



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:** 12<sup>th</sup> September 2024, 7.30pm  
**VENUE:** Suite 2, 4 The Limes, Ingatestone

<b>Present:</b>	<b>Cllrs</b>	P Jeater	J Winter	D Sankey	L Emmett
		G Tullett	C Russell	L Donno	M Marston
		R Whittow-Williams (arrived 7.33pm)			
<b>Also present</b>		A Wood (Clerk and RFO)	BCllr H Gorton		
<b>Absent</b>	<b>Cllrs</b>	M Hart (attended online)	D Greenwood	P Davey	P Batchelor
		R Lee	J McGuinness		

- FC24/099 **Apologies for Absence – for noting but not approval**  
 Apologies were noted from Cllrs Davey, Batchlor, Lee and McGuinness. Cllr Hart attended online and did not vote.
- FC24/100 **Announcements, declarations of Interest and dispensations**  
 None were raised.
- FC24/101 **Public Participation**  
 No members of the public wished to speak.
- FC24/102 **To approve the minutes of the Full Parish Council meetings held on 11<sup>th</sup> July 2024**  
 The minutes were approved and were signed by Cllr Jeater as a correct record.  
*Cllr Whittow-Williams arrived at this point*
- FC24/103 **Matters arising for report (but not for resolution)**
- Cllr Donno was formally welcomed to the parish council and the Clerk confirmed that she had received the Acceptance of Office form in advance of this meeting.
  - The Clerk reported on the Register of Interest issue with Brentwood Borough Council removing these forms from their website. She asked the Councillors to complete a paper copy and return it to her as soon as possible.
  - Cllr Jeater reported on a conversation he had had with Cllr Kendall from Brentwood Borough Council at the opening of the outdoor gym. It was agreed that the Clerk approach the Borough Council again with the aim of renegotiating the ownership of the site.

FC24/104

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

Cllr Sankey reported on the following

- He had also been speaking to officers about the future of Seymour Field.
- Work on a corporate plan had been started with an improved working relationship with parish councils.
- He also advised that he is still working on the car parking agreement and possible monies due to the parish council.
- A new S151 officer has been appointed by the Borough.
- An update on the Essex Women blue plaque project was provided.
- A planning application will be submitted for a Daniel Sutton plaque on the High Street.
- The footpath near Trimble Close has been cleared, as had a property on Norton Road. Concerns have been raised about the state of Piero's and the inaction of enforcement at this time.

Cllr Gorton reported on the following

- The applicant for the Cow Barn building works in Beggar Hill has opted to submit their plans to the Planning Inspectorate, therefore bypassing the Borough Council. This could result in a lengthy delay in decision making.
- He is trying to get repair works on the pavement at Wadham Close undertaken as a matter of urgency.
- Work on the Cala Homes site has started.

FC24/105

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

1. **Planning and Highways** - as per the minutes. Cllr Gorton reported on the recent application for minor variation to the license of The Lounge. Objections had been received and the application has been refused. The issue of notification of minor variation applications was discussed and that residents and the parish council had not received any notification of this application which seems to highlight a flaw in the licensing system.
2. **Facilities** – the committee did not meet in August
3. **Legal and Finance** – the committee did not meet in August
4. **Personnel** – the committee did not meet in August
5. **Neighbourhood Plan Implementation Group** – the committee did not meet in August

FC24/106

**Working group updates**

1. **Economic Development** – Cllr Winter reported that the Street Rangers had visited the High Street and they were well received by the businesses and residents. BID has commissioned a consultant who specialise in empty premises to find alternative uses of the sites and working with the owners. A report will be provided to the parish council. BID is also undertaking a parking review with the businesses to understand the demands of the workforce for nearby parking.
2. **Climate Emergency** – the group did not meet in August
3. **Health and Wellbeing** – the group did not meet in August
4. **Communications** – The Communications Clerk is requesting articles for the next newsletter.
5. **Clerk's update on projects** – the Clerk presented a written update on the projects that she is currently undertaking and request instruction from the council in relation to the pathway for the outdoor gym. She expressed frustration about the lack of communication from the

County Councillor in supporting this project (and other projects) and advised that without this support, the license for the path could not be progressed. Concern was also raised that potentially, this could result in having to pay back the UKSPF grant as the path was part of the grant application. After a lengthy discussion, the Clerk was asked to write and email Cllr Wagland with a deadline for a response. If this does not result in support, then a complaint will be raised with the Monitoring Officer at Essex County Council in relation to lack of communication and attendance at council meetings.

#### FC24/107 **Specific projects and discussions**

##### **1. Norwich to Tilbury Pylon Project**

The Clerk circulated the response received from Fisher German LLP regarding the £1000 compensation for accessing Seymour Field for environmental surveys. The response was noted and the Clerk asked to proceed with this offer.

