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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 3 June 2021, 7.30pm  
**VENUE:** Ingatestone Community Centre

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

**FC21/080 Apologies for Absence – for noting but not approval**

Apologies were noted from Cllr Sankey and Cllr Poston

**FC21/081 Announcements and Declarations of Interest**

None were presented

**FC21/082 Public Participation**

No members of the public were present.

**FC21/083 To approve the minutes of the Full Council meeting held on 6 May 2021**

The minutes were approved by all and signed by Cllr Jeater

**FC21/084 Matters arising for report (but not for resolution)**

There were no matters arising for report

**FC21/085 Committee reports**

1. Planning and Highways (Cllr Winter) – as per the minutes presented. Cllr Winter reported on the developing relationship that the committee had with the parish council representative on the Local Highways Panel. The next LHP meeting is on the 10 June and a list of questions and requests had been submitted to the PC representative for this meeting. It is hoped that councillors could be invited to speak to this closed meeting. It was also hoped that the P&H committee could arrange face to face meetings with the local planners to discussed decision making in the Borough.
2. Facilities (Cllr Lee) – as per the minutes presented. Cllr Jeater gave a reported on the recent meeting with Proludic and the planned start date for the playground of the 26 July.
3. Legal and Finance (Cllr Jeater) – as per minutes presented. The recent Local Restriction Support Grant of £10193 was discussed and the Clerk advised that this had been received due to loss of income from Seymour Pavilion via Brentwood Borough Council. Cllr Jeater proposed that this windfall grant should be used to set up audio visual facilities in the Council Chamber to allow for remote access and live streaming pf council meetings in the future. This would enable a greater level of transparency. The Clerk was asked to progress this project.

4. Communications (Cllr Jelley) – as per the minutes presented and the next meeting is on the 7 June. Cllr Jelley reported on the e-newsletter development and that 70 residents have signed up to date. Cllr Jelley wished to put on record her thanks to Cllr Marston for all the work undertaken relating to Dementia Action week which had been the focus of council publicity recently. This was agreed by all.
5. Personnel (Cllr Winter) – the next meeting is on the 8 June so Cllr Winter had nothing to report.
6. Neighbourhood Plan Advisory Committee (Cllr Winter) – Cllr Winter reported that a planner had eventually been allocated at Brentwood Borough Council to screen the plan. This should have happened last October and Cllr Winter will continue to monitor the progress being made.

**FC21/086 Working group updates**

1. Economic Development (Cllr Batchelor) – as per the notes presented. Cllr Hart requested that the Parish Council support an application from the Horticultural Society to erect a banner across the High Street for next year's show. After a discussion, it was agreed that the parish council could support the concept in principle but that it will be discussed nearer the time. The council agreed that the Horticultural Society could put a banner on Seymour Field fencing for this year's show.
2. Climate emergency (Cllr Jeater) – as per the notes presented. The next meeting will be a socially distance face to face meeting on Fairfield.
3. Health and Wellbeing (Cllr Marston) – Cllr Marston reported on the success of the Dementia Action week but that there was a slow take up on the training being offered to shopkeepers. Cllr Winter gave an update on the Anglo-European School life stories project which has just started after being delayed by Covid. Cllr Marston reported that a Blue Flower Café is being trialled at Seymour Pavilion for dementia sufferers and their carers.

**FC21/087 Specific Projects and discussions**

1. Ingatestone Museum update (Cllr Davey and Cllr Pittman) – Cllr Davey advised that no further update was available despite Greater Anglia being chased. The roof and structural works had been approved and start shortly. Cllr Davey pointed out that at this time, there is no legal agreement connecting the museum to the parish council as there is currently no Agreement for Lease or Lease being discussed. All works are being completed at Greater Anglia's risk.
2. CIL and s106 agreements (Cllr Davey) Cllr Davey advised no further update but that pressure must be maintained with Brentwood Borough Council so that the parish receives it's fair share.

**FC21/088 Parish Council financial accounts**

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

**FC21/089 Approve the following policies**

- It was RESOLVED to approve the Safeguarding Policy with minor amendment to the contact details.

**Proposed: Cllr Jeater**

**All agreed**

**FC21/090 To receive written reports of external meetings attended by Parish Councillors**

No reports were submitted

**FC21/091 To receive written reports from Borough and County Councillors**

No reports were submitted

**FC21/092 Items for inclusion in the next Agendas**

None were requested

**FC21/093 Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting 9.03pm.

**Date of Next Council Meeting: Full Council meeting on Thursday 8 July, 7.30pm, Ingatesone Community Centre****Appendix FC21/088 Financial accounts**

