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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 8 July 2021, 7.30pm
VENUE: Ingatestone Community Centre

| | | | | | |
|-----------------|--------------|--|----------|-------------|----------|
| Present: | Cllrs | P Jeater (Chair) C Russell (8.50pm) | D Sankey | R Pittman | J Winter |
| Absent | Cllrs | M Hart P Davey | E Benson | P Batchelor | P Poston |
| Also | | A Wood (Clerk and RFO) | | | |

FC21/094 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Hart, Batchelor, Poston, and Davey

FC21/095 Announcements and Declarations of Interest

None were presented

FC21/096 Public Participation

No members of the public were present.

FC21/097 To approve the minutes of the Full Council meeting held on 3 June 2021

The minutes were approved by all and signed by Cllr Jeater

FC21/098 Matters arising for report (but not for resolution)

- Cllr Jeater advised that the next Councillor Forum will be held on the 9 July and asked for items to raise. It was agreed to raise the following:
 - Stones Athletic YFC storage shed on Seymour and the issue with the legal fees.
 - New Road grasscreting project and the matter of its funding.
 - A question on parish council funding for LHP projects – which other councils had been asked to contribute?
 - To change the day and time of the meeting as it currently discriminates working councillors.
- Cllr Jeater raised the need to co-opt two councillors now that covid restrictions for meetings etc are to be lifted. The Clerk was asked to advertise in August, closing date 9 September and it was agreed that the co-option meeting would be held before the Legal and Finance committee meeting on the 20 September, therefore giving candidates opportunity to attend meetings in advance.

FC21/099 Committee reports

1. Planning and Highways (Cllr Winter) – as per the minutes presented. Cllr Winter advised that the grasscreting of New Road had 'fallen off the agenda' for the LHP meeting. The Clerk advised council that there was a planned update meeting from Redrow regarding the Ingatestone Nursery site on the 11 July via zoom.
2. Facilities (Cllr Sankey) – no meeting had taken place in June.

3. Legal and Finance (Cllr Jeater) – as per minutes presented.
 - a. It was **RESOLVED to adopt the council's Risk Assessment document as recently reviewed by Cllr Hart and Legal and Finance Committee.**
 Proposed: Cllr Winter
 Seconded: Cllr Sankey
 All agreed
4. Communications (Cllr Jelley) – no meeting had taken place in June.
 - a. **To was RESOLVED to adopt the proposed design and format for the e-newsletter.**
 Proposed: Cllr Jelley
 All agreed
 Cllr Jelley advised that the Clerk, Communications Officer, and herself will undertake training with Sue Lees and will receive an instruction manual shortly. Cllr Jelley confirmed that paper copies of the e-newsletter will be available at points in the village and posted where requested.
5. Personnel (Cllr Winter) – as per the minutes presented.
6. Neighbourhood Plan Advisory Committee (Cllr Winter) – Cllr Winter provided an update and advised that if the current reviews of the plan are successful, that a referendum will be planned for March 2022.

FC21/100 Working group updates

1. Economic Development (Cllr Sankey) – as per the notes presented. Cllr Sankey advised that the community centre was working on a September start date for a farmers' market. Cllr Winter reported on a recent 'Welcome Back Fund' meeting held with Brentwood Borough Council and the proposed projects for the parish including a visual audit of the High Street which was the largest single project in the fund.
2. Climate emergency (Cllr Jeater) – as per the notes presented. Cllr Jeater advised that the council £2940 from the Brentwood Borough Council's Mental Health Small Grant Scheme for the Mell Mead Community Garden. The group is meeting on the 21 July to look at design and costings.
3. Health and Wellbeing (Cllr Marston) – as per the report circulated. Cllr Marston reported on the success of the Blue Flower dementia support group which had started to meet at Seymour Pavilion. The start of the Chat 1st walks on a Wednesday from the pavilion were also mentioned. Cllr Marston circulated the draft Dementia Action Plan for the parish and feedback was provided. It was agreed that the plan be formally submitted at the September meeting for council ratification.

FC21/101 Specific Projects and discussions

1. Ingatestone Museum update (Cllr Pittman) – Cllr Pittman reported on a recent away day, looking at exhibitions, fit out and decoration of the museum. Cllr Jeater reported on a recent conversation with Mr Bateman where it was alleged by Greater Anglia that the Parish Council had refused to cover the fees for their solicitors. This was categorically denied by the parish council.
2. CIL and s106 agreements – nothing further to report
3. Council Chamber audio-visual project – The Clerk presented a quote for the works and advised that further costings are being obtained at this time.
4. Horticultural Show parish council tent – The Clerk circulated the list for volunteers to staff the tent and will email absent councillors next week.
Cllr Russell arrived at 8.50pm
5. It was **RESOLVED to award Mr David Barrs the position of Honorary Freeman of the Parish for his service to the Anglo European School**

(Local Government Act 1972, s249). This resolution was passed with 7 votes in favour and 1 abstention therefore achieving the required 2/3rd vote in favour of councillors able to vote.

