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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 14th September 2023, 7.30pm
VENUE: Suite 2, 4 The Limes, Ingatestone

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

FC23/102 To elect a chair for the meeting

Cllr Hart was elected chair for this meeting.
Proposed: Cllr Batchelor
Seconded: Cllr Marston
All agreed.

FC23/103 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Lee, Jeater, Winter and Davey and BCllr Gorton.

FC23/104 Announcements, declarations of Interest and dispensations

None were presented.

FC23/105 Public Participation

No members of the public were in attendance.

FC23/106 To approve the minutes of the Full Parish Council meetings held on 13th July 2023

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

FC23/107 Matters arising for report (but not for resolution)

There were no matters arising for report.

FC23/108 To receive a verbal report from Borough and County Councillors

Cllr Gorton advised prior to the meeting that the verges designated for rewilding had been selected and there were none in this parish.

Cllr Sankey reported that the line marking at Bell Mead car park had been completed after an extended period of lobbying. He also reported that a Borough Climate Emergency group has been set up and will involve parish councils. Cllr Sankey provided an update on SEPP and the amounts of PCNs issued in the Borough and that 77% of notices are paid which is high. He also advised that three double yellow line schemes are being considered in Ingatestone and will be covered at the SEPP December meeting. A series of engagement sessions were undertaken last week on the future design of Ingleton House with the biggest issue being parking on the site.

FC23/109 Committee reports: to receive minutes, verbal reports, and proposals from Committees

1. **Planning and Highways** – (Cllrs Batchelor and Russell) as per the minutes.
2. **Facilities** – no meeting in August.
3. **Legal and Finance** – no meeting in August.
4. **Communications** – (Cllr Hart) – as per the minutes.

It was **RESOLVED** that the Communications Committee becomes a working group, and the proposed terms of reference were accepted

Proposed: Cllr Whittow-Williams

Seconded: Cllr Marston

All agreed.

5. **Personnel** - No meeting in August.
6. **Neighbourhood Plan Implementation Group** – No meeting in August.

FC23/110 Working group updates

1. **Economic Development** – Cllr Batchelor provided a brief report.

It was **RESOLVED** to award a grant for £1500 to the Artisan Market on the 11th November 2023

Proposed: Cllr Batchelor

Seconded: Cllr Hart

All agreed.

2. **Climate Emergency** – nothing to report.
3. **Health and wellbeing** – Cllr Marston – reported on work she has undertaken with regards to a potential fruit and veg stall and a pop-up charity shop. She also reported on a meeting she has had with a local developer regarding improvements to the Footpath 38 area.

FC23/111 Specific projects and discussions

1. **To agree a lease between IFPC and Barnoaks Management for a garage for storage of equipment at a cost of £1000+VAT per annum. Further scrutiny and signing of the lease to be undertaken by the Legal and Finance Committee.**

This was **RESOLVED**

Proposed: Cllr Whittow-Williams

Seconded: Cllr Tullett

All agreed.

2. **To approve the proposed calendar of meetings for 2024**

This was approved.

3. **To consider any projects for submission to Cllr Wagland's Locality Fund**

Cllr Hart suggested supporting the heritage trail and members of the EDWG will progress this and provide a quote so the Clerk can apply before the 29th September deadline.

FC23/112 Parish Council financial accounts

Councillors reviewed and confirmed the following reports

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

The external audit report from PKF Littlejohn for the financial year 2022-23 was received and noted.

FC23/113 To receive verbal reports from councillors attending external meetings

Cllr Batchelor provided an update on the UK Shared Prosperity Fund meeting he attended and will circulate the slides to councillors. He requested that the EDWG consider suitable projects for this parish.

FC23/114 Items for inclusion in the next Agenda

None requested.

FC23/115 To resolve to close meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960 on the basis of the confidential nature of the business to be discussed.

This was **RESOLVED**

FC23/116 To inform the council of a Code of Conduct complaint as required by Standing Order 15

A report was given to the council by the Clerk, and it was noted that the complaint had not been upheld by the Monitoring Officer or Independent Person

FC23/117 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 8.34 pm.

Date of Next Council Meeting: Full Council meeting Thursday 12th October 7.30pm, Suite 3, 4 The Limes, Ingatstone, CM4 0BE

