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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:  
VENUE:**

**5 November 2020, 7.30pm  
Virtual meeting via Zoom**

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair) P Davey J Winter C Russell	M Marston R Pittman P Poston	M Hart D Sankey P Batchelor	R Lee D Jelley D Carpenter
<b>Absent Also</b>	<b>Cllrs</b>	C Baker A Wood (Clerk and RFO)	E Benson BCllr Bridge	R Skepelhorn	

**FC20/170 Apologies for Absence – for noting but not approval**

BCllrs Cloke and Hones sent their apologies

**FC20/171 Announcements and Declarations of Interest**

None were presented

**FC20/172 Public Participation**

No members of the public were present.

**FC20/173 To approve the minutes of the Full Council meeting held on 5 November 2020**

The minutes were approved but were not signed by Cllr Jeater owing to the virtual nature of the meeting.

**FC20/174 Matters arising for report (but not for resolution)**

There were no matters arising for report

**FC20/175 Committee reports**

- Planning and Highways (Cllr Poston) – as per minutes circulated.
- Facilities (Cllr Sankey) – as per minutes circulated and contained in the Clerk's report. It was noted that the lighting in the A12 underpass is still an issue despite being regularly reported.
- Legal and Finance (Cllr Jeater) – as per minutes circulated.
  - It was **RESOLVED** to adopt the '**Bring your own device**' policy  
**Proposed: Cllr Jeater**  
**For: 12 votes, Abstain 1 vote**
  - It was **RESOLVED** to accept the proposed changes to the 2020/21 Budget (minute ref LF20/051)  
**Proposed: Cllr Davey**  
**Seconded: Cllr Hart**  
**All agreed**
- Communications (Cllr Jelley) – as per minutes circulated. The newsletter is being edited for distribution at the end of the month. Research on a new app is being undertaken.
- Personnel (Cllr Winter) – reported that appraisals have been undertaken and Mrs Spouge was congratulated on her long service (30 years) with the parish council with a gift of flowers and gardening vouchers. It was

also noted that the office had been closed due to lockdown until the start of December.

- Neighbourhood Plan Advisory (Cllr Winter) – consultation ended on the 31 October and the plan will be discussed at Brentwood Borough Council on the 11<sup>th</sup> November.

#### **FC20/176 Working group updates**

- Economic development – a meeting report had been circulated prior to this meeting. Cllr Batchelor highlighted the need for a signage audit in the parish, an investigation into the ownership of empty shops and the possibility of a farmer's market.
- Climate Emergency – a meeting report had been circulated prior to this meeting.
  - After a discussion, it was **RESOLVED** to **accept the proposed terms of reference for the Climate Emergency Working Group as worded**  
**Proposed: Cllr Jeater**  
**For: 7 votes, Against 4, Abstentions 2**
  - It was **RESOLVED** to **declare a Climate Emergency**  
**Proposed: Cllr Jeater**  
**All agreed**
- Fryerning Pond – No further updates from the parish council.
- IT working party – Cllr Pittman advised that the review he is undertaking is ongoing.
- Health and wellbeing – a meeting report had been circulated prior to this meeting. Cllr Marston advised that the terms of reference will be presented at the December Full Council meeting.

#### **FC20/177 Specific projects and discussions**

- Ingatestone museum – Cllr Davey reported there has been no further communication from Greater Anglia. Cllr Pittman advised that the Trust had experienced the same but that they are working on their governance at this time.
- Tetra-pak recycling – Cllr Jeater advised that a supplier had been found and the Climate Emergency WG are working on potential siting.
- Cycle hoops and electric vehicle charging – Cllrs Jeater and Winter advised that there has been no further contact from Brentwood Borough Council officers.
- Post Office and general assets of community value – A general discussion was held, and the Clerk advised that a formal resolution was required and can be tabled for the December meeting. Cllr Winter advised that she will add the whole list of assets of community value to the next NPAC agenda.
- Food banks and Christmas holiday provision – Cllr Jeater introduced the subject and concerns about the lack of foodbank provision in the parish as the Brentwood Foodbank has issues with access for those without transport. It was agreed that Cllr Jeater and the Clerk will investigate this further and report back at the next Full Council meeting.

