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FULL PARISH COUNCIL MEETING

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

Present:	Cllrs	J Winter	M Hart	P Batchelor	M Marston
		R Lee	D Sankey	J McGuinness	G Tullett
		D Greenwood	P Jeater (7.37pm)		
Also present		A Wood (Clerk and RFO) - online	1 resident	BCllr H Gorton	
Absent	Cllrs	C Russell	P Davey	L Emmett (attended online)	R Whittow-Williams

- FC24/084 **To elect a chair for this meeting**
 Cllr Sankey was elected as chair for this meeting.
- FC24/085 **Apologies for Absence – for noting but not approval**
 Apologies were noted from Cllrs Russell, Davey, Whittow-Williams and Jeater
 Cllr Emmett attended online and did not vote.
- FC24/086 **Announcements, declarations of Interest and dispensations**
 None were raised.
- FC24/087 **Co-option process**
 A candidate was interviewed and it was **RESOLVED to elect Mrs Louise Donno to the parish council.**
 Proposed: Cllr Batchelor
 Seconded: Cllr Marston
 All agreed
- FC24/088 **Public Participation**
 No members of the public wished to speak.
- FC24/089 **To approve the minutes of the Annual Parish Council meetings held on 13th June 2024**
Cllr Jeater arrived at this point and in line with legislation took the chair for this meeting. Cllr Sankey was thanked for his work.

 The minutes were approved and were signed by Cllr Jeater as a correct record.
- FC24/090 **Matters arising for report (but not for resolution)**
 There were no matters arising.

FC24/091 **To receive a verbal report from the Borough and County Councillors**

Cllr Gorton provided a brief update as the Borough Council had been observing pre-election restrictions. At committee level, he advised that the planning application for new cow barns at Beggar Hill had been deferred.

Cllr Sankey reported he is interviewing for a new s151 officer (financial officer) for the Borough Council next week.

FC24/092 **Committee reports: to receive minutes, verbal reports, and proposals from Committees**

1. **Planning and Highways** - as per the minutes. Cllr Batchelor provided a verbal report on the Pylon consultation and a presentation from the Essex, Suffolk and Norfolk Group. As more up to date information was received, the committee decided to defer the final response to the next planning meeting. The matter of The Bell bus shelter replacement was discussed and it was hoped that Cllr Wagland would attend this meeting to answer questions on the matter.
2. **Facilities** – as per the minutes. The clerk provided an update on the Christmas Tree consultation.
3. **Legal and Finance** – as per the minutes. It was RESOLVED to adopt the new model Financial Regulations and Addendum
Proposed: Cllr Jeater
Seconded: Cllr Hart
All agreed
4. **Personnel** – no meeting held.
5. **Neighbourhood Plan Implementation Group** – the council noted the Safe Routes report presented by Cllr Winter. Cllr Winter also advised that the next project will focus on car parking provision in the village.

FC24/093 **Working group updates**

1. **Economic Development** – Cllr Batchelor provided a written report prior to the meeting and a verbal update on planned events in the village. He also advised that a Town Ranger trial has been launched for three months to cover the three High Streets in the Borough.
2. **Climate Emergency** – Cllr Jeater reported that the group met last night and its keenness to link up with the Borough's green initiatives.
3. **Health and Wellbeing** – Cllr Marston provided an update and will meet with Mark Neville to undertake parish re-accreditation. She also requested that the Facilities Committee consider a request for planting a willow crop at Fairfield. The clerk was asked to add this to the agenda.
4. **Communications** – The newsletter is being delivered this weekend and there is an increase in social media posting for the summer show.
5. **Clerk's update on projects** – the Clerk presented a written update on the projects that she is currently undertaking and in particular reports on
 - a. **Outdoor gym** – this has been installed and an official opening will be planned for August. It is hoped that the event will be attended by a trainer from the gym company to demonstrate the equipment, along with representatives from BBC and UKSPF. She also reported on the work currently being undertaken to install a pathway for disabled access to the equipment and efforts to get financial support from Cllr Wagland's locality fund.1666

- b. New Road Planters – the license has been received and Circles Alt Ed asked to reconfirm the quote to install and plant them up. It is planned for this work to take place in September.
- c. VAS signs for the High Street – the license has been received and the Clerk is obtaining quotes for their installation, as well as placing an order for the 2 signs from Swarco as per previous minutes.

