

Parish Office
Suite 2
4 The Limes
Ingatestone
Essex
CM4 0BE
Telephone: 01277 676759
www.ingatestone-fryerningpc.gov.uk

FULLL PARISH COUNCIL MEETING

MINUTES OF MEETING HELD: 12th September 2024, 7.30pm VENUE: Suite 2, 4 The Limes, Ingatestone

Present:	Cllrs	P Jeater	J Winter	D Sankey	L Emmett
		G Tullett	C Russell	L Donno	M Marston
		R Whittow-			
		Williams			
		(arrived			
		7.33pm)			
Also		A Wood (Clerk	BCIIr H Gorton		
present		and RFO)			
Absent	Cllrs	M Hart	D Greenwood	P Davey	P Batchelor
		(attended			
		online)			
		R Lee	J McGuinness		

FC24/099 Apologies for Absence – for noting but not approval

Apologies were noted from Cllrs Davey, Batchlor, Lee and McGuinness. Cllr Hart attended online and did not vote.

FC24/100 Announcements, declarations of Interest and dispensations

None were raised.

FC24/101 Public Participation

No members of the public wished to speak.

FC24/102 To approve the minutes of the Full Parish Council meetings held on 11th July

2024

The minutes were approved and were signed by Cllr Jeater as a correct record.

Cllr Whittow-Williams arrived at this point

FC24/103 Matters arising for report (but not for resolution)

- Cllr Donno was formally welcomed to the parish council and the Clerk confirmed that she had received the Acceptance of Office form in advance of this meeting.
- The Clerk reported on the Register of Interest issue with Brentwood Borough Council removing these forms from their website. She asked the Councillors to complete a paper copy and return it to her as soon as possible.
- Cllr Jeater reported on a conversation he had had with Cllr Kendall from Brentwood Borough Council at the opening of the outdoor gym. It was agreed that the Clerk approach the Borough Council again with the aim of renegotiating the ownership of the site.

FC24/104 To receive a verbal report from the Borough and County Councillors

Cllr Sankey reported on the following

- He had also been speaking to officers about the future of Seymour Field.
- Work on a corporate plan had been started with an improved working relationship with parish councils.
- He also advised that he is still working on the car parking agreement and possible monies due to the parish council.
- A new \$151 officer has been appointed by the Borough.
- An update on the Essex Women blue plaque project was provided.
- A planning application will be submitted for a Daniel Sutton plaque on the High Street.
- The footpath near Trimble Close has been cleared, as had a property on Norton Road. Concerns have been raised about the state of Piero's and the inaction of enforcement at this time.

Cllr Gorton reported on the following

- The applicant for the Cow Barn building works in Beggar Hill has opted to submit their plans to the Planning Inspectorate, therefore bypassing the Borough Council. This could result in a lengthy delay in decision making.
- He is trying to get repair works on the pavement at Wadham Close undertaken as a matter of urgency.
- Work on the Cala Homes site has started.

FC24/105 Committee reports: to receive minutes, verbal reports, and proposals from Committees

- Planning and Highways as per the minutes. Cllr Gorton reported on the recent application for minor variation to the license of The Lounge. Objections had been received and the application has been refused. The issue of notification of minor variation applications was discussed and that residents and the parish council had not received any notification of this application which seems to highlight a flaw in the licensing system.
- 2. Facilities the committee did not met in August
- 3. **Legal and Finance** the committee did not met in August
- 4. **Personnel** the committee did not met in August
- 5. **Neighbourhood Plan Implementation Group** the committee did not met in August

FC24/106 Working group updates

- 1. Economic Development Cllr Winter reported that the Street Rangers had visited the High Street and they were well received by the businesses and residents. BID has commissioned a consultant who specialise in empty premises to find alternative uses of the sites and working with the owners. A report will be provided to the parish council. BID is also undertaking a parking review with the businesses to understand the demands of the workforce for nearby parking.
- 2. Climate Emergency the group did not met in August
- 3. Health and Wellbeing the group did not met in August
- 4. **Communications** The Communications Clerk is requesting articles for the next newsletter.
- 5. Clerk's update on projects the Clerk presented a written update on the projects that she is currently undertaking and request instruction from the council in relation to the pathway for the outdoor gym. She expressed frustration about the lack of communication from the

County Councillor in supporting this project (and other projects) and advised that without this support, the license for the path could not be progressed. Concern was also raised that potentially, this could result in having to pay back the UKSPF grant as the path was part of the grant application. After a lengthy discussion, the Clerk was asked to write and email Cllr Wagland with a deadline for a response. If this does not result in support, then a complaint will be raised with the Monitoring Officer at Essex County Council in relation to lack of communication and attendance at council meetings.

