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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 13th February 2025, 7.30pm
VENUE: Suite 2, 4 The Limes, Ingatestone

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

- FC25/014 **Apologies for Absence – for noting but not approval**
 Apologies were noted from Cllrs Whittow-Williams, Sankey, Russell, Emmett and BCllr Gorton.
- FC25/015 **Announcements, declarations of Interest and dispensations**
 Cllr Davey declared a non-pecuniary interest in agenda item FC25/022-6 regarding the internal auditor and did not take part in the discussion.
- FC25/016 **Public Participation**
 No members of the public were present.
- FC25/017 **To approve the minutes of the Full Parish Council meetings held on 16th January 2025**
 The minutes were approved and were signed by Cllr Jeater as a correct record.
- FC25/018 **Matters arising for report (but not for resolution)**
1. The Clerk advised the councillors of the following:
 - The first payment of CIL money (£1390.63) had been received following a delay since October.
 - A update following a meeting she had with Laurie Edmonds regarding UKSPF funding for Ingatestone High Street.
 2. Cllr Donno provided an update on the work undertaken by the Steen Close Orchard working group. The target date for the launch of the orchard would be National Apple Day on the 21st October.
- FC25/019 **To receive a verbal report from the Borough and County Councillors**
 A written report from Borough Cllrs Sankey and Gorton was circulated prior to the meeting.
- FC25/020 **Committee reports: to receive minutes, verbal reports, and proposals from Committees**
1. **Planning and Highways** - as per the minutes. Cllr Batchelor reported on the large number of planning applications received and the need

to review the Local Listing list. The VAS signs were discussed and the data collected does suggest that traffic has slowed.

2. **Facilities** – no meeting in January.
3. **Legal and Finance** – as per the minutes.
4. **Personnel** – no meeting held in January.
5. **Neighbourhood Plan Implementation Group** – Cllr Winter spoke about the Brentwood Local Development Plan review that is taking place. She will circulate the document to councillors. Cllr Winter is seeking an clarification as to the effect on the parish council plan and what will be required of this council. The next meeting is scheduled for the 17th March.

FC25/021 **Working group updates**

1. **Economic Development** – as per circulated notes. The Heritage Trail leaflet has had a positive response and a reprint is planned. Brentwood Connected are playing for a celebration cultural event on the three High Streets in the next financial year.
2. **Climate Emergency** – the Clerk's forum at Brentwood raised the opportunity of Community Energy and the ECC representative is being invited to the next meeting in February.
3. **Health and Wellbeing** – Cllr Marston is working on possible improvements to Footpath 38. Other projects are progressing as planned including dementia awareness, Steen Close orchard and High Street cleaning.
4. **Communications** – the group met to plan the next magazine in March.
5. **Clerk's update on projects** – the Clerk provided an update on projects.

FC25/022 **Specific projects and discussions**

1. **To confirm the parish precept for the year 1st April 2025 – 31st March 2026**
It was **RESOLVED** that the parish precept for the above financial year would be set at £205,138. This equates to £82.19 per annum for a Band D property, an increase of 79p.
Proposed: Cllr Jeater
Seconded: Cllr Hart
All agreed.
2. **To confirm the parish council budget for the year 1st April 2025 – 31st March 2026**
It was **RESOLVED** that the parish council budget for the above financial year is approved.
Proposed: Cllr Hart
Seconded: Cllr Jeater
All agreed.
3. **To discuss plans for the 2025 summer show**
The Clerk presented ideas for entertainment at the show and provided an update on work done so far. She asked for more suggestions and volunteers to help organise the event, including the dog show. She was instructed to will continue with the plans.
4. **To approve the quotes for the new path at Seymour Field gym**
Quotes for the new access path were considered and it was **RESOLVED** to award the work to Harrington Brothers at a cost of £3900+VAT
Proposed: Cllr Davey
Seconded: Cllr Hart
All agreed.

