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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: **8th February 2024, 7.30pm**
VENUE: **Suite 2, 4 The Limes, Ingatestone**

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

FC24/014 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Russell and Whittow-Williams

FC24/015 Announcements, declarations of Interest and dispensations

None were raised.

FC24/016 Public Participation

No members of the public wished to speak.

FC24/017 To approve the minutes of the Full Parish Council meetings held on 11th January 2024

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

FC24/018 Matters arising for report (but not for resolution)

- The clerk provided an update on the New Road planter consultation and advised that an application for a license had been sent to Essex Highways following the receipt of an email of support from Cllr Wagland.
- The clerk provided an update on the Footpath 38 signage project and advised that an application for a license had been sent to Essex Highways following the receipt of an email of support from Cllr Wagland.

FC24/019 To receive a verbal report from Borough and County Councillors

- Cllr Sankey reported a proposed 2.99% increase in Brentwood Borough Council tax with a balanced budget for next year and plans to reduce debt. He reported on issues with fly tipping and litter and the budget includes provision to recruit more depot staff.
- The quote from a local company for Market Place toilets cleaning has been submitted to the finance committee for consideration.
- Line marking is being undertaken by SEPP over the coming month and there is a new Local Highways Panel and Cllr Gorton is submitting a

proposal to address the exit from the Stock Lane Allotments. The proposal for 30mph at Mill Green Road was not successful and he is resubmitting the application to reduce the speed limit past the Blossoms estate to 40mph.

- Plans for Ingleton House regeneration will be presented to planning committee in the next month.
- Cllr Sankey confirmed that he will be requesting the remarking of the High Street zebra crossings separately from the line marking work,

FC24/020 Committee reports: to receive minutes, verbal reports, and proposals from Committees

1. **Planning and Highways** - as per the minutes. Cllr Winter provided a brief verbal update on today's meeting. There is a new call for sites for housing in the Borough.
2. **Facilities** – as per the minutes with nothing further to report.
3. **Legal and Finance** – as per the minutes. Cllr Davey reported on grant award to Helen Rollason for a pop-up charity shop. He also advised the council on the VAT reclaim for sporting hires and thanked the Clerk for her perseverance on this matter.
4. **Personnel** – Cllr Lee advised the committee met on Tuesday and approved an extended leave request.
5. **Neighbourhood Plan Implementation Group** – Cllr Winter advised that the committee will be producing an annual report on August to demonstrate the plan's continued relevance.

FC24/021 Working group updates

1. **Economic Development** – Cllr Batchelor had circulated the notes, and the group is engaging with the Business Improvement District (BID) and meeting with them regularly.
2. **Climate Emergency** – Cllr Jeater advised that they are meeting next week.
3. **Health and Wellbeing** – Cllr Marston was not at the meeting but had circulated a report.
4. **Communications** – no meeting has been held. Cllr Jeater advised that an e-newsletter will be sent out by the end of the month and work on the April newsletter will be started shortly.

FC24/022 Specific projects and discussions

1. **To approve the £1500 financial support for the 23rd March 2024 Artisan Market.** It was RESOLVED to provide the financial support based on match funding from BID.
Proposed: Cllr Davey
Seconded: Cllr Sankey
All agreed
2. **To approve delegated authority both financial (to the budget limit) and decision making to the Clerk working with Cllr Emmett to organise the Summer Show and receive an update.** The above was RESOLVED and Cllr Emmett and the Clerk provided an update on the work already undertaken for the 2024 show.
Proposed: Cllr Jeater
Seconded: Cllr Hart
All agreed
3. **To receive an update on s106 monies for Seymour Field and to approve the quote for the enlargement of pitch 2 from JPB Landscapes for £15810.85+VAT and discuss the initial quote received for the car park extension.** The above quote for pitch enlargement was RESOLVED

based on the s106 monies being received from Brentwood Borough Council. The Clerk and Cllr Sankey reported on efforts being made to obtain the funds at this time. The Clerk provided initial information on the plan to extend the car park and confirmed that this was a work in progress.

Proposed: Cllr Lee

Seconded: Cllr Hart

All agreed

4. **To approve the application by IFPC for a UKSPF grant for an outdoor gym at Seymour Field.** It was RESOLVED that this application be submitted.

Proposed: Cllr Batchelor

Seconded: Cllr Winter

All agreed

5. **To approve the choice of Vehicle Activation Sign and the progression of this project.** It was RESOLVED to opt for two VAS from Swarco at a cost of £3825+VAT and delivery. It was noted that this would be a first stage and that further signs could be ordered in the future. It was also noted that further work on the siting of these signs is needed as there are strict criteria that must be met.