#### **FC20/178 Clerk's report**

An update report had been previously circulated.

#### **FC20/179 Parish Council financial accounts**

- Profit / loss report for October 2020
- Payments and receipts for September / October 2020
- Bank reconciliation for October 2020
- Budget tracker for 2020/21

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

**FC20/180 To received written reports of external meetings attended by any Parish Councillor**

Written reports have been circulated but there were no further questions raised.

**FC20/181 To received written reports from Borough / County Councillors**

Cllr Bridge gave a brief report on the temporary closure of the Brentwood Centre.

**FC20/182 Items for inclusion in the next Agenda**

No further items were requested.

**FC20/183 Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting 9.12pm. **Date of Next Council Meeting: Full Council meeting on Thursday 3 December, 7.30pm via Zoom**

**Appendix FC20/179**

Date: 03/11/2020						
Day Books: Supplier Payments (Summary)						
Date From: 01/10/2020						
Date To: 31/12/2020						
No	Type	Date	N/C	Ref	Details	Gross B
8344	PP	01/10/2020	BRENTWOO	BBCSeymour	Seymour business rates	207.00 N
8345	PP	01/10/2020	BRENTWOO	BBCCemetery	Cemetery business rates	192.00 N
8261	PP	02/10/2020	KEVINDAV	KDavis x 2	Repairs to water fountain, new heating pump and cisterniser	1154.40 N
8265	PP	02/10/2020	ACORN	Acorn0783	Annual tree works as per inspection report x 3 locations	3120.00 N
8267	PP	02/10/2020	BL&S	BL&S42744	Replacement padlocks for the Seymour bollards	39.42 N
8341	PP	08/10/2020	BULB	BulbDD	Seymour electricity monthly dd	20.00 N
8298	PP	12/10/2020	POZITIVE	Poz660511	Lychgatge electricity monthly payment	11.29 N
<b>8374</b>	<b>PP</b>	<b>14/10/2020</b>	<b>SUELEES</b>	<b>SL4605</b>	<b>AccessiBe program for website accessibility legislation</b>	<b>390.00 R</b>
<b>8372</b>	<b>PP</b>	<b>19/10/2020</b>	<b>PLUSNET</b>	<b>PN dd</b>	<b>Seymour Wifi fee</b>	<b>20.40 R</b>
8324	PP	20/10/2020	JMPAYROL	JM28970	Payroll fee monthly	30.00 N
<b>8371</b>	<b>PP</b>	<b>20/10/2020</b>	<b>VIRGIN</b>	<b>Virgin dd</b>	<b>Caretakers mobile monthly DD</b>	<b>8.40 R</b>
8301	PP	21/10/2020	CSH	CSH x 2	2 x bin emptying monthly charge	212.52 N
8304	PP	21/10/2020	JPB	JPB1110	Extra line marking and 5 x interment fee	450.00 N
8307	PP	21/10/2020	SUELEES	SL4574	Address and phone number change on website	40.00 N
8310	PP	21/10/2020	LODGE	58248	Office 365 licences and 15 x councillors emails	150.00 N
8312	PP	21/10/2020	TRADE	TUK1101459077	Fryerning noticeboard paint	33.00 N
8314	PP	21/10/2020	HEATHERL	HEA28340	Cemetery skip emptying	174.00 N
<b>8398</b>	<b>PP</b>	<b>29/10/2020</b>	<b>EBM</b>	<b>EBM dd</b>	<b>Printing and copying monthly fee</b>	<b>24.00 R</b>
<b>8399</b>	<b>PP</b>	<b>30/10/2020</b>	<b>UTILITIE</b>	<b>UWdd</b>	<b>Final end payment for broadband and phone line for office</b>	<b>24.40 R</b>
8354	PP	06/11/2020	EUROFFIC	EO3947461	Stationery and paper for the office	52.19 N
8357	PP	06/11/2020	JPB	JPB1120	Bin installation at Seymour and Fairfield	798.00 N
8370	PP	06/11/2020	SUELEES	SL4625	Work on website accessibility and statement	200.00 N
8377	PP	06/11/2020	CPRE	CPRE 20	Annual membership Campaign for Protection of Rural Englan	36.00 N
8382	PP	06/11/2020	LODGE	LIS58376	Annual hosting fee for website plus program packages	582.00 N
8384	PP	06/11/2020	EALC	EALC13098	Rory Skepeloirn CiLCA qualification	486.00 N
8361	PP	13/11/2020	SLCC	SLCC199114	Rory Skepeloirn CiLCA registration	410.00 N
8392	PP	24/11/2020	TRADE	TUK	DIY supplies for Seymour	40.98 N

