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FULL PARISH COUNCIL MEETING

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

Present:	Cllrs	P Jeater (Chair)	D Sankey	P Davey	M Hart
		R Whittow-Williams	P Batchelor	M Marston	L Emmett
		R Lee	R Pittman	J Winter	C Russell (arrived 8.15pm)
Absent Also	Cllrs	P Poston	A Farrant	D Jelley	
		A Wood (Clerk and RFO)	1 member of the public		

FC22/013 Apologies for Absence – for noting but not approval

Apologies were received from Cllrs Poston and Jelley.

FC22/014 Announcements and Declarations of Interest

There were no declarations of interest raised.

FC22/015 Public Participation

A member of the public requested advice regarding building works taking place at Chapel Croft. The council advised her to contact Brentwood Planning Department regarding her concerns and Cllr Pittman agreed to investigate the matter further. This will be raised at the next Planning and Highways committee meeting.

FC22/016 To approve the minutes of the Full Council meeting held on 3 February 2022

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

FC22/017 Matters arising for report (but not for resolution)

- The clerk presented an email from Be-Fibre regarding broadband being installed in Ingatestone. The council instructed the Clerk to respond chasing for answers to the questions already raised at a meeting held with councillors.
- Cllr Jeater reported on the support that is being provided for the Ukraine humanitarian relief effort in the Borough.

FC22/018 Committee reports

1. Planning and Highways (Cllr Pittman) – as per the minutes presented.
2. Facilities (Cllr Sankey) – as per the minutes presented. Cllr Sankey provided an update on the Blue Plaque project to commemorate Essex Women.
3. Legal and Finance (Cllr Jeater) – as per the minutes presented.
4. Communications (Cllr Jelley) – Cllr Jeater read out a report from Cllr Jelley and the committee is meeting next week.
5. Personnel (Cllr Winter) – as per the minutes presented. Cllr Winter advised that a review of staffing requirements will take place to reflect the newly updated Action Plan at the April meeting.
6. Neighbourhood Plan Advisory Committee (Cllr Winter) – the consultation on the Plan has been extended by four weeks but that will not interfere with the referendum schedule.

FC22/019 Working group updates

1. Economic Development (Cllrs Batchelor) – as per notes circulated.
2. Climate emergency (Cllr Jeater) – the main update has been installation of the hardware in the Bellmead community garden. There is a working group scheduled for Sunday 3rd April. Cllr Winter reported on the free branded litter picking equipment that had been provided to the council by National Enforcement Solutions. Cllr Winter also advised that the Anglo European School will be starting their monthly litter picking shortly.
3. Health and Wellbeing (Cllr Marston) – As per notes circulated. Cllr Marston reported on the success of the textile project for the Anglo European School and that a grant had been applied for from the RHS for the second community garden project.

FC22/020 Specific Projects and discussions

1. CIL and s106 agreements – Cllr Davey advised that the parish would benefit from S106 monies for the garden centre housing site but there is no reference to any other sites. Cllr Winter advised that CIL will be discussed at a Brentwood Borough meeting on the 9th March. It was noted that the lack of communication on the matter from Brentwood is unacceptable. Cllr Jeater advised that following the Council workshop that he asked the Clerk to arrange a meeting with Cllr Chris Hossack regarding the future of Seymour Field and this had been diarised for May.

FC22/021 Parish Council financial accounts

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

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

FC22/022 To receive written reports of external meetings attended by Parish Councillors

No reports were received.

FC22/023 Items for inclusion in the next Agenda

There were no items for inclusion in the next agenda.

Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

FC22/024 Ingatestone museum update

Cllr Russell arrived at 8.15pm

Cllr Davey provided an update and presented Cllr Jeater's suggestion about the future course of the lease negotiations. It was **RESOLVED by the council that this would be the best way to progress this project and that the council continued to support the creation of the museum.**

Proposed: Cllr Davey, Seconded: Cllr Hart

All agreed

FC22/025 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 8.25pm.

Date of Next Council Meeting: Full Council meeting on Monday 21 March, 7.00pm, Council Chambers, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC22/021 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 28/2/22	216,104.27
Unity Trust Bank Current Account	42,814.38
Unity Trust Bank Savings Account	318.39
Petty cash	210.55
Nationwide Building Society	86,420.52
Yorkshire Building Society	86,340.43

