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## FULL PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 10<sup>th</sup> October 2024, 7.30pm  
**VENUE:** Suite 2, 4 The Limes, Ingatestone

<b>Present:</b>	<b>Cllrs</b>	P Jeater (Chair)	J Winter	D Sankey	L Emmett
		G Tullett	P Batchelor	D Greenwood	M Marston
		P Davey	M Hart		
<b>Also present</b>		A Wood (Clerk and RFO)			
<b>Absent</b>	<b>Cllrs</b>	R Whittow-Williams (attended online)	C Russell	R Lee	J McGuinness
		L Donno	BCllr H Gorton	CCllr L Wagland	

- FC24/112 **Apologies for Absence – for noting but not approval**  
 Apologies were noted from Cllrs Donno, Lee and BCllr Gorton. Cllr Whittow-Williams attended online and did not vote.
- FC24/113 **Announcements, declarations of Interest and dispensations**  
 None were raised.
- FC24/114 **Public Participation**  
 No members of the public wished to speak.
- FC24/115 **To approve the minutes of the Full Parish Council meetings held on 12<sup>th</sup> September 2024**  
 The minutes were approved and were signed by Cllr Jeater as a correct record.
- FC24/116 **Matters arising for report (but not for resolution)**
- The Clerk reminded Cllrs that budget setting will begin shortly and confirmed interest in a Councillor Workshop to be organised for January 2025
  - The Clerk reported that the council's first CIL payment will be received at the end of October.
- FC24/117 **To receive a verbal report from the Borough and County Councillors**  
 Cllr Sankey reported on the following
- He provided a report on the Brentwood Council ordinary meeting last night.
  - Permission has been given to install the Dorothy Wadham plaque at Ingatestone Station.
  - He is still working on getting updates on the Ingleton House development, damage at Piero's, ownership of Seymour Field and the BBC / IFPC car parking agreement.

*Cllr Whittow-Williams arrived online at this point.*

- FC24/118 **Committee reports: to receive minutes, verbal reports, and proposals from Committees**
1. **Planning and Highways** - as per the minutes. Cllr Batchelor reported that Emma Gooding, Director of Place at BBC is meeting with the committee next week.
  2. **Facilities** – as per the minutes.
  3. **Legal and Finance** – the committee did not meet in September
  4. **Personnel** – as per the minutes. The new Employee Policy Handbook was received and approved.  
Proposed: Cllr Davey  
Seconded: Cllr Hart  
All agreed
  5. **Neighbourhood Plan Implementation Group** – Cllr Winter advised that a meeting is due shortly and will focus on parking.
- FC24/119 **Working group updates**
1. **Economic Development** – Cllr Batchelor reported on the last meeting in September. A draft Heritage Trail leaflet has been received.
  2. **Climate Emergency** – the group is meeting next week and has a new member of the public joining.
  3. **Health and Wellbeing** – Cllr Marston provided an update on the Dementia Action Plan work with Mark Neville. The Community Connect trailer will be in the village next week. A Slipper Swap project is coming to Ingatstone Fire Station on November.
  4. **Communications** – The latest e-bulletin has just been sent out and the Autumn edition newsletter has gone to the printers this week.
  5. **Clerk's update on projects** – the Clerk presented a written update on the projects that she is currently undertaking.
- FC24/120 **Specific projects and discussions**
1. **Steen Close**  
The quotes for fencing at Steen Close were discussed. Both the Chair and Clerk declared a non-pecuniary interest in this agenda item and remained in the meeting room. It was **RESOLVED** that **SJ Tidd be appointed to undertake the work at a cost of £2680 no VAT.**  
Proposed: Cllr Hart  
Seconded: Cllr Marston  
Agreed with one abstention
  2. **To review the office lease**  
Cllr Hart reported on the recent Personnel Committee discussion and presented a matrix of needs for the parish council office. This matrix covers a range of needs and will be sent to all Councillors for their contribution. The lease ends 2nd August 2025. A general discussion ensued and this matter will be brought back to the next Full Council before transferring to Legal & Finance Committee.
  3. **To receive an update on the High Street Christmas Trees**  
The Clerk provided an update and advised that a grant will be received from Brentwood Connected to assist in the project. They will be installed around the 29<sup>th</sup> November and will be removed around Twelfth Night. She also advised that she had asked the Communications Clerk to relaunch the Christmas Window competition.

4. **To receive an update on the outdoor gym path and decide next steps**  
The Clerk provided an update following correspondence with Cllr Wagland. The Clerk has requested the appropriate license forms from ECC and is waiting receipt of them. The path will run to the two pieces of gym equipment that have been designed for wheelchair users.

5. **To agree to shared costs for a report for the West of Chelmsford Parishes Group**

Cllr Hart advised that costings had been received from the Group regarding a report that is being commissioned and that this council's portion would be in the region of £2500 based on precept and size of the council. It was noted that a previous council meeting had agreed to budget £2000 for this work and that this had not been drawn down. The Clerk reported that the £1000 for access to Seymour Field for environmental studies had been received. It was therefore **RESOLVED that the budget for this matter would now be £3000 and the council's contribution to the report be agreed.**

Proposed: Cllr Winter

Seconded: Cllr Hart

All Agreed

FC24/121 **Parish Council financial accounts**

Councillors reviewed and approved the following reports, payments and actions

1. Profit / loss report for September 2024
2. Payments and receipts for September / October 2024
3. Bank reconciliation for September 2024
4. Budget tracker for 2024-2025
5. The report from the External Auditor for the accounts year ending 31<sup>st</sup> March 2024 was received and noted by council

FC24/122 **To receive verbal reports from councillors attending external meetings**

- Cllr Winter attended the BBPCA meeting and provided an update.
- Cllr Davey reported on the EALC AGM.
- Cllr Sankey reports on the latest SEPP meeting and issues with parking in Wadham Close and the changes in parking restrictions on Brentwood High Street.