##### **2. Steen Close**

The quotes for land clearance at Steen Close were discussed. It was **RESOLVED** that **Ascending Arbs Tree Service be appointed to undertake the work at a cost of £2298+VAT**. The Clerk was asked to notify the neighbours of the work once a date was set.

Proposed: Cllr Marston

Seconded: Cllr Emmett

All agreed.

##### **3. To confirm Cllr Donno's committee membership**

It was agreed that Cllr Donno attend as many committee meetings as possible and to formally decide in the new year.

##### **4. To discuss the High Street Christmas Lights**

The Christmas lights were discussed and the following was agreed by the council as a way to progress.

- The Market Place Christmas tree would be sited as per previous years.
- A tree be erected in St Edmunds and St Mary's churchyard and the council would replace the current floodlight with a more energy efficient light, with additional power points for the Christmas tree lights. This had been approved by the PCC.
- A tree to be erected next to the High Street phone box at the Community Centre with appropriate new electrical points being sited nearby. This was approved by the Community Centre.
- It is hoped that further trees could be added in following years.

It was noted that these changes have to be properly advertised on social media, e-bulletins and parish newsletter so that residents are aware of the reasons for the planned changes. The Clerk was asked to contact the Library to see if they would like some lights for their window.

##### **5. To discuss the Big Lunch project**

The Clerk suggested that the council organise a community picnic and that after speaking with the cricket club, that they would support an event on Fairfield. The date of Sunday 8<sup>th</sup> June was suggested and received the full support from the council. The Clerk was asked to proceed with this project.

##### **6. To review the office lease**

As Cllr Davey was not at the meeting and he had negotiated the lease, it was agreed to defer this agenda item to October.

FC24/108 **Parish Council financial accounts**

Councillors reviewed and approved the following reports, payments and actions

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

FC24/109 **To receive verbal reports from councillors attending external meetings**

None were presented.

FC24/110 **Items for inclusion in the next Agenda**

- To formally note receipt of the returned External Auditors report for 2023/24
- Steen Close update
- High Street Christmas tree update
- Office lease discussion

FC24/111 **Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting at 8.56pm.

**Date of next Council Meeting: Full Parish Council meeting on Thursday 10<sup>th</sup> October 2024 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE**

**Appendix FC24/108 Financial accounts**

Date:		05/09/2024					
							<b>Bank Payments &amp; Receipts by Bank Account</b>
Date From :		01/08/2024					
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	
14274	BR	45506	4005	SS24 cash	Donation from JB Ices	225.00	
14275	BR	45506	4005	SS24 cash	Funfair ticket sales	915.00	
14235	BR	45510	4002	268	Memorial fee Young K147 BACS	302.00	
14276	BR	45510	4005	SS24 sum up	Funfair ticket sales via Sum Up	654.00	
14277	BP	45510	7901	SS24 sum up	SS24 sum up fee	-10.87	
14234	BR	45511	4002	267	Exclusive rights and interment Palmer B.	63.00	
14173	BR	45512	4005	ss24	Bar donation	558.00	
14092	BP	09/08/2024	7015	SS24	Britannia pipe band fee	-400.00	
14094	BP	09/08/2024	4002	Burial refund	Interment fee refund Wallis	-667.00	
14095	BP	09/08/2024	7015	SS24	Siver Gems Majorettes donation	-50.00	
14096	BP	09/08/2024	7015	SS24	Charities and organisation stall refunds	-225.00	
14108	BP	09/08/2024	8203	R Spouge exp	Cemetery milage	-27.47	
14109	BP	09/08/2024	8203	A Wright exp	Mileage	-31.50	
14123	BP	09/08/2024	7015	SS24	Funfair hire	-4000.00	
14187	BP	20/08/2024	2220	Aug 24 payroll	Aug 24 net wages	-4935.68	
14188	BP	20/08/2024	2210	Aug 24 payroll	Aug 24 paye	-991.80	
14189	BP	20/08/2024	2210	Aug 24 payroll	Aug 24 Ee NIC	-133.03	
14190	BP	20/08/2024	2210	Aug 24 payroll	Aug 24 Er NIC	-449.82	
14191	BP	20/08/2024	2230	Aug 24 payroll	Aug 24 Pension admin	-18.49	
14192	BP	20/08/2024	2220	Aug 24 payroll	Aug 24 staff pension	-231.10	
14193	BP	20/08/2024	2230	Aug 24 payroll	Aug 24 Ers pension	-932.22	
14236	BR	23/08/2024	4002	270	Exclusive rights and interment Razzell B.	683.50	
14265	BR	29/08/2024	4002	271	Interment fee Pilgrim G59 BACS	283.00	
14267	BR	03/09/2024	4002	273	Memorial fee Crowe J124	302.00	
14268	BR	03/09/2024	4002	274	Additional inscription J50 Tytherleigh	98.00	

