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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:  
VENUE:**

**4 February 2021, 7.30pm  
Virtual meeting via Zoom**

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair) D Jelley J Winter	M Marston P Davey E Benson	M Hart D Sankey R Lee	P Batchelor P Poston R Pittman
<b>Absent</b>	<b>Cllrs</b>	C Baker	C Russell	D Carpenter	
<b>Also</b>		A Wood (Clerk and RFO)	BCllrs Hones and Cloke	R Skepelhorn (Communications Officer)	

**FC21/018 Apologies for Absence – for noting but not approval**

Apologies from C Baker and C Russell

**FC21/019 Announcements and Declarations of Interest**

None were presented

**FC21/020 Public Participation**

No members of the public were in attendance.

**FC21/021 To approve the minutes of the Full Council meeting held on 7 January 2021**

The minutes were approved but were not signed by Cllr Jeater owing to the virtual nature of the meeting.

**FC21/022 Matters arising for report (but not for resolution)**

- Cllr Jeater thanks the councillors attending the council workshop on Saturday. An update on the Borough and County Councillor forum was given and the council are awaiting the date of the first meeting.
- The issue of the continuation of virtual meetings was raised and will be discussed further at the next Legal and Finance committee. Cllr Davey advised that the EALC and NALC are lobbying for a permanent allowance of virtual meeting.
- Cllr Sankey asked if the information on the Independent Advisory group had been received from PC Chouhan. The Clerk advised it had not and will chase.
- Cllr Sankey asked for the dates of the next NATS visit and BCllr Cloke advised he will send information to the Clerk. Lists of works were invited to be sent to the Clerk

7.39pm Cllr Jeater lost connection before the next agenda item. Whilst attempting to reconnect, Cllr Jelley took the Chair and it was agreed to bring forward agenda item F21/025

**FC21/025 Committee reports**

- Planning and Highways (Cllr Poston) – as per minutes circulated. Cllr Poston raised the 9 enforcement cases that are currently happening in the village. Cllr Cloke advised that the repainting of Bell Mead parking lines will take place once the weather has improved.

*Cllr Jeater re-joined the meeting at 7.43pm. He retook the Chair once Cllr Poston finished his report.*

- Facilities (Cllr Sankey) – as per minutes circulated.
- Legal and Finance (Cllr Jeater) – as per minutes circulated.
- Communications (Cllr Jelley) – committee met on Monday regarding the next newsletter and future communication plans.
- Personnel (Cllr Winter) – as per report circulated.
- Neighbourhood Plan Advisory (Cllr Winter) – as per minutes circulated.
  - The list of proposed assets of community value was discussed and it was agreed that this be carried over for a more detailed discussion at the next Full Council in March.

**FC21/023 To approve the Precept for the financial year 2021-2022**

After a lengthy discussion it was **RESOLVED that the precept be maintained at £173,839 for 2021-2022, which is a 0% increase.** In real terms, the increase in the tax base means that there is a financial reduction for households. It was recognised that due to the pandemic, families faced financial challenges and that the parish council had a moral obligation to take this into account for the forthcoming financial year. **The amount per Band D property would therefore be £71.89 per house, per annum which is a reduction of £1.30 on the previous year.**

**Proposed: Cllr Jeater**

**Seconded: Cllr Hart**

**6 were in favour, 6 were against and the Chair used his casting vote in favour.**

(Local Government Act 1972, Schedule 12, s39 (2))

**FC21/024 Budget 2021-22**

After a lengthy discussion, it was agreed that the following projects be postponed for the 2021-2022 financial period.

- Solar panels for Seymour pavilion (£15,000)
- Outdoor gym (£15,000)

**Proposed: Cllr Jeater**

**Resolution agreed.**

- Market Place History Board (£1800)

**Proposed: Cllr Jelley**

**Resolution agreed.**

The remaining projects are to be kept in the budget. The budget will be amended following the above decisions and will be presented to Full Council for approval at the March meeting.

**FC21/026 Working group updates**

- Climate Emergency (Cllr Jeater) – Cllr Jeater had nothing further to report following the council workshop.
- Economic development (Cllr Batchelor) – The suggestion of a Pop-Up shop for the High Street was raised and following a discussion, it was agreed to carry this project over for a more detailed discussion in the next council meeting.

*Cllr Pittman left the meeting at 9.09pm.*

- Health and wellbeing (Cllr Marston) – as per report circulated.

