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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 9th November 2023, 7.30pm
VENUE: Suite 2, 4 The Limes, Ingatestone

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

FC23/131 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Sankey, Winter, Batchelor, McGuinness, Whittow-Williams and BCllr Gorton

FC23/132 Announcements, declarations of interest and dispensations

Cllr Russell raised a non-pecuniary interest in a report that she will be giving relating to a request for 40mph speed limits in Fryerning.

FC23/133 Public Participation

No members of the public were present.

FC23/134 To approve the minutes of the Full Parish Council meetings held on 12th October 2023

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

FC23/135 Matters arising for report (but not for resolution)

- Cllr Jeater gave an update on the recent polling station consultation. He had spoken with the Elections Office and both the library and URC hall had been considered but discounted for a several legitimate reasons, following a Health and Safety assessment. It was concluded that the parish council should encourage residents at the south of the village to apply for a postal vote instead.
- The Clerk reported that the pay reviews from the National Joint Council has been received and will be backdated to April as per the national agreement and employment contracts.
- The Clerk gave a report on the postponed pitch renovation works and emphasised that the delay was due to a supply quality issue and not the fault of the parish council or the grounds maintenance team. The works will now take place early Spring and the pitch will be lined for matches from this weekend. Relevant parties had been notified.
- The issue of traffic in the High Street was raised and it was noted that BCllr Gorton had contacted the ECC Cabinet Member for Highways about the matter. Cllr Jeater reported that a request had been made to Cllr Wagland to urgently convene a meeting and that there were parallel issues of heavy traffic during the day and speeding at night.

Cllr Lee reported that a representative from Essex Highways had visited several shops to gather evidence and feedback.

FC23/136 To receive a verbal report from Borough and County Councillors

No Borough / County Councillors were in attendance. Cllr Sankey previously emailed an update. It was noted that BCllr Gorton has parish council commitments on the same Thursday every month and so will not be able to attend this meeting.

FC23/137 Committee reports: to receive minutes, verbal reports, and proposals from Committees

1. **Planning and Highways** – as per the minutes. It was **RESOLVED** that **Cllr Greenwood join this committee**. Cllr Russell requested council support for a proposal from BCllr Gorton to the LHP for speed restrictions and signage in Fryerning. The council agreed and the Clerk will progress.
2. **Facilities** – as per the minutes. Cllr Emmett gave a brief verbal report.
3. **Legal and Finance** – as per the minutes. Cllr Jeater gave a brief report.
4. **Personnel** - No meeting in October.
5. **Neighbourhood Plan Implementation Group** – as per the minutes. Cllr Davey reported on a legal challenge to a Neighbourhood Plan as it was considered to be 'out of date' as it was two years old. It was agreed that as there is a standing committee to implement the plan that the IFPC plan is constantly under review.

FC23/138 Working group updates

1. **Economic Development** – Cllr Hart gave a verbal report on the economical state of the High Street and encouraged attendance at the weekend's Artisan Market.
2. **Climate Emergency** – Cllr Jeater reported that a biodiversity policy is currently being drafted for presentation to Full Council for adoption.
3. **Health and wellbeing** – Cllr Marston – no meetings have taken place and Cllr Marston gave a verbal update on work that she has undertaken. She asked the Clerk to install a 'happy to chat' sign on a bench at Fryerning Church. Clerk to progress.
4. **Communications** – Cllr Jeater – the next parish newsletter will be distributed in January.

FC23/139 Specific projects and discussions

1. **To discuss the possible lighting of the Market Place mural and to agree next steps.**

The Clerk provided an update on investigations and work she has already undertaken. It was agreed to wait for a response from the management company and for the Clerk to report back to the next meeting.

2. **To discuss the installation of planters at New Road and, if required, to delegate authority and allocate budget.**

The Clerk provided an update, and it was agreed that she continues the project and press Cllr Wagland for a letter of support, which is yet to be provided. It was **RESOLVED to delegate authority to the Clerk and that £4000 be allocated from reserves** for this project.

