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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:  
VENUE:**

**1 October 2020, 7.30pm  
Virtual meeting via Zoom**

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair) P Davey J Winter	M Marston R Pittman P Poston	M Hart D Sankey P Batchelor	R Lee D Jelley
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<b>Absent Also</b>	<b>Cllrs</b>	C Baker A Wood (Clerk and RFO)	E Benson R Skepelhorn (Communications Officer)	D Carpenter BCllr Hones and Cloke (8.10pm)	C Russell
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**FC20/157 Apologies for Absence – for noting but not approval**

Apologies were noted from Cllr Russell

**FC20/158 Announcements and Declarations of Interest**

None were presented

**FC20/159 Public Participation**

No members of the public were present.

**FC20/160 To approve the minutes of the Full Council meeting held on 3 September 2020**

Cllr Davey advised in minute ref FC20/150 that the Heads of Terms were with Greater Anglia rather than the Lease.

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

**FC20/161 Matters arising for report (but not for resolution)**

- Cllr Winter advised that she will be attending a meeting on Monday with Brentwood Borough Council relating to the recent Place Audit that they commissioned.

**FC20/162 Committee reports**

- Planning and Highways (Cllr Poston) – as per minutes circulated.
- Facilities (Cllr Sankey) – as per minutes circulated.
- Legal and Finance (Cllr Jeater) – as per minutes circulated. The Clerk apologised that the planned policy relating to own devices was not included in the agenda pack and therefore will be carried over to the next agenda.
- Communications (Cllr Jelley) – committee is meeting on Monday and last months minutes have been circulated.
- Personnel (Cllr Winter) – reported that the national salary award was agreed at committee.
- Neighbourhood Plan Advisory (Cllr Winter) – consultation has four weeks remaining and small levels of response received. A flyer is being created and distributed to all households. Communications committee are reviewing the content at their next meeting.

**FC20/163 Working party updates and specific projects**

- Economic development – **The terms of reference were reviewed and with a slight amendment were approved.**  
Proposed: Cllr Jeater  
Seconded: Cllr Hart  
All agreed
- Climate Emergency – Cllr Jeater advised that the first informal gathering of councillors had met, and he is formulating the terms of reference and resolution on the Climate Emergency for presentation at the November meeting. Cllr Winter reported on the work she has already undertaken on engaging with the schools. Cllr Jeater distributed notes from a NALC webinar on the subject that he had attended.
- Fryerning Pond – Cllr Jeater gave an update and reiterated that the role of this council was to assist the trustees of Fryerning Parish Rooms in the renovation of the site.
- IT working party – Cllr Pittman outlined the review that he is undertaking on the IT provision for the council and potentially new styles of working for the councillors and staff.
- Ingatestone museum – After a discussion lead by Cllr Davey that included the outlining of legal fees, the **Heads of Terms for the Ingatestone Museum building were approved and Cllrs Jeater and Davey were authorised to sign them on behalf of the Parish Council.** Cllr Jeater and Cllr Pittman declared non-pecuniary interests and did not vote.  
Proposed: Cllr Davey  
Seconded: Cllr Hart  
Unanimous vote from all those able to vote.
- Tetra-pak recycling – Cllr Jeater distributed reports on the matter. It was agreed that research be undertaken on the sourcing of a facility.
- Cycle hoops and electric vehicle charging – Cllrs Jeater and Winter were unable to meet with the Brentwood Borough Council representative but submitted suggested locations to him for both facilities.

**FC20/164 Clerk's report**

An update report had been previously circulated. The Clerk advised that the Market Place Christmas Tree project is now going ahead and that the installation of CCTV in the High Street is currently underway.

**FC20/165 Parish Council financial accounts**

- Profit / loss report for September 2020
- Payments and receipts for September / October 2020

The above reports were reviewed and approved by the council. It was noted that the Budget Tracker is being reviewed in detail at the next Legal and Finance committee.

**FC20/166 To received written reports of external meetings attended by any Parish Councillor**

Written reports have been circulated but there were no further questions raised.