Date:		02/06/2021					
		<b>Day Books: Supplier Payments (Summary)</b>					
Date From:		01/05/2021					
Date To:		31/12/2050					
No	Typ	Date	N/C	Ref	Details	Gross	B
9109	PP	04/05/2021	BRENTWOO	BBC seymour	Business rates	207.00	R
9110	PP	04/05/2021	BRENTWOO	BBC Cemetery	Business rates	192.00	R
9111	PP	04/05/2021	BRENTWOO	BBC Suite 3	Business rates	289.00	R
9112	PP	04/05/2021	BRENTWOO	BBC Suite 2	Business rates	379.00	R
9027	PP	07/05/2021	HEELISLO	HL9141	Internal audit fee	310.00	R
9030	PP	07/05/2021	ESSEXHER	EHT205	Essex Heritage Trust membership	25.00	R
9032	PP	07/05/2021	LODGE	LIS59299	Phone calls and line rental March 21	61.25	R
9034	PP	07/05/2021	SLCC	SLCC234706	SLCC membership for Clerk	263.00	R
9066	PP	07/05/2021	LODGE	LIS x 3	New computer for caretaker, licences, backup and support (3 invoices)	1218.00	R
9068	PP	07/05/2021	BL&S	BLS43943	New padlock	20.40	R
9070	PP	07/05/2021	NALC	NALC	Biggleswade webinar (C Russell)	38.93	R
9072	PP	07/05/2021	EALC	EALC 14081	13 x equality and diversity webinar	218.40	R
9168	PP	17/05/2021	BBALARMS	BBdd	Alarm monthly maintenance fee	18.00	R
9166	PP	18/05/2021	PLUSNET	PN dd	Seymour wifi fee	20.40	R
9154	PP	20/05/2021	POZITIVE	POZ5899	Lychgate electricity monthly payment	11.47	R
<b>9182</b>	<b>PP</b>	<b>20/05/2021</b>	<b>VIRGIN</b>	<b>Vir dd</b>	<b>Caretakers mobile June 21</b>	<b>8.40</b>	<b>R</b>
9097	PP	25/05/2021	BL&S	BLS43982	Replacement padlock for Seymour gate	13.14	R
9099	PP	25/05/2021	TRADE	TUK48482	Janatorial supplies for pavilion	9.98	R
9103	PP	25/05/2021	CSH	CSH x 3	Fryerning and Seymour bin emptying	202.84	R
9119	PP	25/05/2021	JMPAYROL	jm31014	Monthly payroll fee	30.00	R
9121	PP	25/05/2021	BL&S	BL&S43901	Replacement lock and chain for Seymour	93.14	R
9138	PP	25/05/2021	JPB	JPB1210	Additional line marking and 4 x interments	396.00	R
9140	PP	25/05/2021	TRADE	TUK x 2	Janatorial supplies for pavilion	9.26	R
9142	PP	25/05/2021	PRINTWIS	PW307	Tetrapak bin emptying	73.08	R
<b>9194</b>	<b>PP</b>	<b>25/05/2021</b>	<b>ECOTRICI</b>	<b>ECO gas dd</b>	<b>Seymour gas dd</b>	<b>10.29</b>	<b>R</b>
8942	PP	26/05/2021	TRADE	TUK408	Janatorial supplies for pavilion	5.98	R
8943	PP	26/05/2021	TRADE	TUK920	Parasols for pavilion	180.00	R
<b>9191</b>	<b>PP</b>	<b>26/05/2021</b>	<b>ECOTRICI</b>	<b>Eco electric</b>	<b>Seymour electric dd</b>	<b>61.77</b>	<b>R</b>
<b>9192</b>	<b>PP</b>	<b>28/05/2021</b>	<b>EBM</b>	<b>EBM dd</b>	<b>Monthly photocopying and printing fee</b>	<b>24.00</b>	<b>R</b>
<b>9213</b>	<b>PP</b>	<b>02/06/2021</b>	<b>JPB</b>	<b>JPB so</b>	<b>Grounds maintenance contract</b>	<b>3931.74</b>	<b>N</b>
<b>9221</b>	<b>PP</b>	<b>02/06/2021</b>	<b>BRENTWOO</b>	<b>BBC Suite 2</b>	<b>Business rates</b>	<b>379.00</b>	<b>N</b>
<b>9222</b>	<b>PP</b>	<b>02/06/2021</b>	<b>BRENTWOO</b>	<b>BBC Suite 3</b>	<b>Business rates</b>	<b>289.00</b>	<b>N</b>
<b>9223</b>	<b>PP</b>	<b>02/06/2021</b>	<b>BRENTWOO</b>	<b>BBC cemetery</b>	<b>Business rates</b>	<b>192.00</b>	<b>N</b>
<b>9224</b>	<b>PP</b>	<b>02/06/2021</b>	<b>BRENTWOO</b>	<b>BBC Seymour</b>	<b>Business rates</b>	<b>207.00</b>	<b>N</b>
9152	PP	04/06/2021	NISBETS	NIS6859	Janatorial supplies for pavilion	70.75	N
9157	PP	04/06/2021	BRENTWOO	BBC100356840	6 months dog bins and Fryerning waste bin emptying	415.58	N
9159	PP	04/06/2021	PLAYSAFE	PlayS55205	RoSPA annual playground report	210.60	N
9161	PP	04/06/2021	HEATHERL	HEA29269	Cemetery skip replacement	174.00	N
<b>9175</b>	<b>PP</b>	<b>04/06/2021</b>	<b>LODGE</b>	<b>LIS59470</b>	<b>MS office licences and councillor emails</b>	<b>144.00</b>	<b>N</b>
<b>9177</b>	<b>PP</b>	<b>04/06/2021</b>	<b>SUELEES</b>	<b>SL4925</b>	<b>May newsletter work</b>	<b>600.00</b>	<b>N</b>
<b>9181</b>	<b>PP</b>	<b>04/06/2021</b>	<b>KEVINDAV</b>	<b>KD2942</b>	<b>Annual gas boiler testing (Seymour)</b>	<b>150.00</b>	<b>N</b>
<b>9196</b>	<b>PP</b>	<b>04/06/2021</b>	<b>LODGE</b>	<b>LIS59588</b>	<b>Monthly backup, support and 3cx licence</b>	<b>162.00</b>	<b>N</b>
<b>9199</b>	<b>PP</b>	<b>04/06/2021</b>	<b>NISBETS</b>	<b>NIS3390</b>	<b>Floor cleaner for the pavilion</b>	<b>13.65</b>	<b>N</b>
<b>9201</b>	<b>PP</b>	<b>04/06/2021</b>	<b>BBALARMS</b>	<b>BBAlarms</b>	<b>Annual CCTV service Seymour</b>	<b>114.00</b>	<b>N</b>
<b>9204</b>	<b>PP</b>	<b>04/06/2021</b>	<b>CSH</b>	<b>CSH x 2</b>	<b>2 x bin emptying Seymour and Lychgate May 21</b>	<b>184.80</b>	<b>N</b>
<b>9214</b>	<b>PP</b>	<b>04/06/2021</b>	<b>JPB</b>	<b>JPB1215</b>	<b>Line marking and interments</b>	<b>234.00</b>	<b>N</b>
<b>9179</b>	<b>PP</b>	<b>22/06/2021</b>	<b>MS2</b>	<b>MS2240621</b>	<b>Office rent and service charge for quarter</b>	<b>5010.18</b>	<b>N</b>