5. **To receive a Love your Bus grant update and to agree next steps**
After a lengthy discussion, it was agreed that the Clerk submit a grant application for £48,716 for the provision of a half hourly 351 bus service, Monday to Friday. Concern was noted about the proposed legal agreement with Essex County Council and this will be discussed in depth by the council should the application be successful.
6. **To discuss the appointment of the Internal Auditor**
It was agreed by the council to continue with the current internal auditor for this years Annual Return work.

FC25/023 **Parish Council financial accounts**

Councillors reviewed and approved the following reports, payments and actions

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

FC25/024 **To receive verbal reports from councillors attending external meetings**

Cllr Hart and Donno reported on recent Advance Councillor training that they had undertaken.

FC25/025 **Items for inclusion in the next Agenda**

- A standing agenda item regarding Devolution was requested.
- A standing agenda item for the Steen Close Orchard working group was requested.

FC25/026 **Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting at 8.52pm

Date of next Council Meeting: Full Parish Council meeting on Thursday 13th March 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC25/023 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 31/1/25				217,926.59
Unity Trust Bank Current Account				12,264.15
Unity Trust Bank Savings Account				48,223.80
Petty cash				302.19
Cashplus card				234.54
Skipton Building Society				21,404.48
Redwood Bank				87,295.97
Cambridge Building Society				48,201.46

CASHPLUS PRE-PAID CREDIT CARD PAYMENTS						
No	Type	Date	N/C	Ref	Details	Gross B
14830	VP	07/01/2025	7020	116253	5 way splitters for Christmas lights	35.94 N
14831	VP	14/01/2025	6502	104003	Replacement drinking fountain tap	78.00 N
14897	VP	17/01/2025	7550	17/01/2025	Caretakers mobile Jan 25	5.00 N

Date:	06/02/2025					
		Day Books: Supplier Payments (Summary)				
Date From:	01/01/2025					
Date To:	31/12/2050					

No	Type	Date	N/C	Ref	Details	Gross B
14721	PP	02/01/2025	AMAZON	Amazon x 3	Cemetery law book, toilet rolls and photo frames	85.47 N
14764	PP	02/01/2025	BRENTWOO	BBC rates x 4 final	Business rates for 4 sites monthly payment	877.00 N
14790	PP	06/01/2025	BT	BT DD	Seymour wifi direct debit	30.38 N
14818	PP	10/01/2025	POZITIVE	Poz dd	Lychgate electricity monthly dd	16.54 N
14819	PP	10/01/2025	ICO	ICO dd	Data controller annual fee from the ICO	35.00 N
14817	PP	15/01/2025	BBALARMS	BB So	Seymour alarm monthly maintenance SO	18.00 N
14727	PP	17/01/2025	TRADE	TUK 797804	Dremel kit for playground repairs	19.98 N
14770	PP	17/01/2025	JK	JK x 2	Office and pavilion cleaning for December	670.00 N
14772	PP	17/01/2025	EALC	EALC 18178	Advance councillor training course L Donno	240.00 N
14774	PP	17/01/2025	SPECTRUM	Spectrum IPC/001/076	Electrical element of High Street Christmas trees	1,833.60 N
14776	PP	17/01/2025	LODGE	Ice 31198	Back up and remote support December 2024	123.60 N
14784	PP	17/01/2025	JPB	JPB 1694	2 x interments	123.00 N
14792	PP	17/01/2025	CSH	CSH 682603	Seymour bin emptying for December	260.28 N
14795	PP	17/01/2025	LODGE	LIS12131059	Broadband, phone calls and line rental for month	83.87 N
14798	PP	17/01/2025	PRINTWIS	Pwaste 61898	Tetrapak recycling monthly charge	83.45 N
14821	PP	17/01/2025	HEATHERL	Hea 35214	Skip replacement in the cemetery	232.00 N
14825	PP	17/01/2025	MORGAN	Morgan x 2	Fire extinguisher testing - Seymour and office	180.00 N
14829	PP	17/01/2025	JMPAYROL	J&M43103	Monthly payroll fee	42.00 N
14850	PP	28/01/2025	SUELEES	SL 6872	Half yearly wordpress website checkup	40.00 N
14852	PP	28/01/2025	EALC	EALC 18221	Advance councillor training for M Hart	240.00 N
14854	PP	28/01/2025	JPB	JPB 1704	New hedge in Seymour (facilities)	1,647.52 N
14858	PP	28/01/2025	LODGE	LIS 31608	Monthly backup and IT support	123.60 N
14860	PP	28/01/2025	SOLO	Solopress 4182941	January 25 newsletter	533.00 N
14881	PP	31/01/2025	SDS	SDS 2101205	Tree works as per tree inspection (reserves)	5,604.00 R
14886	PP	31/01/2025	JPB	JPB 1705	Hedge installation at Seymour (Facilities)	1,393.88 R
14903	PP	31/01/2025	EBM	EBM 132416	Printing and photocopying monthly charge	24.00 R
14910	PP	31/01/2025	JPB	JPB SO	Grounds maintenance contract monthly SO	3,922.60 R
14879	PP	14/02/2025	AMAZON	Amazon CI3MPI	Emergency lighting for Seymour x 6	173.94 N
14883	PP	14/02/2025	VILLENE	VH 2025001IFPC	Artisan market contribution	1,500.00 N
14915	PP	14/02/2025	TRADE	TUK697605	Replacement tap and tape for Seymour	9.04 N
14918	PP	14/02/2025	PRINTWIS	Pwaste 62982	Tetrapak recycling monthly charge	83.45 N
14922	PP	14/02/2025	JK	JK x 2	Office and pavilion cleaning for January	460.00 N
14924	PP	14/02/2025	DOR2DOR	D2D1153	Newsletter distribution charge	944.40 N
14926	PP	14/02/2025	CSH	CSH 688634	Seymour bin emptying for January	212.33 N
14928	PP	14/02/2025	LODGE	Ice 12131233	Broadband, phone calls and line rental for month	91.04 N
14931	PP	14/02/2025	HEATHERL	HEA 35367	Fryerning skip replacement charge	232.00 N

