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## ANNUAL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 13<sup>th</sup> May 2024, 7.30pm  
**VENUE:** Suite 2, 4 The Limes, Ingatestone

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

**Prior to the commencement of the meeting, a minute's silence was held to remember David Abrey RIP and his extensive work as a parish councillor.**

**FC24/053 Election of Chairman**

Cllr Paul Jeater was elected to the Chair  
Proposed: Cllr Davey  
Seconded: Cllr Sankey  
All agreed

**FC24/054 Chairman to sign Declaration of Acceptance of Office as Chairman**

Cllr Jeater signed the declaration, and the form was countersigned by the Clerk.

**FC24/055 Election of Vice-Chairman**

No Councillor stood for election and therefore this position on the parish council remains vacant.

**FC24/056 Apologies for Absence – for noting but not approval**

No apologies were received.

**FC24/057 Announcements, declarations of Interest and dispensations**

None were raised.

**FC24/058 Public Participation**

No members of the public were in attendance.

**FC24/059 To approve the minutes of the Full Parish Council meetings held on 11<sup>th</sup> April 2024**

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

**FC24/060 Matters arising for report (but not for resolution)**

- Cllr Jeater reported that David Abrey's funeral is on the 6<sup>th</sup> June at 1pm and it was confirmed that councillors and staff will be attending.

- Cllr Heater invited Cllr Sankey and Cllr Wagland to report on Borough and County matters
  - Cllr Sankey reported that committees will be reorganised but that final details had to be confirmed at the Annual Meeting next week.
  - Cllr Wagland spoke about her agreement to the council's VAS signs being installed and her response and suggestions to the new Pylons consultation.

FC24/061 **To commence co-option for the vacant seat**

It was noted that the period for the call for a by-election had passed and therefore the council could proceed with the co-option process. The Clerk was asked for a timetable, and it was agreed that interviews will take place at the July full council meeting.

FC24/062 **Committee reports: to receive minutes, verbal reports, and proposals from Committees**

1. **Planning and Highways** - as per the minutes. Cllr Winter provided a verbal update on pertinent planning applications that the committee have considered.
2. **Facilities** – as per the minutes. Cllr Emmett provided a verbal report on the minutes.
3. **Legal and Finance** – as per the minutes. Cllr Jeater reported on a grant awarded to the cricket club for junior kit which has now been shared by Essex County Cricket to a wider audience.
4. **Personnel** – no meeting held
5. **Neighbourhood Plan Implementation Group** – Cllr Winter advised that she will be scheduling a meeting to create an annual report and start work on the next project which will consider parking provision in the village.

FC24/063 **Working group updates**

1. **Economic Development** – Cllr Batchelor had previously submitted a report which had been received by councillors.
2. **Climate Emergency** – there had been no meeting held but one will be arranged in June.
3. **Health and Wellbeing** – Cllr Marston advised there has been no meeting since her last report but provided a verbal update on Dementia Awareness Week this week and the work being undertaken on the kissing gate at Fairfield. The charity pop-up shop will be taking place on the 30<sup>th</sup> May at Stock Lane Parish Room.
4. **Communications** – no meeting has been held. The next printed newsletter is being planned for September and the Communications Clerk was thanked for the quality of the publication.

FC24/064 **Policy reviews - To review and adopt the**

**1. Standing Orders and Code of Conduct**

Proposed: Cllr Jeater  
 Seconded: Cllr Winter  
 All agreed

**2. Financial Regulations and Addendum of approved payments**

It was noted that NALC had published new Financial Regulations this week but that it was too late for their adoption at this meeting. To maintain the annual approval of this document, the documents tabled for this meeting were approved and it was agreed that the new version

be reviewed at this month's L&F meeting for adoption at the June full council.

Proposed: Cllr Jeater

Seconded: Cllr McGuinness

All agreed

**3. Freedom of Information and Publication policies**

Proposed: Cllr Marston

Seconded: Cllr Emmett

All agreed

**4. Equality and Diversity policy**

Proposed: Cllr Lee

Seconded: Cllr Davey

All agreed

**FC24/065 To discuss the council response to the current Pylon Consultation**

It was confirmed that the Planning and Highways Committee will draft a response to the consultation and that this would be circulated to all councillors in advance of being submitted.

