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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD:
VENUE:

10 September 2026, 7.30pm
Suite 3, 4 The Limes, Ingatestone

Present:	Cllrs	P Jeater (chair)	P Davey	C Russell	P Batchelor
		L Emmett	J Winter	R Whittow-Williams	M Hart
		M Marston			
Also present		A Zakharyeva (Clerk)	BorCllr H Gorton	BorCllr Wagland	3 members of the public
Absent	Cllrs	R Lee	J McGuinness	D Sankey	L Donno

FC26/121 **Apologies for Absence – for noting but not approval**
Apologies were noted from Cllrs Sankey, McGuinness and Lee.

FC26/122 **Announcements, declarations of Interest and dispensations**
Nothing declared.

FC26/123 **Public Participation**
Three members of the public were present and were welcomed by the Chair. A representative of Ingatestone Vets FC spoke regarding the Club's need for storage for floodlights. The matter had previously been considered by the Facilities Cttee. It was noted that there is currently no available storage but the matter may be revisited as the Community Shed project progresses, and other options will be considered if identified.

A representative of I&F Horticultural Society spoke regarding the Society's financial losses following the Summer Show and the increasing difficulty of participating due to the cost of the marquee, which is over £1,500. The matter will be considered by the Legal & Finance Committee and further at Full Council.

FC26/124 **To approve the minutes of the Full Council meeting held on 9 July 2026**
The minutes were approved and signed by the Chair, Cllr Jeater as a correct record.

FC26/125 **Matters arising for report (but not for resolution)**
None.

FC26/126 **To receive a verbal report from the Borough and County Councillors**
BorCllr Wagland provided updates on the proposed Docklands Avenue development, including that the application was no longer due to be considered at the 15 September Brentwood Borough Council Planning Committee meeting. She also reported on the Anglo European School works, Fryerning Lane Bridge, ongoing water issues at Trueloves Lane, grasscrete repairs on New Road, the Community Governance Review and Pierro's.

BorCllr Gorton provided updates on forthcoming planning regulation changes, further objections to the Docklands Avenue development, and concerns regarding the Anglo European School works, including the delivery of the portacabins overrunning

and the lack of arrangements for their eventual removal. He also reported on his attendance at the BBC Clean & Green Committee meeting on 7 September.

FC26/127

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

- 1. Planning and Highways** - as per the minutes.
- 2. Facilities** – as per the minutes. An Extraordinary meeting was held in August to submit an application for the Brentwood Locality Fund. Borough Cllr Gorton and Cllr Sankey had applied for funding towards repairing wooden timbers at Fairfield Pond.
- 3. Legal and Finance** as per the minutes.
- 4. Personnel** – no meeting held
- 5. Neighbourhood Plan Implementation Group** – Cllr Winter reported that amendments to the Neighbourhood plan are being finalised.

FC26/128

Working group updates

- 1. Economic Development** – As per the circulated notes. The Post Office is expected to reopen in the library building on 28 September.
- 2. Climate Emergency** – cllrs Hart and Jeater provided an update on the Community Solar Project. A public meeting will be held on 16 September.
- 3. Health and Wellbeing** – Cllr Marston provided an update.
- 4. Communications** – The Clerk encouraged councillors to submit articles for the quarterly magazine, which is due to be distributed at the end of October.
- 5. Steen Close** – no updates. The trees require watering.

