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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 4 November 2021, 7.30pm
VENUE: Seymour Pavilion, New Road

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

FC21/134 Clerk to receive Acceptance of Office form and Chair to formally welcome new Councillors

Cllr Jeater welcomed Cllr Emmett to the parish council and the Clerk confirmed she had received the correct form. Cllr Emmett took his place

FC21/135 Apologies for Absence – for noting but not approval

Apologies were received from Cllr Poston.

FC21/136 Announcements and Declarations of Interest

None were presented

FC21/137 Public Participation

No members of the public were present.

FC21/138 To approve the minutes of the Full Council meeting held on 4 October 2021

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

FC21/139 Matters arising for report (but not for resolution)

- The Clerk reported that the audio-visual equipment for the council chamber will be installed next Wednesday and will allow for the live streaming of council meetings so members of the public can attend virtually.
- Cllr Jeater advised that there will be a funeral taking place at St Edmunds and St Mary's and owing to its size, parking bays will be suspended, and parking enforcement officers will be in attendance.
- Cllr Jeater asked for attendees at Sunday's Remembrance Service to inform the Clerk and that the wreaths are in the office for collection.

FC21/140 Committee reports

1. Planning and Highways (Cllr Pittman) – as per the minutes presented. The new parking consultation was presented by Brentwood Borough Council representatives and the committee emphasised the importance of free parking in the village despite the remit to generate income. Cllr Winter advised that planning permission had been awarded for the Ingatestone Garden Centre but that no work can start until the Local Development Plan comes into force.

2. Facilities (Cllr Sankey) – as per the minutes presented. **It was RESOLVED by Full Council to transfer the following monies into the Fairfield repairs nominal account to cover the required repair and surfacing work at the skatepark.**
 £3725 from the green burial site project
 £2000 from the listening bench project
 £2420 from the e-newsletter project
 Proposed: Cllr Sankey
 Seconded: Cllr Jeater
 All agreed
3. Legal and Finance (Cllr Jeater) – no meeting in October
4. Communications (Cllr Jelley) – The latest e-newsletter has just been distributed and there will be an effort to increase the distribution list over the following weeks.
5. Personnel (Cllr Winter) – as per the minutes presented
6. Neighbourhood Plan Advisory Committee (Cllr Winter) – Cllr Winter reported that the plan will be presented to Brentwood Borough Council on the 24 November (Reg 16). Andrea Pearson from Brentwood Borough Council met with the committee and will be presenting the plan on the 24 November.

FC21/141 Working group updates

1. Economic Development (Cllr Batchelor) – as per notes circulated
 The Artisan market will be taking place on the 13 November, supported by the parish council and the Welcome Back Fund. The visual audit is in production and the final report is due on the 15 November with recommendations. Cllr Winter provided an update on the mural project with the Anglo European School and the Co-op.
2. Climate emergency (Cllr Winter) – Cllr Winter reported on the sixth form conference taking place on the 11 November with the help of Cllrs Whittow-Williams and Farrant. Cllr Jeater reported on the work with the Brentwood Climate Action Group relating to COP26 and the stall being set up in the Market Place on Saturday. Cllr Jeater reported that the three benches for the community garden will arrive next week.
3. Health and Wellbeing (Cllr Marston) –
 - The Dementia Action Plan is currently with the faith groups and doctors' surgery
 - There will be a Christmas Wishes tree in the bus shelter in Market Place, built by Cllr Emmett inviting residents to buy a present for a disadvantaged child
 - The Blue Flower singing group held a meeting that was very well attended
 - The Chat 1st walks have been suspended until Spring.
 - Cllr Jeater asked for donations to the foodbank be advertised owing to the critical need for food at this time.

FC21/142 Specific Projects and discussions

1. Ingatestone Museum update (Cllr Davey and Russell) – Cllr Russell gave an update on the work undertaken so far. It is hoped that scaffolding will be installed soon to undertake the required roof repairs. There was no further update on the legal side that had not already been reported.
2. CIL and s106 agreements – nothing further to report
3. It was agreed that a Councillor Workshop be organised for January 2022 to discuss the current action plan and to prepare for the Local Council Quality Gold award. The Clerk was asked to progress.
4. Cllr Winter reported on the redevelopment of Ingleton House and that she had secured for the parish council to be included in the in the

consultation and that the council will lobby for a full public consultation in due course.

