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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 2 December 2021, 7.30pm
VENUE: Seymour Pavilion, New Road

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

FC21/147 Apologies for Absence – for noting but not approval

Apologies were received from Cllrs Farrant, Lee, and Russell.

FC21/148 Announcements and Declarations of Interest

None were presented

FC21/149 Public Participation

No members of the public were present.

FC21/150 To approve the minutes of the Full Council meeting held on 4 November 2021

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

FC21/151 Matters arising for report (but not for resolution)

There were no matters arising for report.

FC21/152 Committee reports

1. Planning and Highways (Cllr Poston) – as per the minutes presented. Links are being established with the Local Highways Panel at this time.
2. Facilities (Cllr Jeater) – as per the minutes presented. The summer show was the main item of discussion and the Clerk advised that landlord's permission from Brentwood Borough Council had been received based on the provision of an Event Management Plan and consultation with the safety advisory group.
3. Legal and Finance (Cllr Jeater) – as per the minutes presented. An update on the museum negotiations had been given and Cllr Jeater had declared an interest in the discussion relating to the cricket club and left the meeting during the debate.
4. Communications (Cllr Jelley) – next meeting on Monday and the December and January newsletters will be discussed, along with a review of the communications policy.
5. Personnel (Cllr Winter) – nothing to report, next meeting on the 7 December.
6. Neighbourhood Plan Advisory Committee (Cllr Winter) – Cllr Winter presented the plan to Brentwood Borough Council and has been

unanimously accepted to progress to Reg 16. The six-week consultation will start on the 16 December, then two weeks of analysis after the consultation ends and then the plan will be reviewed by an external examiner. It is expected that the referendum on the plan will take place after the May elections.

FC21/153 Working group updates

1. Economic Development (Cllrs Batchelor, Hart and Winter) – as per notes circulated. The Artisan Market was a success with double the normal footfall in the High Street on the day and 26 traders and 11 workshops involved in the event, and it is hoped that a future fashion show will take place in March 2022 with possible funding from Brentwood Borough Council. The Best Dressed Window competition has been included in the borough wide Christmas leaflet and there will be a late-night shopping evening on the 16 December with entertainment in the Market Place and along the High Street. The streetscape audit is due shortly and the working group has already responded to the report. The Mural project with the Anglo European School has been completed and the mural will be installed in the Market Place bus shelter next Tuesday.
2. Climate emergency (Cllr Jeater) – Cllr Jeater advised that there is a delay in the installing of the benches in the community garden due to the weather. The schools conference on climate change action was a great success and there is a planned projects on measuring air quality in the parish and traffic calming measures that could be implemented.
3. Health and Wellbeing (Cllr Marston) – All 5 churches have signed up to Dementia Awareness training as part of the village accreditation. The Anglo European Seniors Christmas Party is taking place on the 7 December and a games event is taking place at Seymour pavilion on the 14 December. A discussion took place about the collection of textiles for the school, but it was agreed that this required further consideration.

FC21/154 Specific Projects and discussions

1. Ingatestone Museum update (Cllr Jeater) – Representatives from the museum, Railways Heritage Trust and parish council met by zoom to try and solve the impasse. The Heritage Trust is speaking to Greater Anglia to put pressure on their solicitors regarding an agreement for lease.
2. CIL and s106 agreements – Cllr Poston asked all councillors to formulate a wish list of spending of S106 monies which will be due following the new housing developments happening in the parish.
3. Cllr Jeater advised that the councillor workshop will take place on Saturday 29 January 2022 9.30-12.00 at Seymour Pavilion and currently the event will cover (other items are invited)
 - a. Local Council Gold award requirements
 - b. Meeting dates and times
 - c. Future projects for the action plan
 - d. Review of policies
4. The Essex Honours brochure was distributed and noted.
5. Cllr Jeater reported on recent correspondence received from a resident who had complained to First Bus about the reduction of the 351 service. The response advised that the decision was a commercial decision and due to a lack of drivers. The Clerk advised that a consultation is due to start in the New Year from Essex County Council regarding passenger transport and that further information will be broadcasted in due course.
6. Cllr Poston agreed that the discussion on parish council meetings dates and times be carried over to the workshop on the 29 January 2022.

7. The new 20mph speed limit for the centre of Ingatestone was discussed following a previous discussion held at Planning and Highways committee. The Clerk was asked to respond to the consultation on behalf of the council to support the plan but to also raise concerns about the lack of parish council inclusion in the initial discussion and the issue of enforcement of the new speed limits.
8. The Clerk asked for confirmation as to the location of council meetings in 2022 in consideration of possible Covid restrictions. It was agreed that full council will meet in Seymour pavilion and the committees will meet in the council chambers.
9. It was agreed that the provision of bank reconciliations at the monthly full council meeting will be included in the general discussion on meeting dates and times that will take place at the councillor workshop in January.

