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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 11th April 2024, 7.30pm
VENUE: Suite 2, 4 The Limes, Ingatestone

Present:	Cllrs	P Jeater (Chair)	P Davey	C Russell	M Marston
		M Hart	D Sankey	J Winter	G Tullett
		R Lee	D Greenwood	L Emmett	P Batchelor
Also present		A Wood (Clerk and RFO) - online	1 resident		
Absent	Cllrs	J McGuinness	R Whittow-Williams		

FC24/040 Apologies for Absence – for noting but not approval

No apologies were received.

FC24/041 Announcements, declarations of Interest and dispensations

None were raised.

FC24/042 Public Participation

One member of the public attended but did not wish to speak.

FC24/043 To approve the minutes of the Full Parish Council meetings held on 14th March 2024

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

FC24/044 Matters arising for report (but not for resolution)

Cllr Jeater reported that Mr Bull had resigned from the council and that electors had until the 22nd April to request a by-election. Mr Bull was thanked for his work on the council.

FC24/045 To receive a verbal report from Borough and County Councillors

- Cllr Sankey reported on a recent visit by the Heritage Officer to consider the state of 51 High Street. He considered the building was not currently at risk due to decay but that the owners have been contacted to undertake repairs.
- He also reported on parking issues being faced by the staff at the doctor's surgery and a meeting will be taking place between parties next week.

FC24/046 Committee reports: to receive minutes, verbal reports, and proposals from Committees

1. **Planning and Highways** - as per the minutes. Cllr Winter provided a verbal report on proposed changes to the Local Highways Panel by Brentwood Borough Council. She also reported on issues raised by the

public regarding the works at Grange Court and meetings she and Cllr Marston had with the owner to address these issues. Details of the planned new lighting of the footpath were also shared with councillors. Cllr Davey provided a verbal report on the recent planning committee meeting that he had chaired in Cllr Winter's absence. Cllr Jeater raised the new consultation regarding the planned pylons. It was noted that the planning committee would be taking the lead on responding and that there was an invitation to a briefing session for councillors that had been distributed by the clerk.

2. **Facilities** – as per the minutes. Cllr Jeater reported on the status of the pitch 2 works that are due to start next week.
3. **Legal and Finance** – as per the minutes. Cllr Jeater reported that two grants were awarded at the meeting. The Clerk presented the recommendation that all councillors should be using their council email address rather than their personal ones for all council business. She presented the guidance from the Practitioners Guide 2024 and the ICO briefing document on the matter. It was the advice of the clerk that councillors who are currently using their personal email addresses to change to their council email address and that assistance could be provided to councillors to help them switch. The clerk's advice was noted by the councillors.
4. **Personnel** – no meeting in March or April
5. **Neighbourhood Plan Implementation Group** – Cllr Winter provided a verbal report on Footpath 38 and making it accessible to those with disabilities. It was also noted that the footpath at the top of Fryerning Lane had been addressed by the NATS team which was also a safer route highlighted. The next action point will focus on parking in the village and a background paper will be prepared.

FC24/047 Working group updates

1. **Economic Development** – Cllr Hart presented the notes and a verbal report from the last meeting. The issue of parking in the village was heavily debated. Cllr Russell was congratulated on the success of a grant application for the heritage trail from the Essex Heritage Trust.
2. **Climate Emergency** – there had been no meeting held. Cllr Jeater reported on an informal meeting he had with the Headmaster with regards to the plot of land at Steen Close.
3. **Health and Wellbeing** – Cllr Marston has been no meeting since her last report but provided a verbal update on Dementia Awareness Week in May.
4. **Communications** – no meeting has been held. Cllrs received the latest edition of the Parish Council newsletter which is being distributed over the coming week. It was agreed that in the next newsletter that an annual review of the Neighbourhood Plan be included.
5. **Clerk's update on specific projects** – The Clerk provided an update on the projects that she is currently working on alongside the standard clerking and RFO responsibilities.