5. Cllr Winter gave a report on the proposed boundary commission review for the Borough.
6. Cllr Pittman requested that the widening of the A12 be kept in mind but it was agreed that currently the project is focussing on the road between Chelmsford and Colchester.

FC21/143 Parish Council financial accounts

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

The above reports, payments and receipts were reviewed, noted, and approved by the council. It was also noted that the budget tracker will be reviewed at the next Legal and Finance Committee

FC21/144 To receive written reports of external meetings attended by Parish Councillors

1. Cllr Hart reported on the recent Brentwood Business Partnership meeting and the concerns raised over how illegal activities and anti-social behaviour are affecting the economy of the High Streets in Brentwood and Shenfield. He also reported that the recent Halloween event increased footfall in Ingatestone High Street and that there are plans for a similar event to take place at Christmas that will be combined with the Best Dressed Window competition.
 - 12/12/21 Christmas Market at the Community Centre
 - 16/12/21 High Street late night shopping until 8.30pm
2. Cllr Winter circulated a report from the recent Highways briefing she had attending. It was confirmed by Cllr Cloke after this briefing by email that there was no requirement for match funding from parish councils for Local Highways Panel projects so there is a plan to resubmit the grasscreting works in New Road shortly.

FC21/145 Items for inclusion in the next Agenda

There were no items for inclusion in the next agenda at this time.

FC21/146 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 9.23pm.

Date of Next Council Meeting: Full Council meeting on Thursday 2 December, 7.30pm, Ingatestone Community Centre

Appendix FC21/143 Financial accounts

Date:	02/11/2021							
			Day Books: Supplier Payments (Summary)					
Date From:	01/10/2021							
Date To:	31/12/2050							
No	Typ	Date	N/C	Ref	Details	Gross	B	
9647	PP	01/10/2021	BRENTWO	BBC cemetery	Purchase Payment	192.00	R	
9648	PP	01/10/2021	BRENTWO	BBC suite 3	Purchase Payment	289.00	R	
9649	PP	01/10/2021	BRENTWO	BBC suite 2	Purchase Payment	379.00	R	
9650	PP	01/10/2021	BRENTWO	BBC Seymour	Purchase Payment	207.00	R	
9602	PP	05/10/2021	EALC	EALC14509	Highways briefing webinar J Winter	24.00	R	
9606	PP	05/10/2021	TRADE	TUK 4891	Plumbing supplies for pavilion	8.98	R	
9612	PP	05/10/2021	SUELEES	SL x3	AccessiBe software, annual website maintenance and analytics report	540.00	R	
9614	PP	05/10/2021	PRINTWIS	PW2227133	Tetra-pak bin emptying plus overload	110.88	R	
9618	PP	05/10/2021	LODGE	LIS x 2	2 invoices	204.41	R	
9608	PP	21/10/2021	PROLUDIC	Proludic4494	Fairfield playground INC VAT	91404.47	R	
9635	PP	05/10/2021	JK	JK0003	Pavilion cleaning September	200.00	R	
9642	PP	05/10/2021	LODGE	LIS60414	Backup, monthly hosting and support	162.00	R	
9699	PP	12/10/2021	POZITIVE	Poz dd	Lychgate electricity October	11.29	R	
9804	PP	15/10/2021	BBALARMS	BB dd	Monthly alarm maintenance contract	18.00	R	
9748	PP	18/10/2021	PLUSNET	PN dd	Seymour wifi monthly DD	20.40	R	
9747	PP	20/10/2021	VIRGIN	VIR dd	Caretakers mobile monthly DD	8.40	R	
9773	PP	21/10/2021	ECOTRICI	Eco gas	Seymour gas monthly charge	12.60	R	
9666	PP	25/10/2021	JPB	1279	line marking and pitch slitting	445.63	R	
9806	PP	25/10/2021	ECOTRICI	Eco electric	Seymour electricity monthly charge	44.32	R	
9669	PP	26/10/2021	CSH	CSH x 2	Seymour bin emptying (Lychage bin moved to Seymour)	209.42	R	
9671	PP	26/10/2021	LODGE	LIS60519	SSL domain certificate	60.00	R	
9701	PP	26/10/2021	JMPAYROL	JM32524	Monthly payroll fee	30.00	R	
9714	PP	26/10/2021	BL&S	BLS44966	Replacement lock for gate at Seymour (vandalism)	35.94	R	
9735	PP	26/10/2021	PRINTWIS	PW2228884	Tetra-pak bin emptying	73.92	R	
9802	PP	28/10/2021	EBM	EBM dd	Monthly printing and copying fee	23.99	R	
9750	PP	05/11/2021	NISBETS	Nis23724342	Janatorial supplies for the pavilion	27.62	N	
9752	PP	05/11/2021	LODGE	LIS60507	Phone lines, broadband and calls	61.06	N	
9758	PP	05/11/2021	EUROFFIC	EO4127942	Telephone box leaflet display holders	34.80	N	
9790	PP	05/11/2021	LODGE	LUS60612	Backup, monthly hosting and support and annual hosting charge	637.20	N	
9791	PP	05/11/2021	LODGE	LIS60638	New laptop anti virus	45.00	N	
9792	PP	05/11/2021	LODGE	LIS60508	MS office licences and councillor email addresses	144.00	N	
9796	PP	05/11/2021	JK	JK0004	Pavilion cleaning October	300.00	N	
9798	PP	05/11/2021	RURALCOM	RCCE 21	RCCE annual membership	105.60	N	
9731	PP	23/11/2021	TRADE	TUK x 2	furnishing of phone boxes	48.48	N	
9776	PP	23/11/2021	CSH	CSH x 2	Seymour bin emptying (Lychage bin moved to Seymour)	199.58	N	
9785	PP	23/11/2021	JPB	JPB1290	line marking and 3 x interments	342.00	N	
9794	PP	23/11/2021	TRADE	TUK631155	tools for phone box repair	19.5	N	
9800	PP	23/11/2021	BL&S	BL&S45038	Replacement lock for gate at Fairfield	47.94	N	
BALANCES IN BANK ACCOUNTS DATED 31/10/21						299,887.51		
Unity Trust Bank Current Account						126,763.72		
Unity Trust Bank Savings Account						318.39		
Petty cash						44.45		
Nationwide Building Society						86,420.52		
Yorkshire Building Society						86,340.43		

