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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD: 3 February 2022, 7.30pm**  
**VENUE: Ingatestone Community Centre**

|                 |              |                              |             |           |          |
|-----------------|--------------|------------------------------|-------------|-----------|----------|
| <b>Present:</b> | <b>Cllrs</b> | P Jeater<br>(Chair)          | D Sankey    | P Davey   | M Hart   |
|                 |              | R Whittow-<br>Williams       | P Batchelor | M Marston | L Emmett |
|                 |              | A Farrant                    |             |           |          |
| <b>Absent</b>   | <b>Cllrs</b> | C Russell                    | P Poston    | J Winter  | R Lee    |
|                 |              | R Pittman                    | D Jelley    |           |          |
| <b>Also</b>     |              | A Wood<br>(Clerk and<br>RFO) |             |           |          |

**FC22/001 Apologies for Absence – for noting but not approval**

Apologies were received from Cllrs Lee, Russell, Jelley, Winter and Poston.

**FC22/002 Announcements and Declarations of Interest**

Cllr Jeater declared an interest in agenda item FC22/006 3a and advised that he will leave the meeting. Cllr Davey as Vice Chair for Legal and Finance would take the Chair for this agenda item.

**FC22/003 Public Participation**

No members of the public were present.

**FC22/004 To approve the minutes of the Full Council meeting held on 2 December 2021**

Cllr Batchelor requested that the minute ref FC21/153 (1) be amended to reflect that the planned event for March would be a market incorporating a fashion show. The minutes were approved by all with this amendment and signed by Cllr Jeater.

**FC22/005 Matters arising for report (but not for resolution)**

- Cllr Jeater spoke to the Council in relation to the online monthly Councillor Forum. It was agreed that this meeting format should continue in the future as it was a useful forum for information sharing.
- The Clerk reported on recent vandalism to the repair works that were undertaken at the skate park. It was noted with disappointment that this had happened and appreciation to Playquip Ltd who were prepared to reinstate the works at no additional charge.

**FC22/006 Committee reports**

1. Planning and Highways (Cllr Sankey) – as per the minutes presented. Council was advised of the meeting with ECC Cllr Lee Scott scheduled for the 16 February.
2. Facilities (Cllrs Batchelor / Sankey) – as per the minutes presented. It was **RESOLVED** to approve the **purchase of acoustic panels for the pavilion at a cost of £1184.15+VAT**, to be fitted by the parish caretaker

with funding to come from the rate rebate received from Brentwood Borough Council

**Proposed: Cllr Sankey**

**All agreed**

3. Legal and Finance (Cllr Jeater) – as per the minutes presented.  
*Cllr Jeater left the meeting at this point and Cllr Davey took the Chair.*

It was **RESOLVED** to **appoint Ellisons Solicitors to provide legal advice relating to Fairfield at a cost of £375-525+VAT and disbursements**

**Proposed: Cllr Davey**

**Seconded: Cllr Sankey**

**All agreed**

*Cllr Jeater returned to the meeting and took the Chair*

4. Communications (Cllr Jelley) – Meeting next Monday and Cllr Jelley advised by email “We have updated the Comms Policy and a separate style guide, which we hope to approve in the meeting and bring to full council in March. We have also tabled to talk about developing an app for the PC and looking at content and meeting with potential developers. We will also be talking about the creation of a potential pc YouTube channel to accommodate meeting recordings and more once we have established a policy for this. We have recently created some new 'supported by' logos to use for events which the pc supports and helps with. These are available with instructions from the office”
5. Personnel (Cllr Jeater) – nothing to report, next meeting on the 15 February
6. Neighbourhood Plan Advisory Committee (Cllr Jeater) – The link officer has requested further information on the previous consultation which has now been provided.

