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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 18<sup>th</sup> May 2023, 7.30pm  
**VENUE:** Suite 3, 4 The Limes, Ingatestone

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

**FC23/057 Election of Chair**

Cllr Jeater was duly elected to the position of Chair.

Proposed: Cllr Davey

Seconded: Cllr Sankey

**FC23/058 Chair to sign the Declaration of Acceptance of Office as Chair**

Cllr Jeater duly signed this acceptance in front of the Clerk.

**FC23/059 Election of Vice-Chair**

As no Councillor had submitted a nomination statement, it was RESOLVED that this be carried over to the next meeting.

**FC23/060 To resolve to accept the Declaration of Acceptance of Office forms no later than the 8<sup>th</sup> June 2023**

This agenda item was not required as all councillors signed their forms before the commencement of this meeting.

**FC23/061 Apologies for Absence – for noting but not approval**

Apologies were noted from Cllrs Lee, Russell, Emmett and Marston.

**FC23/062 Announcements, declarations of Interest and dispensations**

None were presented.

**FC23/063 To declare General Power of Competence**

It was RESOLVED to adopt the General Power of Competence on the basis that this council met the qualifying criteria.

Proposed: Cllr Jeater

Seconded: Cllr Hart

All agreed

**FC23/064 To resolve to commence co-option for the three vacant seats**

It was RESOLVED to commence the co-option process outlined in the council's policy, with a particular emphasis on applicants with an interest in the planning process

**FC23/065 Public participation**

No members of the public were present.

**FC23/066 To approve the minutes of the Full Council meetings held on 13 April 2023**

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

**FC23/067 Matters arising for report (but not for resolution)**

- Cllr Jeater informed the council of the success of a grant application to the Football Foundation for pitch improvements to commence immediately. The value of the grant was £34,134 over a six-year period.
- Cllr Jeater gave an update on the recent issue with litter over the Coronation weekend on Footpath 38. It was noted and appreciated that JPB Landscapes cleared up the sacks, when asked, which was not in their remit. He advised that after speaking with Cllr Wagland that if Brentwood were made aware of any events in advance, they will collect the litter sacks when emptying their bins.
- Cllr Hart updated the council with regards to the Business Investment District and advised that no voluntary organisations would be able to join. The planned meeting for the 27<sup>th</sup> June will still be going ahead in order to obtain more information.
- It was RESOLVED to welcome Cllr Gorton to the meeting and invite him to provide an update on the Brentwood elections. He confirmed the following memberships of committees:
  - Audit and Scrutiny – Cllr Sankey (Chair) and Cllr Wagland
  - Green and Clean – Cllr Gorton (substitute)
  - Housing, Health and Community – Cllr Sankey
  - Dismissals – Cllr Wagland
  - Planning & Licensing – Cllr Gorton and Cllr Sankey (substitute)
  - Staff Appointments – Cllrs Sankey and Gorton

*Cllr Gorton left the meeting at this time.*

**FC23/068 Annual return for the year ending 31<sup>st</sup> March 2023**

- It was RESOLVED to approve the Annual Governance Statement 2022/23 (Section 1)  
Proposed: Cllr Jeater  
Seconded: Cllr Hart  
All agreed.
- It was RESOLVED to approve the Accounting Statements 2022/23 (Section 2)  
Proposed: Cllr Jeater  
Seconded: Cllr Davey  
All agreed.

*Cllr Jeater signed both the above documents.*

- It was RESOLVED to accept the report of the Internal Auditor. Cllr Davey requested it be minuted that the Clerk was congratulated on this report and the state of the council's accounts in general.  
Proposed: Cllr Jeater  
Seconded: Cllr Whittow-Williams  
All agreed.

**FC23/069 Policy reviews** – The following policies were reviewed, and their adoption was RESOLVED.

- 1. Standing Orders and Code of Conduct**  
Proposed: Cllr Jeater  
Seconded: Cllr Hart  
All agreed.
- 2. Financial Regulations and Approved payments**  
Proposed: Cllr Jeater  
Seconded: Cllr Davey  
All agreed
- 3. Freedom of Information policies**  
Proposed: Cllr Jeater  
Seconded: Cllr Winter  
All agreed

**4. Equality and Diversity policy**

Proposed: Cllr Jeater

Seconded: Cllr Sankey

All agreed

**5. To approve the Terms of Reference for Economic Development Working Group**

Proposed: Cllr Batchelor

Seconded: Cllr Hart

All agreed

**6. Parish questionnaire and action plan update**

Cllr Jeater provided an update on the planned parish questionnaire following a meeting earlier in the week. It was noted that the result of the questionnaire might mean a revisiting of the working groups and committee responsibilities. The aim is that there be a council workshop to look at this and write a new action plan sometime in August.

