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FULL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD:
VENUE:

7 January 2021, 7.30pm
Virtual meeting via Zoom

Present:	Cllrs	P Jeater (Chair) D Jelley J Winter	M Marston P Davey D Carpenter	M Hart D Sankey R Lee	P Batchelor P Poston R Pittman
Absent	Cllrs	C Baker	E Benson	C Russell	
Also		A Wood (Clerk and RFO)	BCllr Hones	PC A Chouhan (Brentwood Community Safety Engagement Officer, Essex Police)	

FC21/001 Apologies for Absence – for noting but not approval

Apologies from C Baker and C Russell

FC21/002 Announcements and Declarations of Interest

None were presented

FC21/003 Public Participation

No members of the public were in attendance.

FC21/004 To approve the minutes of the Full Council meeting held on 3 December 2020

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

FC21/005 Matters arising for report (but not for resolution)

- Cllr Sankey asked for an update on the Market Place carpark toilets. Cllr Jeater advised that a request from Brentwood Borough Council had been received asking for parish council assistance.

FC21/006 To hear from PC Anokhi Chouhan, Brentwood Community Safety Engagement Officer for Essex Police

PC Chouhan was invited to speak, and she introduced herself and her new role within Essex Police. Points covered:

- At the moment, she is involved with online engagement including Q&A sessions. The latest session was well attended by Ingatestone and Fryerning residents.
- The police Facebook and Twitter accounts have been revamped with one account for Brentwood.
- PC Tom Marriott is our beat officer who works 6 days on, 3 days off. PC Chouhan works Monday – Friday each week.
- Statistics in the parish show the primary issue is antisocial behaviour and this includes Covid breaches as well. Speeding and parking are also issues, along with drug use on Fairfield.
- It is hoped that the Q&A sessions will be run annually or six-monthly.
- Cllr Sankey asked about numbers of officers. PC Chouhan gave numbers for the whole of Brentwood:

Local policing team (attend 999 calls) – about 12 officers depending on shifts.

Community policing team (beat officers and non-emergency matters) – 9 officers plus PSCOs.

Patrols take place depending on intelligence received.

- Cllr Davey spoke about frustration in not being able to recruit Special Constables for the parish. PC Chouhan agreed this was an issue and advised that this is the case for all voluntary roles within the police. This was part of her role to increase volunteers.
- Cllr Jelley asked about actions relating to Covid. PC Chouhan reported on the reduction of residential burglaries and an increase in fraud. She also advised that enforcement of Covid legislation based on national guidance of 'engage, explain, encourage and enforce'.
- Cllr Winter requested details of the Independent Advisory Group to publicise for volunteers from the Brentwood area. PC Chouhan is launching the recruitment drive on the 18 January and information will be sent to the council at that point.
- Cllr Pittman asked for details about where to report rural crime. PC Chouhan requested that incidents are reported via 111 or online in the first instance. Details of the rural crime officer PC Mark Sheridan-Brown is based in Brentwood will be shared with the council.
- Cllr Poston reiterated the problem of speeding along the High Street which is being raised by residents to the Planning and Highways Committee. PC Chouhan agreed this was a problem not helped by low trained officer numbers.
- Cllr Davey asked for contact details and all social media links to be shared with the parish council for publicising.

PC Chouhan left the meeting at 8.12pm

FC21/007 Committee reports

- Planning and Highways (Cllr Poston) – as per minutes circulated.
- Facilities (Cllr Sankey) – as per minutes circulated. The playground remains open and new trees are being planted on the 18 January.
- Legal and Finance (Cllr Jeater) – as per minutes circulated.
- Communications (Cllr Jelley) – next meeting is at the start of February. Thanks to all councillors assisting in the delivery of newsletters before Christmas.
- Personnel (Cllr Winter) – no formal meeting has taken place.
- Neighbourhood Plan Advisory (Cllr Winter) – as per minutes circulated. Sue Lees Consultancy has received the revisions for the plan and will be incorporating the amendments into the document.

