



Parish Office
 Suite 2
 4 The Limes
 Ingatestone
 Essex
 CM4 0BE
 Telephone: 01277 676759
www.ingatestone-fryerningpc.gov.uk

FULL PARISH COUNCIL MEETING

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

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

FC24/001 Apologies for Absence – for noting but not approval

Apologies were noted from Cllr Lee.

FC24/002 Announcements, declarations of Interest and dispensations

None were raised.

FC24/003 Public Participation

No members of the public wished to speak.

FC24/004 To approve the minutes of the Full Parish Council meetings held on 14th December 2023

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

FC24/005 Matters arising for report (but not for resolution)

- Cllr Jeater read out a draft letter regarding the New Road planters project that would be posted to houses in the vicinity. It was noted that this letter will be sent out by the Clerk.

FC24/006 To receive a verbal report from Borough and County Councillors

- Cllr Sankey provided an update on the s106 funds that the parish council are lobbying to obtain from Brentwood Borough Council. The Clerk will be sending an invoice for the full amount of £37,825 to be spent on planned works on Seymour field. Cllr Sankey was thanked for his efforts on this matter.
- Cllr Sankey is working with the Anglo-European School in relation to their 50th anniversary celebrations.
- Cllr Gorton reported to the Clerk on the projects that he is raising with the Local Highways Panel but that he no longer sits on this committee.

FC24/007 Committee reports: to receive minutes, verbal reports, and proposals from Committees

1. **Planning and Highways** (Cllr Winter) - as per the minutes.

2. **Facilities** - no meeting in December
3. **Legal and Finance** - no meeting in December
4. **Personnel** (Cllr Hart) – as per the minutes.
5. **Neighbourhood Plan Implementation Group** – Cllr Winter advised the next meeting will be in February. The group are making significant progress on the improvement of Footpath 38. It was noted that ECC have agreed to remove the chicane near the station car park. Cllr Davey asked for opinions as to how often the plan needs to be reviewed to ensure that it is current. Cllr Winter agreed that a supplementary report could be written and submitted to Brentwood Borough Council on an annual basis.

FC24/008 Working group updates

1. **Economic Development** – Cllr Batchelor – as per report circulated. Cllr Hart reported on the issue of funding the Artisan market in March. Cllr Batchelor reported that expressions of interests had been submitted by IFPC for UKSPF grant funding for solar panels and an outdoor gym at Seymour. Cllr Hart reported that he is working with the Clerk on the installation of way finding signs from the railway station.
2. **Climate Emergency** – no meeting in December.
3. **Health and Wellbeing** – no meeting in December. Cllr Marston advised that she has no further update on the pop-up charity shop and its grant application to IFPC. She is also continuing her work with the Alzheimer's Society and the Ingatestone Nursing Trust.
4. **Communications** – no meeting in December. The Communications Clerk was congratulated on the quality of the latest newsletter.

FC24/009 Specific projects and discussions

1. **To confirm decisions made at the councillor workshop in relation to projects for the new financial year.**

The following projects were agreed to be added to the 24/25 budget

Replacement of streetlights in Fairfield	£7,000.00
War memorial renovation	£3,000.00
Replacement of dog bins / litter bins	£1,800.00
Steen Close project	£10,000.00
New computer for office	£850.00
New Road planters	£4,000.00
Artisan Markets(s)	£3,000.00
Blue Plaque (Smashing Rock Sisters)	£500.00
Footpath 38 signage	£2,000.00
Vehicle activation sign project	£10,000.00

£42,150.00

Proposed: Cllr Hart
 Seconded: Cllr Marston
 All agreed

2. **To discuss and set the precept for 2024/25**

It was **RESOLVED to set the precept for Ingatestone and Fryerning Parish Council at £197,249** which equates to £81.40 per Band D household. This is a 3% increase on the previous year, in line with the increase agreed by Brentwood Borough Council.

Proposed: Cllr Jeater
 Seconded: Cllr Marston
 All agreed

FC24/010 Parish Council financial accounts

Councillors reviewed and approved the following reports and payments

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

FC24/011 To receive verbal reports from councillors attending external meetings

There were no verbal reports received.

FC24/012 Items for inclusion in the next Agenda

- Support for the March Artisan market
- Vehicle Activation sign project

FC24/013 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 8.10 pm.