<b>Date:</b>	03/11/2020							
<b>Date From :</b>	01/10/2020							
<b>Date To :</b>	31/12/2050							
<b>Bank Payments &amp; Receipts by Bank Account</b>								
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>		<b>Gross B</b>	
8315	BR	01/10/2020	4001	1503	2nd installment of parish precept		86919.50 R	
8404	BR	01/10/2020	4002	026	Exclusive rights interment Holland		426.00 R	
8258	BP	02/10/2020	6502	A Wright exp Sept	PTowel dispenser, bungees and batteries		-59.01 R	
8268	BP	02/10/2020	7085	A Wood exp Sept	New keys cut for office		-25.00 R	
8269	BP	02/10/2020	7550	A Wood exp Sept	Zoom Sept/Oct 20		-11.99 R	
8405	BR	06/10/2020	4002	027	Additional inscription Hawkins E186		78.75 R	
8406	BR	07/10/2020	4002	028	Memorial fee Kingshott G9		242.50 N	
8407	BR	08/10/2020	4002	029	BACS Memorial fee Black		242.50 R	
8397	BR	13/10/2020	2202	103561509	VAT Refund		6530.14 R	
8408	BR	13/10/2020	4002	030	Memorial fee Stares J9		242.50 N	
8409	BR	13/10/2020	4002	031	Interment fee Meadows H82		122.50 N	
8332	BP	20/10/2020	2220	Oct 20 payroll	Oct 20 net wages		-4832.73 R	
8333	BP	20/10/2020	2210	Oct 20 payroll	Oct 20 paye		-675.00 R	
8334	BP	20/10/2020	2210	Oct 20 payroll	Oct 20 Ee NIC		-267.93 R	
8335	BP	20/10/2020	2210	Oct 20 payroll	Oct 20 Er NIC		-376.1 R	
8336	BP	20/10/2020	2230	Oct 20 payroll	Oct 20 Pension admin		-10.68 R	
8337	BP	20/10/2020	2220	Oct 20 payroll	Ee pension		-133.44 R	
8338	BP	20/10/2020	2230	Oct 20 payroll	Ers pension contrib		-478.34 R	
8410	BR	20/10/2020	4002	032	Additional inscription Meadows		78.75 N	
8411	BR	20/10/2020	4002	033	Memorial fee Buckle J88		242.5 N	
8378	BP	21/10/2020	7550	Zoom Oct / Nov 20	A Wood reimbursment Zoom Oct / Nov		-11.99 N	
8412	BR	21/10/2020	4002	034	Exclusive rights and interment Logan K164		1365 R	
8413	BR	21/10/2020	4002	035	Memorial fee Newman		242.5 R	
8358	BP	22/10/2020	6502	167	Clear drain blockage and CCTV		-264 R	
8400	BP	27/10/2020	7600	Land registry	7 x title searches		-21 R	
8414	BR	27/10/2020	4002	036	Memorial fee Bickers E515		242.5 N	
8415	BR	27/10/2020	4002	037	Memorial fee Boniface K170		242.5 N	
8416	BR	27/10/2020	4002	038	BACS Exclusive rights and interment Brooks J91		729.4 R	
8352	BP	06/11/2020	6502	A Wright exp	Cleaning supplies		-73.95 N	
<b>BALANCES IN BANK ACCOUNTS DATED 31/10/20</b>							<b>377,033.17</b>	
<b>Unity Trust Bank Current Account</b>							<b>123,966.64</b>	
<b>Unity Trust Bank Savings Account</b>							<b>80,238.37</b>	
<b>Petty cash</b>							<b>67.21</b>	
<b>Nationwide Building Society</b>							<b>86,420.52</b>	
<b>Yorkshire Building Society</b>							<b>86,340.43</b>	