Date:		02/11/2021					
					Bank Payments & Receipts by Bank Account		
Date From :		01/10/2021					
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross B	
9600	BP	05/10/2021	6300	35524	Repairs to 2 parish council street lights	-181.68	R
9603	BP	05/10/2021	7550	108697414	A Wood zoom reimbursement 21/9/21-20	-11.99	R
9636	BP	05/10/2021	6501	Seymour gate	New gate for car park	-960.00	R
9656	BP	07/10/2021	7030	RBLI Ltd	2 x Tommy statues purchase	-400.00	R
9759	BR	07/10/2021	4002	090	Memorial fee Simpson	254.60	R
9760	BR	11/10/2021	4002	091	Ashes interment Bevan	128.60	R
9704	BR	12/10/2021	4001	150579	2nd installment of precept	86919.50	R
9736	BR	14/10/2021	2202	103561509	VAT Refund	18540.03	R
9723	BP	18/10/2021	2220	Oct 21 payroll	Oct 21 net wages	-4749.42	R
9724	BP	18/10/2021	2210	Oct 21 payroll	Oct 21 PAYE	-657.20	R
9725	BP	18/10/2021	2210	Oct 21 payroll	Oct 21 Ee NIC	-266.73	R
9726	BP	18/10/2021	2210	Oct 21 payroll	Oct 21 Er NIC	-374.03	R
9727	BP	18/10/2021	2230	Oct 21 payroll	Oct 21 pension admin	-18.86	R
9728	BP	18/10/2021	2220	Oct 21 payroll	Oct 21 staff pension	-235.75	R
9729	BP	18/10/2021	2230	Oct 21 payroll	Oct 21 Ers pension	-889.32	R
9703	BP	26/10/2021	8204	LC001530	Additional premium for playground and su	-147.09	R
9712	BP	26/10/2021	7100	3564	Hire of community centre Nov / Dec 21	-100	R
9715	BP	26/10/2021	6502	Awright exp Oct	Mileage and DIY items	-56.79	R
9755	BP	26/10/2021	6100	AWood-001	Replacement defibrillator pads for the par	-54.06	R
9756	BP	26/10/2021	6306	AWood-001	Replacement defibrillator pads for the cati	-54.06	R