**FC21/027 Specific projects and discussions**

- Ingatstone museum (Cllr Davey) – no further update at this time. Greater Anglia have not signed the heads of terms at this point.
- Council workshop 30<sup>th</sup> January 2021 – The Clerk suggested that the action plan will be updated with the projects that have now been approved for the budget. The amended plan will be approved at the March meeting.

**FC21/028 Parish Council financial accounts**

- Profit / loss report for January 2021
- Payments and receipts report for January / February 2021

- Bank reconciliation for January 2020
- Budget tracker for 2020/21

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

**FC21/029 To received written reports of external meetings attended by any Parish Councillor**

- Cllr Hart gave a summary of a report he will circulate on the Brentwood Business partnership. There is a plan for Brentwood Borough Council to use their Reopening of High Streets Safety Fund to purchase footfall cameras for the High Street and possibly finance a Streetscene Audit. Cllr Hart reported that the Best Dressed Window competition was won by Ravens Bakery. There is a plan for the Strawberry Fair, Family Fun days and Lighting up Brentwood to take place in 2021. The Ingatestone Christmas Market will take place on the 12 December. It is hoped that the Horticultural Show and Jazz Evening will take place in July.
- Cllr Marston attended the EALC Health and Wellbeing forum and reported in the discussions that had taken place.
- Cllr Winter circulated a report on the Anglo European Trust Forum.
- Cllrs Jeater and Sankey attended the EALC Climate Emergency forum and he will circulate a report at a later date.

**FC21/030 To received written reports from Borough / County Councillors**

- Cllr Hones advised that Brentwood Borough Council has also not increased their Council Tax and will be returning a balanced budget.
- Cllr Hones offered to assist with the CCTV on Fairfield project
- Cllr Hones reported that on the first day of operation, a new enforcement agency issued 38 fixed penalty notices for littering in the Borough.
- Cllr Cloke requested small highways projects for consideration by the LHP before the 4<sup>th</sup> March.
- Cllr Cloke reported that the Ingatestone element of the LDP is being discussed tomorrow online.
- Cllr Davey asked for the disabled parking space in Bell Mead to be improved and Cllr Cloke advised that he is working on this.
- Cllr Winter asked for the proposed work on New Road verges be considered for the Local Highways Panel. Cllr Cloke advised that the application had already been submitted last August.

**FC21/031 Items for inclusion in the next Agenda**

- Pop up shop project
- Assets of community value
- Budget 2021-2022

**FC21/032 Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting 9.27pm. **Date of Next Council Meeting: Full Council meeting on Thursday 4 March 2021, 7.30pm via Zoom**

**Appendix FC21/028**

<b>BALANCES IN BANK ACCOUNTS DATED 31/1/21</b>		<b>318,746.23</b>
Unity Trust Bank Current Account		65,746.91
Unity Trust Bank Savings Account		80,238.37
Petty cash		
Nationwide Building Society		86,420.52
Yorkshire Building Society		86,340.43

