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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 4 October 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	J Winter R Lee P Poston
Absent	Cllrs	R Lee			
Also		A Wood (Clerk and RFO)			

FC21/121 Clerk to receive Acceptance of Office form and Chair to formally welcome new Councillors

Cllr Jeater welcomed Cllrs Farrant and Whittow-Williams to the parish council and the Clerk confirmed she had received the correct forms. Both councillors took their places.

FC21/122 Apologies for Absence – for noting but not approval

No apologies were received.

FC21/123 Announcements and Declarations of Interest

None were presented

FC21/124 Public Participation

No members of the public were present.

FC21/125 To approve the minutes of the Full Council meeting held on 2 September 2021 and the Extraordinary Full Council meeting on the 20 September 2021

Both minutes were approved by all and signed by Cllr Jeater. The minutes of the Extraordinary meeting will be signed at the next Legal and Finance committee meeting.

FC21/126 Matters arising for report (but not for resolution)

- Cllr Jeater reported that as at the 29 September, Cllr Emma Benson had lost her seat on the council due to lack of attendance for six months (Local Government Act 1972, s85) and that the Clerk will advise Brentwood Electoral Services of this fact.
- Cllr Winter asked if there had been an update on the letter sent to Brentwood Borough Council regarding provision for Afghan refugees in the Borough. Cllr Jelley will request an update.
- Cllr Sankey reported on the recent reduction in the 351 bus service and Cllr Jeater advised that he had been told that it was a commercial service and a reduction in passengers had caused the reduction.
- Cllr Davey reported that the agreement for the storage unit on Seymour had been completed and that the siting of the unit will be undertaken with the Parish Caretaker present.

FC21/127 Committee reports

1. Planning and Highways (Cllr Poston) – as per the minutes presented. Cllr Poston advised that Mr Phil Drane from Brentwood Borough Council had been invited to attend a committee meeting regarding the lack of parish council consultation and all the activities currently taking place. Cllr Pittman reported on the issues of investigating tree preservation orders within the Borough. Cllr Jeater reported that during the Local Highways Panel it was stated that the parish council had refused to match fund the grasscrete project in New Road. Cllr Poston confirmed that the parish council had never been asked and that FOI will be requested on other parish councils being asked to match fund Highways projects. The Clerk was asked to report the potholes in New Road to Essex Highways.
2. Facilities (Cllr Sankey) – as per the minutes presented. Cllr Sankey reported that the playground had been opened and thanks to the Parish Caretaker for leading on the project.
3. Legal and Finance (Cllr Jeater) – as per minutes presented. Cllr Jeater advised that the decision had been made to cancel the work on the Honours policy as it presented challenges in its implementation. **It was RESOLVED to extend the grants policy budget for this financial year and that authority was granted to Legal and Finance to propose the amount and from which budget heading at the December Full Council meeting, following a budget review in November.**
Proposed: Cllr Pittman
Seconded Cllr Marston
All agreed
4. Communications (Cllr Jelley) – the next meeting is taking place on Monday 11 October.
5. Personnel (Cllr Winter) – nothing to report, the next meeting is on the 5 October.
6. Neighbourhood Plan Advisory Committee (Cllr Winter) – Cllr Winter reported that the Basic Conditions Statement is due this week and that the plan will be presented to Brentwood Borough Council on the 24 November (Reg 16). At this point the committee will disband.
7. The new councillors confirmed their committee membership and will advise the Clerk of any additional groups they wished to join. Cllr Farrant will join Communications and Cllr Whittow-Williams will join Facilities.

FC21/128 Working group updates

1. Economic Development (Cllr Batchelor) – as per the notes presented. Cllr Batchelor reported that the Visual Audit on the High Street will commence tomorrow and that he and Cllr Winter will be working with Purcell on the audit. **It was RESOLVED to allocate £1500 from the Seymour pavilion rate rebate to provide the digital marketing element of the Artisan Market project, taking place on the 13 November 2021.**
Proposed: Cllr Hart
Seconded: Cllr Farrant
All agreed
Cllr Sankey reported that the Farmers Market project had been postponed to the new year.
2. Climate emergency (Cllr Jeater) – Progress is being made on the community garden and benches have been ordered. The CEWG is developing links with the Brentwood Climate Action group and will be meeting at the pavilion on the 19 October. Cllr Jeater also reported that the Co-op has a soft plastics recycling bin.

