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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 7 April 2022, 7.30pm
VENUE: Ingatestone Community Centre

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

FC22/033 Apologies for Absence – for noting but not approval

Apologies were received from Cllrs Poston, Batchelor, Sankey, and Winter

FC22/034 Announcements and Declarations of Interest

There were no declarations of interest raised.

FC22/035 Public Participation

There were no members of the public in attendance

FC22/036 To approve the minutes of the Full Council meeting held on 3 March and 21 March 2022

The minutes were approved and signed as an accurate record by Cllr Jeater.

FC22/037 Matters arising for report (but not for resolution)

- The clerk asked that councillors advise her if they are going abroad as accessing their emails from overseas can result in their account being locked for security reasons.
- Cllr Whittow-Williams gave an update on the Chapel Croft matter raised at the last council meeting.
- Cllr Jeater advised that it is hoped that the Planning Officer handling the IFPC Neighbourhood Plan will attend to speak to the council at the May Annual Parish Council meeting.

FC22/038 Committee reports

1. Planning and Highways (Cllr Pittman) – as per the minutes presented. Cllr Pittman gave an update on the discussions held at the planning meeting earlier that morning. He also advised that the structure of the agenda is being considered and planning and highways might be split into separate meetings. Cllr Jeater advised that he had requested a meeting with the planners as chair of the BBPCA to discuss differences in planning decisions.
2. Facilities (Cllr Lee) – as per the minutes presented. The village litter pick is being held on the morning of the 9 April.
3. Legal and Finance (Cllr Jeater) – as per the minutes presented. Cllr Jeater reported that two grants had been awarded to the Charles Cox Trust and Starburst Fireworks. Cllr Davey provided an update on the licence that is being created between the council and the cricket club.

Cllr Jeater advised that the Nationwide Savings Account had been closed with the reserves transferred into the IFPC current account.

4. Communications (Cllr Jelley) – Cllr advised that the next committee meeting had been rescheduled to the 12 April. **The updated Communications Policy was approved and accepted.**

Proposed: Cllr Jelley

All Agreed

5. Personnel (Cllr Jeater) – as per the minutes presented.
6. Neighbourhood Plan Advisory Committee (Cllr Jeater) – the Plan has now been delivered to the Inspector for examination and there is an expectation of results within the next 3 weeks.

FC22/039 Working group updates

1. Economic Development (Cllr Hart) – as per notes circulated. Cllr Hart gave an update on the Artisan Market which showed an increase in footfall on the High Street on that weekend and the following weekend.
2. Climate emergency (Cllr Jeater) – The group discussed the community garden and planting has taken place in the raised bed. Cllr Winter has been working on the 70 trees for the Jubilee project. The air monitoring project is being progressed by the Anglo European School and there is interest from other schools in the borough in taking part.
3. Health and Wellbeing (Cllr Marston) – No meeting this month but the church community garden has received support from the Diocese. The Dementia Action Plan as been approved for the village and Cllr Jeater proposed a vote of thanks for the work that Cllr Marston and the working group had undertaken in obtaining the Dementia Friendly Village accreditation.

FC22/040 Specific Projects and discussions

1. It was **RESOLVED to accept the Reserves and Investment policies for 2022/23**

Proposed: Cllr Jeater

Seconded: Cllr Hart

All Agreed

2. It was **RESOLVED to accept the Data Protection, Privacy Notice and Document Retention Policies**

Proposed: Cllr Jeater

Seconded: Cllr Hart

All Agreed

3. It was **RESOLVED to approve the updated Action Plan**

Proposed: Cllr Jeater

Seconded: Cllr Hart

All Agreed

4. To approve the changed Full Council and committee meeting calendar. It was **RESOLVED that the Full Council be moved the 2nd Thursday of the month, Facilities to the 3rd Monday and Legal and Finance to the 4th Monday.** The Clerk will send out a revised calendar of the new dates to councillors and update the website.

Proposed: Cllr Davey

Seconded: Cllr Pittman

All Agreed

5. It was **RESOLVED to approve the Code of Conduct for adoption at the May meeting**

Proposed: Cllr Davey

Seconded: Cllr Jelley

9 in favour, 1 against

6. It was **RESOLVED to approve the parish council complaints policy**

Proposed: Cllr Jeater

Seconded: Cllr Hart
All Agreed

7. It was **RESOLVED to approve the suite of Risk Assessments**

Proposed: Cllr Jeater
Seconded: Cllr Hart
All Agreed

8. It was **RESOLVED to approve the Terms of Reference for the committees and working groups**

Proposed: Cllr Jeater
Seconded: Cllr Hart
All Agreed

9. CIL and s106 agreements update (Cllr Davey) – Cllr Davey and Pittman gave an update on the lack of implementation of CIL by the Borough Council.