FC24/107 Specific projects and discussions

1. Norwich to Tilbury Pylon Project

The Clerk circulated the response received from Fisher German LLP regarding the £1000 compensation for accessing Seymour Field for environmental surveys. The response was noted and the Clerk asked to proceed with this offer.

2. Steen Close

The quotes for land clearance at Steen Close were discussed. It was **RESOLVED** that **Ascending Arbs Tree Service be appointed to undertake the work at a cost of £2298+VAT.** The Clerk was asked to notify the neighbours of the work once a date was set.

Proposed: Cllr Marston Seconded: Cllr Emmett All agreed.

3. To confirm Cllr Donno's committee membership

It was agreed that Cllr Donno attend as many committee meetings as possible and to formally decide in the new year.

4. To discuss the High Street Christmas Lights

The Christmas lights were discussed and the following was agreed by the council as a way to progress.

- The Market Place Christmas tree would be sited as per previous years.
- A tree be erected in St Edmunds and St Mary's churchyard and the council would replace the current floodlight with a more energy efficient light, with additional power points for the Christmas tree lights. This had been approved by the PCC.
- A tree to be erected next to the High Street phone box at the Community Centre with appropriate new electrical points being sited nearby. This was approved by the Community Centre.
- It is hoped that further trees could be added in following years. It was noted that these changes have to be properly advertised on social media, e-bulletins and parish newsletter so that residents are aware of the reasons for the planned changes. The Clerk was asked to contact the Library to see if they would like some lights for their window.

5. To discuss the Big Lunch project

The Clerk suggested that the council organise a community picnic and that after speaking with the cricket club, that they would support an event on Fairfield. The date of Sunday 8th June was suggested and received the full support from the council. The Clerk was asked to proceed with this project.

6. To review the office lease

As Cllr Davey was not at the meeting and he had negotiated the lease, it was agreed to defer this agenda item to October.

FC24/108 Parish Council financial accounts

Councillors reviewed and approved the following reports, payments and actions

- 1. Profit / loss report for August 2024
- 2. Payments and receipts for August / September 2024
- 3. Bank reconciliation for August 2024
- 4. Budget tracker for 2024-2025

FC24/109 To receive verbal reports from councillors attending external meetings None were presented.

FC24/110 Items for inclusion in the next Agenda

- To formally note receipt of the returned External Auditors report for 2023/24
- Steen Close update
- High Street Christmas tree update
- Office lease discussion

FC24/111 Close of meeting

The Chair thanked the councillors for their attendance and closed the meeting at 8.56pm.

Date of next Council Meeting: Full Parish Council meeting on Thursday 10th October 2024 7.30pm, Suite 3, 4 The Limes, Ingatestone, CM4 0BE

