



Parish Office
Suite 2
4 The Limes
Ingatestone
Essex
CM4 0BE

Telephone: 01277 676759

Email: office@ingatestone-fryerningpc.gov.uk

www.ingatestone-fryerningpc.gov.uk

FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD:

3 December 2020, 7.30pm

VENUE:

Virtual meeting via Zoom

Present:	Cllrs	P Jeater (Chair)	M Marston	M Hart	P Batchelor
		D Jelley	C Russell (8.10pm)	D Sankey	P Poston
		J Winter			
Absent	Cllrs	C Baker	E Benson	P Davey	D Carpenter
		R Pittman	R Lee		
Also		A Wood (Clerk and RFO)	BCllr Bridge	R Skepelhorn	1 member of the public

FC20/184 Apologies for Absence – for noting but not approval

Apologies from D Carpenter, R Pittman, and P Davey

FC20/185 Announcements and Declarations of Interest

None were presented

FC20/186 Public Participation

A resident spoke about the issue of the Market Place car park toilets. He raised concerns about the closure of the facility and requested that IFPC pursue this with Brentwood Borough Council (BBC). Cllr Jeater provided an update on the recent meeting held with Mr Campbell from BBC and Cllr Bridge confirmed he will investigate further and report back. IFPC agreed that this issue should continue to be pressed with BBC.

The member of the public left the meeting.

FC20/187 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.

FC20/188 Matters arising for report (but not for resolution)

- Cllr Hart reported on the children's Nutcracker Trail that has been launched in Ingatestone, Shenfield and Brentwood High Streets. The best dressed window competition entry forms will be circulated to the local schools.
- Cllr Jeater wanted to thank the IFPC staff on the Market Place Christmas Tree initiative. The tree has been very positive received by the community.
- Cllr Jeater advised members that Cllr Davey has been re-elected as chair of the EALC.
- Cllr Jeater also requested that the council holds another January workshop (virtually) to review the action plan, review the working groups, discuss new projects and issues.

FC20/189 Committee reports

- Planning and Highways (Cllr Poston) – as per minutes circulated. A report on signage and speeding in the High Street had been previously circulated to members. Concern was raised about the lack of 20mph signage and that it was not currently enforceable. The Clerk advised that she had contacted Cllr Wagland about possible funding for a speed camera, following her feedback on the Neighbourhood Plan consultation but had yet to receive a response.
- Facilities (Cllr Sankey) – as per minutes circulated. The A12 underpass is better lit at this time. A new project for the renovation of Fairfield children's playground was announced along with the site of new tree planting.
- Legal and Finance (Cllr Jeater) – as per minutes circulated. Cllr Jeater requested that the requirements for the Gold level Local Council Award be discussed at the planned January workshop
- Communications (Cllr Jelley) – as per minutes circulated. Research on a new app is being undertaken and upgrading the website to WordPress along with branding for community initiatives. The newsletter is currently with the printers.
- Personnel (Cllr Winter) – no formal meeting has taken place. The Clerk spoke about the staffing arrangements and office cover and gave an update on the opening of Seymour Pavilion.
- Neighbourhood Plan Advisory (Cllr Winter) – as per minutes circulated. The committee has met to look at the results of the consultation process and revising the draft plan with the help of the working groups.

FC20/190 Working group updates

- Economic development (Cllr Batchelor) – a meeting report had been circulated prior to this meeting. Cllr Batchelor highlighted work undertaken on a pop-up shop and the High Street streetscape
Cllr Russell arrived at 8.10pm
The farmers market project is progressing with a possible start date of April 2021 at the Community Centre hall. The Horticultural Show for 2021 is being reviewed to see how IFPC can assist.
- Climate Emergency (Cllr Jeater) – a meeting report had been circulated prior to this meeting. Discussions held about recycling and green and ethical shopping including a refill store. The idea of publicising Vegan January (Veganuary) was mentioned along with the aim of establishing a community garden.
- IT working party (Cllr Pittman) – no update
- Health and wellbeing (Cllr Marston) – After a discussion, it was **RESOLVED to accept the proposed terms of reference for the Health and Wellbeing Working Group as worded**
Proposed: Cllr Jeater
All agreed
Cllr Marston reported on recent meetings she had attended at the EALC and spoke about the need for a Health and Wellbeing plan for the council.