#### **FC22/007 Working group updates**

1. Economic Development (Cllrs Batchelor) – as per notes circulated. The Spring artisan market and fashion show was discussed for the 19 March and Cllr Batchelor was hoping for support from IFPC in terms of a grant. Brentwood Borough Council have agreed to support the event from the Welcome Back Fund (£2500) and Cllr Batchelor requested £1500 from IFPC. Questions were raised as to what the grant would be for. Cllr Davey suggested that this be discussed at Legal and Finance with delegated authority, but this was rejected owing to the urgency of the support required. After a lengthy discussion, the Clerk advised the council that she was concerned that procedure was not being followed and that this grant request should have been added to the agenda with supporting documentation. She advised the Council that a solution would be to delegate authority to her on this matter to facilitate a quicker decision. It was **RESOLVED to delegate authority to the Clerk to approve a grant of £1500 for the March event, subject to receipt of appropriate supporting paperwork and the majority approval of the councillors (by email)**
- Proposed: Cllr Davey**  
**Seconded: Cllr Marston**  
**8 in favour, 1 abstention**
- Cllr Batchelor also invited members to attend the next working group committee meeting on Tuesday 8 February where they will be investigating ideas on spending future CIF and s106 funds.
2. Climate emergency (Cllr Jeater) – Cllr Jeater advised that the works on the community garden has been scheduled to meet the grant deadline. An air quality monitor has been purchased following the climate conference held at the Anglo European School. Cllr Jeater

advised that at the last meeting, Brentwood's environment officer and arboriculturist attended and spoke about the project "70 trees for the Jubilee".

3. Health and Wellbeing (Cllr Marston) – As per notes circulated. Cllr Marston mentioned the visual audit and the plans that are being formulated for works on the St Edmunds and St Mary's churchyard in collaboration with the Church and Anglo European School. Cllr Marston is working with the Railway Station to make it dementia friendly station.

#### **FC22/008 Specific Projects and discussions**

1. To approve the precept for 2022/23  
The Clerk presented the figures for the precept and after a discussion, it was **RESOLVED that the precept be set at an increase of 2%. This would increase the precept to £177315.78 which equates to £74.73 for a Band D property.**  
**Proposed: Cllr Jeater**  
**All agreed**
2. Review of projects for 2022/23 budget  
It was agreed that this agenda item be included in the councillor awayday. It was noted that Legal and Finance will be reviewing the revenue element of the budget at the next committee meeting.
3. Ingatestone Museum update (Cllr Davey) – No further update at this time.
4. CIL and s106 agreements – Cllr Davey raised this at a recent meeting the Brentwood Borough Council but were advised that due to lack of time and manpower, CIL had not been implemented at Borough Council to the detriment of the parishes.
5. Councillor workshop – it was agreed that the meeting will focus on
  - a. Local Council Gold award requirements
  - b. Meeting dates and times
  - c. Future projects for the 2022/23 budget
  - d. Review and update of action plan
  - e. Discussion on the communications and promotion of the work of the council
6. The Clerk presented the plans for the Queens Jubilee celebration on the 5 June at Seymour Field and Pavilion. Cllrs Russell, Marston, Whittow-Williams, Winter and Farrant volunteered to join the working party for the event, and **it was RESOLVED to authorise the Clerk to spend up to £2000 on the event.**  
**Proposed: Cllr Hart**  
**Seconded: Cllr Marston**  
**8 in favour, 1 abstention**
7. The break clause for the office lease was noted and no further action will be taken.

#### **FC22/009 Parish Council financial accounts**

- Profit / loss report for January 2022
- To approve payments and receipts for January / February 2022
- Bank reconciliation for January 2022
- Budget tracker for 2021/22

The above reports, payments and receipts were reviewed, noted, and approved by the council.

#### **FC22/010 To receive written reports of external meetings attended by Parish Councillors**

No reports were received

#### **FC22/011 Items for inclusion in the next Agenda**

There were no items for inclusion in the next agenda.

