

# TAKELEY PARISH COUNCIL AGENDA

Website: <http://www.takeleyparishcouncil.co.uk>  
(Members of public and press welcome to attend via zoom)

**The Zoom Meeting will be held at 7:30pm  
On Wednesday 13<sup>th</sup> January 2021**

**Please contact the Assistant Clerk via e-mail should you wish to attend via zoom.**

**E-mail: [julialouisepotter@gmail.com](mailto:julialouisepotter@gmail.com)**

*Members of the council are hereby summoned to attend in respect of the below matters of business.*

1. Welcome and apologies for absence.
2. Everyone in attendance will note the meeting is being held via Zoom – members of the public to note that the meeting content will be recorded.
3. Declarations of Interest: To receive declarations of interest on any items on the agenda.
4. Approval of minutes of the last meeting (02/12/2020) as circulated to members.

These will be approved and signed by the Chairman – (this will occur remotely due to COVID 19).

5. District and County Councillor Reports (5 mins. max.)

District/County Councillors will provide verbal or written reports and answer questions.  
Please direct any questions/comments to the County/District Councillors present at this time

6. Open Forum (5 mins. max.)

*Please direct any questions/comments to the County/District/Parish Councillors present at this time. Members of the public are allocated this time to speak but must e-mail the Clerk so that they may be invited to a Zoom meeting and can notify members in advance what they wish to speak about.*

7.	Administration	i. Councillors to note the resignation of Cllr Peter Hewett as of December 17 <sup>th</sup> 2020.
8.	Finance	ii. Verbal update from Chair of Finance Committee iii. Councillors to agree purchase and installation of a notice board for The Old School Community Centre iv. Councillors to agree a recommendation from the Finance Committee for the 2021/2022 precept figure of £154,533  The following items are for ratification following the agreement of the Finance Meeting Minutes dated 27/11/2020:  1) Pay the Assistant Clerk for additional hours during Oct/Nov

		<p>2) Pay the Assistant Clerk the Working from Home Allowance as per the employee contract</p> <p>3) BACS transfer to be used for processing salary payments</p> <p>4) The Locum Clerk to be used to keep Finance up to date</p>
9.	The Old School Community Centre	<p>i. Councillors to note installation of CCTV on site.</p> <p>ii. Councillors to note and arrange completion of the recommended list of documents in order to comply with The Surveillance Camera Code of Practice (2013) and The Surveillance Camera Commissioner.</p>
10.	Highways and Transport Issues	<p>i. To note any highways issues known at the time of the meeting</p>
11.	Sports field and Recreation Ground	<p>i. Update from Cllr Dom Roque</p>
12.	Planning	<p>i. Consider Planning Matters</p> <p>ii. Creating conservation areas in Takeley</p> <p><i>(To approve and note the recommendations/comments of the planning committee members held on December 9<sup>th</sup> 2020 10.00 am via Zoom). Members of the public may request attendance via e-mail at a zoom meeting by contacting the Clerk.</i></p> <p>Members of the public may view applications online at Uttlesford at any time and note any responses the parish council have made. Hard copy of minutes can also be requested from the Clerk.</p>

**The next full council meeting is due to occur on February 3<sup>rd</sup> 2021 at 7:30 pm**  
**This meeting will be advertised on the Council's notice board/website beforehand**  
**Members of the public can request to join a zoom meeting subject to e-mail notification to the Clerk a few days beforehand.**

**PUBLIC & PRESS ALWAYS WELCOME**  
Assistant Clerk to Takeley Parish Council  
*Julia Potter*  
04/01/2021