



TAKELEY PARISH COUNCIL

The Old School Community Centre, Brewers End, Takeley, CM22 6SB

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**Minutes of Takeley Parish Council Meeting
held at the Old School Community Centre on July 7th 2021 at 7.30pm**

Present: Cllr Carol Pratt - Chair
Cllr Trevor Allen
Cllr Patricia Barber
Cllr Phill Bodsworth
Cllr Sonia Carr
Cllr Richard Cheetham
Cllr Jackie Cheetham
Cllr Sue Sprules

Graham Mann (member of the public) – from 8pm approx

Apologies: Cllrs Jim Backus, Geoff Bagnall, Pat Burnett and Linda Steer.

Clerk: Kate Rixson

Item	<u>Business</u>
	<u>Part 1</u>
21/50	<u>WELCOME & APOLOGIES</u>
	The Chairman Carol Pratt welcomed members. Apologies were acknowledged as above.
21/51	Members were asked to direct any comments through the Chairman. All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about a person attending the meeting.
21/52	<u>DECLARATIONS OF INTEREST</u>
	Members were reminded that they should declare relevant interests at each meeting for items on the agenda and to request a replacement form if their circumstances have changed and their register of interests needs amending.

Date:

Chairman

	Cllr Bodsworth declared a pecuniary interest in item 21/60 if this were to include consideration of purchasing replacement components for the defibrillators.
21/53	<u>MINUTES OF MEETING</u> The minutes of the meeting 16/06/2021 were approved as an accurate record and signed by the Chairman.
21/54	<u>DISTRICT AND COUNTY COUNCILLOR REPORTS</u> No reports had been received.
21/55	<u>PUBLIC PARTICIPATION/OPEN FORUM</u> <i>This provides an opportunity for members of the public to raise questions and comment on items on the agenda or of import. Time for this session is limited to 15 minutes (03 minutes per person)</i> No members of the public had asked to address the council.
21/56	<u>FINANCE</u> <ol style="list-style-type: none"> 1. The Chair of the Finance Committee was absent so an update was deferred. 2. Donation of £1,200 to the Churchyard in December 2020 – for ratification: It was noted that this was a donation made in the financial year 2020-21 which the auditor had advised the council to consider and ratify. It was noted that the council had the power but no duty to contribute to the maintenance of a burial ground under The Local Government Act 1972 s 214(6) and Sch 26 para 1. It was agreed that the council would discuss the position with the Vicar in relation to making a similar donation in the current financial year. The payment made in 2020-21 was ratified by a unanimous vote.
21/57	<u>COUNCIL POLICIES</u> Following the agreed review, Cllr Steer had circulated a note and recommendations to members. This was noted for future discussion. It was agreed that the Chairman would ask the clerk to bring forward policies to the council for approval as necessary, and have them placed on the website. ACTION: CHAIR/CLERK

21/58	<p style="text-align: center;"><u>TRAINING</u></p> <p>Training options were agreed as follows:</p> <ol style="list-style-type: none"> 1. New councillors: to book a convenient date from the 2-day courses offered by EALC and notify the council, which would cover the cost 2. Current councillors: the refresher course offered by Mike Letch, Auditor, was preferred. It was agreed that he would be asked to provide the session in September 2021. ACTION: CLLR SPRULES
21/59	<p style="text-align: center;"><u>CORPORATE GOVERNANCE REVIEW</u></p> <p>It was noted that the Principal authority, Uttlesford District Council, had circulated government guidance, a list of local councils with an analysis of size, population and structure, and a note requesting comments be submitted to Phil Hardy, Electoral Services manager. After discussion it was agreed that the council had no requests for changes and that the Clerk should write to ask for clarification of any UDC plans affecting the area of the parish. ACTION:CHAIR/CLERK</p>
21/60	<p style="text-align: center;"><u>DEFIBRILLATORS</u></p> <p>It was confirmed that enquiries had been made about maintenance and that a weekly check of each defibrillator was being carried out and logged. It was noted that the defibrillators would need to be replaced in four years' time on the expiry of the warranty and that new pads would need to be purchased either when they expired or if the device was used.</p> <p>The Chairman confirmed that the council had agreed to be responsible for maintaining and replacing the two defibrillators, and that funds passed to the council for this purpose were ringfenced. It was agreed that the Clerk would be asked to show the funds as earmarked reserves when she set up the new accounts software.</p> <p>It was considered that it would be useful to offer training in using the defibrillators, to any interested member of the public or to particular community groups, and it was agreed to publicise the option of having a training session. Cllr Carr described what was offered by the British Heart Foundation. ACTION: CHAIR/CLERK</p>
21/61	<p style="text-align: center;"><u>RECREATION GROUND AND SPORTS FIELD</u></p> <p>Cllr Dom Roque was not present to provide an update, which was therefore deferred.</p> <p>Cllr Jackie Cheetham advised members that further funds had been added to the Community Initiative Fund, available to sports clubs such as the Football Club.</p>