#### **FC22/012 Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting 9.20pm.

**Date of Next Council Meeting: Full Council meeting on Thursday 3 March, 7.30pm, Ingatestone Community Centre**

**Appendix FC22/009 Financial accounts**

| Date:   |           | 01/02/2022                                    |                 |                     |   |                   |          |
|---|-----------|---|-----------------|---------------------|---|-------------------|----------|
|   |           | <b>Day Books: Supplier Payments (Summary)</b> |                 |                     |   |                   |          |
| Date From:                                      |           | 01/01/2022                                    |                 |                     |   |                   |          |
| Date To:  |           | 31/12/2050                                    |                 |                     |   |                   |          |
| No  | Typ       | Date  | N/C             | Ref                 | Details   | Gross             | B        |
| 10035   | PP        | 04/01/2022                                    | BRENTWOO        | BBC cemetery        | Business rates  | 192.00            | R        |
| 10036   | PP        | 04/01/2022                                    | BRENTWOO        | BBC suite 2         | Business rates  | 379.00            | R        |
| 10037   | PP        | 04/01/2022                                    | BRENTWOO        | BBC suite 3         | Business rates  | 289.00            | R        |
| 10038   | PP        | 04/01/2022                                    | BRENTWOO        | BBC Seymour         | Business rates  | 207.00            | R        |
| <b>10087</b>                                    | <b>PP</b> | <b>06/01/2022</b>                             | <b>ECOTRICI</b> | <b>ECO gas</b>      | <b>Seymour gas for the November</b>   | <b>18.27</b>      | <b>R</b> |
| <b>10085</b>                                    | <b>PP</b> | <b>10/01/2022</b>                             | <b>ICO</b>      | <b>ICO dd</b>       | <b>Annual data protection fee from the ICO</b>                              | <b>35.00</b>      | <b>R</b> |
| 10019   | PP        | 11/01/2022                                    | LODGE           | LIS60927            | Phone calls, broadband and line rental                                      | 64.34             | R        |
| 10021   | PP        | 11/01/2022                                    | BL&S            | BL&S45310           | Fire safety door lock installation at Seymour                               | 178.32            | R        |
| 10025   | PP        | 11/01/2022                                    | TRADE           | TUK912201           | Jigsaw baldes to repair kissing gate  | 6.69              | R        |
| 10028   | PP        | 11/01/2022                                    | JK              | JK0001/0007         | Pavilion and office clean for December 21                                   | 310.00            | R        |
| 10040   | PP        | 11/01/2022                                    | SPECTRUM        | Spec001/103         | Electrical works for the Christmas trees                                    | 1137.96           | R        |
| 10042   | PP        | 11/01/2022                                    | OFFICE          | OFO873854           | space   | 424.80            | R        |
| 10049   | PP        | 11/01/2022                                    | LODGE           | LIS x 2             | Hosting, support and back up and licences                                   | 312.00            | R        |
| <b>10155</b>                                    | <b>PP</b> | <b>13/01/2022</b>                             | <b>POZITIVE</b> | <b>Poz dd</b>       | <b>Lychgate electricity for the month dd</b>                                | <b>13.18</b>      | <b>R</b> |
| <b>10160</b>                                    | <b>PP</b> | <b>17/01/2022</b>                             | <b>EBM</b>      | <b>EBM dd</b>       | <b>Printing and copying charge for the month</b>                            | <b>34.16</b>      | <b>R</b> |
| <b>10154</b>                                    | <b>PP</b> | <b>18/01/2022</b>                             | <b>JMPAYROL</b> | <b>JM33399</b>      | <b>Monthly payroll fee</b>  | <b>30.00</b>      | <b>R</b> |
| <b>10156</b>                                    | <b>PP</b> | <b>18/01/2022</b>                             | <b>PLUSNET</b>  | <b>PNet dd</b>      | <b>Seymour wifi for the month dd</b>  | <b>20.40</b>      | <b>R</b> |