Proposed: Cllr Jeater

Seconded: Cllr Davey

All agreed

3. **To discuss any other projects to take place this financial year and, if required, to delegate authority and allocate budget.**

- It was agreed that the committee and working groups should consider this item on their agenda over the coming months. The Clerk presented the report that she had circulated and requested that works on the High Street phone box should be approved to

take place this year. It was **RESOLVED to delegate authority to the Clerk and allocate a budget of £3000** (as per the report).

Proposed: Cllr Marston

Seconded: Cllr Russell

All agreed.

- Cllr Jeater spoke about the parcel of land at Steen Close that has been offered to the parish council for community use. It was agreed that the Clerk progress this project for formal discussion at the next Full Council meeting. In the meantime, she was asked to write to the neighbours to inform them of the parish council plans. Cllr Marston reported that she will be meeting with the Essex Wildlife Trust to visit the site and undertake a survey. It was noted that there would be financial implications for taking on this site.
4. **To agree for the Clerk to organise a councillor workshop for 6th January 2024**
This was agreed.
 5. **To discuss the state of the village gates next to Seymour.** Cllr Jeater reported on their disrepair and the Clerk advised that they had been installed by Brentwood Borough Council in the late 1990s. It was agreed that the Clerk contact the Borough Councillors and request that they are repaired.

FC23/140 Parish Council financial accounts

Councillors reviewed and approved the following reports and payments

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

FC23/141 To receive verbal reports from councillors attending external meetings

None were presented.

FC23/142 Items for inclusion in the next Agenda

- Steen Close land
- New Road Planters
- Mural update

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 14th December 7.30pm, Suite 3, 4 The Limes, Ingatstone, CM4 0BE

Appendix FC23/140 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 31/10/23		283,644.33
Unity Trust Bank Current Account		17,293.38
Unity Trust Bank Savings Account		129,753.26
Petty cash		130.70
Redwood Bank		51,466.99
Cambridge Building Society		85,000.00

CASHPLUS PRE-PAID CREDIT CARD PAYMENTS					
No	Type	Date	Ref	Details	Gross B
12880	VP	17/10/2023	223648881	Zoom annual licence 17/10/23-16/10/24	-118.17 N

Date:	01/11/2023					
					Bank Payments & Receipts by Bank Account	
Date From :	01/10/2023					
Date To :	31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross B
12968	BR	04/10/23	4900	sum up	Garden waste bags via sumup	7.00 R
12969	BP	04/10/23	7901	sum up	Sum up fee	-0.12 R
12963	BR	05/10/23	4002	216	Exclusive rights K145	1,276.00 R
12882	BR	10/10/23	2202	103561509	VAT Refund	3,242.43 R
12830	BP	13/10/23	7550	zoom A Wood	Zoom reimbursement A Wood 21/9/23-20/10/23	-12.99 R
12855	BP	13/10/23	7030	1023001IFPC	Artisan market contribution 11/11/23	-1,500.00 R
12917	BP	18/10/23	2220	Oct 23 payroll	Oct 23 net wages	-4,535.78 R
12918	BP	18/10/23	2210	Oct 23 payroll	Oct 23 paye	-824.60 R
12919	BP	18/10/23	2210	Oct 23 payroll	Oct 23 Ee NIC	-175.10 R
12920	BP	18/10/23	2210	Oct 23 payroll	Oct 23 Er NIC	-375.67 R
12921	BP	18/10/23	2230	Oct 23 payroll	Oct 23 pension admin	-17.50 R
12922	BP	18/10/23	2220	Oct 23 payroll	Oct 23 staff pension	-218.79 R
12923	BP	18/10/23	2230	Oct 23 payroll	Oct 23 Ers pension	-881.68 R
12886	BP	24/10/23	8203	A Wright exp	Training mileage	-37.70 R