FC24/123 **Items for inclusion in the next Agenda**

- Office lease and matrix

FC24/124 **Close of meeting**

The Chair thanked the councillors for their attendance and closed the meeting at 8.45pm.

**Date of next Council Meeting: Full Parish Council meeting on Thursday 14<sup>th</sup> November 2024 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE**

## Appendix FC24/121 Financial accounts

Date: 02/10/2024						
<b>Day Books: Supplier Payments (Summary)</b>						
Date From: 01/09/2024						
Date To: 31/12/2050						
No	Type	Date	N/C	Ref	Details	Gross B
14239	PP	02/09/2024	BRENTWOO	BBC rates x 4	Business rates for September 24	877.00 R
14249	PP	02/09/2024	JPB	JPB SO Aug 24	Grounds maintenance contract Aug 24	3922.60 R
14257	PP	04/09/2024	MS2	MS2 office rent	Office rent and service charge for quarter	5,498.23 R
14264	PP	05/09/2024	PKFLITTL	PKF 20241313	External audit fee for 23/24 accounts	1,008.00 R
14290	PP	09/09/2024	BT	BT MO11 SQ	Seymour wifi monthly dd	30.38 R
14291	PP	10/09/2024	POZITIVE	Poz 6373200	Lychgate electricity monthly dd	16.54 R
14259	PP	11/09/2024	SSE	SSE gas	Seymour gas charge for quarter	293.81 R
14222	PP	13/09/2024	BRENTWOO	BBC car park 100432660	Market Place and Bell Mead parking agreement	1,755.94 R
14227	PP	13/09/2024	FRIENDSO	FHE 022	Friends of Historic Essex annual membership	12.00 R
14250	PP	13/09/2024	JPB	JOB 1622	Bench install, bin install and 2 x interments	745.80 R
14253	PP	13/09/2024	JK	JK x 2	Office and pavilion clean for Aug 2024	320.00 R
14261	PP	13/09/2024	CSH	CSH 665699	Seymour bin emptying for Aug 24	213.53 R
14359	PP	16/09/2024	BBALARMS	BB SO	Seymour alarm maintenance monthly SO	18.00 R
14360	PP	17/09/2024	WATER	Water Plus 6743997	Seymour water charges monthly dd	53.24 R
14358	PP	23/09/2024	EBM	EBM 129577	Printing and copying monthly dd	24.00 R
14293	PP	24/09/2024	PRINTWIS	PWaste 53665	Tetrapak recycling monthly charge	83.45 R
14296	PP	24/09/2024	LODGE	ICE 12130226	Broadband, line rental and phone calls for the month	85.70 R
14298	PP	24/09/2024	LODGE	Ice 29715	Domain name renewal annual fee	78.00 R
14300	PA	24/09/2024	A&J	A&J 38577	Fairfield solar lights (grant funded)	6,876.00 R
14314	PP	24/09/2024	TDP	TDP 115885	Additional picnic bench for Seymour pavilion	681.93 R
14316	PP	24/09/2024	A&A	A&A24104	Welding repair on goal post wheel	80.00 R
14334	PP	24/09/2024	SUELEES	SL6682	AccessiBe software annual subs for website	390.00 R
14336	PP	24/09/2024	JMPAYROL	JM42061	Monthly payroll charge	42.00 R
14338	PP	24/09/2024	EALC	EALC 17980	Councillor and staff training for September 24	336.00 R
14355	PP	24/09/2024	HARRINGT	Harrington 4815	Seymour car park resurfacing works	36,312.00 R
14362	PP	24/09/2024	LODGE	ICE 29749	New VoIP phone for office (to maintain phone system)	84.00 R
14357	PP	26/09/2024	JMPAYROL	J&M 38429/39742	Outstanding payroll charges (clerk error)	54.00 R
14255	PP	30/09/2024	MS2	MS2 garage	Rent for garage at The Limes (50% to be paid by JPB landscapers)	1,200.00 R
14392	PP	30/09/2024	JPB	JPB SO	Grounds maintenance contract Sept 24	3,922.60 R
14398	PP	01/10/2024	BRENTWOO	BBC x 4 rates Oct 24	Business rates for October 24	877.00 N
14405	PP	02/10/2024	JK	JK x 2	Pavilion and office clean for Sept 24	910.00 N
14332	PP	11/10/2024	TRADE	TUK 44117	Digital light timer for Seymour pavilion	19.49 N
14340	PP	11/10/2024	AMAZON	Amazon8269	Replacement laptop charging lead (A Wright)	22.99 N
14401	PP	11/10/2024	AMAZON	Amazon x 2	Toilet rolls and cleaning fluid	55.74 N
14407	PP	11/10/2024	VILLENE	VHyam	Winter artisan market grant (FC budget approved)	1,500.00 N
14409	PP	11/10/2024	CSH	CSH 669638	Seymour bin emptying for Sept 24	209.04 N

<b>CASHPLUS PRE-PAID CREDIT CARD PAYMENTS</b>						
No	Type	Date	N/C	Ref	Details	Gross B
14353	VP	18/09/2024		Sep-19	Caretakers mobile Sept 24	5.00

<b>BALANCES IN BANK ACCOUNTS DATED 30/09/24</b>		<b>150,138.08</b>
Unity Trust Bank Current Account		7,075.51
Unity Trust Bank Savings Account		22,627.27
Petty cash		454.23
Cashplus card		483.06
Skipton Building Society		21,000.00
Redwood Bank		52,298.93
Cambridge Building Society		46,199.08

