



Parish Office
 Suite 2
 4 The Limes
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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: **12th December 2024, 7.30pm**
VENUE: **Suite 2, 4 The Limes, Ingatestone**

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

- FC24/138 **Apologies for Absence – for noting but not approval**
 Apologies were noted from Cllrs Whittow-Williams, Lee and Greenwood.
- FC24/139 **Announcements, declarations of Interest and dispensations**
 None were raised.
- FC24/140 **Public Participation**
 No members of the public were present.
- FC24/141 **To approve the minutes of the Full Parish Council meetings held on 14th November 2024**
 The minutes were approved and were signed by Cllr Jeater as a correct record.
Cllr Emmett arrived at this point (7.33pm).
- FC24/142 **Matters arising for report (but not for resolution)**
 The Clerk reminded the council about the office opening hours over the Christmas period (closed at the end of business on the 19th December and back open 9am on 2nd January 2025).
- FC24/143 **To receive a verbal report from the Borough and County Councillors**
 Cllr Sankey provided the following report:
 - The Daniel Sutton plaque planning application is proceeding.
 - The BBC Enforcement Officer has advised that Pieros will be made weather tight in the next 7 days.
 - The Parish Council will be receiving £4606 from Brentwood Borough Council following investigations by the Clerk and Cllr Sankey relating to the two-hour free car parking agreement between the Parish and Borough Councils.
 - There is a woodland order cover served on the land behind the Heythrop which is permanent protection for the trees although it can be appealed.
 - Cllr Gorton is speaking to ECC with regards to the VAS signs that are Essex-owned and not working.*Cllrs Donno and Tullett arrived at this point 7.38pm*

- The extended lease for Seymour Pavilion and Field will be discussed at Borough committee level in January.

FC24/144 **Committee reports: to receive minutes, verbal reports, and proposals from Committees**

1. **Planning and Highways** - as per the minutes. The amended Terms of Reference were presented and approved.
Proposed: Cllr Hart
Seconded: Cllr Sankey
All agreed
2. **Facilities** – as per the minutes. The appointment of SDS Tree Services to undertake the identified tree works was ratified with funds to be taken from the earmarked reserve.
Proposed: Cllr Jeater
Seconded: Cllr Davey
All agreed
3. **Legal and Finance** – as per the minutes. A five minute reading opportunity took place followed by a lengthy discussion with regards to the office lease ending in August 2025. Options for office and meeting spaces were considered and analysed. The following points were resolved:
 - o That the Parish Office remain at the current site,
 - o That delegated authority be given to the Clerk and Cllr Davey to commence lease negotiations and
 - o That the possibility of creating a road side entrance to the Parish Office be investigated at the same time (or alternative accessible entrance to the office),
 - o That the option of sub-letting be investigated to local organisations.
 Proposed: Cllr Hart
Seconded: Cllr Sankey
Agreed with two abstentions
4. **Personnel** – no meeting held
5. **Neighbourhood Plan Implementation Group** – Cllrs Marston and Winter attended an RCCE Neighbourhood Plan revision training session and provided a brief report. Cllr Winter also reported on conversations with Cllr Wagland regarding new street lighting and the need for resident consultation in the first instance.

FC24/145 **Working group updates**

1. **Economic Development** – Cllr Batchelor – as per the meeting notes. The final draft of the Heritage Trail was presented for comments. Cllr Russell was thanked for her work on the project. The new initiative of rental of empty shops was discussed and the EDWG are working with Brentwood officers on this issue.
2. **Climate Emergency** – The group is meeting in January.
3. **Health and Wellbeing** – No meeting held. Cllr Marston has been attending Fundangle Dementia Support events.
4. **Communications** – the next newsletter will be out in January.
5. **Clerk's update on projects** – the Clerk presented a written and verbal update on the projects that she is currently undertaking.

FC24/146 **Specific projects and discussions
To request items for inclusion in the 2025/26 budget**

The Clerk asked councillors to send her suggestions in advance of the Councillor Workshop in January.

FC24/147 Parish Council financial accounts

Councillors reviewed and approved the following reports, payments and actions

1. Profit / loss report for November 2024
2. Payments and receipts for November / December 2024
3. Bank reconciliation for November 2024
4. Budget tracker for 2024-2025

FC24/148 To receive verbal reports from councillors attending external meetings

There were no reports received.

FC24/149 Items for inclusion in the next Agenda

Cllr Winter asked for a general discussion on the proposed governmental devolution to be added to the agenda.

FC24/150 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 8.47pm.