No	Type	Date	N/C	Ref	Details	Gross B
12850	PP	02/10/2023	BRENTWOO	BBC rates x 4 Oct 23	Business rates - cemetery, 2 offices and seymour	877.00 R
12898	PP	02/10/2023	JPB	JPB SO	Grounds maintenance monthly standing order	3922.60 R
12975	PP	04/10/2023	ECOTRICI	Eco elec dd	Seymour electricity monthly dd	25.94 R
12885	PP	05/10/2023	ANGLIANW	Wave 12552819	Seymour water rates for the month dd	107.00 R
12971	PP	10/10/2023	EE	EE 699330	Caretakers mobile monthly dd	15.64 R
12827	PP	13/10/2023	TRADE	TUK 04768	First aid kit for Seymour	16.99 R
12829	PP	13/10/2023	SOLO	Solopress 3558748	Printing of autumn newsletter	699.84 R
12837	PP	13/10/2023	LODGE	ICE 25508	Backup and remote IT support	126.00 R
12839	PP	13/10/2023	ESSEXLIB	ECC 1020578926	Tree survey for Fairfield, cemetery and Seymour	1110.00 R
12853	PP	13/10/2023	MS2	MS2 garage rent	Garage lease for the year	1200.00 R
12858	PP	13/10/2023	JK	JK x 2	Office and pavilion clean for Sept 23	990.00 R
12860	PP	13/10/2023	CSH	CSH 622003	Seymour bin emptying for Sept 23	224.45 R
12874	PP	13/10/2023	LODGE	ICE 25704	SSL certificate for domain name	60.00 R
12891	PP	13/10/2023	POZITIVE	Poz 4199686	Lychgate electricity for the month dd	10.40 R
12884	PP	16/10/2023	BBALARMS	BB dd	Alarm maintenance service monthly standing order	18.00 R
12976	PP	20/10/2023	ECOTRICI	Eco gas dd	Seymour gas monthly dd	291.91 R
12977	PP	20/10/2023	ECOTRICI	Eco elec dd	Seymour electricity monthly dd	126.35 R
12889	PP	24/10/2023	LODGE	LIS 12127488	Phone lines, broadband, phone calls and 3CX hosting	97.31 R
12899	PP	24/10/2023	JPB	JPB 288	2 x interment of ashes	123.00 R
12901	PP	24/10/2023	JS	JS 1358	Repair to the hot water shower system in Seymour	120.00 R
12903	PP	24/10/2023	JMPAYROL	JM 39169	Monthly payroll fee	42.00 R
12905	PP	24/10/2023	DOR2DOR	D2D 1075	Newsletter distribution for Oct 23	1,023.00 R
12946	PP	25/10/2023	EBM	EBM 122286	Printing copying and photocopying monthly dd	24.00 R
12941	PP	27/10/2023	SJTIDD	SJ Tidd	2 x new bollards at Seymour car park	840.00 R
12983	PP	31/10/2023	JPB	JPB SO	Monthly grounds maintenance SO	3922.60 R
12945	PP	01/11/2023	BT	BT 1001WP	New Seymour wifi monthly dd	25.26 N
12959	PP	01/11/2023	BRENTWOO	Nov 23 rates x 4	Business rates - cemetery, 2 offices and seymour	877.00 N
12967	PP	09/11/2023	JK	JK 0023/0030	Office and pavilion clean for Oct 23	870.00 N
12931	PP	10/11/2023	LODGE	LIS 25863	Backup and remote IT support	126.00 N
12933	PP	10/11/2023	EALC	EALC 17037	A Wright playground inspection course, Planning briefing J McGuinness	546.00 N
12936	PP	10/11/2023	TRADE	Trade UK x 2	Cable ties and extension lead	12.23 N
12939	PP	10/11/2023	AMAZON	Amazon x 2	Network switch and ether cable for Seymour	23.68 N
12943	PP	10/11/2023	LODGE	ICE 25880	Domain web hosting annual charge	475.20 N