3. Health and Wellbeing (Cllr Marston) – no meeting since July. Cllr Marston reported that the Written Histories project with the Anglo European School is progressing with the books in draft form. The surgery is also now working with the parish council on the Village Dementia Plan and that it has been considered by external agencies as an exemplar plan.
4. IT working group (Cllr Pittman) – the working group had met to discuss the purchase of AV equipment for the council chamber and how it would enhance the transparency of council decision making. Quotes were sought from three companies, with two obtained. **It was RESOLVED to instruct Lodge Information Services to install the equipment at a cost of £2768+VAT, with the monies to be taken from the Seymour rates rebate.**

Proposed: Cllr Pittman

Seconded: Cllr Jeater

All agreed

FC21/129 Specific Projects and discussions

1. Ingatestone Museum update (Cllr Davey and Russell) – No further update from that reported at the last legal and Finance meeting
2. CIL and s106 agreements – nothing further to report
3. Queens Platinum Jubilee – the Clerk requested the council's view on celebrations, and it was agreed that a village community lunch at Seymour be investigated along with the planting of two memorial trees
4. Community trailer event – Cllr Marston asked for volunteers to attend the Brentwood Borough Council event on the 12 October and for information to be provided from the committees. Cllr Hart advised he will be attending.
5. Remembrance Day statues – The Clerk presented an email from the British Legion, and it was **RESOLVED to purchase a Tommy statue and an Unknown Woman in War statue for this Remembrance Sunday at a cost of £350+delivery.** Monies are to be taken from the Seymour rate rebate
Proposed: Cllr Davey
All agreed
6. CCTV on Fairfield – The Clerk asked for guidance on this project and the matter will be raised at the next Councillor forum. The Clerk was asked to seek alternative quotes for the equipment.

FC21/130 Parish Council financial accounts

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

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

FC21/131 To receive written reports of external meetings attended by Parish Councillors

No reports were presented.

FC21/132 Items for inclusion in the next Agenda

- Ingleton House redevelopment (Cllr Winter)
- Brentwood District Boundary Commission Review (Cllr Winter)
- A12 widening (Cllr Pittman)

FC21/133 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 9.15pm.

Date of Next Council Meeting: Full Council meeting on Thursday 4 November, 7.30pm, Ingatestone Community Centre

Appendix FC21/130 Financial accounts

Date: 28/09/2021						
Day Books: Supplier Payments (Summary)						
Date From: 15/08/2021						
Date To: 31/12/2050						
No	Typ	Date	N/C	Ref	Details	Gross B
9461	PP	16/08/2021	BBALARMS	BB dd	Seymour alarm monthly contract dd	18.00 R
9465	PP	18/08/2021	PLUSNET	PlusNdd	Seymour Wi-Fi provision monthly contract	20.40 R
9501	PP	20/08/2021	VIRGIN	dd	Caretakers mobile monthly charge	8.40 R
9443	PP	24/08/2021	PRINTWIS	PW2225105	Tetra-pak bin emptying monthly charge	73.92 R
9447	PP	24/08/2021	JMPAYROL	JM32012	Payroll fee for the month	30.00 R
9454	PP	24/08/2021	JK	JK0002	1 x Seymour clean following the Family Fun Day	40.00 R
9581	PP	25/08/2021	ECOTRICI	Eco gas DD	Seymour gas monthly DD	13.02 R
9502	PP	26/08/2021	EBM	dd	Printing and copying monthly charge	24.01 R
9428	PP	31/08/2021	CSH	CSH x 2	Cemetery and Seymour bin empty July 21	183.79 R
9561	PP	31/08/2021	JPB	JPB dd	Monthly grounds maintenance contract	3931.74 R
9525	PP	01/09/2021	BRENTWOO	BBC Seymour	Business rates	207.00 N
9526	PP	01/09/2021	BRENTWOO	BBC Suite 2	Business rates	379.00 N
9527	PP	01/09/2021	BRENTWOO	BBC Suite 3	Business rates	289.00 N
9528	PP	01/09/2021	BRENTWOO	BBC Cemetery	Business rates	192.00 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	invoices	306.00 N
9516	PP	13/09/2021	POZITIVE	Poz dd	Lychgate electricity monthly dd	11.64 N
9534	PP	15/09/2021	BBALARMS	BBdd	Seymour alarm monthly contract dd	18.00 N
9599	PP	20/09/2021	PLUSNET	PN dd	Seymour Wi-Fi monthly dd	20.40 N
9519	PP	21/09/2021	CSH	CSH x 1	Seymour bin emptying August21	115.00 N
9529	PP	21/09/2021	BRENTWOO	BBC car park	Annual car parking agreement charge	1459.80 N
9532	PP	21/09/2021	BRENTWOO	BBC164	charge for emptying	234.00 N
9536	PP	21/09/2021	MS2	MS2 rent	Office rent quarterly charge	5010.18 N
9538	PP	21/09/2021	JMPAYROL	JM32264	Monthly payroll fee	30.00 N
9540	PP	21/09/2021	ELLISONS	Ellisons 1	Ingatstone museum disbursement payment	1500.00 N
9542	PP	21/09/2021	MORGAN	Mor183011	Fire extinguisher service Seymour	53.46 N
9545	PP	21/09/2021	COMMUNIC	Comm x 2	Fire alarm and emergency lighting annual inspection fee	342.00 N
9547	PP	21/09/2021	LODGE	LIS60332	Domain name renewal annual fee	78.00 N
9549	PP	21/09/2021	ICCM	ICCM 21/22	management membership	95.00 N
9562	PP	21/09/2021	JPB	JPB1257	interment, bin and bench installation	852.26 N
9597	PP	24/09/2021	ECOTRICI	Eco elec dd	Seymour electric monthly dd	14.71 N
9598	PP	27/09/2021	EBM	EBMdd	Printing and copying monthly charge	24.00 N
9602	PP	05/10/2021	EALC	EALC14509	Highways briefing webinar J Winter	24.00 N
9606	PP	05/10/2021	TRADE	TUK 4891	Plumbing supplies for pavilion	8.98 N
9612	PP	05/10/2021	SUELEES	SL x3	AccessiBe software, annual website maintenance and analytics report	540.00 N
9614	PP	05/10/2021	PRINTWIS	PW2227133	Tetra-pak bin emptying plus overload MS office licences, phone line and broadband x 2 invoices	110.88 N
9618	PP	05/10/2021	LODGE	LIS x 2	broadband x 2 invoices	204.41 N
9608	PP	21/10/2021	PROLUDIC	Proludic4494	Fairfield playground INC VAT	91404.5 N