**FC23/070 To confirm membership of committees for the financial year 2023-2024**

It was RESOLVED to confirm the membership.

Proposed: Cllr Jeater

Seconded: Cllr Winter

**FC23/071 Parish Council insurance**

It was noted that the parish council was in the 2nd year of a 3-year agreement for insurance at the annual cost of £919.99 including all taxes.

**FC23/072 Parish Council financial accounts**

- To receive the IFPC Annual Report for 2022-23
- Bank statement and reconciliation for April 2023
- Profit and loss report for April 2023
- Payments and receipts for April / May 2023
- Budget tracker report for 2023-24

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

- It was RESOLVED to approve the Clerk as the Responsible Financial Officer for 2023-24

Proposed: Cllr Davey

Seconded: Cllr Sankey

- It was RESOLVED to confirm the council's direct debits and standing orders

Proposed: Cllr Jeater

Seconded: Cllr Davey

**FC23/073 Items for inclusion in the next Agenda**

Nothing was raised.

**FC23/074 Close of meeting**

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

**Date of Next Council Meeting: 8<sup>th</sup> June 2023, 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE**

## Appendix FC23/072 Financial accounts

Date: 10/05/2023

Day Books: Supplier Payments (Summary)						
Date From:		01/04/2023				
Date To:		31/12/2050				
No	Type	Date	N/C	Ref	Details	Gross B
12067	PP	03/04/2023	BRENTWOO	BBC x 4 rates	Business rates for office, Seymour and cemetery	876.93 R
12030	PP	04/04/2023	DIOCESAN	Diocesan 170.4	Faculty fee for the french drain	317.00 R
12062	PP	06/04/2023	ANGLIANW	Wave 11764862	Seymour water rates for the month dd	76.00 R
<b>12190</b>	<b>PP</b>	<b>11/04/2023</b>	<b>EE</b>	<b>EE 21749</b>	<b>Caretakers mobile dd</b>	<b>15.64 R</b>
12069	PP	12/04/2023	POZITIVE	Poz 3156015	Lychgate electricity for the month dd	10.74 R
11977	PP	14/04/2023	TRADE	TUK 619568	Lychgate light replacement	32.92 R
11979	PP	14/04/2023	LODGE	ICE23531	Backup and IT support	126.00 R
11985	PP	14/04/2023	AMAZON	Amazon 100813	toilet paper for Seymour pavilion	44.68 R
11990	PP	14/04/2023	TRADE	TUK49191	Disposable gloves	11.99 R
11992	PP	14/04/2023	AMAZON	Amazon LAEUI	HDMI cable for meeting room	12.27 R
12012	PP	14/04/2023	NALC	EALC 16370	NALC and EALC fees for 2023/24	903.23 R
12023	PP	14/04/2023	JPB	JPB 1468	Line marking, 2 x interment and grave topping	808.76 R
12025	PP	14/04/2023	CSH	CSH 598830	Seymour bin emptying monthly charge	198.34 R
12028	PP	14/04/2023	CHRG	CHRG Inga/1	Job evaluation report fee (personnel committee)	350.00 R
12033	PP	14/04/2023	EUROFFIC	EO 4367812	Stationery and paper for the office	67.55 R
12054	PP	14/04/2023	PRINTWMS	Printwaste 2257449	Tetrapak recycling service monthly charge	79.46 R
12057	PP	14/04/2023	LODGE	LIS 12126182	3cx hosting, broadband, line rental and phone calls	100.52 R
12061	PP	14/04/2023	JK	JK 0016/0024	Office and pavilion cleaning for Mar 23	910.00 R
12075	PP	14/04/2023	RICHARDS	Richardson 717	Balance for Bell mead garden path	1920.00 R
12145	PP	17/04/2023	BBALARMS	BB dd	Seymour alarm maintenance charge monthly so	18.00 R