Date of next Council Meeting: Full Parish Council meeting on Thursday 16th January 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC24/147 Financial accounts

| Date: 04/12/2024 | | | | | | |
|---|-----------|-------------------|----------------|----------------------|---|-------------------|
| Day Books: Supplier Payments (Summary) | | | | | | |
| Date From: 04/11/2024 | | | | | | |
| Date To: 31/12/2024 | | | | | | |
| No | Type | Date | N/C | Ref | Details | Gross B |
| 14581 | PP | 07/11/2024 | BT | BT MO13 &Z dd | Seymour wifi for month dd | 30.38 N |
| 14582 | PP | 11/11/2024 | POZITIVE | Poz dd | Lychgate electricity for month dd | 16.54 N |
| 14458 | PP | 15/11/2024 | SWARCO | Swarco 900291210 | SVAS signs second payment | 6,787.20 N |
| 14504 | PP | 15/11/2024 | BL&S | BL&S 52142 | Repairs to lock - referee changing room | 142.80 N |
| 14511 | PP | 15/11/2024 | TRADE | TUK 242951 | Mesh panels for fence repair at Seymour | 39.58 N |
| 14570 | PP | 15/11/2024 | JK | JK x 2 | Office and pavilion cleaning for month | 760.00 N |
| 14577 | PP | 15/11/2024 | CSH | CSH 674815 | Seymour bin emptying for month | 260.28 N |
| 14579 | PP | 15/11/2024 | PRINTWIS | PWaste 57249 | Tetrapak recycling monthly charge | 83.45 N |
| 14595 | PP | 15/11/2024 | ACORN | Acorn 1538 | Tree works in St Edmunds churchyard | 1,470.00 N |
| 14603 | PP | 15/11/2024 | WATER | Waterplus 327588 | Seymour water rates for month dd | 53.24 N |
| 14605 | PP | 15/11/2024 | BBALARMS | BB SO | Seymour alarm monthly maintenance fee | 18.00 N |
| 14639 | PP | 25/11/2024 | EBM | EBM 131162 | Printing and copying monthly dd | 37.88 R |
| 14593 | PP | 26/11/2024 | NISBETS | Nisbets 30103449 | Janatorial supplies for the pavilion | 90.84 N |
| 14584 | PP | 28/11/2024 | EARTHANC | EA 40455 | 6 x dog bins | 1,576.80 N |
| 14586 | PP | 28/11/2024 | LODGE | ICE 12130665 | Broadband, phone line and internet rental for month | 86.48 N |
| 14589 | PP | 28/11/2024 | ESSEXLIB | ECC 1020937474 | Tree inspection report for 3 sites | 1,110.00 N |
| 14591 | PP | 28/11/2024 | HEATHERL | Hea 34945 | Skip replacement x 2 at the cemetery | 464.00 N |
| 14607 | PP | 28/11/2024 | JMPAYROL | JM 42570 | Monthly payroll charge | 42.00 N |
| 14613 | PP | 28/11/2024 | RURALCOM | RCCE 7965 | 2 x councillors attendance at Neighbourhood plan training session | 60.00 N |
| 14645 | PP | 29/11/2024 | LODGE | ICE 30802 | Replacement batter for UPS (computer network) | 108.00 R |
| 14650 | PP | 29/11/2024 | A&J | A&J 38790 | Solar street light call out - warranty replacement | 96.00 R |
| 14677 | PP | 02/12/2024 | BRENTWOO | BBC x 4 | Business rates for 4 sites monthly payment | 877.00 N |
| 14680 | PP | 06/12/2024 | NEWGATE | Newgate 0032 | EICR for Seymour electrics (5 yearly inspection) | 450.00 N |
| 14669 | PP | 12/12/2024 | SSE | SSE gas 31587 | Seymour gas 2 month invoice | 697.69 N |
| 14638 | PP | 13/12/2024 | EALC | EALC 18157 | Planning training - Louise Donno | 156.00 N |
| 14641 | PP | 13/12/2024 | PARISH | PO 22UD003-0003 | Parish Online annual subscription | 249.60 N |
| 14644 | PP | 13/12/2024 | LODGE | ICE 30792 | Back up and remote support November 2024 | 123.60 N |
| 14647 | PP | 13/12/2024 | BRENTWOO | BBC 100438375 | Seymour rent for year | 300.00 N |
| 14671 | PP | 13/12/2024 | CSH | CSH 678915 | Seymour bin emptying for November | 208.22 N |
| 14674 | PP | 13/12/2024 | JK | JK x 2 | Office and pavilion cleaning for November | 810.00 N |
| 14652 | PP | 19/12/2024 | MS2 | MS2 rent | Quarterly rent and service demand for office | 5,498.23 N |