FC24/094 **Specific projects and discussions**

1. Summer show update

Cllr Emmett and the Clerk provided an update on the arrangements so far. The Clerk presented a briefing document for the council to consider making the event free entry. It was noted that delegated authority for the organising of this event had been given to the Clerk and the Summer Show team but that this decision should have full council support. The council fully supported this request on the basis that it was a community event and that a budget had been set aside for its organisation to cover costs.

2. To consider the Ingatestone Museum grant application

Cllr Jeater declared a non-pecuniary interest in this agenda item and did not take part in the vote.

The grant application for the Ingatestone Museum was considered and it was noted that the request was for an annual sum of £1666. It was **RESOLVED that the requested amount of £1666 be awarded** to assist with the running costs. This amount will be included in the 2025/26 budget and awarded in that financial year. Further requests for grant would be required on an individual basis as the amount needed might alter over time. This was in line with previous resolutions to support this community asset.

Proposed: Cllr Hart

Seconded: Cllr Lee

Agreed with one abstention.

3. To consider the Seymour car park resurfacing quotes and legal advice

After a detailed discussion, consideration of legal advice and a written report from the Parish Caretaker, It was **RESOLVED to award the contract for the resurfacing of the car park to Harrington Brothers at a cost of £30260 + VAT**. This quote was based on the quality of the work and references received. It was noted that this quote provided works that will last for decades instead of years. It was noted that the funds for this work will come from the balance of s106 monies received and a drawdown of reserves.

Proposed: Cllr Hart

Seconded: Cllr Batchelor

All agreed.

4. Steen Close – to receive an update and agree next steps

After a detailed discussion and following site visits by the councillors it was agreed that a working party be set up to consider the future use of the site. It was **RESOLVED that the following councillors form a group to directly report to Full Council** – Cllrs Donno, Winter, Tullett, McGuinness, Marston, Batchelor, Sankey and Jeater.

Proposed: Cllr Winter

Seconded: Cllr

All agreed

5. **Norwich to Tilbury Pylon project – to approve the request for a financial contribution of £150 for a landscape scoping report and to agree a future budget and authority for similar future requests**

Cllr Hart spoke on this matter and it was **RESOLVED** that the requested financial contribution be paid and that an allocated budget of £2000 be assigned to this project with delegated authority to spend given to the clerk. This would allow for a quicker response for support from the lead group on this project.

Proposed: Cllr Jeater

Seconded: Cllr Hart

All agreed

FC24/095 **Parish Council financial accounts**

Councillors reviewed and approved the following reports, payments and actions

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

FC24/096 **To receive verbal reports from councillors attending external meetings**

- Cllr Greenwood and the clerk attended an online briefing regarding the A12 works. It was anticipated that the works will be completed at the start of August. Cllr Greenwood also requested a survey on the damage to the B1002 created during the road works.
- Cllr Winter reported on a workshop she had attended with other councillors on the proposed Brentwood Design Code.
- Cllr Hart reported on the Patients representative meeting he and other councillors had attended.

FC24/097 **Items for inclusion in the next Agenda**

- A review of the office lease was requested.

FC24/098 **Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting at 9.10pm.