Appendix FC24/108 Financial accounts

	05/09/2024				
				Bank Payments & Receipts by Bank Accou	<u>nt</u>
rom :	01/08/2024				
o :	31/12/2050				
Туре	Date	N/C	Ref	Details	Gross
BR	45506	4005	SS24 cash	Donation from JB Ices	225.00
BR	45506	4005	SS24 cash	Funfair ticket sales	915.00
BR	45510	4002	268	Memorial fee Young K147 BACS	302.00
BR	45510	4005	SS24 sum up	Funfair ticket sales via Sum Up	654.00
BP	45510	7901	SS24 sum up	SS24 sum up fee	-10.87
BR	45511	4002	267	Exclusive rights and interment Palmer B	63.00
BR	45512	4005	ss24	Bar donation	558.00
BP	09/08/2024	7015	SS24	Britannia pipe band fee	-400.00
BP	09/08/2024	4002	Burial refund	Interment fee refund Wallis	-667.00
BP	09/08/2024	7015	SS24	Siver Gems Majorettes donation	-50.00
BP	09/08/2024	7015	SS24	Charities and organisation stall refunds	-225.00
BP	09/08/2024	8203	R Spouge exp	Cemetery milage	-27.47
BP	09/08/2024	8203	A Wright exp	Mileage	-31.50
BP	09/08/2024	7015	SS24	Funfair hire	-4000.00
ВР	20/08/2024	2220	Aug 24 payroll	Aug 24 net wages	-4935.68
BP	20/08/2024	2210	Aug 24 payroll	Aug 24 paye	-991.80
BP	20/08/2024	2210	Aug 24 payroll	Aug 24 Ee NIC	-133.03
ВР	20/08/2024	2210	Aug 24 payroll	Aug 24 Er NIC	-449.82
ВР	20/08/2024	2230	Aug 24 payroll	Aug 24 Pension admin	-18.49
BP	20/08/2024	2220	Aug 24 payroll	Aug 24 staff pension	-231.10
BP	20/08/2024	2230	Aug 24 payroll	Aug 24 Ers pension	-932.22
BR	23/08/2024	4002	270	Exclusive rights and interment Razzell B	683.50
BR	29/08/2024	4002	271	Interment fee Pilgrim G59 BACS	283.00
BR	03/09/2024			Memorial fee Crowe J124	302.00
BR	03/09/2024	4002	274	Additional inscription J50 Tytherleigh	98.00
	Type BR BR BR BR BR BP	Type Date BR 45506 BR 45510 BR 45510 BR 45511 BR 45512 BP 09/08/2024 BP 09/08/2024 BP 09/08/2024 BP 09/08/2024 BP 09/08/2024 BP 09/08/2024 BP 20/08/2024	Type Date N/C BR 45506 4005 BR 45506 4005 BR 45510 4002 BR 45510 4005 BR 45511 4005 BR 45511 4005 BR 45511 4005 BP 09/08/2024 7015 BP 20/08/2024 2220 BP 20/08/2024 2220 BP 20/08/2024 2210 BP 20/08/2024 2210 BP 20/08/2024 2220 BP 20/08/2024 2230 BP 20/08/2024 2230 BP 20/08/2024 2230 BP 20/08/2024 2230 BR 23/08/2024 4002 BR 29/08/2024 4002 BR 29/08/2024 4002 BR 03/09/2024 4002	Type Date N/C Ref BR 45506 4005 SS24 cash BR 45510 4002 268 BR 45510 4005 SS24 sum up BP 45510 7901 SS24 sum up BP 45511 4002 267 BR 45512 4005 SS24 sum up BR 45512 4005 SS24 BP 09/08/2024 7015 SS24 BP 20/08/2024 7015 SS24	Bank Payments & Receipts by Bank Account Payments & Receipts

