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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 12th October 2023, 7.30pm
VENUE: Suite 2, 4 The Limes, Ingatestone

Present:	Cllrs	P Jeater (Chair)	P Davey	D Sankey	P Batchelor
		M Hart	M Marston	J Winter	G Tullett
		J McGuinness	L Emmett		
Also present		R Spouge (Assistant Clerk)	A Zakharyeva (Comms Clerks)	BCllr T Barrett	
Absent	Cllrs	R Lee	C Russell	R Whittow-Williams	D Greenwood
		B Bull			

FC23/118 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Russell, Whittow-Williams and Lee.

FC23/119 Announcements, declarations of Interest and dispensations

None were presented.

FC23/120 Public Participation

BCllr T Barrett, Chair of Housing, Health and Community was welcomed to the meeting. Cllr Barrett, as Parish Council liaison, is meeting all parish councils to develop better working relationships. He referred to a piece of empty land in Steen Close which is being offered to the parish council for community use. He reported that the budget consultation is currently underway, and a climate change emergency has been declared by BBC. A planning workshop with parish councils is being arranged. Ingleton House is also on the agenda and feedback is being sought from residents and IFPC.

FC23/121 To approve the minutes of the Full Parish Council meetings held on 18th September 2023

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

FC23/122 Matters arising for report (but not for resolution)

- Cllr Jeater reported that the litter pick that is taking place this weekend, starting from the Community Centre. Cllrs were invited to attend and spread the word.
- Cllr Davey reported that he has been asked to read the names of the fallen at the St Edmunds and St Mary's Remembrance Service. Cllr Jeater advised he will lay the wreath at this service.

FC23/123 To receive a verbal report from Borough and County Councillors

- Cllr Sankey reported that there have been several resignations and retirements at BBC, and he will be on the appointments panel. He reported that the next SEPP meeting will be on the 1st November to discuss the planned works in the parish relating to double yellow lines and parking restrictions.

- Cllr Sankey reported that there is a current issue with the Borough's tree management policy which has been classed as high risk with a financial impact for BBC, that the Clean and Green Committee will be reviewing.
- Cllr Sankey reported that the 21/22 BBC accounts are due to be signed off but have been delayed until November. The 22/23 accounts have been prepared but will not be considered for the time being.
- The NATS team will be finishing the work scheduled for the parish on their next visit mid-November.
- Lastly, Cllr Sankey reported on a meeting taking place with NHS Estates to discuss the medical provision for the parish and the challenges across the whole of the borough.

FC23/124 Committee reports: to receive minutes, verbal reports, and proposals from Committees

1. **Planning and Highways** – as per the minutes. Cllr Winter reported that speed watch is about to start as the equipment has now arrived and a rota is being prepared. She also reported on the recent engagement session on Ingleton House and that outline planning permission is being sought for November. Cllr Jeater requested that the Parish council respond formally and that this will be added to the next Planning and Highways Committee agenda. He reported on the engagement session and was encouraged by the plans presented but concerns do exist relating to the lack of pavements in the area. It was agreed that the parish council should make a formal approach to be included on the development team for the site, considering the neighbourhood plan.
2. **Facilities** – as per the minutes. Cllr Jeater reported on the pitch works on Seymour Field and that all the football clubs have been informed. Cllrs Marston and Jeater reported on the planned construction works running alongside footpath 38. This would result in the footpath being better lit.
3. **Legal and Finance** – as per the minutes. Cllr Jeater reported on the awarding of a grant to Durning FC.
4. **Personnel** - No meeting in September
5. **Neighbourhood Plan Implementation Group** – meeting on the 1st November. Cllr Winter gave an update about the safer routes project and that lampposts on the High Street have been replaced with LEDs. Cllr Winter is still working on the lighting of the mosaic and suggested that this be moved to the Facilities Committee.

FC23/125 Working group updates

1. **Economic Development** – Cllr Batchelor – as per the notes circulated. The Artisan Market will be taking place on the 11th November.
2. **Climate Emergency** – meeting scheduled for next week
3. **Health and wellbeing** – Cllr Marston – no meeting has taken place. The greengrocer was not able to sell in Ingatestone for business finance reasons. The charity popup shop contact is currently away but Cllr Marston is still hoping this will take place.
4. **Communications** – no meeting has taken place. The newsletter has received good feedback.