Appendix FC23/112 Financial accounts

Date: 06/09/2023						
Day Books: Supplier Payments (Summary)						
Date From: 01/08/2023						
Date To: 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
12616	PP	01/08/2023	BRENTWOO	BBC rates Aug x 4	Business rates - cemetery, 2 offices and seymour	877.00 R
12565	PP	08/08/2023	AMAZON	Amazon 3699	Winner rosettes for summer show	59.95 R
12567	PP	08/08/2023	AMAZON	Amazon 11005	Additional sum up card reader	95.99 R
12749	PP	08/08/2023	ANGLIANW	Wave dd	Seymour water rates monthly dd	107.00 R
12601	PP	09/08/2023	MS2	MS2 insurance	Annual insurance contribution for offices	336.62 R
12627	PP	09/08/2023	JK	JK x 2	Office and pavilion clean for July 23	660.00 R
12750	PP	10/08/2023	EE	EE dd	Caretakers mobile monthly dd	15.64 R
12569	PP	11/08/2023	SLCC	SLCC 211281-1	Finance webinar for A Wood	48.00 R
12619	PP	11/08/2023	NISBETS	Nisbets 27210974	Bin bags and cleaning liquids for Seymour	76.96 R
12624	PP	11/08/2023	SJTIDD	SJ Tidd x 4	2 x drainage works at Seymour, repair pond sign and bench	2905.00 R
12629	PP	11/08/2023	PRINTWIS	Pwaste 2263296	Tetrapak recycling service monthly charge	79.46 R
12631	PP	11/08/2023	LODGE	Ice 24849	Back up and remote IT support monthly charge	126.00 R
12640	PP	11/08/2023	JPB	JPB 248	Pitch works as per grant and 4 x interments	1800.48 R
12643	PP	11/08/2023	CSH	CSH 614797	Seymour bin emptying for July 23	222.91 R
12646	PP	11/08/2023	LODGE	ICE 12127055	Phone calls, line rental, broadband and hosting	102.30 R
12648	PP	11/08/2023	PKFLITTL	PKF 20230090	External audit fee	756.00 R
12699	PP	11/08/2023	POZITIVE	Poz dd	Lychgate electricity monthly dd	10.74 R
12668	PP	15/08/2023	BBALARMS	BB dd	Seymour alarm service monthly SO	18.00 R
12702	PP	17/08/2023	JMPAYROL	J&M 38684	Payroll service monthly charge	42.00 R
12563	PP	18/08/2023	TRADE	Trade UK 33392	Gloves and gardening sacks for caretaker	13.98 R
12700	PP	18/08/2023	PLUSNET	Plusnet 041 dd	Seymour wifi monthly dd	23.62 R
12698	PP	21/08/2023	ECOTRICI	Eco elec dd	Seymour electricity monthly charge	144.22 R
12697	PP	23/08/2023	EBM	EBM 120925	Printing, copying monthly dd	25.61 R
12722	PP	31/08/2023	JPB	JPB SO	Grounds maintenance monthly SO	3922.60 R
12741	PP	06/09/2023	BRENTWOO	BBC rates Sept 23	Business rates - cemetery, 2 offices and seymour	877.00 N
12705	PP	15/09/2023	SLCC	SLCC BK211921-1	A Wood closed churchards seminar	54.00 N
12707	PP	15/09/2023	BRENTWOO	BBC 100411809	Bell Mead and Market Place car parking agreement	1718.14 N
12709	PP	15/09/2023	LODGE	ICE 25183	Backup and remote IT support	126.00 N
12733	PP	15/09/2023	CSH	CSH 618537	Seymour bin emptying for Aug 23	248.69 N
12738	PP	15/09/2023	JK	JK 0021/0028	Office and pavilion clean for Aug 23	690.00 N
12740	PP	15/09/2023	JPB	JPB 272	3 x ashes interment charge	184.50 N
12735	PP	26/09/2023	MS2	MS2 rent	Office rent and service charge for quarter Sept - Dec	5390.60 N
BALANCES IN BANK ACCOUNTS DATED 31/08/23						216,149.88
Unity Trust Bank Current Account						20,594.10
Unity Trust Bank Savings Account						59,753.26
Petty cash						50.53
Redwood Bank						50,751.99
Cambridge Building Society						85,000.00

Date:	06/09/2023						
	Bank Payments & Receipts by Bank Account						
Date From :	01/08/2023						
Date To :	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
12724	BR	03/08/23	4005	Sum Up 2	Summer show card takings from gate (gross be	1,005.50	R
12725	BP	03/08/23	7901	Sum Up 2	Sum Up charge	-16.84	R
12617	BP	11/08/23	7550	A Wood zoom	Zoom reimbursement 21/7/23-20/8/23	-12.99	R
12641	BP	11/08/23	7015	22052	Guardian security services	-530.50	R
12690	BR	14/08/23	4002	202	Ex rights and interment fee Davison K148 (2 x B	1,576.50	R
12691	BR	15/08/23	4002	203	Ex rights, interment fee x 2, mem fee Belcher	913.50	N
12672	BP	17/08/23	8203	A Wright exp	Mileage for Seymour works	-16.20	R
12681	BP	17/08/23	2220	Aug 23 payroll	Aug 23 net wages	-4,694.35	R
12682	BP	17/08/23	2210	Aug 23 payroll	Aug 23 paye	-871.80	R
12683	BP	17/08/23	2210	Aug 23 payroll	Aug 23 Ee NIC	-205.40	R
12684	BP	17/08/23	2210	Aug 23 payroll	Aug 23 Er NIC	-410.51	R
12685	BP	17/08/23	2230	Aug 23 payroll	Aug 23 pension admin	-18.82	R
12686	BP	17/08/23	2220	Aug 23 payroll	Aug 23 staff pension	-235.20	R
12687	BP	17/08/23	2230	Aug 23 payroll	Aug 23 ers pension	-944.30	R
12693	BR	17/08/23	4002	204	Exclusive rights Ashes	701.00	N
12694	BR	24/08/23	4900	205	Tea towel	3.50	N
12695	BR	29/08/23	4002	206	Additional rights E298 Maynard BACs	454.75	R
12696	BR	29/08/23	4002	207	Exclusive rights and interment Kent J114	633.50	N
12716	BR	30/08/23	4005	summer show	Summer show bar share of profits	394.20	R
12744	BR	05/09/23	4002	208	Interment fee Arnold H35 - sum up	141.50	N
12746	BP	05/09/23	7901	sum up 208	Sum Up charge for 208	-2.39	N
12710	BP	15/09/23	7550	zoom A Wood	A Wood zoom 21/8/23-20/9/23	-12.99	N