| <b>10158</b>                                    | <b>PP</b> | <b>18/01/2022</b>                             | <b>BBALARMS</b> | <b>BB dd</b>        | <b>Alarm maintenance agreement monthly dd</b>                               | <b>18.00</b>      | <b>R</b> |
| <b>10159</b>                                    | <b>PP</b> | <b>18/01/2022</b>                             | <b>ECOTRICI</b> | <b>Eco gas 773</b>  | <b>Seymour gas for December</b>   | <b>19.53</b>      | <b>R</b> |
| <b>10161</b>                                    | <b>PP</b> | <b>20/01/2022</b>                             | <b>VIRGIN</b>   | <b>Vir dd</b>       | <b>Caretakers mobile monthly dd</b>   | <b>8.40</b>       | <b>R</b> |
| <b>10091</b>                                    | <b>PP</b> | <b>25/01/2022</b>                             | <b>CSH</b>      | <b>CSH 542589</b>   | <b>weekly bin em,pyting at Seymour</b>                                      | <b>127.51</b>     | <b>R</b> |
| <b>10095</b>                                    | <b>PP</b> | <b>25/01/2022</b>                             | <b>PRINTWIS</b> | <b>PW x 2</b>       | <b>2 x Tetrapak collections (Dec and Jan)</b>                               | <b>147.84</b>     | <b>R</b> |
| <b>10101</b>                                    | <b>PP</b> | <b>25/01/2022</b>                             | <b>JPB</b>      | <b>JPB1311</b>      | <b>Christmas tree charge</b>  | <b>1680.00</b>    | <b>R</b> |
| <b>10105</b>                                    | <b>PP</b> | <b>25/01/2022</b>                             | <b>ACORN</b>    | <b>Acorn 1070</b>   | <b>Tree works identified at Fairfield and Churchyard as per tree report</b> | <b>2844.00</b>    | <b>R</b> |
| <b>10188</b>                                    | <b>PP</b> | <b>31/01/2022</b>                             | <b>JPB</b>      | <b>JPB dd</b>       | <b>Monthly grounds maintenance contract</b>                                 | <b>3931.74</b>    | <b>R</b> |
| <b>10097</b>                                    | <b>PP</b> | <b>04/02/2022</b>                             | <b>SUELEES</b>  | <b>SL5252</b>       | <b>Work on the production of a lozenge logo (PC supported events)</b>       | <b>95.00</b>      | <b>N</b> |
| <b>10127</b>                                    | <b>PP</b> | <b>04/02/2022</b>                             | <b>OFFICE</b>   | <b>OFO885417</b>    | <b>Conference tables for council; chambers</b>                              | <b>494.40</b>     | <b>N</b> |
| <b>10131</b>                                    | <b>PP</b> | <b>04/02/2022</b>                             | <b>LODGE</b>    | <b>LIS61137</b>     | <b>Braodband, phone lines and calls</b>                                     | <b>60.28</b>      | <b>N</b> |
| <b>10137</b>                                    | <b>PP</b> | <b>04/02/2022</b>                             | <b>ESSEXLIB</b> | <b>ECC102005488</b> | <b>Tree survey report for 2021</b>  | <b>870.00</b>     | <b>N</b> |
| <b>10171</b>                                    | <b>PP</b> | <b>04/02/2022</b>                             | <b>LODGE</b>    | <b>LIS x 2</b>      | <b>support and back up (2 invoices)</b>                                     | <b>312.00</b>     | <b>N</b> |
| <b>10191</b>                                    | <b>PP</b> | <b>04/02/2022</b>                             | <b>JK</b>       | <b>JK x 2</b>       | <b>Office and pavilion cleaning for January</b>                             | <b>590.00</b>     | <b>N</b> |
| <b>10133</b>                                    | <b>PP</b> | <b>22/02/2022</b>                             | <b>TRADE</b>    | <b>TUK60278</b>     | <b>Self levelling laser for caretaker</b>                                   | <b>21.99</b>      | <b>N</b> |
| <b>10179</b>                                    | <b>PP</b> | <b>22/02/2022</b>                             | <b>TRADE</b>    | <b>TUK345671</b>    | <b>step ladder for caretaker</b>  | <b>27.71</b>      | <b>N</b> |
| <b>BALANCES IN BANK ACCOUNTS DATED 31/01/22</b> |           |   |                 |                     |   | <b>242,826.13</b> |          |
| <b>Unity Trust Bank Current Account</b>         |           |   |                 |                     |   | <b>69,702.34</b>  |          |
| <b>Unity Trust Bank Savings Account</b>         |           |   |                 |                     |   | <b>318.39</b>     |          |
| <b>Petty cash</b>                               |           |   |                 |                     |   | <b>44.45</b>      |          |
| <b>Nationwide Building Society</b>              |           |   |                 |                     |   | <b>86,420.52</b>  |          |
| <b>Yorkshire Building Society</b>               |           |   |                 |                     |   | <b>86,340.43</b>  |          |