10. The Annual Assembly scheduled for the 23 May was discussed and it was **RESOLVED that this meeting should not take place this year due to the current Covid levels.**

Proposed: Cllr Jeater
Seconded: Cllr Hart
All Agreed

The Clerk provided clarification that there was no legal requirement that it must be called by the parish council but could be called by 6 electors if desired. The idea of a Councillor Surgery was raised and could be included with the summer coffee mornings at the pavilion and Cllr Marston reports that she attends the Community Centre Tuesday coffee morning. The idea of a stall at the Jubilee event was also raised.

FC22/041 Parish Council financial accounts

- Profit / loss report for March 2022
- To approve payments and receipts for April 2022
- Bank reconciliation for March 2022

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

FC22/042 To receive written reports of external meetings attended by Parish Councillors

- Cllr Russell reported on an online meeting she had attended regarding to works on the A12 near Margaretting starting in June 2022. She will distribute the meeting notes when received.
- Cllr Davey spoke about the various accreditation meetings he had attended on behalf of the EALC.
- Cllr Hart attended a BBC High Street conference in March as the only representative of Ingatestone. The plan is to create business improvement districts which will set up activities to encourage footfall. Funding could come from central government as well as contributions from business owners.

FC22/043 Items for inclusion in the next Agenda

There were no items for inclusion in the next agenda.

FC22/044 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 8.45pm.

Date of Next Council Meeting: Annual Parish Council meeting on Monday 16 May, 7.30pm, Seymour Pavilion, New Road, Ingatestone

Appendix FC22/041 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 31/3/22			273,464.66
Unity Trust Bank Current Account			101,913.68
Unity Trust Bank Savings Account			85,000.00
Petty cash			210.55
Nationwide Building Society closed 23/3/22			0.00
Yorkshire Building Society			86,340.43

Date From:	01/03/2022					
DateTo:	31/12/2050					
No	Typ	Date	N/C	Ref	Details	Gross B
10253	PP	04/03/2022	NISBETS	Nis24361163	Purchase Payment	132.32 R
10255	PP	04/03/2022	LODGE	LIS61351	Telephone, broadband and line rental	62.70 R
10264	PP	04/03/2022	LODGE		hosting x 2 invoices	312.00 R
10267	PP	04/03/2022	SLCC	SLCC205201-1	A Wood - Community engagement summit	54.00 R
10293	PP	04/03/2022	JK	JK 0003/0009	to the pavilion to cover the football matches	1,000.00 R
10295	PP	04/03/2022	DAVIS	DHL3056	Reconnection of gas meter	210.00 R
10342	PP	04/03/2022	EUROFFIC	EO4195973	Paper and filing items	80.53 R
10328	PP	07/03/2022	ECOTRICI	Eco elec dd	Seymour electricity Nov - Feb 22	204.65 R
10327	PP	08/03/2022	ANGLIANW	Wave dd	Seymour pavilion water dd	34.00 R
10338	PP	09/03/2022	POZITIVE	Poz1558513	Lychgate electricity monthly dd	10.54 R
10349	PP	15/03/2022	BBALARMS	BB dd	Seymour alarm monitoring contract monthly dd	18.00 R
10386	PP	18/03/2022	PLUSNET	PNet dd	Seymour wifi monthly dd	21.60 R
10387	PP	18/03/2022	ECOTRICI	Eco elec dd	Seymour electricity Feb - Mar 22	207.88 R
10388	PP	18/03/2022	ECOTRICI	Eco gas dd	Seymour gas Feb - Mar 22	17.64 R
10399	PP	18/03/2022	TRADE	TUK77019	DIY materials for caretaker	25.24 N
10389	PP	21/03/2022	VIRGIN	Vir dd	Caretakers mobile monthly dd	8.40 R
10298	PP	22/03/2022	TRADE	TUK77081	Council chamber pictures	6.48 R
10300	PP	22/03/2022	EUROFFIC	EO4192133	Postage stamps	66.00 R
10334	PP	22/03/2022	PRINTWIS	Pwaste 2237357	Tetrapak recycling monthly charge	73.92 R
10340	PP	22/03/2022	MS2	MS2 rent	Office rent and service charge for quarter 25/3/22	5,134.93 R
10352	PP	22/03/2022	JMPAYROL	JM34045	Monthly payroll fee	30.00 R
10356	PP	26/04/2022	BBPCA	BBPCA22	BBPCA annual membership 2022	82.54 R
10417	PP	28/03/2022	EBM	EBM dd	Printing and photocopying monthly dd	43.91 R
10379	PP	31/03/2022	CDS	CDS73393	Cemetery CCTV survey and topography report	2,520.00 R
10380	PP	31/03/2022	ELLISONS	Ellisons1/WXM	Settment invoice for Museum negotiations	3,480.00 R
					Back up and support, hosting and office and cllr licences	369.00 R
10393	PP	31/03/2022	LODGE	LIS x 2	Landscape design and plan of old cemetery	1,500.00 R
10395	PP	31/03/2022	CDS	CDS73396	Telephone signs 'information'	45.60 R
10397	PP	31/03/2022	BLACKWAT	Black16139	Fire detector repairs changing room and kitchen	164.60 R
10402	PA	31/03/2022	COMMUNIC	Comm1045303	Transition of website to Wordpress	1,170.00 R
10412	PP	31/03/2022	SUELEES	SLees x 2	Office and Seymour cleaning March 22	840.00 R
10415	PP	31/03/2022	JK	JK x 2	Community garden beds, bins and benches install	1,840.78 R
10425	PP	31/03/2022	JPB	JPB1335	Grounds maintenance contract	3,931.74 N
10468	PP	31/03/2022	JPB	JPB DD	Business rates	207.85 N
10455	PP	01/04/2022	BRENTWOO	BBC seymour	Business rates	193.15 N
10456	PP	01/04/2022	BRENTWOO	BBC cemetery	Business rates	293.20 N
10457	PP	01/04/2022	BRENTWOO	BBC Suite 3	Business rates	381.40 N
10458	PP	01/04/2022	BRENTWOO	BBC Suite 2	Business rates	61.08 N
10376	PP	08/04/2022	LODGE	LIS61598	Interments, linemarking and grave top up	600.00 N
10469	PP	08/04/2022	JPB	JPB1337	NALC / EALC membership	877.81 N
10472	PP	08/04/2022	EALC	EALC15272	Seymour bins emptying	238.20 N
10474	PP	08/04/2022	CSH	CSH554157		