FC24/048 Specific projects and discussions

1. **To consider the Circles Alt Ed quote for the second phase of the Bell Mead Community Garden.** It was RESOLVED that £15,000 be allocated to this project from reserves and that the Facilities Committee will be able to draw down from this budget amount over this financial year.
Proposed: Cllr Hart
Seconded: Cllr Winter
All agreed

2. **To approve the Reserves and Investment policies for 2024/25.** After a lengthy discussion it was RESOLVED that these policies be adopted.
Proposed: Cllr Davey
Seconded: Cllr Sankey
11 in favour, 1 against
3. **To approve the Data Protection, Privacy Notice and Document Retention policies for 2024/25.** There were no updates, and it was RESOLVED that these policies be adopted.
Proposed: Cllr Jeater
Seconded: Cllr Marston
All agreed
4. **To approve the Complaints policy for 2024/25.** It was RESOLVED that this policy be adopted.
Proposed: Cllr Emmett
Seconded: Cllr Tullett
All agreed
5. **To approve the Risk Assessments policy and assessments for 2024/25.** It was RESOLVED that these documents be adopted.
Proposed: Cllr Hart
Seconded: Cllr Batchelor
All agreed
6. **To approve the committee and working group terms of reference for 2024/25.** It was RESOLVED that these documents be adopted.
Proposed: Cllr Marston
Seconded: Cllr Lee
All agreed

FC24/049 Parish Council financial accounts

Councillors reviewed and approved the following reports and payments

- Bank statement and reconciliation for March 2024
- Profit and loss reports for March 2024
- Payments and receipts for April 2024
- Budget tracker report for 2023/24 (end of year)

It was RESOLVED that the following councillors remain as signatories on the council's bank and savings accounts

- Unity Trust – Clerk as administrator, Cllrs Winter, Sankey, Hart and Lee
- Redwood Bank – Clerk as administrator, Cllrs Sankey, Marston and Russell
- Cambridge Building Society – Clerk as administrator, Cllrs Whittow-Williams, Lee and Sankey

Proposed: Cllr Jeater

Seconded: Cllr Hart

All agreed

FC24/050 To receive verbal reports from councillors attending external meetings

There was nothing to report.

FC24/051 Items for inclusion in the next Agenda

Nothing requested.

FC24/052 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 8.52 pm.

Date of next Council Meeting: Annual Parish Council meeting on Monday 13th May 2024 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC24/049 Financial accounts

No	Type	Date	N/C	Ref	Details	Gross B
13388	PP	05/03/2024	ANGLIANW	Wave dd	Seymour water rates for month dd	30.00 N
13403	PP	11/03/2024	BT	BT M005 26	Seymour wifi monthly dd	27.54 N
13564	PP	11/03/2024	EE	EE dd	Caretakers mobile monthly dd	15.64 R
13533	PP	13/03/2024	POZITIVE	Poz 5219375	Lychgate electricity for the month	10.97 N
13419	PP	15/03/2024	JK	JK 0026/0034	Office and Seymour clean for Feb24	670.00 N
13455	PP	15/03/2024	SLCC	SLCC QL205012-1	A Zakharyeva CilCA qualification registration SLCC	450.00 N
13534	PP	15/03/2024	BBALARMS	BB so	Monthly alarm maintenance fee SO	18.00 N
13411	PP	21/03/2024	MS2	MS2 rent 25/03/24	Office rent and service charge for quarter 25/3/24	5,498.23 N
13413	PP	21/03/2024	MS2	MS2 balance	Underpayment error corrected before year end	0.30 N
13408	PP	26/03/2024	CSH	CSH 642149	Seymour bin emptying monthly charge	230.66 N
13422	PP	26/03/2024	LODGE	ICE 27379	Annual office 365 licenses - staff and councillors	2,178.00 N
13424	PP	26/03/2024	LODGE	ICE 12128777	Phone calls, line rental and broadband charge	83.63 N
13426	PP	26/03/2024	HEATHERL	HEA 33856	Fryerning cemetery skip replacement	220.00 N
13428	PP	26/03/2024	EALC	EALC 17371	A Zakharyeva Financial Regulations course (CilCA)	90.00 N
13449	PP	26/03/2024	BRENTWOO	BBC 100421456	Fryerning bin and Fairfield dog bins emptying quarterly charge	285.79 N
13513	PP	26/03/2024	SSE	SSE gas 516075	Seymour gas from 17/11/23 to 21/2/24	904.01 N
13516	PP	26/03/2024	JMPAYROL	JM40520	Monthly payroll fee	42.00 N
13518	PP	26/03/2024	CIRCLES	Circles 1824	Bell Mead community garden first invoice	1,350.00 N
13542	PP	26/03/2024	LODGE	ICE 27616	Backup and remote support monthly charge	126.00 R
13543	PP	26/03/2024	CIRCLES	Circles 1825	Bell mead community garden second invoice (plants)	932.00 R
13561	PA	26/03/2024	AWRIGHT	AW Feb24	2 x padlocks for Seymour goals - replacement	37.98 R
13569	PP	27/03/2024	EBM	EBM 125645	Monthly printing and copying charge dd	24.00 R
13583	PP	02/04/2024	BRENTWOO	BBC Apr 23 rates	Business rates for 4 sites	876.93 N
13589	PP	03/04/2024	EALC	EALC 17473	NALC / EALC membership for the year	912.22 N
13545	PP	12/04/2024	AMAZON	Amazon 7VHP	10 x tree watering bags for Fairfield new trees	149.99 N
13559	PP	12/04/2024	JK	JK x 2	Office and Seymour clean for Mar 24	870.00 N
13588	PP	12/04/2024	CSH	CSH 645737	Seymour bin emptying monthly charge	208.22 N
13415	PP	23/04/2024	SLCC	SLCC 248469-1	SLCC membership for the clerk (contract)	293.00 N

