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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 2 September 2021, 7.30pm  
**VENUE:** Ingatestone Community Centre

<b>Present:</b>	<b>Cllrs</b>	D Jelley (Chair) C Russell M Hart	D Sankey  D Jelley P Batchelor	R Pittman  M Marston P Davey	J Winter  R Lee
<b>Absent</b>	<b>Cllrs</b>	P Poston	E Benson		
<b>Also</b>		A Wood (Clerk and RFO)	6 residents		

**FC21/106 Apologies for Absence – for noting but not approval**

Apologies were noted from Cllr Jeater

**FC21/107 Announcements and Declarations of Interest**

None were presented

**FC21/108 Public Participation**

A resident spoke about a recent incident on Fairfield regarding a cricket ball and asked the parish council to act. Cllr Davey asked that the cricket club be approached for a copy of their risk assessment and plan going forward.

A resident spoke about highways issues and advised that a noisy manhole cover outside the Post Office will be repaired by Anglia Water on the 20 September. He also asked if the results of the current traffic surveys being undertaken on the High Street will be published. Council advised that they would request this information but were not sure if it would be available. The resident also expressed frustration over the lack of response to emails by the Borough and Ward Councillors.

*2 residents then left the meeting leaving 4 remaining for the duration.*

**FC21/109 To approve the minutes of the Full Council meeting held on 8 July 2021**

The minutes were approved by all and signed by Cllr Jelley.

**FC21/110 Matters arising for report (but not for resolution)**

- Cllr Hart advised that the Honours Policy (draft 2) will be discussed at Legal and Finance committee on the 20 September and councillors were invited to attend to contribute.
- Cllrs Jelley, Winter and Jeater requested that a letter be sent to Brentwood Borough Council and Essex County Council asking what actions they are taking with regards to supporting Afghan refugees and where the local donation points are located. As the Clerk is away next week and time was important, it was agreed that this would be progressed with the office.

- Cllr Davey gave a report on the storage shed matter at Seymour Field. It was agreed that as time was critical, that this fell under the Legal and Finance remit and will be decided on the 20 September.

#### **FC21/111 Committee reports**

1. Planning and Highways (Cllr Pittman) – as per the minutes presented. Cllr Winter presented a written report for submission to the next Local Highways Panel meeting later in September. **It was RESOLVED that this report be presented.**  
Proposed: Cllr Winter  
Seconded: Cllr Hart  
All agreed
2. Facilities (Cllr Sankey) – no meeting had taken place in August and that the Fairfield playground was progressing at this time with a planned official opening on the 16 September.
3. Legal and Finance (Cllr Davey) – as per minutes presented. It was agreed to leave the matter of the granny award budget to next month
4. Communications (Cllr Jelley) – no meeting had taken place in September. The e-newsletter will be sent out shortly and the next meeting will be in October.
5. Personnel (Cllr Winter) – nothing to report, the next meeting is on the 6 October.
6. Neighbourhood Plan Advisory Committee (Cllr Winter) – **It was RESOLVED to reallocate the required £1225 for the Basic Conditions Statement from the green burial budget.**  
Proposed: Cllr Hart  
Seconded: Cllr Pittman  
All agreed

#### **FC21/112 Working group updates**

1. Economic Development (Cllr Batchelor) – as per the notes presented. Cllr Batchelor reported that they were due to hear the result of the grant application for the Visual Audit of the High Street shortly. A craft fair was being planned for November and the working group are due to meet with a fibre broadband supplier this month.
2. Climate emergency (Cllr Winter) – a strategy is being drafted at the next meeting and the ground clearance of the community garden is starting on the 19 September 10-12.
3. Health and Wellbeing (Cllr Marston) – as per the report circulated. Cllr Marston presented the Village Dementia Plan which required formal support from the parish council. **It was RESOLVED to support and adopt the plan**  
Proposed: Cllr Marston  
Seconded: Cllr Hart  
All agreed  
It was requested that a vote of thanks be recorded for the hard work that Cllr Marston had undertaken on this project.

