



TAKELEY PARISH COUNCIL

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

www.takeleyparishcouncil.co.uk

Councillors are hereby summoned to attend the Annual Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday, 4th May 2022 at 7.30pm at The Old School Community Centre**, for the purpose of transacting the business set out on the agenda below.

Council Members: Carol Pratt (Chairman), Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Phill Bodsworth, Pat Burnett, Sonja Carr, Jackie Cheetham, Dom Roque, Linda Steer and Sue Sprules

Signed: *Jackie Deane*
(Locum Clerk)

Members of the public and press are welcome to attend in person. There is no requirement to register in advance to attend but notification of your intention to attend is appreciated. Your contribution towards operating a Covid safe meeting is welcomed.

AGENDA

Item	Part 1
1.	Election of Chairman To elect a Chairman for the year 2022-23.
2.	Election of Vice Chairman To elect a Vice-Chairman for the year 2022-23
3.	Apologies for Absence To note apologies.
4.	Declarations of Interest To note.
5.	Public Forum
6.	Minutes of the Meeting To approve the Minutes of the meeting held on 6 th April 2022.
7.	Takeley 10k donation request A request has been received from the organising committee for a donation of £1,000 for their fundraising event.

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: takeleyparishcouncil@outlook.com

Date posted: 27th April 2022



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8.	Ward Councillor/County Councillor Reports/Member Reports To note reports received and circulated ahead of the meeting and any reports from those present.
9.	Councillor Vacancies a) Co-option of a new councillor to fill the vacancy following the resignation of Trevor Allen b) Notification of a vacancy following the passing of Richard Cheetham.
10.	Clerk's Report a) Appointment of temporary administrator on 9 th February 2022 for 15 hours per week at SPC 10. The staffing committee will review requirements and advertise for a permanent role to start in July 2022. b) Appointment of a new caretaker on 26 th April 2022 for 7 hours per week. Further details will be noted in part 2 of the meeting. c) The Parish Clerk vacancy advertisement closing date was 22 nd April and one application was received. Details will be discussed in part 2 of the meeting. d) Arrangements for the Annual Parish Assembly 18 th May 2022 at 7.30pm in the Old School House. e) Grant of £1500 received from UDC for youth services. f) Grant of £6,000 received for Sports Field shelter installation and Jubilee events. g) Public Works Loan Board repayment on 20 th May will be £22,009.21 in respect of the loan to refurbish the Old School House.
11.	Building and grounds maintenance a) Emergency repair of outbuilding roof. Ratification of contractor payment from Paul Burnett to the sum of £130 for repairs. b) Annual service of roller shutters is due in June. A quote has been received from the original installer, for £235. c) Litter bin 25 in Priors Green is missing a lid and this should be replaced to avoid rubbish blowing out of the bin. d) Quotes have been sought for 2 x bins in the Recreation Ground to replace oil drums.
12.	EALC and NALC Subscription Renewals Consideration of renewals as follows: EALC Affiliation Fee 2022/2023 £554.11

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	<p>NALC Affiliation Fee 2022/2023 £276.83</p> <p>To consider Cllr Pratt's request for consideration of an alternative subscription and support services if EALC membership is not renewed.</p>
13.	<p>Finance Committee Report and Recommendations</p> <ul style="list-style-type: none">a) To note the end of year reports, minutes of the committee meeting held on 12th April and updated asset register.b) To appoint Mike Letch as internal auditorc) To note Year-end Part 2 committee meeting will be held on 10th May 2022 at 10am
14.	<p>Planning Committee Report and Recommendations</p> <ul style="list-style-type: none">a) To receive the Planning Committee meeting notes in lieu of minutes from 13th April 2022.b) To consider the date of the next meeting as the scheduled date of 11th May will coincide with UDC Planning Committee meeting where two major planning applications will be decided.
15.	<p>Neighbourhood Plan Update</p> <ul style="list-style-type: none">a) Housing Needs Survey reportb) Draft resident questionnairec) Presentation for Annual Parish Assemblyd) Heritage and Landscape assessments
16.	<p>Annual Review of Committee Membership and Responsibilities</p> <p>See appendices 3 & 4 and members to consider changes for the coming year.</p>
17.	<p>Major Planning Update – Appendix 5</p> <ul style="list-style-type: none">a) Warish Hall Appealb) Planning applications from Endurance Estatesc) Local Plan, infrastructure requirements and Regulation 18 consultation
18.	<p>Correspondence</p> <p>Letter from EALC supporting their request for subscription renewal.</p>
19.	<p>Items to Note and for Future Meetings</p>

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20.	Date of the Next Meetings The Annual Parish Assembly will be held on 18 th May at 7.30pm in the Old School House. The next Full Council meeting is due to take place on Wednesday, 1 st June 2022.
Part 2	
Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information.	
To enter Part 2:	
Staffing matters a) Details of caretaker appointment. b) New Clerk applicant and recruitment arrangements.	

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