support	126.00	R
12192	PP	19/05/2023	LODGE	ICE23947	New internet connection in the meeting room	594.00	R
12215	PP	19/05/2023	CSH	CSH 602959/602960	Seymour bin emptying monthly charge	242.16	R
12224	PP	19/05/2023	JPB	JPB 188	Additional line markings	180.00	R
12226	PP	19/05/2023	SLCC	SLCC 243757-1	A Wood SLCC membership for the year	291.00	R
12229	PP	19/05/2023	AMAZON	Amazon 2023-514	Door handle mechanism repair kit	10.18	R
12230	PP	19/05/2023	AMAZON	Amazon 20280	Parish treasure hunt cannisters	14.90	R
12241	PP	19/05/2023	AMAZON	Amazon 6795	2 x sum up card readers for summer show	189.98	R
12244	PP	19/05/2023	LODGE	ICE 12126407	Phone calls, line rental and hosting	98.06	R
12248	PP	19/05/2023	PLAYQUIP	Playquip 6146	Relocation of playground equipment in Fairfield	1248.00	R
12250	PP	19/05/2023	JMPAYROL	JM 37917	Monthly payroll fee	42.00	R
12255	PP	19/05/2023	PRINTWIS	Printwaste 2258333	Tetrapak recycling monthly fee	79.46	R
12259	PP	19/05/2023	AMAZON	Amazon 2023-1280	Summer show fairground wristbands	23.98	R
12260	PP	19/05/2023	AMAZON	Amazon 2023-524	Grub screws for pavilion door latches	3.95	R
12261	PP	19/05/2023	AMAZON	Amazon 2023-59427	Toilet paper for pavilion	27.27	R
12277	PP	19/05/2023	SLCC	SLCC 070623	A Wood SLCC AGM and training day fee	25.00	R
12292	PP	23/05/2023	ECOTRICI	Eco elec 03597182	Seymour electricity for month dd	111.15	R
12293	PP	23/05/2023	ECOTRICI	Eco gas 03597180	Seymour gas for month dd	321.74	R
12297	PP	23/05/2023	POZITIVE	Poz 3380229	Lychgate electricity for month dd	13.18	R
12313	PP	25/05/2023	EBM	EBM dd	Printing and copying charge for month dd	24.01	R
12316	PP	31/05/2023	SOLO	Solo 6131192	June newsleterr printing	612.43	R
12324	PA	31/05/2023	JPB	JPB SO	Grounds maintenance contract for May 23	3922.58	R
12300	PP	09/06/2023	AMAZON	Amazon 8285	Anti graffiti paint for teenage shelter	37.99	N
12301	PP	09/06/2023	AMAZON	Amazon 195	Identity tags for defibrillators	10.98	N
12304	PP	09/06/2023	LODGE	ICE 24189	Back up and remote support for May 23	126.00	N
12309	PP	09/06/2023	AMAZON	Amazon 6748	Summer show entrance wristbands	49.38	N
12312	PP	09/06/2023	SOLO	Solo 3414299	Summer show 3 x banners	141.34	N
12325	PP	09/06/2023	JPB	JPB 204	Piutch works under the new grant and 2 x interments	1645.80	N
12346	PP	09/06/2023	JPB	JPB 204	VAT adjustment on standing order for grounds maint	0.02	N
12306	PP	23/06/2023	MS2	MS2 rent	Office rent and service charge for quarter.	5390.60	N