FC21/155 Parish Council financial accounts

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

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

FC21/156 To receive written reports of external meetings attended by Parish Councillors

1. Cllr Hart advised that he will circulate a report to Councillors on the Essex High Street Business Summit.
2. Cllr Marston advised that the Dementia Action Alliance tea dances will be commencing again in March 2022.

FC21/157 Items for inclusion in the next Agenda

There were no items for inclusion in the next agenda.

FC21/158 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 9.05pm.

Date of Next Council Meeting: Full Council meeting on Monday 10 January, 7.30pm, Seymour Pavilion

Appendix FC21/155 Financial accounts

BALANCES IN BANK ACCOUNTS DATED 30/11/21				276,900.28
Unity Trust Bank Current Account				103,776.49
Unity Trust Bank Savings Account				318.39
Petty cash				44.45
Nationwide Building Society				86,420.52
Yorkshire Building Society				86,340.43

Date:	01/12/2021						
						Bank Payments & Receipts by Bank Account	
Date From :	01/11/2021						
Date To :	31/12/2050						
No	Type	Date	N/C	Ref	Details		Gross B
9946	BR	02/11/2021	4900	092	2 x High Street walks books		5.00 N
9947	BR	02/11/2021	4002	093	Ashes interment Clark J62		128.60 N
9948	BR	10/11/2021	4002	094	Ashes interment Brunning BACS payment		128.60 R
9949	BR	10/11/2021	4002	095	Additional inscription Clark		82.70 N
9884	BP	16/11/2021	2220	Nov 21 payroll	Nov 21 net wages		-4772.62 N
9885	BP	16/11/2021	2210	Nov 21 payroll	Nov 21 PAYE		-634.00 N
9886	BP	16/11/2021	2210	Nov 21 payroll	Nov 21 Ee NIC		-266.73 N
9887	BP	16/11/2021	2210	Nov 21 payroll	Nov 21 Er NIC		-374.03 N
9888	BP	16/11/2021	2230	Nov 21 payroll	Nov 21 pension admin		-18.86 N
9889	BP	16/11/2021	2220	Nov 21 payroll	Nov 21 staff pension		-235.75 N
9890	BP	16/11/2021	2230	Nov 21 payroll	Nov 21 Ers pension contrib		-889.32 N
9950	BR	16/11/2021	4002	096	Interment fee Knowles E284		606.40 N
9951	BR	16/11/2021	4002	097	Exclusive rights Bayman BACS		637.25 R
9952	BR	18/11/2021	4002	098	Ashes interment Randall		128.60 N
9953	BR	18/11/2021	4002	100	Ashes interment Fuller J63		257.20 R
9824	BP	23/11/2021	7030	0001Ing	Initial grant for Artisan Market		-500.00 N
9837	BP	23/11/2021	8200	IFAC grant	Angling club grant award		-750.00 N
9838	BP	23/11/2021	7020	Baubles	Baubles for Market Place tree		-29.98 N
9839	BP	23/11/2021	7550	zoom	zoom reimbursement 21/10/21-20/11/21		-11.99 N
9861	BP	23/11/2021	8203	A Wright Nov exp	A Wright mileage		-32.40 N
9862	BP	23/11/2021	6502	A Wright Nov exp	Seymour related supplies		-86.18 N
9863	BP	23/11/2021	6300	A Wright Nov exp	Playground latch		-17.82 N
9956	BP	23/11/2021	7600	Land registry	Land registry search		-3.00 R
9954	BR	24/11/2021	4002	101	Burial interment Herbert E212 BACS payment		606.00 R
9955	BR	25/11/2021	4002	102	Final payment of grave prior to use Davies		2510.00 R
9945	BP	26/11/2021	7030	300032	Poppy wreaths		-60.00 R
9905	BP	03/12/2021	7550	A wood 031221	zoom reimbursement 21/11/21-20/12/21		-11.99 N
9906	BP	03/12/2021	7020	A wood 031221	Spray varnish for Christmas baubles		-16.99 N
9924	BP	03/12/2021	7030	INV0002Ing	2nd installment for Artisan Market		-500.00 N