|                    |             |             |            |                |   |  |                |
|--------------------|-------------|-------------|------------|----------------|---|--|----------------|
| <b>Date:</b>       |             | 01/02/2022  |            |                |   |  |                |
|                    |             |             |            |                | <b>Bank Payments &amp; Receipts by Bank Account</b> |  |                |
| <b>Date From :</b> |             | 01/01/2022  |            |                |   |  |                |
| <b>Date To :</b>   |             | 31/12/2050  |            |                |   |  |                |
|                    |             |             |            |                |   |  |                |
|                    |             |             |            |                |   |  |                |
|                    |             |             |            |                |   |  |                |
|                    |             |             |            |                |   |  |                |
| <b>No</b>          | <b>Type</b> | <b>Date</b> | <b>N/C</b> | <b>Ref</b>     | <b>Details</b>                                      |  | <b>Gross B</b> |
| 10114              | BR          | 04/01/2022  | 4900       | 106            | Donation for bench - K MacDonald                    |  | 360.00 R       |
| 10045              | BP          | 11/01/2022  | 7550       | zoom           | zoom reimbursement 21/12/21-20/01/22                |  | -11.99 R       |
| 10120              | BR          | 18/01/2022  | 2202       | 103561509      | VAT Refund  |  | 5669.55 R      |
| 10146              | BP          | 20/01/2022  | 2220       | Jan 22 payroll | Jan 22 net wages                                    |  | -4752.22 R     |
| 10147              | BP          | 20/01/2022  | 2210       | Jan 22 payroll | Jan 22 PAYE   |  | -654.40 R      |
| 10148              | BP          | 20/01/2022  | 2210       | Jan 22 payroll | Jan 22 Ee NIC                                       |  | -266.73 R      |
| 10149              | BP          | 20/01/2022  | 2210       | Jan 22 payroll | Jan 22 Er NIC                                       |  | -374.03 R      |
| 10150              | BP          | 20/01/2022  | 2230       | Jan 22 payroll | Jan 22 Pension admin                                |  | -18.86 R       |
| 10151              | BP          | 20/01/2022  | 2220       | Jan 22 payroll | Jan 22 staff pension                                |  | -235.75 R      |
| 10152              | BP          | 20/01/2022  | 2230       | Jan 22 payroll | Jan 22 Ers pension contribution                     |  | -889.32 R      |
| 10181              | BR          | 31/01/2022  | 4002       | 108            | Interment fee Holyes G40A (BACS)                    |  | 606.40 R       |
| 10138              | BP          | 04/02/2022  | 6501       | 871            | Site appraisal for football pitches (Agrostis Ltd)  |  | -1014.00 N     |
| 10176              | BP          | 04/02/2022  | 8203       | A Wood exp     | Mileage to Seymour call out                         |  | -13.50 N       |
| 10177              | BP          | 04/02/2022  | 7550       | A Wood exp     | Zoom reimbursement 21/1/22-20/2/22                  |  | -11.99 N       |
| 10192              | BP          | 04/02/2022  | 6300       | 1128           | Noticeboard install and bench paving slab           |  | -300.00 N      |
| 10193              | BP          | 04/02/2022  | 6502       | 1002           | Emergency lighting in pavilion                      |  | -966.00 N      |
| 10172              | BP          | 22/02/2022  | 6300       | 19123          | New noticeboard for Fairfield                       |  | -876.00 N      |