No	Type	Date	N/C	Ref	Details	Gross B
13434	BR	05/03/2024	4900	236	Tea towel	3.50 N
13562	BP	05/03/2024	7901	sum up fee	Sum up fee for above transaction	-0.06 R
13436	BR	12/03/2024	4002	238	Ex rights and interment fee Cottrell	772.00 N
13526	BP	21/03/2024	2220	Mar 24 payroll	Mar 24 net wages	-4810.42 N
13527	BP	21/03/2024	2210	Mar 24 payroll	Mar 24 paye	-907.40 N
13528	BP	21/03/2024	2210	Mar 24 payroll	Mar 24 ee nic	-166.29 N
13529	BP	21/03/2024	2210	Mar 24 payroll	Mar 24 er nic	-425.48 N
13530	BP	21/03/2024	2230	Mar 24 payroll	Mar 24 pension admin	-18.49 N
13531	BP	21/03/2024	2220	Mar 24 payroll	Mar 24 staff pension	-231.10 N
13532	BP	21/03/2024	2230	Mar 24 payroll	Mar 24 ers pension	-932.22 N
13450	BP	26/03/2024	8200	IFPC grant	I&F Anglign Club grant award	-750.00 N
13451	BP	26/03/2024	7030	2024001IFPC	March 24 Artisan market contribution from reserves	-1500.00 N
13510	BP	26/03/2024	8203	RS mileage	R Spouge cemetery mileage	-33.75 N
13511	BP	28/03/2024	7901	Bank charges	Bank charges 5/12/23-4/3/24	-3.60 N
13552	BP	28/03/2024	6502	24-47797	Water fountain replacement part	-78.00 R
13553	BP	28/03/2024	6502	S-0432337	Replacenet shower heads x 13	-248.30 R
13554	BP	28/03/2024	8200	IFPC grant	Museum trust grant award	-750.00 R
13555	BP	28/03/2024	8200	IFPC grant	Allotment Association grant award	-750.00 R
13572	BP	28/03/2024	7901	bank charges	Bank service charge 05/12/23-04/3/24	-34.95 R
13584	BR	03/04/2024	4001	Precept 24/25	First instalment of precept 2024/25	98624.00 N
13585	BP	03/04/2024	7600	9362540	Land registry fee - verge outside Ardtully	-3.00 N

BALANCES IN BANK ACCOUNTS DATED 31/3/24						230,882.19
Unity Trust Bank Current Account						12,676.58
Unity Trust Bank Savings Account						79,583.82
Petty cash						43.61
Cashplus card						160.22
Redwood Bank						52,298.93
Cambridge Building Society						86,119.03