FC20/191 Specific projects and discussions

- Ingatestone museum – no further update currently.
- Tetra-pak recycling – It was **RESOLVED** to approve the ordering of a **Tetra-pak recycling bin and four-weekly collection at a cost for the remainder of the financial year at approximately £420.00 + VAT from Printwaste Recycling**. It was further **RESOLVED** that the **cost of the above service to be taken from the Working Group allocated budget**.
Proposed: Cllr Jeater
7 agreed, 1 abstention, resolution passed.

- Cycle hoops and electric vehicle charging – Cllr Winter advised that potentially 4 electric vehicle charging points will be sited in the parish (decision due on the 8 December) within the BBC car parks. Following the meeting with Mr Campbell (BBC) the siting of cycle hoops were discussed within the same carparks, along with motorcycle parking.
- Post Office and general assets of community value – After a discussion, it was **RESOLVED** to **nominate the Ingatestone Post Office site as an asset of community value.**
Proposed: Cllr Hart
Seconded: Cllr Winter
All agreed
- Food banks and Christmas holiday provision – Concern had been raised about food poverty in the parish over the Christmas period. The Clerk saw a Facebook post from Hope Food Bank requesting supplies requested that the council consider giving a grant to this organisation. It was **RESOLVED** that the council **authorise the Clerk and Chairman to speak to the Hope Food Bank to provide financial assistance up to £500.**
Proposed: Cllr Jeater
All agreed

FC20/192 Clerk's report

An update report had been previously circulated.

FC20/193 To suggest social media and PR posts on behalf of the full council and committees

Councillors were invited to nominate items for publicity by the Communications Officer. Mr Skepelhorn advised that he is currently live Tweeting this meeting.

FC20/194 Parish Council financial accounts

- Profit / loss report for November 2020
- Payments and receipts for November / December 2020
- Bank reconciliation for November 2020
- Budget tracker for 2020/21

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

FC20/195 To receive proposals for the 2021-22 Budget

- Cllr Hart asked about financing a pop-up shop and concerns were noted about the cost and legalities for the parish council. Cllr Winter advised that we would be part of a larger project with BBC if it were to progress.
- Cllr Marston requested that funds be allocated for Dementia Action Week 2021.

FC20/196 To received written reports of external meetings attended by any Parish Councillor

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

FC20/197 To received written reports from Borough / County Councillors

Cllr Bridge had nothing to report of note. He advised that he should be able to report on sites in the parish highlighted for housing soon.

FC20/198 Items for inclusion in the next Agenda

- The Clerk advised that the Essex Police liaison officer will be attending the January meeting to introduce herself.

FC20/199 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 9.10pm. **Date of Next Council Meeting: Full Council meeting on Thursday 7 January 2021, 7.30pm via Zoom**