**FC20/167 To received written reports from Borough / County Councillors**

The Borough Councillors advised they had nothing major to report and suggested council to monitor the situation relating to the Local Government Review. Sadly, Cllr Cloke advised that there will be no New Year Fireworks this year owing to the social distancing requirements.

**FC20/168 Items for inclusion in the next Agenda**

As already stated plus the Health and Wellbeing working group

**FC20/169 Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting 8.42pm. **Date of Next Council Meeting: Full Council meeting on Thursday 5 November, 7.30pm via Zoom**

**Appendix FC20/165**

Date:		01/10/2020		Day Books: Supplier Payments (Summary)			
Date From:	01/09/2020	Date To:	31/12/2050				
No	Type	Date	N/C	Ref	Details	Gross	B
8206	PP	01/09/2020	BRENTWOO	BBCceme	Business rates for cemetery Sept	192.00	R
8207	PP	01/09/2020	BRENTWOO	BBCSey	Business rates for Seymour Sept	207.00	R
<b>8272</b>	<b>PP</b>	<b>01/09/2020</b>	<b>JPB</b>	<b>JPB dd</b>	<b>August 20 grounds maintenance contract</b>	<b>3931.74</b>	<b>R</b>
8161	PP	03/09/2020	JPB	JPB1088	2 x interments	108.00	R
8167	PP	03/09/2020	LODGE	LISS8129	Office 365 licenses for councillors and staff (monthly)	150.00	R
8170	PP	03/09/2020	NALC	NALC1434086191	Rebuilding communities webinar P Jeater	38.93	R
8172	PP	03/09/2020	SUELEES	SL4528	Newsletter set up and design	600.00	R
8107	PP	04/09/2020	BRENTWOO	BBC100338974	Market Place and Bell mead car parking annual agreement	1431.17	R
8181	PP	07/09/2020	NALC	NALC23521	Rebuilding communities webinar J Winter	38.93	R
8183	PP	07/09/2020	POZITIVE	Poz632233	Lychgate electricity monthly charge	11.64	R
8185	PP	07/09/2020	DOR2DOR	D2D805	Newsletter distribution	453.00	R
8203	PP	07/09/2020	BULB	Bulb dd	Seymour electricity monthly charge	20.00	R
8211	PP	09/09/2020	LODGE	LISS8196	Office 365 licenses for councillors and staff (monthly)	78.00	R
<b>8256</b>	<b>PP</b>	<b>18/09/2020</b>	<b>PLUSNET</b>	<b>PlusDD</b>	<b>Seymour wifi dd</b>	<b>20.40</b>	<b>R</b>
<b>8257</b>	<b>PP</b>	<b>21/09/2020</b>	<b>VIRGIN</b>	<b>dd</b>	<b>Caretakers mobile phone dd</b>	<b>8.40</b>	<b>R</b>
8187	PP	22/09/2020	JMPAYROL	JM28600	Monthly payroll service	30.00	R
8190	PP	22/09/2020	CSH	CSH x 2	Lychgate and Seymour bin emptying	190.17	R
8209	PP	22/09/2020	TRADE	TradeUK	Guttering supplies for Seymour	18.46	R
8213	PP	22/09/2020	PLAYQUIP	PQ8764	Playground repair works as per RoSAP report	1107.60	R
8215	PP	22/09/2020	VIKING	VIKING	hanging files for office	118.78	R
8217	PP	22/09/2020	HEATHERL	HEA28179	Skip emptying - Cemetery	174.00	R
8220	PP	22/09/2020	BRENTWOO	BBC100340480	Fryerning bin and fairfield dog bin emptying - quarterly charge	207.79	R
8222	PP	22/09/2020	NALC	NALC x 2	NALC webinars - M Marston and J Winter	77.86	R