The Clerk was asked to table a policy for honorary awards at the next Legal and Finance meeting for future ratification by the Council.

FC21/102 Parish Council financial accounts

- Profit / loss report for June 2021
- To approve payments and receipts for July 2021
- Bank reconciliation for June 2021
- Budget tracker for 2021/22

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

FC21/103 To receive written reports of external meetings attended by Parish Councillors

Reports had been circulated in advance

FC21/104 Items for inclusion in the next Agendas

- Co-option of new councillors
- Honorary awards policy
- Locality fund ideas
- Dementia Action Plan

FC21/105 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 9.02pm.

Date of Next Council Meeting: Full Council meeting on Thursday 2 September, 7.30pm, location tbc

Appendix FC21/102 Financial accounts

| Date: | | 01/07/2021 | | | | | |
|-------------|------|---|------|------------------|---|----------|---|
| | | Bank Payments & Receipts by Bank Account | | | | | |
| Date From : | | 01/06/2021 | | | | | |
| Date To : | | 31/12/2050 | | | | | |
| No | Type | Date | N/C | Ref | Details | Gross B | |
| 9230 | BR | 44348 | 4002 | 071 | Exclusive rights Wheeler - BACS | 606.9 | R |
| 9231 | BR | 44350 | 4002 | 072 | Memorial fee Shepherd - cheque | 254.6 | R |
| 9163 | BP | 44351 | 7501 | 6844172 | Postage stamps 100 x 2nd class | -69.49 | R |
| 9172 | BP | 44351 | 7550 | A Wood zoom | A Wood zoom reimbursement 21/5/21-20/6/21 | -11.99 | R |
| 9240 | BP | 17/06/2021 | 2220 | June 21 payroll | June 21 net wages | -4749.42 | N |
| 9241 | BP | 17/06/2021 | 2210 | June 21 payroll | June 21 paye | -657.20 | N |
| 9242 | BP | 17/06/2021 | 2210 | June 21 payroll | June 21 Ee NIC | -266.73 | N |
| 9243 | BP | 17/06/2021 | 2210 | June 21 payroll | June 21 Er NIC | -374.03 | N |
| 9244 | BP | 17/06/2021 | 2230 | June 21 payroll | June 21 pension admin | -18.86 | N |
| 9245 | BP | 17/06/2021 | 2220 | June 21 payroll | June 21 staff pension | -235.75 | N |
| 9246 | BP | 17/06/2021 | 2230 | June 21 payroll | June 21 Ers pension | -889.32 | N |
| 9197 | BP | 22/06/2021 | 6502 | 138350 | Water testing for Seymour | -60.00 | N |
| 9255 | BP | 22/06/2021 | 6502 | AWright expenses | Alarm fobs and plumbing valve | -59.13 | N |
| 9256 | BP | 22/06/2021 | 6502 | AWright expenses | Travel to testing lab for legio | -10.80 | N |
| 9285 | BR | 24/06/2021 | 4002 | 074 | Ashes interment Clayden - BACS | 122.50 | R |
| 9302 | BP | 30/06/2021 | 7901 | bank charges | Manual service charge | -3.00 | R |
| 9303 | BP | 30/06/2021 | 7901 | bank charges | Service charge | -37.50 | R |
| 9276 | BP | 09/07/2021 | 7502 | 281341 | New Grant of Exclusive Rights bookj | -381.60 | N |
| 9277 | BP | 09/07/2021 | 8200 | IFPC grant | Cricket club grant award | -750.00 | N |
| 9278 | BP | 09/07/2021 | 8200 | IFPC grant | Stones Athletic grant award | -750.00 | N |
| 9279 | BP | 09/07/2021 | 7550 | Zoom | A Wood zoom reimbursement 21/6/21-20 | -11.99 | N |

