



TAKELEY PARISH COUNCIL

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

www.takeleyparishcouncil.co.uk

Julia Potter, Assistant Clerk, Takeley Parish Council

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All members of **TAKELEY PARISH COUNCIL** are summoned to attend the **FULL COUNCIL MEETING** to be held at The Old School Community Centre on **7th July 2021** at 7:30pm for the transaction of the business as set out below.

This meeting will be conducted in line with current Government Guidance for COVID 19:

- 1. Maximum capacity: 19**
- Maintain social distancing – 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place such as face coverings
- Two people from the same household can sit side by side
- At least one member of every party of visitors (up to 6 people) to provide their name and contact details
- Check in using the NHS QR code poster
- Wash hands/use hand sanitiser on arrival and departure
- Follow all guidance posters located at the building

Item	Business
	Part 1
21/50	Welcome, note and approve apologies for absence.
21/51	Remind everyone in attendance & who will be participating that they may be filmed, recorded or photographed or otherwise reported about by a person attending the meeting. <i>Designate a separate area to accommodate (i) members of the public who wish to attend the meeting, and do not wish to participate, but who object to being filmed, recorded or photographed or otherwise reported about and (ii) children and vulnerable adults where the relevant responsible adult has not given consent for them to be filmed, recorded or photographed or otherwise reported about. Remind those who wish to film, record or photograph or otherwise report on the proceedings to avoid those who are sitting in a separate area, and in addition the restrictions on filming children and vulnerable adults.</i>
21/52	Declarations of Interest - To receive declarations of interest on any items on the agenda.
21/53	Minutes of the meeting 16/06/2021 that have been circulated will be approved and signed by the Chairman.

<p>21/54</p>	<p>District and County Councillor Reports (15 mins in total).</p> <p><i>District/County Councillors will provide verbal or written reports and answer questions.</i></p> <p><i>Please direct any questions/comments to the County/District Councillors present at this time.</i></p>
<p>21/55</p>	<p>Open Forum (15 mins in total).</p> <p><i>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 meeting and can notify members in advance what they wish to speak about.</i></p>
<p>21/56</p>	<p style="text-align: center;"><u>FINANCE</u></p> <ol style="list-style-type: none"> 1. Receive update from Chair of Finance Committee 2. Councillors to ratify donation of £1200 to the Churchyard in December 2021 under Local Govt Act 1972 Schedule 214(6)
<p>21/57</p>	<p style="text-align: center;"><u>COUNCIL POLICIES</u></p> <p>Receive an update from Cllr Linda Steer and Jim Backus on the Council Policy review.</p>
<p>21/58</p>	<p style="text-align: center;"><u>TRAINING</u></p> <p>Councillors to consider and approve training options:</p> <ol style="list-style-type: none"> 1. New Councillors – EALC Councillor Training- 2 day course or 1 hour introductory training from Mike Letch, Auditor 2. Current Councillors – Schedule of EALC courses or 2 hour refresher course from Mike Letch, Auditor
<p>21/59</p>	<p style="text-align: center;"><u>CORPORATE GOVERNANCE REVIEW</u></p> <p>Councillors to consider a response to the Corporate Governance Review 2021.</p>
<p>21/60</p>	<p style="text-align: center;"><u>DEFIBRILLATORS</u></p> <p>Councillors to discuss a policy for provision and maintenance.</p>
<p>21/61</p>	<p style="text-align: center;"><u>SPORTSFIELD AND RECREATION GROUND</u></p> <p>Receive update from Cllr Dom Roque.</p>

21/62	<p style="text-align: center;"><u>FOOTPATHS AND TREES</u></p> <p>Councillors to consider issues with footpaths and trees within the village.</p>
21/63	<p style="text-align: center;"><u>HIGHWAYS AND TRANSPORT ISSUES</u></p> <p>Councillors to consider any highways and transport issues.</p>
21/64	<p style="text-align: center;"><u>PLANNING</u></p> <p>Takeley Parish Council to consider planning matters.</p> <ol style="list-style-type: none"> 1. Councillors to agree to work with other Parish Councils on a Joint Neighbourhood Plan 2. Councillors to agree to signing a previously circulated joint objection letter from Great Dunmow Town Council ref UTT/21/170/OP Land East of Highwood Quarry. 3. Members of public note the next Planning meeting will be held on July 14th 2021 at the OSCC.
	<p style="text-align: center;">Part 2</p> <p>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 item 21/64 on the grounds that they involve the likely disclosure of exempt information.</p>
21/65	<p style="text-align: center;"><u>APPOINTMENT OF CLERK</u></p> <p>Councillors to consider the 'Appointment of Clerk to the Council' report.</p>

The next full council meeting is due to occur on August 4th 2021 at 7:30 pm at The Old School Community Centre. This meeting will be advertised on the Council's notice board/website beforehand. Members of the public can request to attend subject to e-mail notification to the Clerk a few days beforehand.

PUBLIC & PRESS ALWAYS WELCOME
Julia Potter, Assistant Clerk to Takeley Parish Council