FC21/008 Working group updates

- Economic development (Cllr Batchelor) – as per report circulated. The feasibility of a pop-up shop is being investigated along with cash flow forecast. The group are also investigating the streetscape of the High Street, working with Brentwood Borough Council on this relating to the Place Audit that was undertaken at Borough level.
- Climate Emergency (Cllr Jeater) – the Tetra-pak container behind Budgens is being used. There will be an online public meeting about the possibility of a community garden on the 13 January.
- IT working party (Cllr Pittman) – no update but due shortly.
- Health and wellbeing (Cllr Marston) – as per report circulated. The group is expanding with volunteers. The next meeting is on the 19 January.

FC21/009 Specific projects and discussions

- Ingatestone museum – Cllr Davey reported that the delay is with Great Anglia and their solicitor relating to the Schedule of Works and legal fees. At this point, Greater Anglia have not signed the Heads of Terms.
- Council workshop 30th January 2021 – Cllr Jeater reported that he is working on an agenda for the workshop. The aim is to review the council's action plan and ways of working.

FC21/010 Clerk's report

Owing to the Christmas break, the Clerk had not submitted a report for this meeting. There were no updates requested by Councillors

FC21/011 To suggest social media and PR posts on behalf of the full council and committees

Cllr Jeater requested any postings to be sent to the Clerk, Cllr Jelley or himself for the time being. All COVID-19 announcements published by the government will be reinforced.

FC21/012 Parish Council financial accounts

- Profit / loss report for December 2020
- Payments and receipts report for December 2020 / January 2021
- Bank reconciliation for December 2020
- Budget tracker for 2020/21

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

FC21/013 To receive proposals for the 2021-22 Budget

- The Clerk advised that there will be a formal agenda items to review current suggestions for next year's budget.
- Cllr Hart asked if the grant scheme is open for organisations to apply for Covid-related matters as per the work undertaken in the summer.
- Cllr Jeater put forward budget proposals from Cllr Russell. The Clerk advised that a contingency fund for working groups on the scale suggested would not be allowed as working groups are not formal committees of the council. A small budget authorised by the council to cover small expenses and maintained by the Clerk would be included for next year. The Clerk advised that would not know where to start on decommissioning the phone box outside the Community Centre.

FC21/014 To received written reports of external meetings attended by any Parish Councillor

Cllr Jeater presented a report on a recent webinar on playgrounds

FC21/015 To received written reports from Borough / County Councillors

Cllr Hones invited questions.

- Cllr Winter asked about the possible parking project for New Road and requested assistance from the Borough Councillors to move this forward.
- Cllr Davey asked about the flood on the Roman Road south of Ingatestone. Cllr Hones advised it is on a list of works with Essex Highways. He also asked about the parking bays in Bell Mead and that the lines are now indistinguishable and when they will be painted
- The Clerk asked when the NATS team will be in the parish and Cllr Hones will advise.

FC21/016 Items for inclusion in the next Agenda

- Precept for 2021/22

FC21/017 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting 8.59pm. **Date of Next Council Meeting: Full Council meeting on Thursday 4 February 2021, 7.30pm via Zoom**