*Cllr Wagland left the meeting at this point.*

**FC24/066 To confirm membership of committees for the financial year 2024-2025**

The membership of the committees and working groups were confirmed.

**FC24/067 To note the 3<sup>rd</sup> year of a 3-year agreement for Parish Council insurance**

This was noted.

**FC24/068 Parish Council financial accounts**

Councillors reviewed and approved the following reports, payments and actions

1. IFPC annual account report
2. Profit / loss report for April 2024
3. Payments and receipts for April / May 2024
4. Bank reconciliation for April 2024<sup>1</sup>
5. Budget tracker for 2024-2025
6. To confirm the Clerk as Responsible Financial Officer for 2024-2025
7. To confirm the presented direct debits and bank standing orders
8. To confirm the opening of the Skipton Building Society account and approve the following signatories – Cllrs Marilyn Marston, Martyn Hart and Darryl Sankey, along with the Clerk Abigail Wood as the account administrator. The number of signatories to operate the account will be two in line with Financial Regulations.

**FC24/069 Items for inclusion in the next Agenda**

Nothing requested.

**FC24/070 Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting at 8.31 pm.

**Date of next Council Meeting: Full Parish Council meeting on Thursday 13<sup>th</sup> June 2024 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE**

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<sup>1</sup> Owing to an issue with Unity Trust Bank, the reconciliation was not completed for this meeting and councillors were advised of this by email on the 1<sup>st</sup> May.

## Appendix FC24/068 Financial accounts

Date: 01/05/2024						
<b>Day Books: Supplier Payments (Summary)</b>						
Date From: 01/04/2024						
Date To: 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
13583	PP	02/04/2024	BRENTWOO	BBC Apr 23 rates	Business rates for 4 sites	876.93 N
13609	PP	02/04/2024	JPB	JPB 1529	Grounds maintenance contract monthly payment	3,922.60 N
13589	PP	03/04/2024	EALC	EALC 17473	NALC / EALC membership for the year	912.22 N
13599	PP	05/04/2024	ELLISONS	Ellisons 050424	Steen Close search fees	234.00 N
13634	PP	05/04/2024	ANGLIANW	Wave dd	Seymour water rates for month (dd)	30.00 N
13629	PP	08/04/2024	BT	BT M006T	Seymour wifi for month (dd)	27.54 N
13628	PP	10/04/2024	EE	EE 63988	Caretakers mobile for month (dd)	16.87 N
13623	PP	11/04/2024	ZORO	Zoro 161372579	Padlock and roll dispenser for Seymour	38.98 N
13626	PP	11/04/2024	POZITIVE	Poz 5424970	Lychgate electricity for month (dd)	11.72 N
13545	PP	12/04/2024	AMAZON	Amazon 7VHP	10 x tree watering bags for Fairfield new trees	149.99 N
13559	PP	12/04/2024	JK	JK x 2	Office and Seymour clean for Mar 24	870.00 N
13588	PP	12/04/2024	CSH	CSH 645737	Seymour bin emptying monthly charge	208.22 N
13602	PP	12/04/2024	LODGE	ICE 12129069	Phone calls, line rental and broadband charge	85.10 N
13639	PP	12/04/2024	FRESH	Freshair 19046	50% deposit payment for outdoor gym (UKSPF grant)	9,867.72 N
13660	PP	15/04/2024	BBALARMS	BB dd	Seymour alarm monthly payment (so)	18.00 N
13612	PP	22/04/2024	SOLO	Solo 3806572	Spring 24 newsletter printing	699.84 N
13614	PP	22/04/2024	PRINTWIS	Pwaste 42867	Tetrapak recycling monthly charge	79.46 N
13415	PP	23/04/2024	SLCC	SLCC 248469-1	SLCC membership for the clerk (contract)	293.00 N
13610	PP	23/04/2024	JPB	JPB 1529	2 x interment of ashes	123.00 N
13655	PP	23/04/2024	AMAZON	Amazon QHAEUI	replacement kettle for the office	23.99 N
13657	PP	23/04/2024	JMPAYROL	JM 40802	Monthly payroll fee	42.00 N
13659	PP	23/04/2024	ICCM	ICCM 4626/2024/25	Annual membership Institute of Cemetery and Crematoria Management	100.00 N
13661	PP	24/04/2024	EBM	EBM dd	Printing and photocopying monthly charge	24.00 N
13738	PP	26/04/2024	DOR2DOR	D2D 1110	Newsletter delivery	1,023.00 N
13667	PP	30/04/2024	EALC	EALC 17720	A Zakhayeva EALC course - agendas and minutes	96.00 N
13736	PP	30/04/2024	JPB	JPB 1543	Pitch repair works under the Pitchpower grant - spiking and fertilising	2,544.68 N
13737	PP	30/04/2024	JPB	JPB 1542	Pitch 2 levelling under the s106 monies	18,973.02 N
13747	PP	30/04/2024	JPB	JPB GM so	Grounds maintenance contract monthly payment	3,922.60 N
13741	PP	10/05/2024	JK	JK 0036/0028	Seymour pavilion and office clean for April	920.00 N
13663	PP	14/05/2024	LODGE	ICE 28024	Backup and remote support monthly charge	126.00 N
13665	PP	14/05/2024	MS2	MS2 insurance	Insurance contribution for parish office for 2024/2025	362.52 N