Date of next Council Meeting: Full Parish Council meeting on Thursday 12th September 2024 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC24/095 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 30/6/24				240,095.53
Unity Trust Bank Current Account				23,329.76
Unity Trust Bank Savings Account				57,242.17
Petty cash				43.61
Cashplus card				62.03
Skipton Building Society				21,000.00
Redwood Bank				52,298.93
Cambridge Building Society				86,119.03

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

Date:		03/07/2024					
							Bank Payments & Receipts by Bank Account
Date From :		01/06/2024					
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
13972	BR	04/06/2024	4005	SS24	Stall fee - Jazmin BrunningHill	25.00	R
13973	BR	10/06/2024	4005	SS24	Stall fee CM Hubbard	25.00	R
13974	BR	12/06/2024	4005	SS24	Stall fee Tracy Watling	25.00	R
13970	BR	13/06/2024	4002	257	Memorial fee Hunter F223	280.00	R
13975	BR	13/06/2024	4005	SS24	Stall fee - Start Smiling	25.00	R
13884	BP	14/06/2024	6300	4087185	Replacement no dog sign for playground	-31.59	R
13976	BR	14/06/2024	4005	SS24	Stall Fee - T & V Lee	25.00	R
13977	BR	17/06/2024	4005	SS24	Stall fee AL Jones	25.00	R
13943	BP	20/06/2024	2220	June 24 payroll	June 24 net wages	-4829.68	R
13944	BP	20/06/2024	2210	June 24 payroll	June 24 paye	-921.40	R
13945	BP	20/06/2024	2210	June 24 payroll	June 24 Ee NIC	-133.03	R
13946	BP	20/06/2024	2210	June 24 payroll	June 24 Er NIC	-425.48	R
13947	BP	20/06/2024	2230	June 24 payroll	June 24 pension admin	-18.49	R
13948	BP	20/06/2024	2220	June 24 payroll	June 24 staff pension	-231.10	R
13949	BP	20/06/2024	2230	June 24 payroll	June 24 pension	-932.22	R
13971	BR	20/06/2024	4002	258	Interment fee Petty E532 (BACS)	141.50	R
13899	BP	25/06/2024	6502	47709016	Replacement downlights for pavilion	-49.20	R
13908	BP	25/06/2024	6501	18403	Replacement goal wheel	-47.75	R
13928	BP	25/06/2024	6300	CHES 415	Repaint of skate park, graffiti removal	-500.00	R
13931	BP	25/06/2024	6502	150922	Legionella testing June 2024	-60.00	R
13978	BR	26/06/2024	4005	SS24	Stall fee - Paul Hackett	25.00	R
13979	BR	27/06/2024	4005	SS24	Stall Fee - 1st Ingatestone Brownies	25.00	R
13980	BR	27/06/2024	4005	ss24	Stall fee - J Nettling	25.00	R
13950	BP	28/06/2024	6300	00043	Powder coating of calvary cross bracket	-96.00	R
13956	BP	28/06/2024	7901	bank charges	Bank charges 5/3/24-3/6/24	-3.30	R
13981	BP	30/06/2024	7901	bank charges	Service charge	-39.60	R
14015	BR	02/07/2024	4005	summer show	Stall Fee - Sticky Pickle	25.00	N
14014	BR	03/07/2024	4005	summer show	Stall Fee - Bluebird care	25.00	N
14013	BR	04/07/2024	4005	summer show	Stall Fee - Filli London	25.00	N
13958	BP	12/07/2024	8204	LCO01530	Additional FG cover	-84.68	N