8238	PP	22/09/2020	SUELEES	SL x 2	Annual website maintenance and 6 monthly analytics report	150.00	R
8240	PP	22/09/2020	BLACKWAT	BP15343	Neighbourhood plan hard copies x 100	398.00	R
8242	PP	22/09/2020	OFFICE	OFOx3	Office and meeting room furniture	3431.61	R
8174	PP	25/09/2020	MS2	MS2rent	Quarterly rent charge for new office.	4878.04	R
<b>8271</b>	<b>PP</b>	<b>28/09/2020</b>	<b>EBM</b>	<b>EBM dd</b>	<b>Monthly printing and photocopying dd</b>	<b>24.00</b>	<b>R</b>
<b>8279</b>	<b>PP</b>	<b>30/09/2020</b>	<b>JPB</b>	<b>JPB DD</b>	<b>September 20 grounds maintenance contract</b>	<b>3931.74</b>	<b>R</b>
<b>8281</b>	<b>PP</b>	<b>30/09/2020</b>	<b>UTILITIE</b>	<b>UW dd</b>	<b>Final invoice for landline and broadband with this supplier</b>	<b>61.68</b>	<b>R</b>
<b>8261</b>	<b>PP</b>	<b>02/10/2020</b>	<b>KEVINDAV</b>	<b>KDavis x 2</b>	<b>Repairs to water fountain, new heating pump and cisterniser</b>	<b>1154.40</b>	<b>N</b>
<b>8265</b>	<b>PP</b>	<b>02/10/2020</b>	<b>ACORN</b>	<b>Acorn0783</b>	<b>Annual tree works as per inspection report x 3 locations</b>	<b>3120.00</b>	<b>N</b>
<b>8267</b>	<b>PP</b>	<b>02/10/2020</b>	<b>BL&amp;S</b>	<b>BL&amp;S42744</b>	<b>Replacement padlocks for the Seymour bollards</b>	<b>39.42</b>	<b>N</b>
Date:		01/10/2020		Bank Payments & Receipts by Bank Account			
Date From :	01/09/2020	Date To :	31/12/2050				
No	Type	Date	N/C	Ref	Details	Gross	B
8164	BP	03/09/2020	6501	Patio extras	Additional patio and fencing works Seymour	-790.00	R
8105	BP	04/09/2020	7550	37328539	Zoom Aug /Sept A Wood	-11.99	R
8099	BP	08/09/2020	7501	5805660	Postage stamps purchase	-47.32	R
8230	BP	16/09/2020	2220	Sept 20 payroll	Sept 20 net wages	-5223.78	R
8231	BP	16/09/2020	2210	Sept 20 payroll	Sept 20 PAYE	-781.00	R
8232	BP	16/09/2020	2210	Sept 20 payroll	Sept 20 Ee NIC	-300.91	R
8233	BP	16/09/2020	2210	Sept 20 payroll	Sept 20 Er NIC	-436.57	R
8234	BP	16/09/2020	2230	Sept 20 payroll	Sept 20 pension admin	-12.10	R
8235	BP	16/09/2020	2220	Sept 20 payroll	Sept 20 A Wood pension	-151.31	R
8236	BP	16/09/2020	2230	Sept 20 payroll	Sept 20 Ers pension contrib	-542.36	R
8282	BP	30/09/2020	7901	Bank charges	Quarterly charge and manual handling fee	-38.40	R
8258	BP	02/10/2020	6502	A Wright exp Sept	PTowel dispenser, bungees and batteries	-49.18	N
8268	BP	02/10/2020	7085	A Wood exp Sept	New keys cut for office	-25.00	N
8269	BP	02/10/2020	7550	A Wood exp Sept	Zoom Sept/Oct 20	-11.99	N
<b>BALANCES IN BANK ACCOUNTS DATED 30/9/20</b>						<b>292,171.40</b>	
<b>Unity Trust Bank Current Account</b>						<b>39,104.87</b>	
<b>Unity Trust Bank Savings Account</b>						<b>80,238.37</b>	
<b>Petty cash</b>						<b>67.21</b>	
<b>Nationwide Building Society</b>						<b>86,420.52</b>	
<b>Yorkshire Building Society</b>						<b>86,340.43</b>	