Appendix FC21/012

Date: 05/01/2021						
Day Books: Supplier Payments (Summary)						
Date From: 01/12/2020						
Date To: 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
8514	PP	01/12/2020	BRENTWOO	BBC Cemetery	Fryerning cemetery business rates	192.00 R
8515	PP	01/12/2020	BRENTWOO	BBC Office	Office business rates	416.00 R
8516	PP	01/12/2020	BRENTWOO	BBC Office 2	Office business rates	498.80 R
8517	PP	01/12/2020	BRENTWOO	BBC Seymour	Seymour business rates	207.00 R
8553	PP	02/12/2020	EBM	EBM dd	Purchase Payment	24.00 R
8472	PP	04/12/2020	SLCC	SLCC199585	A Wood webinar	36.00 R
8474	PP	04/12/2020	BRENTWOO	BBC100345083	Annual Seymour rent	300.00 R
8486	PP	04/12/2020	NALC	NALC1536744181	P Jeater - Playgrounds webinar	38.93 R
8489	PP	04/12/2020	BLACKWAT	BP15484	2 x playground signs and installation and Christmas banner	285.60 R
8492	PP	04/12/2020	LODGE	LIS58547	Monthly Office licenses and councillor emails	150.00 R
8494	PP	04/12/2020	PLAYQUIP	Play x 2	Final repairs on 2020 RoSPA report - zipwire and MUGA	1278.00 R
8520	PP	04/12/2020	JPB	JPB1141	Pitch lining and slitting and Christmas Tree project	4683.60 R
8522	PP	04/12/2020	EALC	EALC	2 x new councillor training courses	432.00 R
8546	PP	04/12/2020	POZITIVE	Poz721929	Purchase Payment	11.29 R
8544	PP	07/12/2020	BULB	Bulb dd	Purchase Payment	20.00 R
8537	PP	10/12/2020	BLACKWAT	BP15510	Purchase Payment	486.00 R
8589	PP	11/12/2020	PLUSNET	PN dd	Seymour wifi direct debit	20.40 R
8587	PP	21/12/2020	VIRGIN	Virgin dd	Caretakers mobile direct debit	8.40 R
8591	PP	21/12/2020	BULB	Bulb dd	seymour electricity final top up payment	286.26 R
8539	PP	22/12/2020	JMPAYROL	JM29569	Purchase Payment	30.00 R
8542	PP	22/12/2020	BRENTWOO	BBC100347515	Purchase Payment	207.79 R
8548	PP	22/12/2020	SPECTRUM	Spectrum066	Purchase Payment	1391.88 R
8551	PP	22/12/2020	CSH	CSH x 2	Purchase Payment	178.75 R
8579	PP	22/12/2020	EALC	EALC x 5	Purchase Payment	354.00 R
8524	PP	23/12/2020	MS2	MS2 rent	Office rent for quarter 25/12/20	4996.40 R
8593	PP	23/12/2020	SUELEES	SL4685	December newsletter set up	600.00 R
8601	PP	23/12/2020	JPB	JPB1156	Additional line marking for pitches x 2	180.00 R
8585	PP	29/12/2020	EBM	EBM dd	Printing and photocopying monthly direct debit	24.00 R
8602	PP	31/12/2020	JPB	JPB dd	Grounds maintenance contract monthly payment	3931.74 R
Date: 05/01/2021						
Bank Payments & Receipts by Bank Account						
Date From : 01/12/2020						
Date To : 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
8604	BR	04/12/2020	4002	042	Memorial fee Brooks BACS	242.50 R
8535	BP	10/12/2020	8200	covid grant (4)	Hope Food Bank	-500.00 R
8561	BP	10/12/2020	2220	Dec 20 payroll	Dec 20 net wages	-4832.53 R
8562	BP	10/12/2020	2210	Dec 20 payroll	Dec 20 PAYE	-675.20 R
8563	BP	10/12/2020	2210	Dec 20 payroll	Dec 20 Ee NIC	-267.93 R
8564	BP	10/12/2020	2210	Dec 20 payroll	Dec 20 Er NIC	-376.10 R
8565	BP	10/12/2020	2230	Dec 20 payroll	Dec 20 Pension admin	-10.68 R
8566	BP	10/12/2020	2220	Dec 20 payroll	Dec 20 A Wood pension	-133.44 R
8567	BP	10/12/2020	2230	Dec 20 payroll	Dec 20 Ers pension	-478.34 R
8578	BP	10/12/2020	6502	10270	BB Alarms Ltd repair of intruder alarm at Seymour	-90.00 R
8606	BP	15/12/2020	7600	Land registry x 1	Land registry search fee	-3.00 R
8605	BR	18/12/2020	4002	045	Additional inscription Saych BACS	78.75 R
8552	BP	22/12/2020	7550	Zoom Nov / Dec	A Wood reimbursment Zoom Nov/Dec	-11.99 R
8603	BP	23/12/2020	7550	Zoom Dec/Jan21	A Wood Zoom reimbursement	-11.99 R
8607	BP	31/12/2020	7901	bank charges	Bank charges quarterly	-40.8 R
BALANCES IN BANK ACCOUNTS DATED 331/12/20						330,442.18
Unity Trust Bank Current Account						77,442.86
Unity Trust Bank Savings Account						80,238.37
Petty cash						
Nationwide Building Society						86,420.52
Yorkshire Building Society						86,340.43