#### **FC21/113 Specific Projects and discussions**

1. Ingatestone Museum update (Cllr Davey and Pittman) – Cllr Davey reported that a request for disbursements from the council's solicitor had been received. Work had been delayed until October due to scaffolding issues and that no work by the Trust will be undertaken until the lease has been signed. Cllr Pittman advised that due to personal circumstances, he needed to step down from the Trust and Cllr Russell agreed, with the full consent of the council, to take his place.
2. CIL and s106 agreements – nothing further to report
3. Council Chamber audio-visual project – The Clerk had presented two quotes for the works and requested that she meet with the IT Working

Group to progress this further once she is back from annual leave. This was agreed.

4. ECC Locality Fund – Councillors were requested to present ideas to the clerk by email for the Locality Fund held by Cllr Wagland. The amount available is around £1200 and projects should reflect this amount.  
Co-option update – the Clerk advised that 5 applicants had expressed interest and that the closing date was the next week. Interviews will take place on the 20 September from 7pm at Seymour pavilion.

**FC21/114 Parish Council financial accounts**

- Profit / loss report for August 2021
- To approve payments and receipts for August / September 2021
- Bank reconciliation – the Clerk advised that due to meeting timings, the bank reconciliation would be included in the October meeting which was accepted by the council.
- Budget tracker for 2021/22
- The Clerk presented the External Audit report from PKF Littlejohn and that the council had received an unqualified audit with no matters raised.

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

**FC21/115 To receive written reports of external meetings attended by Parish Councillors**

- Cllr Hart reported on the New Folly Patient Representatives Group attended by himself, Cllrs Marston, and Lee. (Report circulated)
- Cllr Hart reported on the recent Brentwood Business Partnership meeting and that the 351 bus is now running hourly. This change will be included in the next e-newsletter.

**FC21/116 Items for inclusion in the next Agenda**

- Locality fund
- Grant Policy
- Honours Policy

**FC21/117 Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting 9.01pm.

**Date of Next Council Meeting: Full Council meeting on Monday 4 October, 7.30pm, Seymour Pavilion**

Appendix FC21/114 Financial accounts

Date:		31/08/2021					
<b>Bank Payments &amp; Receipts by Bank Account</b>							
Date From :		01/08/2021					
Date To :		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>B</b>
9483	BR	05/08/2021	4002	081	Memorial fee Holland J90	254.60	N
9376	BP	06/08/2021	6502	A Wright July exp	Bench repair kit, mileage and screws	-29.90	N
9388	BP	06/08/2021	6502	175680	Fire extinguisher service	-32.52	N
9389	BP	06/08/2021	7550	A Wood zoom	A Wood zoom reimbursement 21/7/21-20/8/21	-11.99	N
9480	BR	10/08/2021	4002	082	Additional inscription FA March E477	82.70	N
9473	BP	18/08/2021	2220	Aug 21 payroll	Aug 21 net wages	-4749.42	N
9474	BP	18/08/2021	2210	Aug 21 payroll	Aug 21 PAYE	-657.20	N
9475	BP	18/08/2021	2210	Aug 21 payroll	Aug 21 Ee NIC	-266.73	N
9476	BP	18/08/2021	2210	Aug 21 payroll	Aug 21 Er NIC	-374.03	N
9477	BP	18/08/2021	2230	Aug 21 payroll	Aug 21 pension admin	-18.86	N
9478	BP	18/08/2021	2220	Aug 21 payroll	Aug 21 staff pension	-235.75	N
9479	BP	18/08/2021	2230	Aug 21 payroll	Aug 21 Ers pension	-889.32	N
9481	BR	23/08/2021	4002	083	Memorial fee BACS Chelmsford Star Co-op	254.60	N
9457	BP	24/08/2021	7100	3514	IFCC hall hire September 21	-50.00	N
9482	BR	26/08/2021	4002	084	Interment feePG Oxley Ltd BACS	606.40	N
9499	BP	03/09/2021	7550	zoom	A Wood zoom reimbursement 21/8/21-20	-11.99	N
9500	BP	03/09/2021	6300	mem bench	New bench as per budget	-340.00	N

