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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 16th January 2025, 7.30pm
VENUE: Suite 2, 4 The Limes, Ingatestone

Present:	Cllrs	P Jeater (Chair)	R Whittow-Williams	D Sankey	L Emmett
		G Tullett	P Batchelor	J McGuinness	M Marston
		P Davey	M Hart	R Lee	
Also present		A Wood (Clerk and RFO)	BCllrs B Aspinall and H Gorton	P McAllister, Heritage Consultant	2 Residents
Absent	Cllrs	D Greenwood	J Winter	C Russell	L Donno

Prior to the meeting starting, two community police officers from Essex Police introduced themselves and gave a brief update on issues being faced in this area. They also took questions and invited suggestions as to the best way of engaging the residents in this parish. They were invited to submit articles for the Parish Newsletter and will liaise with the clerk about suitable meeting places and future events. The Officers left before the meeting was formally opened by the Chair.

- FC25/001 **Apologies for Absence – for noting but not approval**
 Apologies were noted from Cllrs Winter, Donno and Russell.
- FC25/002 **Announcements, declarations of Interest and dispensations**
 None were raised.
- FC25/003 **Public Participation**
 Two residents presented a proposal for a new BMX Pump Track to be sited on the current unused track at the far end of Seymour Field. They requested the support of the parish council in this endeavour. The project would require grant funding. Councillors asked questions and the residents were thanked for their efforts and this project will be discussed in more detail at the forthcoming meetings.
- FC25/004 **To approve the minutes of the Full Parish Council meetings held on 12th December 2024**
 The minutes were approved and were signed by Cllr Jeater as a correct record.
It was then proposed by the Chair and resolved that agenda item FC25/006 be brought forward to this point.
- FC25/006 **To receive a verbal report from the Borough and County Councillors**
 Cllr Aspinall was welcomed by the Chair and was invited to speak to the Council. He spoke on the issue of HGVs and the damage to the High Street and what he can do as a County Councillor to protect the heritage of the village. He is keen to prevent lorries from using the High Street and is investigating what can be done.

Ms McAllister spoke to the issues of protecting the High Street and the need for discussion with highway engineers on route planning. Any changes would need the co-operation with other stakeholders but that she is aware of the issues and is keen to find a solution to reduce the traffic. She will pass over Essex CC contact details to the Clerk to progress on this matter.

Councillors spoke about the narrowness of the pavements and the risk associated with being hit by wide vehicles using the High Street. There is also a need for an up-to-date traffic survey. The issue of satnav directing lorries along the High Street versus the agreed diversion routes for A12 works. Ongar High Street was discussed and the planned weight restriction there which has not been implemented to date. The Clerk will contact the Town Council for further information.

A request for an inspection and clean up of the High Street was raised following the A12 closure. Cllr Aspinall fully supported this request and will take this up at Essex CC to see if this can be done. The issue of rat-running on other roads and the subsequent damage to roads and verges was also discussed, primarily in Pemberton Avenue.

The issue of LED lighting in the High Street not being of heritage design was discussed and noted. Cllr Aspinall will investigate at county level. The Clerk also raised the concerns raised at Council on the choice of bus shelters in conservation areas. Cllr Aspinall noted this and agreed that this was inappropriate.

Cllr Aspinall spoke about devolution and explained the actions taken to date. The plan is to remove the Borough Council and create Unitary Authorities with an elected mayor. The election of the mayor could be in 2026 and could oversee the Unitary Authorities in Essex. Parish Councils will not be touched but further powers could be devolved to them with financial resources provided. Elections are being cancelled this year and possibly the next two years and Cllr Aspinall expressed concern over the potential lack of accountability.

Ms McAllister left the meeting at this point.

Cllr Sankey provided updates on the following

- The Daniel Sutton blue plaque is with the Planning department for permission.
- A specific planning offer has been allocated to investigate the required work on Pieros.
- The developers of the land at the Heythrop might appeal about the woodland order that has been enforced.
- The lease at Seymour has been agreed by Brentwood to be extended to 2068 and there may be a few amendments to the lease required. Concern was raised by the council over the inclusion of a possible break clause. This was noted by Cllr Aspinall.

Cllr Gorton reported on work that he has undertaken on Vehicle Activation Signage in the parish. He also advised that the Brentwood Borough Council budget is currently being worked on and will be presented to Full Council next month