Date:	01/12/2021					
			Day Books: Supplier Payments (Summary)			
Date From:	01/11/2021					
Date To:	31/12/2050					
No	Typ	Date	N/C	Ref	Details	Gross B
9866	PP	01/11/2021	JPB	JPB dd	monthly grounds maintenance contract	3931.74 R
9871	PP	01/11/2021	BRENTWOO	BBC seymour	Business rates	207.00 R
9872	PP	01/11/2021	BRENTWOO	BBC suite 3	Business rates	289.00 R
9873	PP	01/11/2021	BRENTWOO	BBC suite 2	Business rates	379.00 R
9874	PP	01/11/2021	BRENTWOO	BBC cemetery	Business rates	192.00 R
9750	PP	05/11/2021	NISBETS	Nis23724342	Janatorial supplies for the pavilion	27.62 R
9752	PP	05/11/2021	LODGE	LIS60507	Phone lines, broadband and calls	61.06 R
9758	PP	05/11/2021	EUROFFIC	EO4127942	Telephone box leaflet display holders	34.80 R
9790	PP	05/11/2021	LODGE	LUS60612	annual hosting charge	637.20 R
9791	PP	05/11/2021	LODGE	LIS60638	New laptop anti virus	45.00 R
9792	PP	05/11/2021	LODGE	LIS60508	addresses	144.00 R
9796	PP	05/11/2021	JK	JK0004	Pavilion cleaning October	300.00 R
9798	PP	05/11/2021	RURALCOM	RCCE 21	RCCE annual membership	105.60 R
9865	PP	09/11/2021	POZITIVE	Poz1213899	Lychgate electricity monthly dd	11.67 R
9845	PP	11/11/2021	LODGE	LIS39700	AV equipment and installation	3321.60 R
9876	PP	15/11/2021	BBALARMS	BB Nov 21	monthly alarm maintenance contract	18.00 R
9897	PP	18/11/2021	PLUSNET	PNet020	Seymour wifi monthly dd	20.40 R
9904	PP	22/11/2021	VIRGIN	Vir dd	Caretakers mobile monthly dd	8.40 R
9731	PP	23/11/2021	TRADE	TUK x 2	furnishing of phone boxes	48.48 R
9776	PP	23/11/2021	CSH	CSH x 2	Seymour)	199.58 R
9785	PP	23/11/2021	JPB	JPB1290	line marking and 3 x interments	342.00 R
9794	PP	23/11/2021	TRADE	TUK631155	tools for phone box repair	19.5 R
9800	PP	23/11/2021	BL&S	BL&S45038	Replacement lock for gate at Fairfield	47.94 R
9816	PP	23/11/2021	LODGE	LIS60655	anti virus for AV equipment	40.00 R
9818	PP	23/11/2021	DAC	DAC0450	Basic conditions statement for NPAC	2130.00 R
9820	PP	23/11/2021	BRENTWOO	BBC100373753	Seymour annual rent	300.00 N
9823	PP	23/11/2021	BRENTWOO	BBC100374091	quarterly charge	234.00 R
9826	PP	23/11/2021	REALISEF	RF2833	3 x benches for community garden	1172.26 N
9830	PP	23/11/2021	HEATHERL	Hea30150	Cemetery skip replacement	174.00 R
9832	PP	23/11/2021	PRINTWIS	PW2229836	Tetrapak recycling monthly charge	73.92 R
9834	PP	23/11/2021	NISBETS	Nis23805792	Toilet rolls for seymour pavilion	33.58 R
9836	PP	23/11/2021	JMPAYROL	JM32877	Monthly payroll charge	30.00 R
9841	PP	23/11/2021	TRADE	TUK1205335439	Market Place Christmas star	64.00 R
9844	PP	23/11/2021	LODGE	LIS39710	new APC backup battery for IT network	173.99 R
9858	PP	23/11/2021	EALC	EALC14868	L Emmett councillor training day 1 and 2	240.00 R
9899	PP	24/11/2021	ECOTRICI	EcoelecDD	Seymour gas	13.23 R
9901	PP	24/11/2021	ECOTRICI	Eco Elec DD	Seymour electricity	46.29 R
9902	PP	24/11/2021	EBM	EBM dd	Photocopying and printing monthly charge	24.00 R
9940	PP	30/11/2021	JPB	JPB DD	Grounds maintenance contract monthly	3931.74 R
9856	PP	03/12/2021	EUROFFIC	EO4143739	Office stationery and cable management items	118.13 R
9860	PP	03/12/2021	TRADE	TUK411498	Plumbing pipe for seymour kitchen	8.64 N
9908	PP	03/12/2021	MORGAN	MFP6101123	Works on the fire alarm and extinguishers at Seymour	197.04 N
9923	PP	03/12/2021	LODGE	LIS x 5	monthly invoices plus purchase of new laptop	1231.12 N
9927	PP	03/12/2021	JK	JK x 2	November cleaning and janitorial supplies	410.58 N
9912	PP	09/12/2021	ANGLIANW	Wave 9750213	November 2018	970.31 N
9910	PP	21/12/2021	MS2	MS2 rent	Office rent and service charge for quarter	5010.18 R