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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 13th June 2024, 7.30pm
VENUE: Suite 2, 4 The Limes, Ingatestone

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

- FC24/071 **Apologies for Absence – for noting but not approval**
 Apologies were noted from Cllrs Marston, Sankey and Lee. Cllr Emmett attended online and did not vote.
- FC24/072 **Announcements, declarations of Interest and dispensations**
 None were raised.
- FC24/073 **Public Participation**
 No members of the public were in attendance.
- FC24/074 **To approve the minutes of the Annual Parish Council meetings held on 13th May 2024**
 The minutes were approved and were signed by Cllr Jeater as a correct record.
- FC24/075 **Matters arising for report (but not for resolution)**
 No matters arising for report.
- FC24/076 **To receive a verbal report from the Borough and County Councillors**
 None were present at the meeting.
- FC24/077 **Committee reports: to receive minutes, verbal reports, and proposals from Committees**
1. **Planning and Highways** - as per the minutes. Cllr Batchelor provided a verbal update on the meetings held including the extension of the pylon consultation to the 26th July. He advised that the parish council response will be published after the election.
 2. **Facilities** – as per the minutes. Cllr Whittow-Williams provided a verbal update including the planned repair works to the Calvary Cross at the end of Star Lane.
 3. **Legal and Finance** – no meeting in May.

4. **Personnel** – no meeting held.
5. **Neighbourhood Plan Implementation Group** – Cllr Winter reported on the meeting last night and advised that parking in the parish will be the new focus.

FC24/078 **Working group updates**

1. **Economic Development** – Cllr Batchelor had previously submitted a report which had been received by councillors, provided a verbal update on current discussions and their work with BID. It was **RESOLVED** that a **finger post** be purchased from **Earth Anchors at a cost of £322.95+VAT** and installed at Bell Mead Community Garden at additional cost.
Proposed: Cllr Batchelor
Seconded: Cllr Hart
All agreed
2. **Climate Emergency** – a meeting will take place next week.
3. **Health and Wellbeing** – Cllr Marston was not present to report.
4. **Communications** – Articles for the next newsletter are being created and collated at this time and the e-bulletin was published this week.
5. **Clerk's update on projects** – the Clerk presented a written update on the projects that she is currently undertaking.

FC24/079 **Specific projects and discussions**

1. **Summer show update**
Cllr Emmett and the Clerk provided an update on the arrangements so far.
2. **Request for site access by the National Grid Pylon scheme**
The letter discussing access to parts of Seymour Field for environmental studies was considered. A payment of £1000 has been offered by National Grid for this access and it does not prevent the council from responding to the consultation. It was noted that there is a legal right of access under the Housing and Planning Act 2016. It was **RESOLVED that the Clerk was asked to obtain clarification on the points raised before acceptance of the offer**, namely that the environmental report be shared with IFPC and the security of the site is maintained, as well as making good any damage caused.
Proposed: Cllr Batchelor
Seconded: Cllr Winter
8 in favour,
1 abstain and
1 against – motion carried.
3. **To consider quotes for the resurfacing of Seymour car park**
The Clerk provided a verbal update on the quotes obtained and advised that this will come before the July Full Council meeting for decision.
4. **To review the Asset register**
The asset register was noted.
Cllr Emmett left the meeting at this time.
5. **To approve the Health and Safety policy**
Proposed: Cllr Jeater
Seconded: Cllr Hart
All agreed.
6. **To receive an update on co-option**
The Clerk provided an update on interest in the vacant councillor position.

7. To sign the TP1 form for the transfer of ownership of the Steen Close plot of land

It was RESOLVED that Cllrs Jeater and Whittow-Williams sign the form and witnessed by the Clerk as per Standing Orders 24d

Proposed: Cllr Davey

Seconded: Cllr Hart

All agreed

FC24/080 Annual return for the year ending 31st March 2023

1. To receive the report of the Internal Auditor – Heelis & Lodge

The internal audit report was formally received and noted by the council although it had been circulated immediately after the audit.

2. Council to approve the Annual Governance Statement 2022/23 (Section 1)

Proposed: Cllr Davey

Seconded: Cllr Hart

All agreed

3. Council to approve the Accounting Statements 2022/23 (Section 2)

Proposed: Cllr Davey

Seconded: Cllr Hart

All agreed

FC24/081 Parish Council financial accounts

Councillors reviewed and approved the following reports, payments and actions

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

FC24/082 To receive verbal reports from councillors attending external meetings

There was nothing to report.