Date: 01/05/2024						
<b>Bank Payments &amp; Receipts by Bank Account</b>						
Date From : 01/04/2024						
Date To : 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
13584	BR	03/04/2024	4001	Precept 24/25	First instalment of precept 2024/25	98624.00 N
13585	BP	03/04/2024	7600	9362540	Land registry fee - verge outside Ardtully	-3.00 N
13636	BR	03/04/2024	4002	237	Ashes interment fee Baxman J102 - credit card	141.50 N
13672	BR	03/04/2024	4002	sum up	Interment fee via sum up	141.50 N
13673	BP	03/04/2024	7901	sum up	sum up fee	-2.39 N
13630	BR	05/04/2024	4005	SS24 stall	Circles Alt Ed summer show stall	25.00 N
13638	BR	16/04/2024	2202	103561509	VAT Refund	6922.08 N
13647	BP	17/04/2024	2220	Apr 24 payroll	Apr 24 net wages	-4830.28 N
13648	BP	17/04/2024	2210	Apr 24 payroll	Apr 24 paye	-920.80 N
13649	BP	17/04/2024	2210	Apr 24 payroll	Apr 24 Ee nic	-133.03 N
13650	BP	17/04/2024	2210	Apr 24 payroll	Apr 24 Er nic	-425.48 N
13651	BP	17/04/2024	2230	Apr 24 payroll	Apr 24 pension admin	-18.49 N
13652	BP	17/04/2024	2220	Apr 24 payroll	Apr 24 staff pension	-231.10 N
13653	BP	17/04/2024	2230	Apr 24 payroll	Apr 24 ers pension	-932.22 N
13600	BP	23/04/2024	7015	2705	Summer show 24 first aid provision	-360.00 N
13753	BR	23/04/2024	4005	SS24	Stall payment M Phillips	50.00 N
13668	BP	25/04/2024	8200	IFPC grant	Cricknet club grant award	-700.95 N
13748	BR	26/04/2024	4005	SS24	Stall payment S Neves	25.00 N
13749	BR	26/04/2024	4005	SS24	Stall payment The Soap Den	25.00 N
13750	BR	29/04/2024	4005	SS24	Stall payment D Wells	25.00 N
13751	BR	29/04/2024	4005	SS24	Stall payment Little Black Cat	25.00 N
13752	BR	29/04/2024	4005	SS24	Stall payment Retro from Scratch	25.00 N
13728	BP	14/05/2024	8204	LCO01530	Council insurance 1/6/24 - 31/5/25	-975.53 N

<b>BALANCES IN BANK ACCOUNTS DATED 31/3/24</b>		<b>230,882.19</b>
Unity Trust Bank Current Account		12,676.58
Unity Trust Bank Savings Account		79,583.82
Petty cash		43.61
Cashplus card		160.22
Redwood Bank		52,298.93
Cambridge Building Society		86,119.03