Appendix FC20/194

Date: 01/12/2020						
Day Books: Supplier Payments (Summary)						
Date From: 01/11/2020						
Date To: 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
8427	PP	02/11/2020	BRENTWOO	BBC Seymour	Seymour business rates	207.00 N
8428	PP	02/11/2020	BRENTWOO	BBC Cemetery	Fryerning cemetery business rates	192.00 N
8429	PP	02/11/2020	BRENTWOO	BBC Office	Suite 3 business rates	417.16 N
8443	PP	02/11/2020	JPB	JPB DD	Grounds maintenance contract monthly payment	3931.74 N
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
8431	PP	09/11/2020	BULB	Bulb dd	Seymour electricity monthly payment	20.00 N
8361	PP	13/11/2020	SLCC	SLCC199114	Rory Skepelhorn CILCA registration	410.00 N
8457	PP	17/11/2020	POZITIVE	POZ699466	Lychgate electricity monthly payment	12.13 N
8392	PP	24/11/2020	TRADE	TUK	DIY supplies for Seymour	40.98 N
8483	PP	18/11/2020	PLUSNET	Plusdd	Seymour wifi monthly dd	20.40 R
8484	PP	20/11/2020	VIRGIN	Virgin dd	Caretaker's mobile monthly dd	8.40 R
8442	PP	24/11/2020	JPB	JPB1124	Topping up of graves, additional line marking and pitch repairs	630.00 N
8446	PP	24/11/2020	CSH	CSH x 2	Seymour and Fryerning bin emptying	186.15 N
8449	PP	24/11/2020	JMPAYROL	JM29223	Monthly payroll fee	30.00 N
8451	PP	24/11/2020	EALC	EALC 13225	M Marston health and wellbeing forum	36.00 N
8453	PP	24/11/2020	SUELEES	SL4647	Installation of security certificate for website	60.00 N
8455	PP	24/11/2020	LODGE	LIS58489	Security certificate for website	60.00 N
8470	PP	25/11/2020	EALC	EALC13253	R Lee Health and wellbeing forum	36.00 N
8508	PP	30/11/2020	JPB	JPB SO	Grounds maintenance contract monthly payment	3931.74 R
8514	PP	01/12/2020	BRENTWOO	BBC Cemetery	Fryerning cemetery business rates	192.00 N
8515	PP	01/12/2020	BRENTWOO	BBC Office	Office business rates	416.00 N
8516	PP	01/12/2020	BRENTWOO	BBC Office 2	Office business rates	498.80 N
8517	PP	01/12/2020	BRENTWOO	BBC Seymour	Seymour business rates	207.00 N
8472	PP	04/12/2020	SLCC	SLCC199585	A Wood webinar	36.00 N
8474	PP	04/12/2020	BRENTWOO	BBC100345083	Annual Seymour rent	300.00 N
8486	PP	04/12/2020	NALC	NALC1536744181	P Jeater - Playgrounds webinar	38.93 N
8489	PP	04/12/2020	BLACKWAT	BP15484	2 x playground signs and installation and Christmas banner	285.60 N
8492	PP	04/12/2020	LODGE	LIS58547	Monthly Office licenses and councillor emails	150.00 N
8494	PP	04/12/2020	PLAYQUIP	Play x 2	Final repairs on 2020 RoSPA report - zipwire and MUGA	1278.00 N
8520	PP	04/12/2020	JPB	JPB1141	Pitch lining and slitting and Christmas Tree project	4683.60 N
8522	PP	04/12/2020	EALC	EALC	2 x new councillor training courses	432.00 N
8524	PP	23/12/2020	MS2	MS2 rent	Office rent for quarter 25/12/20	4996.40 N
Date: 01/12/2020						
Bank Payments & Receipts by Bank Account						
Date From : 01/11/2020						
Date To : 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
8499	BR	03/11/2020	4002	039	Ashes plot in advance purchase	606.9 R
8352	BP	06/11/2020	6502	A Wright exp	Cleaning supplies	-73.95 N
8498	BR	12/11/2020	4002	041	Additional inscription Newell	78.75 R
8476	BP	19/11/2020	2220	Nov 20 payroll	Nov 20 net wages	-4832.33 R
8477	BP	19/11/2020	2210	Nov 20 payroll	Nov 20 PAYE	-675.40 R
8478	BP	19/11/2020	2210	Nov 20 payroll	Nov 20 Ee NIC	-267.93 R
8479	BP	19/11/2020	2210	Nov 20 payroll	Nov 20 Er NIC	-376.10 R
8480	BP	19/11/2020	2230	Nov 20 payroll	Nov 20 Pension admin	-10.68 R
8481	BP	19/11/2020	2220	Nov 20 payroll	Nov 20 A Wood pension	-133.44 R
8482	BP	19/11/2020	2230	Nov 20 payroll	Nov 20 Ers pension	-478.34 R
8447	BP	24/11/2020	7501	6138298	Postage stamps purchase	-67.99 N
8468	BP	24/11/2020	6501	SJ Tidd	Manhole replacement	-280.00 N
8475	BP	24/11/2020	7085	11798	Balance for office blinds	-865.00 R
8500	BP	25/11/2020	7030	300030	2 x poppy wreaths	-60.00 R
8501	BP	26/11/2020	7086	8908	20 x high viz vests for litter picking	-180.00 R

BALANCES IN BANK ACCOUNTS DATED 30/11/20		358,455.81
Unity Trust Bank Current Account		105,456.49
Unity Trust Bank Savings Account		80,238.37
Petty cash		
Nationwide Building Society		86,420.52
Yorkshire Building Society		86,340.43