Date:	05/0	9/2024				
	Ť		Day Books:	Supplier Payments (Sur	nmary)	
Date Fr	om:	01/08/2024				
DateTo		31/12/2050				
		,,				
No	Type	Date	N/C	Ref	Details	Gross B
4129	PP	01/08/2024	BRENTWOO	BBC rates x 4	Business rates for August 24	877.00 R
4156	PP	07/08/2024	BT	BT dd MO10 03	Seymour wifi monthly dd	30.38 R
4105	PP	09/08/2024	MARKSTEY	MTR 10889	SS24 tannoy system hire	720.00 R
4107	PP	09/08/2024	BRENTWOO	BBC 100429120	Fryerning bin emptying quarterly charge	71.45 R
4111	PP	09/08/2024	LODGE	ICE 29128	Backup and remote support monthly charge	126.00 R
4120	PP	09/08/2024	JK	JK x 2	Office and pavilion clean for July 2024	500.00 R
4122	PP	09/08/2024	ELLISONS	Ellisons 160760	Steen Close transfer legal fees	1,556.80 R
4279	PP	12/08/2024	EE	EE dd	Caretaker's mobile monthly dd	16.87 R
4203	PP	15/08/2024	BBALARMS		Seumour alarm system monthly SO	18.00 R
4161		16/08/2024	CSH	CSH 660925	Seymour bin emptying for July 24	283.13 R
4163		16/08/2024	HEATHERL		Skip replacement at Cemetery x 2	464.00 R
4165	PP	16/08/2024	PRINTWIS	PWaste 51770	Tetrapak recycling monthly charge	83.45 R
4168	PP	16/08/2024	JPB	JPB 1601	4 x ashes interments	246.00 R
4170	PP	16/08/2024	LODGE	ICE 12130002	Phone calls, broadband and line rental monthly	87.88 R
		_0,00,_0_:			charge	57155 K
4201	PP	16/08/2024	WATER	Water 2199 DD	Seymour water rates monthly charge	66.79 R
4102	PP	20/08/2024	BSW	BSW 1502	Marquees, tables and chairs hire	3,003.60 R
4125	PP	20/08/2024	BL&S	BL&S 51566	replacement lock for Seymour top gate	51.67 R
4195	PP	20/08/2024	SJTIDD	SJTidd Aug 24	Repairs to Seymour - changing room and roof -	2,780.00 R
					Facilities committee	
4196		20/08/2024		EA 39882/39829	Bin liner and finger post (Bell Mead)	321.54 R
4055	PP	23/08/2024	TRADE	TUK 9684/3207	Shelving for library and cam locks	26.86 R
4023 4206	PP	27/08/2024	TRADE JMPAYROL	TUK 1513352156	Spray paint and ironmongery	20.47 R 42.00 R
.4208		27/08/2024 27/08/2024	DOR2DOR	D2D 1127	Monthly payroll fee Newsletter distribtion cost	944.40 R
4210		27/08/2024	LODGE	ICE 29493	Back up and remote IT support for month	123.60 R
4212		27/08/2024	TDP	TDP 115548	6 x planters for New Road verge	1,727.02 R
4217	PP	27/08/2024	EBM	EBM dd	Printing and copying charge for July 24	94.19 R
4240	PP	28/08/2024	POZITIVE	Poz 6341915	Lychgate electricity for July 24	14.60 R
4219	PP	30/08/2024	SSE	SSE elec 1326000	Seymour electricity charge for quarter	453.98 R
.4230	PP	30/08/2024	COMMUNIC	Communiate UK x 2	Alarm and emergency lighting annual bronze agreement	378.67 R
4239	PP	02/09/2024		BBC rates x 4	Business rates for September 24	877.00 N
4249	PP	02/09/2024	JPB	JPB SO Aug 24	Grounds maintenance contract Aug 24	3,922.60 N
.4257	PP	04/09/2024	MS2	MS2 office rent	Office rent and service charge for quarter	5,498.23 N
4264	PP	05/09/2024	PKFLITTL	PKF 20241313	External audit fee for 23/24 accounts	1,008.00 N
4259	PP	11/09/2024	SSE	SSE gas	Seymour gas charge for quarter	293.81 N
4222 4227	PP PP	13/09/2024 13/09/2024	BRENTWOO FRIENDSO	BBC car park 10043260 FHE 022	Market Place and Bell Mead parking agreement Friends of Historic Essex annual membership	1,755.94 N 12.00 N
4250	PP	13/09/2024	JPB	JOB 1622	Bench install, bin install and 2 x interments	745.80 N
4253	PP	13/09/2024	JK	JK x 2	Office and pavilion clean for Aug 2024	320.00 N
4261	PP	13/09/2024	CSH	CSH 665699	Seymour bin emptying for Aug 24	213.53 N
4255	PP	30/09/2024	MS2	MS2 garage	Garage annual rent (50% shared)	1,200.00 N
-1233		50/05/2024	1132	1102 garage	- Jurage annual rent (30 / 0 snareu)	1,200.00 N

BALANCES IN BANK ACCOUNTS DATED31/08/24	213,122.19	
Unity Trust Bank Current Account	11,239.57	
Unity Trust Bank Savings Account	81,583.82	
Petty cash	312.73	
Cashplus card	488.06	
Skipton Building Society	21,000.00	
Redwood Bank	52,298.93	
Cambridge Building Society	46,199.08	

CASHPLUS PRE-PAID CREDIT CARD PAYMENTS							П
No	Type	Date	N/C	Ref	Details	Gross	В