Date:		28/09/2021					
Bank Payments & Receipts by Bank Account							
Date From :		15/08/2021					
Date To :		31/12/2050					
No	Type	Date	N/C	Ref	Details	Gross	B
9473	BP	18/08/2021	2220	Aug 21 payroll	Aug 21 net wages	-4749.42	R
9474	BP	18/08/2021	2210	Aug 21 payroll	Aug 21 PAYE	-657.20	R
9475	BP	18/08/2021	2210	Aug 21 payroll	Aug 21 Ee NIC	-266.73	R
9476	BP	18/08/2021	2210	Aug 21 payroll	Aug 21 Er NIC	-374.03	R
9477	BP	18/08/2021	2230	Aug 21 payroll	Aug 21 pension admin	-18.86	R
9478	BP	18/08/2021	2220	Aug 21 payroll	Aug 21 staff pension	-235.75	R
9479	BP	18/08/2021	2230	Aug 21 payroll	Aug 21 Ers pension	-889.32	R
9481	BR	23/08/2021	4002	083	Memorial fee BACS Chelmsford Star Co-op	254.60	R
9457	BP	24/08/2021	7100	3514	IFCC hall hire September 21	-50.00	R
9482	BR	26/08/2021	4002	084	Interment fee PG Oxley Ltd BACS	606.40	R
9499	BP	03/09/2021	7550	zoom	A Wood zoom reimbursement 21/8/21-20/9/21	-11.99	N
9500	BP	03/09/2021	6300	mem bench	New bench as per budget	-340.00	N
9589	BP	17/09/2021	2220	Sep 21 payroll	Sep 21 net wages	-4749.62	N
9590	BP	17/09/2021	2210	Sep 21 payroll	Sep 21 paye	-657.00	N
9591	BP	17/09/2021	2210	Sep 21 payroll	Sep 21 Ee NIC	-266.73	N
9592	BP	17/09/2021	2210	Sep 21 payroll	Sep 21 Er NIC	-374.03	N
9593	BP	17/09/2021	2230	Sep 21 payroll	Sep 21 pension admin	-18.86	N
9594	BP	17/09/2021	2220	Sep 21 payroll	Sep 21 staff pension	-235.75	N
9595	BP	17/09/2021	2230	Sep 21 payroll	Sep 21 Ers pension	-889.32	N
9603	BP	21/09/2021	7550	108697414	A Wood zoom reimbursement 21/9/21-20	-11.99	N
9600	BP	22/09/2021	6300	35524	Repairs to 2 parish council street lights	-181.68	N
BALANCES IN BANK ACCOUNTS DATED 31/8/21						319,321.68	
Unity Trust Bank Current Account						66,309.25	
Unity Trust Bank Savings Account						80,238.37	
Petty cash						13.11	
Nationwide Building Society						86,420.52	
Yorkshire Building Society						86,340.43	