**Date of Next Council Meeting: Full Council meeting Thursday 8th February 2024
7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE**

Appendix FC24/010 Financial accounts

No	Typ	Date	N/C	Ref	Details	Gross B
Date: 03/01/2024						
Day Books: Supplier Payments (Summary)						
Date From: 01/12/2023						
Date To: 31/12/2050						
13052	PP	01/12/2023	BT	BT M002RB	New Seymour wifi monthly dd	27.54 R
13067	PP	01/12/2023	BRENTWOO	BBC Business rates x 4	Business rates - cemetery, 2 offices and seymour	877.00 R
13198	PP	05/12/2023	ANGLIANW	Wave dd	Seymour water rates Dec 23 dd	107.00 R
13200	PP	10/12/2023	EE	EE dd	Caretakers mobile Dec 23 dd	15.64 R
13141	PP	13/12/2023	POZITIVE	Poz 4602101	Lychgate electricity Dec 23 dd	10.45 R
13035	PP	15/12/2023	EUROFFIC	Euro4455566	Paper for the printer	65.98 R
13070	PP	15/12/2023	BRENTWOO	BBC 100417637	Fyrerning bin and 3 x Fairfield dog bin 6 monthly emptying charge	571.59 R
13079	PP	15/12/2023	JPB	JPB 319	1 x interment and pitch repair works as per quote (grant covered)	2022.70 R
13081	PP	15/12/2023	CSH	CSH 629837	Seymour bin emptying for November 2023	198.34 R
13124	PP	15/12/2023	SJTIDD	SJT051223	Replacment of pavilion roof tile	85.00 R
13126	PP	15/12/2023	JPB	JPB232	Reduction of laurels in Fairfield	540.00 R
13128	PP	15/12/2023	CIRCLES	Circles 1632	Gardening contract Autumn/ Winter 2023	2955.09 R
13130	PP	15/12/2023	CIRCLES	Circles 1640m	Clearing of footpath 38 of leaf mulch	265.00 R
13084	PP	15/12/2023	JK	JK 0031/0024	Office and pavilion clean for Nov23	710.00 R
13057	PP	19/12/2023	MS2	MS2 rent	Office rent and service charge for quarter	5,390.60 R
13182	PP	15/12/2023	BBALARMS	BB dd	Seymour alarm maintenance agreement monthly SO	18.00 R
13203	PP	15/12/2023	LODGE	ICE 12127918	Phone calls, line rentals for month	155.40 R
13145	PP	22/12/2023	SPECTRUM	SE IPC/001/084	Christmas tree electrical works for High Street	1,234.20 R
13148	PP	22/12/2023	MORGAN	Morgan 6138826/6138	Fire extinguishers service and replacement - office and Seymour	405.86 R
13178	PP	27/12/2023	ECOTRICI	Eco gas dd	Seymour gas monthly dd	180.22 R
13181	PP	27/12/2023	EBM	EBM 123658	Printing, copying monthly dd	33.22 R
13170	PP	02/01/2024	BRENTWOO	Brentwood rates x 4	Business rates - cemetery, 2 offices and seymour	877.00 N
13204	PP	04/01/2024	LODGE	ICE 12127918VAT	Error correction for invoice 12127918	31.92 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
13174	PP	23/01/2024	SOLO	Solopress 3678393	Winter 2024 newsletter printing	620.00 N

Date:	03/01/2024					
					Bank Payments & Receipts by Bank Account	
Date From :	01/12/2023					
Date To :	31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross B
13096	BP	08/12/2023	8200	IFPC grant	Elim foodbank grant award	-750.00 R
13168	BR	12/12/2023	4002	222	Memorial fee Kent J114	280.00 R
13156	BP	14/12/2023	2220	Dec 23 payroll	Dec 23 net wages	-4777.16 R
13157	BP	14/12/2023	2210	Dec 23 payroll	Dec 23 paye	-907.40 R
13158	BP	14/12/2023	2210	Dec 23 payroll	Dec 23 Ee NIC	-199.55 R
13159	BP	14/12/2023	2210	Dec 23 payroll	Dec 23 Er NIC	-425.48 R
13160	BP	14/12/2023	2230	Dec 23 payroll	Dec 23 pension admin	-18.48 R
13161	BP	14/12/2023	2220	Dec 23 payroll	Dec 23 staff pension	-231.10 R
13162	BP	14/12/2023	2230	Dec 23 payroll	Dec 23 ers pension	-932.22 R
13169	BR	14/12/2023	4002	223	Interment fee Davison K148	667.00 R
13053	BP	15/12/23	6502	A Wright expenses	Nuts and bolts	-2.50 R
13054	BP	15/12/23	8203	A Wright expenses	Mileage	-11.25 R
13131	BP	15/12/23	6501	EA38661	Replacement dog bin	-183.54 R
13143	BP	15/12/23	8205	Christmas 23	Christmas gathering refreshments	-31.71 R
13171	BP	31/12/23	7901	Bank charges	Cheque fees	-2.40 R
13172	BP	31/12/23	7901	Bank charges	Account fees	-37.80 R
CASHPLUS PRE-PAID CREDIT CARD PAYMENTS						
No	Type	Date		Ref	Details	Gross B
BALANCES IN BANK ACCOUNTS DATED 31/12/23						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