FC26/129

Specific projects and discussions

- 1. Office Lease negotiation** – No further update. Mass & Co's solicitor has changed and Ellisons and the Clerk continue to chase for an update.
- 2. SID Tor Bryan** - A quote of £1,250 + VAT from Electrical testing Ltd was considered. It was **RESOLVED** to appoint the contractor to carry out the electrical check on the Tor Bryan signpost prior to installation of the SID, with the cost to be funded from CIL funds. Proposed: Cllr Hart, seconded: Cllr Davey, all agreed.
- 3. Asset Transfer.** The Clerk and Cllr Jeater met online with Brentwood Borough Council's Asset Manager, Andy Bere, and provided an update. Following the recent announcement regarding the pause to Local Government Reorganisation, the matter is also likely to be put on hold
- 4. Co-option** - following the resignation of Cllr Tullett, a further casual vacancy has arisen. The Clerk has published the required notice and, once the notice period has expired, the vacancy will be advertised in accordance with the Council's Co-option Policy.
It was **RESOLVED** that if either or both candidates interviewed for the previous vacancy reapply, they will not be required to attend a further interview.
Proposed: Cllr Emmett, seconded: Cllr Winter, all agreed.
- 5. NT Pylons Contribution** - Cllr Hart provided an update on the contribution towards the Allison Farmer report relating to the National Grid pylons proposal. It was **RESOLVED** to contribute £688.22 to Chignal Parish Council towards the cost of the report. Proposed: Cllr Hart, Seconded: Cllr Jeater. All agreed.
- 6. Community Shed** – Cllr Jeater provided an update. The architect will visit the portacabin with Mr Wright and begin work on the drawings. Cllr Jeater and Mr Wright have already viewed the portacabin and reported that it is in very good condition.
- 7. Dad's Night Off event** - The Clerk reported that a resident has approached the council seeking a venue for a regular event for dads and grandfathers, supported by Wright Start Nursery, with funds raised for local causes. The first proposed project is to provide a defibrillator at Wright Start on Fryerning Lane.
The Council supported the principle of the event but noted that Seymour Pavilion is unlikely to be suitable if alcohol is to be served. The Clerk will check the conditions of the lease with BBC and whether the Parish Council's spare defibrillator could be donated.

- FC26/130 **BBC Community Governance Review**
The BBC Housing committee meeting will take place on 14 September. The boundaries with Mountnessing will remain unchanged.
- FC26/131 **Parish Council financial accounts**
Councillors reviewed and approved the following reports, payments and actions:
1 Profit / loss report for July and August 2026
2 Budget tracker for 2026-2027
3 Payments and receipts for July and August 2026
4 Bank reconciliation for July and August 2026
- FC26/132 **To receive verbal reports from councillors attending external meetings**
Cllr Russell reported that Ingatestone Museum Trust is seeking a new Treasurer as the current Treasurer is stepping down.
Cllr Winter reported on a meeting at Anglo European School and encouraged councillors to volunteer at the Community Carnival on the morning of 14 September to assist with chaperoning the event.
- FC26/133 **Items for inclusion in the next Agenda**
None requested
- FC26/134 **Close of meeting**
The Chair thanked the councillors for their attendance and closed the meeting at 9.03pm.
Date of next Council Meeting: Thursday 8 October 2026, 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC26/131 Financial accounts

Date: 04/09/2026
Date From: 01/08/26
DateTo: 31/12/50

Day Books: Supplier Payments (Summary)

No	Type	Date	N/C	Ref	Details	Gross	B
17224	PP	07/08/2026	BRENTWOO	BBC 100467006	Purchase Payment	156.00	R
17329	PP	07/08/2026	JK	JK Cleaning - Jul 26	Purchase Payment	520.00	R
17331	PP	10/08/2026	POZITIVE	POZ DD	Purchase Payment	22.81	R
17215	PP	12/08/2026	AMAZON	AMA GUF0B3I	Purchase Payment	10.88	R
17217	PP	12/08/2026	AMAZON	AMA EDHUSLI	Purchase Payment	18.58	R
17219	PP	12/08/2026	AMAZON	AMA DVT7I	Purchase Payment	10.99	R
17226	PP	12/08/2026	BRENTWOO	BBC 100467103	Purchase Payment	815.88	R
17228	PP	12/08/2026	NISBETS	NIS 33817665	Purchase Payment	52.03	N
17350	PP	03/08/2026	BRENTWOO	BBC Rates (x4) - Aug 26	Purchase Payment	821.00	R
17224	PP	07/08/2026	BRENTWOO	BBC 100467006	Purchase Payment	156.00	R
17421	PP	07/08/2026	BT	BT DD	Purchase Payment	34.74	R
17331	PP	10/08/2026	POZITIVE	POZ DD	Purchase Payment	22.81	R
17228	PP	12/08/2026	NISBETS	NIS 33817665	Purchase Payment	52.03	R
17362	PP	17/08/2026	LODGE	ICE 12135145	Purchase Payment	91.39	R
17364	PP	17/08/2026	SLCC	SLCC BK227031-1	Purchase Payment	46.20	R
17380	PP	17/08/2026	BBALARMS	BB DD	Purchase Payment	18.00	R
17428	PP	17/08/2026	LODGE	ICE INV38982	Purchase Payment	156.00	R
17429	PP	17/08/2026	MARKSTEY	Marks Tey INV-0155	Purchase Payment	792.00	R
17430	PP	17/08/2026	BSW	BSW INV-1984	Purchase Payment	3315.60	R
17373	PP	19/08/2026	BRITGAS	BGAS DD	Purchase Payment	17.66	R
17366	PP	21/08/2026	EBM	EBM 292972	Purchase Payment	99.04	R
17375	PP	21/08/2026	BRITGAS	BGAS DD	Purchase Payment	87.11	R
17409	PP	21/08/2026	JPB	JPB2052	Purchase Payment	5804.68	R
17369	PP	24/08/2026	JS	JS 1820	Purchase Payment	80.00	R
17370	PP	27/08/2026	CSH	CSH P785120/785121	Purchase Payment	437.29	R