FC23/126 Specific projects and discussions

1. **To agree a parish council response to the polling station review consultation**
It was agreed that the parish council object to current arrangements (using the Community Centre) and that the library should be used for residents living in the Heybridge Road area. Cllr Jeater will speak to the Clerk to send a response reflecting the above.

2. **To discuss the issue of parking on the New Road verge and to agree next steps**

It was agreed that the Clerk investigate planters for the New Road verge and present options and costings to the Facilities Committee in the first instance. It was noted that the council will still have to approve the cost to come from the general reserves.

3. **To confirm the committee membership for Cllr Greenwood**

Cllr Greenwood was not present and so this item was carried over.

FC23/127 Parish Council financial accounts

Councillors reviewed and confirmed the following reports and payments

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

FC23/128 To receive verbal reports from councillors attending external meetings

Cllr Jeater reported on the recent BBPCA meeting, and that the chairmanship will be passed over to West Horndon as of November.

FC23/129 Items for inclusion in the next Agenda

- Budget planning for 2024/25 and remaining projects for the rest of this year.

FC23/130 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 8.40 pm.

Date of Next Council Meeting: Full Council meeting Thursday 9th November 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC23/127 Financial accounts

Date:		05/10/2023					
Date From :		01/09/2023		Bank Payments & Receipts by Bank Account			
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
12744	BR	05/09/23	4002	208	Interment fee Arnold H35 - sum up	141.50	R
12746	BP	05/09/23	7901		sum up 208	-2.39	R
12798	BR	05/09/23	4002	209	Additional rights Brand E297 BACS	454.75	R
12710	BP	15/09/23	7550		zoom A Wood	-12.99	R
12770	BP	15/09/23	7801	7923	Village sign cleaning x 2	-50.00	R
12801	BR	18/09/23	4002	212	Memorial fee M Witnet J111	280.00	N
12809	BP	20/09/23	2220		Sept 23 payroll	-4,536.18	R
12810	BP	20/09/23	2210		Sept 23 payroll	-824.20	R
12811	BP	20/09/23	2210		Sept 23 payroll	-175.10	R
12812	BP	20/09/23	2210		Sept 23 payroll	-375.67	R
12813	BP	20/09/23	2230		Sept 23 payroll	-17.50	R
12814	BP	20/09/23	2220		Sept 23 payroll	-218.79	R
12815	BP	20/09/23	2230		Sept 23 payroll	-881.68	R
12843	BR	26/09/23	4002	213	Exclusive rights and interment x 2 Wood G7, G6	3,153.00	R
12844	BR	28/09/23	4001		precept	95,751.50	R
12847	BP	28/09/23	8200		IFPC grant	-711.90	R
12851	BP	29/09/23	7901		Bank charges	-21.20	R
12872	BP	30/09/23	7901		service fee	-40.05	R
12830	BP	13/10/23	7550		zoom A Wood	-12.99	N
12855	BP	13/10/23	7030	1023001IFPC	Artisan market contribution 11/11/23	-1,500.00	N