FC24/083 Items for inclusion in the next Agenda

- Co-option of new councillors
- Seymour car park resurfacing

FC24/084 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 8.32 pm.

Date of next Council Meeting: Full Parish Council meeting on Thursday 11th July 2024 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC24/081 Financial accounts

Date: 05/06/2024						
Day Books: Supplier Payments (Summary)						
Date From: 01/05/2024						
Date To: 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
13789	PP	01/05/2024	BRENTWOO	BBC rates	Business rates for May 2024	877.00 R
13892	PP	07/05/2024	ANGLIANW	Wave dd	Seymour water rates for May 2024	30.00 R
13788	PP	08/05/2024	BT	BT dd	Seymour wifi for May 2024	30.38 R
13741	PP	10/05/2024	JK	JK 0036/0028	Office and pavilion clean for April 2024	920.00 R
13894	PP	10/05/2024	EE	EE 59523	Caretakers mobile for May 2024	16.87 R
13794	PP	13/05/2024	POZITIVE	Poz dd	Lychgate electricity for April 2024	11.37 R
13663	PP	14/05/2024	LODGE	ICE 28024	Remote backup and support for IT (monthly charge)	126.00 R
13665	PP	14/05/2024	MS2	MS2 insurance	Insurance contribution for office for year	362.52 R
13792	PP	15/05/2024	BBALARMS	BB dd	Seymour alarm maintenance monthly charge	18.00 R
13841	PP	24/05/2024	SSE	SSE 857692	Seymour electricity quarterly charge	284.48 R
13775	PP	28/05/2024	HEELISLO	HL9457	Internal audit fee for 2023/24 year	400.00 R
13777	PP	28/05/2024	CSH	CSH 649162	Seymour bin emptying for April 2024	261.50 R
13779	PP	28/05/2024	CIRCLES	Circles 1826	Final planting of ferns for Bell Mead community garden	233.00 R
13781	PP	28/05/2024	LODGE	Ice 12129274	Phone calls, broadband and line rental for month	84.44 R
13785	PP	28/05/2024	PRINTWIS	PWaste 44731	Tetrapak bin emptying monthly charge	83.45 R
13787	PP	28/05/2024	JMPAYROL	JM 41049	Monthly payroll fee	42.00 R
13796	PP	28/05/2024	JPB	JPB 1546	3 x ashes interments	184.50 R
13798	PP	28/05/2024	EALC	EALC 17748	A Zakharyeva course - standing orders	96.00 R
13800	PP	28/05/2024	LODGE	ICE 28366	Remote backup and support for IT (monthly charge)	126.00 R
13839	PP	28/05/2024	PLAYSAFE	Playsafety 79385	Annual RoSPA report on Fairfield playgrounds	264.00 R
13864	PP	28/05/2024	EBM	EBM dd	Printing and copying monthly dd	31.95 R
13880	PP	31/05/2024	JPB	JPB SO 1565	Grounds maintenance monthly SO	3,922.60 R
13863	PP	03/06/2024	BRENTWOO	BBC rates x 4 June	Business rates for June 2024	877.00 N
13888	PP	05/06/2024	EARTHANC	EA39574	Dog bin post and installation tool	283.20 N
13886	PP	06/06/2024	JS	JSpurge 1460	Seymour annual boiler service	80.00 N
13890	PP	06/06/2024	BBALARMS	BB 4587	Seymour alarm maintenance monthly charge	54.00 N
13862	PP	10/06/2024	SSE	SSE 963173	Seymour gas quarterly charge	704.52 N
13844	PP	14/06/2024	TRADE	TUK 6559	Shelving for Little Library	25.51 N
13846	PP	14/06/2024	MS2	MS2 240624	Rent and service charge for quarter	5,498.23 N
13866	PP	14/06/2024	ROADWARE	RWare 16958	Replacement bin for Fairfield playground	259.14 N
13869	PP	14/06/2024	JK	JK x 2 May 24	Office and pavilion clean for May 2024	820.00 N
13881	PP	14/06/2024	JPB	JPB 1565	Installation of bin base and 2 x interments	365.35 N
13883	PP	14/06/2024	CSH	CSH 654038	Seymour bin emptying for May 2024	218.02 N
13783	PP	26/06/2024	TRADE	TUK 938936	Replacement exterior light for Seymour	23.48 N