Date:	05/04/2022						
					Bank Payments & Receipts by Bank Account		
Date From :	01/03/2022						
Date To :	31/12/2050						
No	Type	Date	N/C	Ref	Details		Gross B
10320	BR	01/03/2022	4002	115	Additional inscription Green H86		82.70 N
10265	BP	04/03/2022	7550	A Wood zoom`	Zoom reimbursement 21/2/22-20/3/22		-11.99 R
10296	BP	04/03/2022	7100	3724	Hire of community centre March 22		-50.00 R
10329	BP	04/03/2022	6502	4643	Shower disinfectant 5l x 6		-342.96 N
10348	BP	04/03/2022	7030	004	Artisan market support 19 March		-1,216.50 N
10321	BR	08/03/2022	4002	116	Memorial fee Ruby		254.60 N
10322	BR	09/03/2022	4002	117	Ashes interment Parmenter J51		128.60 N
10354	BR	15/03/2022	4002	117	Additional inscription Keelan H73		82.70 N
10385	BR	18/03/2022	4002	118	Memorial fee Fuller BACS		254.60 R
10426	BR	19/03/2022	4002	119	Memorial fee Munford G10		254.60 N
10344	BP	22/03/2022	8205	Council workshop	Workshop refreshments		-14.71 N
10345	BP	22/03/2022	8203	Council workshop	Workshop mileage		-13.50 N
10350	BP	22/03/2022	8203	R Spouge exp	Cemetery mileage 22/4/21-9/3/22		-20.25 N
10366	BP	22/03/2022	2220	Mar 22 payroll + backpay	Mar 22 net wages		-6,017.62 N
10367	BP	22/03/2022	2210	Mar 22 payroll + backpay	Mar 22 PAYE		-1,012.40 N
10368	BP	22/03/2022	2210	Mar 22 payroll + backpay	Mar 33 Ee NIC		-434.82 N
10369	BP	22/03/2022	2210	Mar 22 payroll + backpay	Mar 22 Er NIC		-608.27 N
10370	BP	22/03/2022	2230	Mar 22 payroll + backpay	Mar 22 pension admin		-25.53 N
10371	BP	22/03/2022	2220	Mar 22 payroll + backpay	Mar 22 staff pension		-319.15 N
10372	BP	22/03/2022	2230	Mar 22 payroll + backpay	Mar 22 Ers pension		-1,212.34 N
10427	BR	24/03/2022	4002	120	Memorial fee Charleston G8		254.60 N
10418	BR	25/03/2022	4007	Lottery grant	Jubilee grant from National Lottery for June 20:		1,620.00 R
10428	BR	29/03/2022	4002	122	Memorial fee Baxter		254.60 N
10416	BP	31/03/2022	6502	5143	2 x window security bars for pavilion		-85.00 R
10419	BP	31/03/2022	7100	230322	Allotment rent		-135.00 R
10423	BP	31/03/2022	7100	3772	Community centre hall hire April 22		-50.00 R
10433	BR	31/03/2022	4001	Precept 22/23	First precept payment for 22/23		88,657.89 R
10478	BP	31/03/2022	7901	bank charges	Bank charges		-40.65 R
10479	BR	05/04/2022	4002	123	Exclusive rights and interment Smith BACS		477.30 N
10377	BP	08/04/2022	6502	A Wright exp	Toilet roles and mileage		-27.57 N
10448	BP	08/04/2022	7550	A Wood zoom	zoom reimbursement 21/3/22-20/4/22		-11.99 N
10449	BP	08/04/2022	8200	Grant 22/23	Starburst jubilee fireworks grant		-750.00 N
10450	BP	08/04/2022	8200	Grant 22/23	Charles Cox Trust grant		-750.00 N