Date:	05/10/2023					
			Day Books: Supplier Payments (Summary)			
Date From:	01/09/2023					
DateTo:	31/12/2050					
No	Typ	Date	N/C	Ref	Details	Gross B
12741	PP	06/09/2023	BRENTWOO	BBC rates Sept 23	Business rates - cemetery, 2 offices and seymour	877.00 R
12791	PP	06/09/2023	ANGLIANW	Wave dd	Seymour water rates monthly dd	107.00 R
12762	PP	11/09/2023	POZITIVE	Pozitive 3997193	Lychgate electricity monthly dd	10.74 R
12789	PP	11/09/2023	EE	EE dd 31503	Caretaker's mobile monthly dd	15.64 R
12705	PP	15/09/2023	SLCC	SLCC BK211921-1	A Wood closed churchards seminar	54.00 R
12707	PP	15/09/2023	BRENTWOO	BBC 100411809	Bell Mead and Market Place car parking agreement	1718.14 R
12709	PP	15/09/2023	LODGE	ICE 25183	Backup and remote IT support	126.00 R
12733	PP	15/09/2023	CSH	CSH 618537	Seymour bin emptying for Aug 23	248.69 R
12738	PP	15/09/2023	JK	JK 0021/0028	Office and pavilion clean for Aug 23	690.00 R
12740	PP	15/09/2023	JPB	JPB 272	3 x ashes interment charge	184.50 R
12776	PP	15/09/2023	BBALARMS	BB dd	Seymour alarm maintenance monthly so	18.00 R
12773	PP	18/09/2023	PLUSNET	PNet 42 dd	Seymour wifi monthly dd	23.62 R
12774	PP	20/09/2023	ECOTRICI	Eco elec dd	Seymour electricity monthly dd	94.88 R
12833	PP	25/09/2023	EBM	EBM 121623	Printing and copying monthly dd	36.73 R
12735	PP	26/09/2023	MS2	MS2 rent	Office rent and service charge quarter Sept-Dec	5390.60 R
12765	PP	26/09/2023	LODGE	LIS 12127272	Phone lines, broadband, phone calls and 3CX hosting	100.20 R
12767	PP	26/09/2023	HEATHERL	Heatherland 33113	Fryerngcecemetery skip replacement	220.00 R
12769	PP	26/09/2023	LODGE	LIS 25356	Domain name renewal for the year	78.00 R
12779	PP	26/09/2023	JMPAYROL	JM 38922	Payroll service monthly charge	42.00 R
12781	PP	26/09/2023	TRADE	TUK 1414095449	Security bit set for Caretaker - playground repairs	19.99 R
12784	PP	26/09/2023	COMMUNIC	CommJK 2004518	Fire alarm annual maintenance charge	191.58 R
12785	PP	26/09/2023	COMMUNIC	CommJK 2004519	Emergency lighting annual maintenance charge	160.68 R
12787	PP	26/09/2023	SUELEES	SLC 6132	AccessiBE software for website - accessibility software	390.00 R
12794	PP	26/09/2023	AMAZON	Amazon 92141	Respect barriers for Seymour	293.92 R
12795	PP	26/09/2023	AMAZON	Amazon 140440	Goal net bags for Seymour field	39.96 R
12835	PP	27/09/2023	ECOTRICI	Eco gas 04102522	Seymour gas monthly dd	226.82 R
12832	PP	28/09/2023	DISTRIBU	Dist4U 3376IFC	Newsletter distribnuiou for March 2023 (disputed delivery now settled)	180.00 R
12850	PP	02/10/2023	BRENTWOO	BBC rates x 4 Oct 23	Business rates - cemetery, 2 offices and seymour	877.00 N
12827	PP	13/10/2023	TRADE	TUK 04768	First aid kit for Seymour	16.99 N
12829	PP	13/10/2023	SOLO	Solopress 3558748	Printing of autumn newsletter	699.84 N
12837	PP	13/10/2023	LODGE	ICE 25508	Backup and remote IT support	126.00 N
12839	PP	13/10/2023	ESSEXLIB	ECC 1020578926	Tree survey for Fairfield, cemetery and Seymour	1110.00 N
12853	PP	13/10/2023	MS2	MS2 garage rent	Garage lease for the year	1200.00 N
12858	PP	13/10/2023	JK	JK x 2	Office and pavilion clean for Sept 23	990.00 N
12860	PP	13/10/2023	CSH	CSH 622003	Seymour bin emptying for Sept 23	224.45 N
12874	PP	13/10/2023	LODGE	ICE 25704	SSL certificate for domain name	60.00 N

BALANCES IN BANK ACCOUNTS DATED 30/09/23	220,668.19
Unity Trust Bank Current Account	25,112.41
Unity Trust Bank Savings Account	59,753.26
Petty cash	50.53
Redwood Bank	50,751.99
Cambridge Building Society	85,000.00