<b>BALANCES IN BANK ACCOUNTS DATED 31/7/21</b>	<b>329,161.25</b>
Unity Trust Bank Current Account	76,148.82
Unity Trust Bank Savings Account	80,238.37
Petty cash	13.11
Nationwide Building Society	86,420.52
Yorkshire Building Society	86,340.43

<b>Date:</b>	31/08/2021						
<b>Day Books: Supplier Payments (Summary)</b>							
<b>Date From:</b>	01/08/2021						
<b>Date To:</b>	31/12/2050						
<b>No</b>	<b>Typ</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>	<b>Gross</b>	<b>B</b>
9421	PP	01/08/2021	BRENTWOO	BBC cemetery	Business rates seymour	192.00	N
9422	PP	01/08/2021	BRENTWOO	BBC suite 3	Business rates office	289.00	N
9423	PP	01/08/2021	BRENTWOO	BBC suite 2	business rates office	379.00	N
9424	PP	01/08/2021	BRENTWOO	BBC seymour	Business rates cemetery	207.00	N
9437	PP	02/08/2021	JPB	JPB dd	Grounds maintenance contract monthly payment	3931.74	N
9371	PP	06/08/2021	TRADE	TUK1519	Seymour DIY supplies	5.69	N
9373	PP	06/08/2021	BSW	BSW0575	Hort show marquee hire	390.00	N
9375	PP	06/08/2021	LODGE	LIS59821	Line rental / broadband and phone calls	63.86	N
9378	PP	06/08/2021	PRINTWIS	Print182	Tetrapak bin emptying monthly charge	73.08	N
9380	PP	06/08/2021	BL&S	BLS44445	Repairs to the top gate at Seymour	147.12	N
9397	PP	06/08/2021	LODGE	LIS x 3	antivirus charge	606.00	N
9400	PP	06/08/2021	JK	JK0001	Seymour pavilion clean after Hort Show	40.00	N
9402	PP	06/08/2021	JMPAYROL	JM31675	Monthly payroll fee	30.00	N
9462	PP	13/08/2021	POZITIVE	Poz dd	Lychgate electricity dd	11.67	N
9461	PP	16/08/2021	BBALARMS	BB dd	Seymour alarm monthly contract dd	18.00	N
9465	PP	18/08/2021	PLUSNET	PlusNdd	Seymour wifi provision monthly contract	20.40	N
9501	PP	20/08/2021	VIRGIN	dd	Caretakers mobile monthly charge	8.40	N
9443	PP	24/08/2021	PRINTWIS	PW2225105	Tetrapak bin emptying monthly charge	73.92	N
9447	PP	24/08/2021	JMPAYROL	JM32012	Payroll fee for the month	30.00	N
9454	PP	24/08/2021	JK	JK0002	1 x Seymour clean following the Family Fun Day	40.00	N
9502	PP	26/08/2021	EBM	dd	Printing and copying monthly charge	24.01	N
9428	PP	31/08/2021	CSH	CSH x 2	Cemetery and Seymour bin empty July 21	183.79	N
9438	PP	03/09/2021	JPB	JPB 1241	Pitch slitting and 1 x interment charge	319.63	N
9440	PP	03/09/2021	NALC	NALC 8455	P Jeater webinar	38.93	N
9445	PP	03/09/2021	PKFLITTL	PKF0170	External audit fee for 2021	720.00	N
9449	PP	03/09/2021	EUROFFIC	EO4090859	Office stationery order - paper	55.62	N
9456	PP	03/09/2021	LODGE	LIS60050	Phone calls, broadband and line rental	61.85	N
9485	PP	03/09/2021	TRADE	TUK9836	Spray paint for fairfield bench siting	7.69	N
9489	PP	03/09/2021	LODGE	LIS x 2	MS office licences, back up, support x 2 invoices	306.00	N