No	Type	Date	N/C	Ref	Details	Gross B
14801	BP	07/01/2025	6501	21218	Replacement set of goal wheels	-772.20 R
14799	BP	17/01/2025	8205	A Wood exp	Christmas gathering refreshments	-26.73 R
14827	BP	17/01/2025	7600	Broomfield PC	Contribution to Pylon scoping report	-150.00 R
14895	BR	21/01/2025	4002	303	Exclusive rights, 3 interments Leigh (BACS)	836.00 R
14902	BR	21/01/2025	2202	103561509	VAT Refund	8516.41 R
14870	BP	22/01/2025	2220	Jan 25 payroll	Jan 25 net wages	-4997.17 R
14871	BP	22/01/2025	2210	Jan 25 payroll	Jan 25 paye	-976.60 R
14872	BP	22/01/2025	2210	Jan 25 payroll	Jan 25 Ee NIC	-143.95 R
14873	BP	22/01/2025	2210	Jan 25 payroll	Jan 25 Er NIC	-458.85 R
14874	BP	22/01/2025	2230	Jan 25 payroll	Jan 25 pension admin	-19.15 R
14875	BP	22/01/2025	2220	Jan 25 payroll	Jan 25 staff pension	-239.36 R
14876	BP	22/01/2025	2230	Jan 25 payroll	Jan 25 Ers pension	-966.09 R
14893	BR	22/01/2025	4002	300	Additional inscription Simpson G34	98.00 N
14894	BR	22/01/2025	4002	301	Interment fee Harriott K60	720.00 N
14889	BP	29/01/2025	8205	A Wood exp	Clr workshop refreshments	-13.99 N
14890	BP	29/01/2025	8203	A Wood exp	Clr workshop mileage	-13.50 N
14904	BP	31/01/2025	7901	service charge	Service Charge Jan 25	-12.15 R
14929	BP	14/02/2025	6303	AWS/SETS/FEB25	3 x willow sets for Fairfield	-72.00 N