Date:		03/07/2024					
		Day Books: Supplier Payments (Summary)					
Date From:		01/06/2024					
Date To:		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
13863	PP	03/06/2024	BRENTWOO	BBC rates x 4 June	Business rates for June 2024	877.00	R
13888	PP	05/06/2024	EARTHANC	EA39574	Dog bin post and installation tool	283.20	R
13984	PP	05/06/2024	ANGLIANW	Wave dd	Seymour water rates for month dd	30.00	R
13886	PP	06/06/2024	JS	JSpurge 1460	Seymour annual boiler service	80.00	R
13890	PP	06/06/2024	BBALARMS	BB 4587	Seymour alarm maintenance monthly charge	54.00	R
13909	PP	07/06/2024	BT	BT M008ED dd	Seymour wifi monthly dd	30.38	R
13862	PP	10/06/2024	SSE	SSE 963173	Seymour gas quarterly charge	704.52	R
13985	PP	10/06/2024	EE	EE dd	Caretakers mobile phone monthly dd	16.87	R
13844	PP	14/06/2024	TRADE	TUK 6559	Shelving for Little Library	25.51	R
13846	PP	14/06/2024	MS2	MS2 240624	Rent and service charge for quarter	5,498.23	R
13866	PP	14/06/2024	ROADWARE	RWare 16958	Replacement bin for Fairfield playground	259.14	R
13869	PP	14/06/2024	JK	JK x 2 May 24	Office and pavilion clean for May 2024	820.00	R
13881	PP	14/06/2024	JPB	JPB 1565	Installation of bin base and 2 x interments	365.35	R
13883	PP	14/06/2024	CSH	CSH 654038	Seymour bin emptying for May 2024	218.02	R
13783	PP	26/06/2024	TRADE	TUK 938936	Replacement exterior light for Seymour	23.48	R
13911	PP	14/06/2024	LODGE	ICE 28435	Replacement computer for A Wood (Facilities)	894.00	R
13924	PP	14/06/2024	POZITIVE	Poz 5842710	Lychgate electricity for month dd	11.72	R
13922	PP	17/06/2024	SAGE	Sage 63563230	Sage annual subscription June 24 - May 25	518.40	R
13923	PP	17/06/2024	BBALARMS	BB SO	Seymour alarm maintenance monthly charge	18.00	R
13954	PP	24/06/2024	EBM	EBM dd	Printing and copying monthly charge dd	26.50	R
13903	PP	25/06/2024	EUROFFIC	Euro4525661	Office paper	65.57	R
13905	PP	25/06/2024	PRINTWIS	TUK46439	Tetrapak recycling monthly charge (2 months comb.)	166.90	R
13907	PP	25/06/2024	LODGE	Ice12129563	Broadband, line rentals and calls May 24	89.81	R
13917	PP	25/06/2024	AWRIGHT	AWright exp	Toilet rolls, mileage, postage, water testing	58.32	R
13921	PP	25/06/2024	SOLO	Solo 3899969	Summer show 2024 banners x 5	317.59	R
13930	PP	25/06/2024	OFFICE	OFO 096990	Replacement office chair for A Wood	110.40	R
13933	PP	25/06/2024	EALC	EALC 17812	A Zakharyteva council finance course	96.00	R
13935	PP	25/06/2024	JMPAYROL	JM 41305	Monthly payroll fee	42.00	R
13999	PP	01/07/2024	BRENTWOO	BBC rates x 4	Business rates for July 24	877.00	N
14009	PP	01/07/2024	JPB	JPB 1584 SO	Grounds maintenance contract June 24	3,922.60	N
13953	PP	12/07/2024	LODGE	ICE 28735/28742	Remote support and back up and anti virus software for year	426.00	N
13960	PP	12/07/2024	TRADE	Screw 307648	Adhesive for Little Library signs	7.89	N
13987	PP	12/07/2024	FRESH	FF 24495	Balance of outdoor gym (grant funded)	9,867.72	N
13993	PP	12/07/2024	CSH	CSH 658081	Seymour bin emptying for June 2024	215.57	N
13997	PP	12/07/2024	SUELEES	SL 6585	Website maintenance fee (twice yearly)	40.00	N
13998	PP	12/07/2024	JK	JK 038/030	Office and pavilion clean for June 2024	420.00	N
14001	PP	12/07/2024	SOLO	Solo press 516/515	2 x car parking banners for summer show	76.44	N
14010	PP	12/07/2024	JPB	JPB 1584	2 x interments and goal mouth repair work	1,077.00	N