21/62	<p style="text-align: center;"><u>FOOTPATHS AND TREES</u></p> <p>Members were concerned at the damage caused by Gigaclear to council assets during recent groundworks. It was agreed that the Clerk would contact Gigaclear to claim recompense. <u>ACTION: CLERK</u></p>
21/63	<p style="text-align: center;"><u>HIGHWAYS AND TRANSPORT ISSUES</u></p> <p>Members raised the following issues:</p> <ol style="list-style-type: none"> 1. Non-functioning drain at junction of Smiths Green and B1256 2. Street lights owned by Essex Highways not working 3. Bus pull-in spaces, although clearly marked, being used for parking yet the Parking Partnership did not seem to be taking any action. <p>Problems reported previously on Church Lane had been raise with Highways and with County Councillor Barker by the Parochial Church Council.</p> <p>It was agreed that the Chairman would arrange for the Clerk to pursue these issues with the appropriate authorities. <u>ACTION: CHAIR/CLERK</u></p>
21/64	<p style="text-align: center;"><u>PLANNING</u></p> <p>The Chairman notified members that the Uttlesford District Council Planning Committee had refused the applications in Mole Hill Green which it had considered at its meeting earlier in the day. A site visit appeared to have been influential in the decisions.</p> <ol style="list-style-type: none"> 1. It was agreed that councillors would work with Broxton Parish Council, and possibly Little Canfield if they wished, on a Joint Neighbourhood Plan. A second meeting on the matter, convened by Peter Hewett, was set for 21 July 2021. 2. Councillors agreed to endorse and sign a joint objection letter prepared by Great Dunmow Town Council relating to application UTT/21/1708/OP (land east of Highwood Quarry). 3. It was noted that local householders had received a leaflet from Affinity Water speaking of water shortages. It was agreed that water supply and sewerage services were major problems in relation to development in the parish. It was noted that Ofwat had sked to be copied in to objections to major planning applications where water supply etc was an issue. 4. Members were advised that the National Trust had asked to see copies of objections to developments on land adjacent to National Trust property locally. 5. It was noted that the Planning Committee would be meeting on July 14th 2021 at the OSCC and would be considering current applications and appeals including the proposed major development at Warish Hall Farm UTT/21/1987/FUL; Peter Hewett has prepared a draft response which had been circulated.

	<p><u>PART 2</u></p> <p>Under Local Government Act 1972 s100(A)(4) the council resolved to exclude the public and press from the meeting on the grounds that discussion of item 21/64 would involve the likely disclosure of exempt information.</p> <p>The attending member of the public left the meeting.</p>
21/65	<p><u>APPOINTMENT OF CLERK</u></p> <p>The Chairman and Cllr Sprules reported the Staffing Committee’s recommendation that the post of Clerk and RFO be offered to Lisa Chambers. The council resolved to accept the recommendation unanimously. Cllr J Cheetham abstained because of her longstanding work relationship with the candidate in another setting.</p> <p>It was agreed that the Chairman would put in place the practical arrangements with the new Clerk and that the council would fund the fee of £120 plus VAT for the Introduction to Local Council Administration training course offered by the Society for Local Council Clerks. ACTION:CHAIR</p>
	<p><u>THE MEETING CONCLUDED AT 9.00pm</u></p> <p>All Full Council Agendas will be advertised in advance on the council’s website and noticeboard.</p> <p>Members of the public can request to join the meeting subject to advance e-mail notification to the Clerk.</p> <p>The Press and the Public are always welcome to attend</p>

The next full council meeting is due to take place on August 4th 2021 at 7:30 pm.