| | | | | | | |
|---|------------|-------------------|-----------------|------------------------|--|------------------|
| Date: | 01/07/2021 | | | | | |
| Day Books: Supplier Payments (Summary) | | | | | | |
| Date From: | 01/06/2021 | | | | | |
| Date To: | 31/12/2050 | | | | | |
| | | | | | | |
| No | Typ | Date | N/C | Ref | Details | Gross B |
| 9213 | PP | 02/06/2021 | JPB | JPB so | Grounds maintenance contract | 3931.74 R |
| 9221 | PP | 02/06/2021 | BRENTWOO | BBC Suite 2 | Business rates | 379.00 R |
| 9222 | PP | 02/06/2021 | BRENTWOO | BBC Suite 3 | Business rates | 289.00 R |
| 9223 | PP | 02/06/2021 | BRENTWOO | BBC cemetery | Business rates | 192.00 R |
| 9224 | PP | 02/06/2021 | BRENTWOO | BBC Seymour | Business rates | 207.00 R |
| 9152 | PP | 04/06/2021 | NISBETS | NIS6859 | Seymour janitorial supplies | 70.75 R |
| 9157 | PP | 04/06/2021 | BRENTWOO | BBC100356840 | Fryerning bin and Fairfield dog bin 6 month emptying 1/20/20-31/3/21 | 415.58 R |
| 9159 | PP | 04/06/2021 | PLAYSAFE | PlayS55205 | Annual RoSPA report | 210.60 R |
| 9161 | PP | 04/06/2021 | HEATHERL | HEA29269 | Skip hire for the cemetery | 174.00 R |
| 9175 | PP | 04/06/2021 | LODGE | LIS59470 | Purchase Payment | 144.00 R |
| 9177 | PP | 04/06/2021 | SUELEES | SL4925 | Newsletter set up | 600.00 R |
| 9181 | PP | 04/06/2021 | KEVINDAV | KD2942 | Boiler service Seymour | 150.00 R |
| 9196 | PP | 04/06/2021 | LODGE | LIS59588 | Back up, support and 3cx licence | 162.00 R |
| 9199 | PP | 04/06/2021 | NISBETS | NIS3390 | Seymour janitorial supplies | 13.65 R |
| 9201 | PP | 04/06/2021 | BBALARMS | BBAlarms | CCTV annual service | 114.00 R |
| 9204 | PP | 04/06/2021 | CSH | CSH x 2 | Seymour and Lychgate bin emptying | 184.80 R |
| 9214 | PP | 04/06/2021 | JPB | JPB1215 | Interment c 2 and extra line marking | 234.00 R |
| 9305 | PP | 04/06/2021 | LODGE | LUS59469 | Line rental, broadband and phone calls | 69.31 R |
| 9264 | PP | 16/06/2021 | BBALARMS | BB SO | Monthly alarm maintenance fee | 18.00 N |
| 9265 | PP | 16/06/2021 | SAGE | Sage DD | Sage accounting package annual licence | 360.00 N |
| 9267 | PP | 17/06/2021 | BLACKWAT | BP15592 | Newsletter printing May 2021 | 486.00 N |
| 9274 | PP | 18/06/2021 | PLUSNET | PN dd | Seymour wifi monthly dd | 20.40 R |
| 9275 | PP | 21/06/2021 | VIRGIN | Vir dd | Caretakers mobile monthly dd | 8.40 R |
| 9179 | PP | 22/06/2021 | MS2 | MS2240621 | Office rent and service charge for quarter | 5010.18 N |
| 9248 | PP | 22/06/2021 | JMPAYROL | JM31417 | Monthly payroll fee | 30.00 N |
| 9250 | PP | 22/06/2021 | HEATHERL | HEA29366 | Skip replacement at the cemetery | 174.00 N |
| 9252 | PP | 22/06/2021 | EUROFFIC | EO4057533 | White boards and paper for office | 34.88 N |
| 9258 | PP | 22/06/2021 | PRINTWIS | PW1915182 | Tetrapk recycling bin emptying monthly charge | 73.08 N |
| 9260 | PP | 22/06/2021 | DOR2DOR | D2D878 | Newsletter delivery May 2021 | 493.50 N |
| 9269 | PP | 22/06/2021 | MS2 | MS2 insurance | Office insurance contribution 31/1/21-30/1/22 | 416.60 N |
| 9287 | PP | 24/06/2021 | ECOTRICI | Eco electricity | Seymour electricity monthly dd | 67.43 R |
| 9288 | PP | 24/06/2021 | ECOTRICI | Eco gas | Seymour gas montly dd | 13.02 R |
| 9290 | PP | 30/06/2021 | POZITIVE | Poz dd | Lychgate electricity monthly dd | 11.49 R |
| 9297 | PP | 30/06/2021 | JPB | JPB dd | Grounds maintenance contract | 3931.74 R |
| 9284 | PP | 09/07/2021 | LODGE | LIS x 3 | 3 x monthly invoices for all computer and telphone support and emails | 367.44 N |
| 9254 | PP | 20/07/2021 | TRADE | TUK1167837843 | replacement tap and fixings for Seymour | 37.98 N |

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|---|-------------------|
| BALANCES IN BANK ACCOUNTS DATED 30/06/21 | 79,611.11 |
| Unity Trust Bank Current Account | 104,264.98 |
| Unity Trust Bank Savings Account | 80,238.37 |
| Petty cash | 13.11 |
| Nationwide Building Society | 86,420.52 |
| Yorkshire Building Society | 86,340.43 |