<b>Date:</b>	02/02/2021						
<b>Day Books: Supplier Payments (Summary)</b>							
<b>Date From:</b>	01/01/2021						
<b>Date To:</b>	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
8609	PP	04/01/2021	BRENTWOO	BBC office (1)	Office rates. Suite 3	416.00	R
8613	PP	04/01/2021	BRENTWOO	BBC office (2)	Office rates. Suite 3	498.00	R
8614	PP	04/01/2021	BRENTWOO	BBC cemetery	Cemetery rates	192.00	R
8615	PP	04/01/2021	BRENTWOO	BBC Seymour	Seymour rates	207.00	R
8617	PP	14/01/2021	POZITIVE	Poz756808	Lychgate electricity monthly charge	11.67	R
8655	PP	18/01/2021	PLUSNET	PN dd	Seymour wifi monthly charge	20.40	R
8654	PP	20/01/2021	VIRGIN	VIR6698	Caretaker's mobile monthly charge	8.40	R
8620	PP	26/01/2021	CSH	CSH x 2	Seymour and Lychgate bin emptying	228.98	R
8622	PP	26/01/2021	BRENTWOO	BBC CCTV	CCTV contribution	10000.00	R
8629	PP	26/01/2021	PRINTWIS	PRS2215111	Tetrapak container delivery	360.00	R
8657	PP	26/01/2021	JMPAYROL	JM 29808	Monthly payroll fee	30.00	R
8645	PP	01/02/2021	BRENTWOO	BBC Suite 2	Office rates for Suite 2 for 2020/21	2504.02	N
<b>8705</b>	<b>PP</b>	<b>01/02/2021</b>	<b>JPB</b>	<b>JPB SO</b>	<b>Grounds maintenance monthly fee</b>	<b>3931.74</b>	<b>N</b>
<b>8662</b>	<b>PP</b>	<b>04/02/2021</b>	<b>LODGE</b>	<b>LIS58755</b>	<b>Office licences and councillor emails</b>	<b>150.00</b>	<b>N</b>
<b>8673</b>	<b>PP</b>	<b>05/02/2021</b>	<b>LODGE</b>	<b>LIS x 9</b>	<b>9 x IT support, line rentals, backups, phones and broadband</b>	<b>2889.60</b>	<b>N</b>
<b>8687</b>	<b>PP</b>	<b>05/02/2021</b>	<b>LODGE</b>	<b>LIS39389</b>	<b>Telephone calls Aug - Dec 20</b>	<b>49.88</b>	<b>N</b>
<b>8691</b>	<b>PP</b>	<b>05/02/2021</b>	<b>CSH</b>	<b>CSH x 2</b>	<b>Lychgate and Fryerning cemetery bin emptying</b>	<b>176.07</b>	<b>N</b>
<b>8693</b>	<b>PP</b>	<b>10/02/2021</b>	<b>POZITIVE</b>	<b>Poz418</b>	<b>Lychgate electricity monthly charge</b>	<b>4.14</b>	<b>N</b>
<b>8704</b>	<b>PP</b>	<b>15/02/2021</b>	<b>JPB</b>	<b>JPB1163</b>	<b>Grave turfing, interments and tree planting (Fairfield)</b>	<b>1707.50</b>	<b>N</b>
<b>Date:</b>	02/02/2021						
<b>Bank Payments &amp; Receipts by Bank Account</b>							
<b>Date From :</b>	01/02/2021						
<b>Date To :</b>	31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross	B
<b>8706</b>	<b>BP</b>	<b>06/01/2021</b>	<b>4002</b>	<b>300031</b>	<b>Refund of overpayment Exclusive rights Buckle</b>	<b>-296.1</b>	<b>R</b>
8646	BP	08/01/2021	7553	ICO 2021	ICO data licence 2021	-35.00	R
<b>8707</b>	<b>BR</b>	<b>08/01/2021</b>	<b>4002</b>	<b>047</b>	<b>Interment Cooper (BACS)</b>	<b>577.50</b>	<b>R</b>
8623	BR	12/01/2021	4002	040	Exclusive rights and interment Chevalier Conn	426.00	R
8624	BR	12/01/2021	4002	043	Additional inscription Curley	78.75	R
8625	BR	12/01/2021	4002	044	Additional inscription Gaffney	78.75	R
8626	BR	12/01/2021	4002	046	Ashes plot in advance purchase Hunter	606.90	R
8637	BP	14/01/2021	2220	Jan 21 payroll	Jan 21 net wages	-4832.53	R
8638	BP	14/01/2021	2210	Jan 21 payroll	Jan 21 PAYE	-675.20	R
8639	BP	14/01/2021	2210	Jan 21 payroll	Jan 21 Ee NIC	-267.93	R
8640	BP	14/01/2021	2210	Jan 21 payroll	Jan 21 Er NIC	-376.10	R
8641	BP	14/01/2021	2230	Jan 21 payroll	Jan 21 pension admin	-10.68	R
8642	BP	14/01/2021	2220	Jan 21 payroll	Jan 21 A Wood pension	-133.44	R
8643	BP	14/01/2021	2230	Jan 21 payroll	Jan 21 Ers pension contribution	-478.34	R
8651	BR	20/01/2021	2202	103561509	VAT Refund	5207.92	R
<b>8709</b>	<b>BR</b>	<b>25/01/2021</b>	<b>7103</b>	<b>BBC refund</b>	<b>Refund of overpayment of office rates</b>	<b>334.00</b>	<b>R</b>
<b>8663</b>	<b>BP</b>	<b>05/02/2021</b>	<b>7550</b>	<b>AWoodzoom</b>	<b>Zoom reimbursement Jan/Feb21</b>	<b>-11.99</b>	<b>N</b>
<b>8688</b>	<b>BP</b>	<b>05/02/2021</b>	<b>6300</b>	<b>Star Lane</b>	<b>SJ Tidd replacement gate and works</b>	<b>-1080.00</b>	<b>N</b>