Proposed: Cllr Hart

Seconded: Cllr Batchelor

All agreed

FC24/023 Parish Council financial accounts

Councillors reviewed and approved the following reports and payments

- Bank statement and reconciliation for January 2024
- Profit and loss report for January 2024
- Payments and receipts for January / February 2024
- Budget tracker report for 2023/24

FC24/024 To receive verbal reports from councillors attending external meetings

- Cllr Hart reported on a meeting with the Anglo European School and the 50th Anniversary celebrations and the public event on the 21st June 2024.
- Cllr Jeater provided an update on the situation with the Brentwood Borough Parish Council Association. He advised the council that IFPC had chaired the association for the last two years but now there is concern about its future as there is now no Clerk or arrangements for the next meeting.

FC24/025 Items for inclusion in the next Agenda

- Budget approval for 2024/25
- High Street Christmas lights and market

FC24/026 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 8.39 pm.

**Date of Next Council Meeting: Full Council meeting Thursday 14th March 2024
7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE**

Appendix FC24/023 Financial accounts

Date:	01/02/2024				
		Day Books: Supplier Payments (Summary)			
Date From:	01/01/2024				
Date To:	31/12/2050				

No	Type	Date	N/C	Ref	Details	Gross B
13170	PP	02/01/2024	BRENTWOO	Brentwood rates x 4	Business rates - cemetery, 2 offices and seymour	877.00 N
13227	PP	02/01/2024	JPB	JPB so	Grounds maintenance contract monthly SO	3922.60 N
13204	PP	04/01/2024	LODGE	ICE 12127918VAT	Error correction for invoice 12127918	31.92 N
13213	PP	04/01/2024	ANGLIANW	Wave dd	Seymour water rates monthly dd	30.00 N
13214	PP	04/01/2024	BT	BT dd	Seymour wifi monthly dd	27.54 N
13217	PP	10/01/2024	ICO	ICO dd	Annual Data Controller certification	35.00 N
13176	PP	12/01/2024	LODGE	ICE 26557	Backup and remote support monthly charge	126.00 N
13186	PP	12/01/2024	BRENTWOO	BBC Seymour rent	Annual rent for Seymour field and pavilion	300.00 N
13189	PP	12/01/2024	JK	JK 0025/0032	Office and Seymour clean for Dec 23	500.00 N
13196	PP	12/01/2024	CSH	CSH 633678	Seymour bin emptying for Dec 2023	148.75 N
13245	PP	15/01/2024	BBALARMS	BBdd	Monthly alarm service charge SO	18.00 N
13246	PP	15/01/2024	POZITIVE	Poz 4802176	Lynchgate electricity for month DD	10.74 N
13271	PP	22/01/2024	EBM	EBM dd	Printing and copying monthly charge	24.00 N
13174	PP	23/01/2024	SOLO	Solopress 3678393	Winter 2024 newsletter printing	620.00 N
13228	PP	23/01/2024	JPB	JPB 1502	High Street Christmas trees charge (part funded by BID grant)	5,979.90 N
13230	PP	23/01/2024	PRINTWIS	PWaste 2264848	August to date Tetrapak recycling charge	357.57 N
13232	PP	23/01/2024	LODGE	ICE 12128129	Phone calls, line rental and broadband charge	83.78 N
13249	PP	23/01/2024	SUELEES	SL 6261/6304	Cookie certification and annual website service	110.00 N
13254	PP	23/01/2024	JMPAYROL	J&M39993	Monthly payroll charge	42.00 N
13256	PP	23/01/2024	DOR2DOR	D2D1090	Winter 2024 newsletter delivery	1,023.00 N
13281	PP	25/01/2024	BRENTWOO	BBC 100417637	To correct payment error for previous invoice	0.30 N
13288	PP	26/01/2024	BLACKWAT	Black17541	2 x sings for Fairfield playground and skate park	44.40 N
13309	PP	09/02/2024	A&J	A&J 37988	Seymour lighting works	3,609.60 N
13283	PP	09/02/2024	LODGE	ICE26912	Backup and remote support monthly charge	126.00 N
13302	PP	09/02/2024	EALC	EALC 17262	CILCA and core courses for A Zakharyeva up to 31/3/24	1,146.00 N
13320	PP	09/02/2024	SSE	SSE 0001	Seymour electricity 23/11/23-16/1/24	370.70 N
13323	PP	09/02/2024	JK	JK x 2	Office and Seymour clean for Jan 24	780.00 N
13280	PP	20/02/2024	TRADE	TUK 8458	replacement downpipe and batteries for Seymour	30.94 N

BALANCES IN BANK ACCOUNTS DATED 31/01/24						246,641.32
Unity Trust Bank Current Account						18,711.64
Unity Trust Bank Savings Account						91,073.77
Petty cash						130.70
Cashplus card						258.22
Redwood Bank						51,466.99
Cambridge Building Society						85,000.00

CASHPLUS PRE-PAID CREDIT CARD PAYMENTS						
No	Type	Date		Ref	Details	Gross B