Bank Payments & Receipts by Bank Account

No	Type	Date	N/C	Ref	Details	Gross	B
17391	BR	05/08/2026	4002	018	Memorial Fee - P L B Jackson J68D	302.00	R
17316	BR	06/08/2026	4005	Sumup Receipt - Jul 26	Funfair ticket sales	675.00	R
17317	BP	06/08/2026	7901	Sumup Fee - Jul 26	Sumup Fee	-13.50	R
17271	BP	07/08/2026	7015	SS26	Waltham Forest Bonsai club - stall refund	-20.83	R
17272	BP	07/08/2026	7015	SS26	Meet & Paint stall refund	-20.83	R
17273	BP	07/08/2026	7015	SS26	Quality Foster Care stall refund	-20.83	R
17274	BP	07/08/2026	7015	SS26	Ingatestone Museum Trust stall refund	-20.83	R
17275	BP	07/08/2026	7015	SS26	Elim Church stall refund	-20.83	R
17276	BP	07/08/2026	7015	SS26	1st Ingatestone Brownies stall refund	-20.83	R
17277	BP	07/08/2026	7015	SS26	Friends of Wallace Kennels stall refund	-20.83	R
17278	BP	07/08/2026	7015	SS26	Cygnets stall refund	-20.83	R
17279	BP	07/08/2026	7015	SS26	Essex Therapy Dogs stall refund	-20.83	R
17307	BP	07/08/2026	7015	SS26	Summer Show Stall Refund - Ingatestone Musical & Operetta Gr	-20.83	R
17435	BR	11/08/2026	4002	016	Additional inscription - Lily Maisie LUCAS G80(D)	98.00	R
17378	BR	14/08/2026	6502	CIMEX - B22331	British Bird Control - Seymour Solar Protection - 50% deposi	-275.00	R
17432	BR	14/08/2026	7015	SS26	Wallace Kennels Cash Donations	170.00	R
17376	BP	17/08/2026	7015	SS26	Britannia Pipe Band Fee	-400.00	R
17367	BP	21/08/2026	8203	A Wright	Mileage - Jul 26	-19.30	R
17393	BP	21/08/2026	2220	Aug 26 Payroll	Aug 26 - Net wages	-4593.34	R
17394	BP	21/08/2026	2210	Aug 26 Payroll	Aug 26 - PAYE	-1431.80	R
17395	BP	21/08/2026	2210	Aug 26 Payroll	Aug 26 - Ee NIC	-164.69	R
17396	BP	21/08/2026	2210	Aug 26 Payroll	Aug 26 - Er NIC	-771.11	R
17397	BP	21/08/2026	2220	Aug 26 Payroll	Aug 26 - Staff Pension	-201.94	R
17398	BP	21/08/2026	2230	Aug 26 Payroll	Aug 26 - Ers Pension Contrib	-739.39	R
17371	BP	31/08/2026	7901	Service Charge	Service Charge - Jul 26	-17.05	R

ZEMPLER PRE-PAID CREDIT CARD PAYMENTS

No	Type	Date	N/C	Ref	Details	Gross	B

BALANCES IN BANK ACCOUNTS DATED 31/8/26

	210,248.71
Unity Trust Bank Current Account	2,680.48
Unity Trust Bank Savings Account	86,309.73
Petty cash	142.45
Zempler card (old)	173.78
Zempler card (new)	50.00
Skipton Building Society	22,048.34
Redwood Bank	90,390.91
Cambridge Building Society	8,453.02