- FC25/005 **Matters arising for report (but not for resolution)**
 The Clerk advised the councillors of the following:
- The latest edition of the newsletter is being distributed and owing to a printing error, the council has received a credit note for the next edition.
 - The Clerk had applied for a £500 grant from Love Essex to support the Tetra-pak recycling initiative.
 - A grant invitation from Love Your Bus was discussed and Cllr Hart agreed to take the lead and investigate the opportunity.
 - VE Day and Covid Remembrance Day – it was agreed that the Church should take the lead on these events rather than the council.
 - The memorial bench that was recently destroyed in a car accident was discussed. The Clerk advised that she had obtained a grant from Cllr Wagland for £587.50 to replace the bench. It was agreed that the design should be discussed by Facilities Committee at their February meeting.
- FC25/007 **Committee reports: to receive minutes, verbal reports, and proposals from Committees**
1. **Planning and Highways** - as per the minutes. Cllr Batchelor spoke about the planning applications considered including a house rebuilding that may result in CIL money for the parish.
 2. **Facilities** – as per the minutes. The Clerk advised that she is having a meeting with Brentwood Connected regarding a partnership for the High Street Christmas lights for this year.
 3. **Legal and Finance** – no meeting in December.
 4. **Personnel** – no meeting held in December.
 5. **Neighbourhood Plan Implementation Group** – no meeting in December.
- FC25/008 **Working group updates**
1. **Economic Development** – Cllr Batchelor has distributed notes and the Heritage Trail leaflets have arrived and being distributed.
 2. **Climate Emergency** – Cllr Jeater advised that a list of projects for the budget have been suggested.
 3. **Health and Wellbeing** – Cllr Marston provided a verbal report on the changes by the Alzheimer's Society to Dementia friendly accreditation. She also spoke about the Bins for Boys project and how the council can support this.
 4. **Communications** – The winter newsletter is being distributed at this time. The date for the next newsletter is March.
 5. **Clerk's update on projects** – the Clerk provided an update on projects.
- FC25/009 **Specific projects and discussions**
Councillors workshop
 Arrangements for the councillor workshop on Saturday 25th January were agreed. It was **RESOLVED** that during the during the workshop, **the precept for 2025/26 can be agreed by those present** and Brentwood Borough Council will be notified of the demand in the usual manner to meet the deadline of the 31st January 2025. It was further **RESOLVED that the agreed precept amount will then be formally ratified at the February Full Council meeting.**
Proposed: Cllr Hart
Seconded: Cllr Davey
All agreed

Date:	08/01/2025					
		Day Books: Supplier Payments (Summary)				
Date From:	01/12/2024					
Date To:	31/12/2050					

No	Type	Date	N/C	Ref	Details	Gross B
14677	PP	02/12/2024	BRENTWOO	BBC x 4	Business rates for 4 sites monthly payment	877.00 N
14702	PP	04/12/2024	JPB	JPB 1678 SO	Grounds Maintenance contract for month	3,922.60 R
14680	PP	06/12/2024	NEWGATE	Newgate 0032	EICR for Seymour electrics (5 yearly inspection)	450.00 N
14690	PP	09/12/2024	BT	BTM014 3L	Seymour wifi direct debit	30.38 R
14715	PP	11/12/2024	POZITIVE	Poz dd	Lychgate electricity for month direct debit	15.99 R
14669	PP	12/12/2024	SSE	SSE gas 31587	Seymour gas 2 month invoice	697.69 N
14723	PP	12/12/2024	EUROFFIC	EO 4605346	Paper and stationery for office	61.98 N
14638	PP	13/12/2024	EALC	EALC 18157	Planning training - Louise Donno	156.00 N
14641	PP	13/12/2024	PARISH	PO 22UD003-0003	Parish Online annual subscription	249.60 N
14644	PP	13/12/2024	LODGE	ICE 30792	Back up and remote support November 2024	123.60 N
14647	PP	13/12/2024	BRENTWOO	BBC 100438375	Seymour rent for year	300.00 N
14671	PP	13/12/2024	CSH	CSH 678915	Seymour bin emptying for November	208.22 N
14674	PP	13/12/2024	JK	JK x 2	Office and pavilion cleaning for November	810.00 N
14652	PP	19/12/2024	MS2	MS2 rent	Quarterly rent and service demand for office	5,498.23 N
14685	PP	13/12/2024	TRADE	TUK 40698	Key safe for referee changing room	17.99 R
14689	PP	13/12/2024	PROLUDIC	Proludic x 2	Replacement playground parts for repairs	532.30 R
14692	PP	13/12/2024	PRINTWIS	PWaste 59145	Tetrapak recycling monthly charge	83.45 R
14694	PP	13/12/2024	JPB	JPB 1677	Supply and installation of Christmas trees	4,181.66 R
14703	PP	13/12/2024	JPB	JPB 1678	Installation of dog waste bins and bench	821.70 R
14706	PP	13/12/2024	SUELEES	SL 6800	Annual cookie control fee	80.00 R
14708	PP	13/12/2024	LODGE	ICE 12130871	Broadband, phone calls and line rental for month	85.45 R
14711	PP	13/12/2024	HEATHERL	Hea 35161	Fryerning cemetery skip replacement	232.00 R
14729	PP	13/12/2024	NEWGATE	Newgate 00033	Electrical repair works in Seymour identified in	200.00 R
14761	PP	16/12/2024	BBALARMS	BB SO	Seymour monthly alarm maintenance charge	18.00 R
14652	PP	19/12/2024	MS2	MS2 rent	Rest and service charge for office for quarter	5,498.23 R
14746	PP	19/12/2024	JMPAYROL	J&M42827	Payroll service fee for month	42.00 R
14765	PP	30/12/2024	WATER	Waterplus dd	Seymour water rates monthly direct debit	52.34 R
14766	PP	30/12/2024	EBM	EBM dd	Printing and copying charge for month	24.00 R
14783	PP	31/12/2024	JPB	JPB DD	Grounds Maintenance contract for month	3,922.60 R
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
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/001/07	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

BALANCES IN BANK ACCOUNTS DATED 31/12/24		226,098.70
Unity Trust Bank Current Account		2,982.48
Unity Trust Bank Savings Account		68,223.80
Petty cash		454.23
Cashplus card		404.13
Skipton Building Society		21,230.59
Redwood Bank		86,604.39
Cambridge Building Society		46,199.08