CASHPLUS PRE-PAID CREDIT CARD PAYMENTS						
No	Type	Date	N/C	Ref	Details	Gross B
13790	VP	15/05/2024		W118233	Shelving for Little Library (High Street phone bc	-98.19 N

BALANCES IN BANK ACCOUNTS DATED 31/05/24						256,690.95
Unity Trust Bank Current Account						61,583.53
Unity Trust Bank Savings Account						56,583.82
Petty cash						43.61
Cashplus card						62.03
Skipton Building Society						0.00
Redwood Bank						52,298.93
Cambridge Building Society						86,119.03

Date:	05/06/2024						
Bank Payments & Receipts by Bank Account							
Date From :	01/05/2024						
Date To :	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
13821	BR	02/05/2024	4005	ss24	Stall payment K Twinn	50.00	R
13822	BR	02/05/2024	4005	ss24	Stall payment P Ratcliffe	25.00	R
13823	BR	02/05/2024	4005	ss24	Stall payment Tapu Street Food	25.00	R
13870	BR	03/05/2024	4900	garden waste bags	Garden waste bag via credit card	3.50	R
13871	BP	03/05/2024	7901	garden waste bag	Sum up fee	-0.06	R
13824	BR	08/05/2024	4005	ss24	Stall payment T Mallon	50.00	R
13825	BR	08/05/2024	4005	ss24	Stall payment Meet & Paint	25.00	R
13826	BR	10/05/2024	4005	ss24	Stall payment LFP Lighthouse	25.00	R
13770	BR	13/05/2024	4002	248	Exclusive rights and interment Oliver - BACS	1576.50	R
13827	BR	13/05/2024	4005	ss24	Stall payment Remus	25.00	R
13728	BP	14/05/2024	8204	LCO01530	Council insurance 1/6/24 - 31/5/25	-975.53	R
13771	BR	14/05/2024	4002	249	Exclusive rights prior to use Davey	701.00	R
13828	BR	14/05/2024	4005	ss24	Stall payment Waltham Bonsai	25.00	R
13829	BR	15/05/2024	4005	ss24	Stall payment Young Expressions	25.00	R
13830	BR	15/05/2024	4005	ss24	Stall payment Ingatestone Museum	25.00	R
13808	BP	17/05/2024	2220	May 24 payroll	May 24 net wages	-4829.88	R
13809	BP	17/05/2024	2210	May 24 payroll	May 24 paye	-921.20	R
13810	BP	17/05/2024	2210	May 24 payroll	May 24 Ee NIC	-133.03	R
13811	BP	17/05/2024	2210	May 24 payroll	May 24 Er NIC	-425.48	R
13812	BP	17/05/2024	2230	May 24 payroll	May 24 pension admin	-18.49	R
13813	BP	17/05/2024	2220	May 24 payroll	May 24 staff pension	-231.10	R
13814	BP	17/05/2024	2230	May 24 payroll	May 24 Ers pension	-932.22	R
13834	BR	21/05/2024	4002	250	Interment fee Finch C285A	141.50	N
13835	BR	21/05/2024	4002	251	Memorial fee Langley J74	280.00	N
13850	BR	22/05/2024	4002	252	Exclusive rights and interment Pritchard	492.00	N
13895	BR	23/05/2024	4005	ss24	Headstrong - summer show stall	25.00	R
13851	BR	24/05/2024	4002	253	Memorial fee Pearce K156 BACS	280.00	R
13896	BR	24/05/2024	4005	ss24	J Chamoun - summer show stall	25.00	R
13773	BP	28/05/2024	8203	SLCC AGM	A Wood SLCC Essex AGM and training day	-25.00	R
13837	BP	28/05/2024	7086	3696	War memorial renovation work	-2946.00	R
13897	BP	28/05/2024	6502	galleywood	donation for 10 x stackkng chairs	-50.00	R
13836	BP	30/05/2024	7085	Hirst Signs	Lampost sign at station	-88.60	R
13852	BR	30/05/2024	4900	254	Garden waste bags x 6	21.00	R
13855	BR	30/05/2024	4900	petty cash	Garden waste bag sales	29.00	R
13884	BP	14/06/2024	6300	4087185	Replacement no dog sign for playground	-31.59	N