Date:	01/03/2022					
	Day Books: Supplier Payments (Summary)					
Date From:	01/02/2022					
Date To:	31/12/2050					
No	Typ	Date	N/C	Ref	Details	Gross B
10214	PP	03/02/2022	PLAYQUIP	Playquip8928	Safety surfacing and new seats in Skatepark area	9241.20 R
10097	PP	04/02/2022	SUELEES	SL5252	supported events)	95.00 R
10127	PP	04/02/2022	OFFICE	OFO885417	Conference tables for council; chambers	494.40 R
10131	PP	04/02/2022	LODGE	LIS61137	Braodband, phone lines and calls	60.28 R
10137	PP	04/02/2022	ESSEXLIB	ECC1020054883	Tree survey report for 2021	870.00 R
10171	PP	04/02/2022	LODGE	LIS x 2	back up (2 invoices)	312.00 R
10191	PP	04/02/2022	JK	JK x 2	Office and pavilion cleaning for January	590.00 R
10222	PP	10/02/2022	POZITIVE	Poz1473669	Lychgate electricity for the month dd	10.15 R
10224	PP	15/02/2022	BBALARMS	BB dd	Alarm maintenance agreement monthly dd	18.00 R
10256	PP	18/02/2022	PLUSNET	Pnet dd	Seymour wifi monthly charge	20.40 R
10259	PP	18/02/2022	ECOTRICI	Eco gas dd	Seymour gas monthly dd	19.53 R
10257	PP	21/02/2022	VIRGIN	Vir dd	Caretakers mobile monthly dd	8.40 R
10133	PP	22/02/2022	TRADE	TUK60278	Self levelling laser for caretaker	21.99 R
10179	PP	22/02/2022	TRADE	TUK345671	step ladder for caretaker	27.71 R
10210	PP	22/02/2022	JPB	JPB1322	Extra linemarking and interment	144.00 R
10212	PP	22/02/2022	JMPAYROL	JM33653	Monthly payroll fee	30.00 R
10227	PP	22/02/2022	BL&S	BL&S 45570	Seymour	235.42 R
10233	PP	22/02/2022	PRINTWIS	PW 2234526	Tetrapak recycling monthly charge	73.92 R
10236	PP	22/02/2022	HEATHERL	Hea30534	Cemeteyr skip replacement	184.00 R
10258	PP	24/02/2022	EBM	EBM dd	Printing and copying monthly charge	24.01 R
10287	PP	28/02/2022	JPB	JPB so	Grounds maintenance monthly charge	3931.74 R
10253	PP	04/03/2022	NISBETS	Ns24361163	Purchase Payment	132.32 N
10255	PP	04/03/2022	LODGE	LIS61351	Telephone, broadband and line rental	62.70 N
10264	PP	04/03/2022	LODGE		Office and clir office licences, backup, support and hosting x 2 invoices	312.00 N
10267	PP	04/03/2022	SLCC	SLCC205201-1	A Wood - Community engagement summit Pavilion and office cleaning invoice for Feb 22 inc 12 visits to the pavilion to cover the football matches	54.00 N
10293	PP	04/03/2022	JK	JK 0003/0009		1000.00 N
10295	PP	04/03/2022	DAVIS	DHL3056	Reconnection of gas meter	210.00 N
10298	PP	22/03/2022	TRADE	TUK77081	Council chamber pictures	6.48 N
10300	PP	22/03/2022	EUROFFIC	E04192133	Postage stamps	66.00 N

Date:	01/03/2022						
Bank Payments & Receipts by Bank Account							
Date From :	01/02/2022						
Date To :	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
10268	BR	44593	4002	109	Exclusive rights and interment J103 Ruby	447.30	R
10269	BR	03/02/2022	4002	110	Additional rights 50 years G87	413.40	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
10204	BP	04/02/2022	7100	3703	Hall hire 3rd Feb 2022	-50.00	N
10270	BR	10/02/2022	4002	111	Interment fee Brown E250	128.60	R
10271	BR	10/02/2022	4002	112	Interment fee Huxtable E464	122.50	R
10207	BP	15/02/2022	7086	2022022001SK	Air monitoring device purchase	-149.99	N
10272	BR	15/02/2022	4002	113	Interment fee Huxtable E464 shortfall	6.10	R
10245	BP	21/02/2022	2220	Feb 22 payroll	Feb 22 net wages	-4752.22	R
10246	BP	21/02/2022	2210	Feb 22 payroll	Feb 22 PAYE	-654.40	R
10247	BP	21/02/2022	2210	Feb 22 payroll	Feb 22 Ee NIC	-266.73	R
10248	BP	21/02/2022	2210	Feb 22 payroll	Feb 22 Er NIC	-374.03	R
10249	BP	21/02/2022	2230	Feb 22 payroll	Feb 22 pension admin	-18.86	R
10250	BP	21/02/2022	2220	Feb 22 payroll	Feb 22 staff pension	-235.75	R
10251	BP	21/02/2022	2230	Feb 22 payroll	Feb 22 Ers pension	-889.32	R
10172	BP	22/02/2022	6300	19123	New noticeboard for Fairfield	-876.00	N
10225	BP	22/02/2022	6502	22078	Acoustic panels for Seymour hall	-1262.59	N
10229	BP	22/02/2022	6303	326495	Bin purchase for community garden	-444.00	N
10265	BP	04/03/2022	7550	A Wood zoom	Zoom reimbursement 21/2/22-20/3/22	-11.99	N
10296	BP	04/03/2022	7100	3724	Hire of community centre March 22	-50.00	N

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