12140	PP	18/04/2023	PLUSNET	PNet dd	Seymour wifi for April monthly dd	23.62 R
<b>12178</b>	<b>PP</b>	<b>24/04/2023</b>	<b>EBM</b>	<b>EBM 118147</b>	<b>Monthly printing and copying charge dd</b>	<b>24.01 R</b>
<b>12181</b>	<b>PP</b>	<b>24/04/2023</b>	<b>ECOTRICI</b>	<b>Eco elec dd</b>	<b>Seymour electricity dd</b>	<b>28.00 R</b>
<b>12182</b>	<b>PP</b>	<b>24/04/2023</b>	<b>ECOTRICI</b>	<b>Eco gas dd</b>	<b>Seymour gas dd</b>	<b>298.55 R</b>
12071	PP	25/04/2023	AMAZON	Amazon 2023-682	Replacement outside light for Seymour pavilion	21.95 R
12073	PP	25/04/2023	ICCM	ICCM 4626/2023/	Institute of cemetery and crematoria management annual membership	95.00 R
12142	PP	25/04/2023	TRADE	TUK17164	sandpaper for caretaker	9.98 R
<b>12161</b>	<b>PP</b>	<b>27/04/2023</b>	<b>JMPAYROL</b>	<b>J&amp;M37661</b>	<b>Monthly payroll fee</b>	<b>42.00 R</b>
<b>12197</b>	<b>PP</b>	<b>02/05/2023</b>	<b>BRENTWOO</b>	<b>BBC Seymour</b>	<b>Business rates for Seymour</b>	<b>207.00 N</b>
<b>12198</b>	<b>PP</b>	<b>02/05/2023</b>	<b>BRENTWOO</b>	<b>BBC Cemetery</b>	<b>Business rates for Cemetery</b>	<b>79.00 N</b>
<b>12199</b>	<b>PP</b>	<b>02/05/2023</b>	<b>BRENTWOO</b>	<b>BBC Suite 3</b>	<b>Business rates for Suite 3</b>	<b>247.00 N</b>
<b>12200</b>	<b>PP</b>	<b>02/05/2023</b>	<b>BRENTWOO</b>	<b>BBC Suite 2</b>	<b>Business rates for Suite 2</b>	<b>344.00 N</b>
<b>12223</b>	<b>PP</b>	<b>02/05/2023</b>	<b>JPB</b>	<b>JPB so (188)</b>	<b>Grounds maintenance contract for April 23</b>	<b>3931.74 N</b>
<b>12154</b>	<b>PP</b>	<b>05/05/2023</b>	<b>HEELISLO</b>	<b>H&amp;L9310</b>	<b>Internal audit fee</b>	<b>310.00 N</b>
<b>12158</b>	<b>PP</b>	<b>05/05/2023</b>	<b>SUELEES</b>	<b>SL5899</b>	<b>Updating of website to include new committees</b>	<b>40.00 N</b>
<b>12212</b>	<b>PP</b>	<b>05/05/2023</b>	<b>JK</b>	<b>JK 0017/0025</b>	<b>Office and pavilion cleaning for Apr 23</b>	<b>980.00 N</b>
<b>12239</b>	<b>PP</b>	<b>05/05/2023</b>	<b>ANGLIANW</b>	<b>Wave dd</b>	<b>Seymour water rates April 23</b>	<b>107.00 N</b>
<b>12156</b>	<b>PP</b>	<b>19/05/2023</b>	<b>LODGE</b>	<b>LIS23882</b>	<b>Back up and IT support</b>	<b>126.00 N</b>
<b>12192</b>	<b>PP</b>	<b>19/05/2023</b>	<b>LODGE</b>	<b>ICE23947</b>	<b>New internet connection in the meeting room</b>	<b>594.00 N</b>
<b>12215</b>	<b>PP</b>	<b>19/05/2023</b>	<b>CSH</b>	<b>CSH 602959/602960</b>	<b>Seymour bin emptying monthly charge</b>	<b>242.16 N</b>
<b>12224</b>	<b>PP</b>	<b>19/05/2023</b>	<b>JPB</b>	<b>JPB 188</b>	<b>Additional line markings</b>	<b>180.00 N</b>
<b>12226</b>	<b>PP</b>	<b>19/05/2023</b>	<b>SLCC</b>	<b>SLCC 243757-1</b>	<b>A Wood SLCC membership for the year</b>	<b>291.00 N</b>
<b>12229</b>	<b>PP</b>	<b>19/05/2023</b>	<b>AMAZON</b>	<b>Amazon 2023-514</b>	<b>Door handle mechanism repair kit</b>	<b>10.18 N</b>
<b>12230</b>	<b>PP</b>	<b>19/05/2023</b>	<b>AMAZON</b>	<b>Amazon 20280</b>	<b>Parish treasure hunt cannisters</b>	<b>14.90 N</b>
<b>12241</b>	<b>PP</b>	<b>19/05/2023</b>	<b>AMAZON</b>	<b>Amazon 6795</b>	<b>2 x sum up card readers for summer show</b>	<b>189.98 N</b>
<b>12244</b>	<b>PP</b>	<b>19/05/2023</b>	<b>LODGE</b>	<b>ICE 12126407</b>	<b>Phone calls, line rental and hosting</b>	<b>98.06 N</b>