<b>Date:</b>		02/06/2021					
<b>Bank Payments &amp; Receipts by Bank Account</b>							
<b>Date From :</b>		01/05/2021					
<b>Date To :</b>		31/12/2050					
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>N/C</b>	<b>Ref</b>	<b>Details</b>		<b>Gross B</b>
9185	BP	05/05/2021	7600	Cemetery	Land registry search - cemetery		-3.00 R
8937	BP	07/05/2021	8204	LCO01530	Parish council insurance 1/6/21-31/5/22		-627.47 R
9011	BP	07/05/2021	6501	43901	replacement lock and chain		-93.14 R
9028	BP	07/05/2021	7030	Easter eggs 21	Easter egg hunt prizes reimbursment P Jeater		-17.97 R
9073	BP	07/05/2021	7550	A Wood xoom	A Wood zoom reimbursement 21/4/21 - 20/5/21		-11.99 R
9074	BP	07/05/2021	6501	274231	Replacement nets		-174.00 R
9147	BR	12/05/2021	4007	894006	ECC Love Essex grant (Tetrapac project)		500.00 R
9129	BP	17/05/2021	2220	May 21 payroll	May 21 net wages		-4903.11 R
9130	BP	17/05/2021	2210	May 21 payroll	May 21 PAYE		-697.40 R
9131	BP	17/05/2021	2210	May 21 payroll	May 21 Ee NIC		-275.34 R
9132	BP	17/05/2021	2210	May 21 payroll	May 21 Er NIC		-392.21 R
9133	BP	17/05/2021	2230	May 21 payroll	May 21 pension admin		-18.86 R
9134	BP	17/05/2021	2220	May 21 payroll	May 21 staff pension contrib		-235.75 R
9135	BP	17/05/2021	2230	May 21 payroll	May 21 Ers pension contrip		-889.32 R
9162	BP	20/05/2021	7100	IFCA hall hire	Community centre hire 3/6/21 and 8/7/21		-100.00 R
9095	BP	25/05/2021	8203	April 21 expenses	Mileage for A Wright - B&Q		-32.40 R
9143	BP	25/05/2021	8203	May 21 mileage	A Wright mileage		-39.60 R
9183	BP	28/05/2021	8200	May grant	I&D camera Club grant award		-143.65 N
9163	BP	04/06/2021	7501	6844172	Postage stamps 100 x 2nd class		-69.49 N
9172	BP	04/06/2021	7550	A Wood zoom	A Wood zoom reimbursement 21/5/21-20/6/21		-11.99 N
9197	BP	22/06/2021	6502	138350	Water testing for Seymour		-60.00 N

<b>BALANCES IN BANK ACCOUNTS DATED 30/04/21</b>							<b>368,783.63</b>
<b>Unity Trust Bank Current Account</b>							<b>115,784.31</b>
<b>Unity Trust Bank Savings Account</b>							<b>80,238.37</b>
<b>Petty cash</b>							
<b>Nationwide Building Society</b>							<b>86,420.52</b>
<b>Yorkshire Building Society</b>							<b>86,340.43</b>