



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council
Held on Wednesday 5th April 2023 at 7.30pm at The Old School Community Centre

Members Present: Cllrs Pat Burnett (Chairman), Jim Backus, Patricia Barber, Paul Burnett, Terry Good and Sue Sprules.

In attendance: Jackie Deane (Clerk), Cllr Maggie Sutton (UDC), Cllr Susan Barker (ECC) and two members of the public.

Item	
1.	Apologies for Absence Apologies were received and accepted from Cllrs Bagnall, Bodsworth, Cheetham, Steer and Roque. Cllr Pratt was absent.
2.	Declarations of interests There were no declarations of interest for matters on the agenda.
3.	Public Forum <ul style="list-style-type: none">a) A Roding Drive resident brought ongoing fly-parking issues to members' attention and requested support in finding a solution to highways safety issues created by parking adjacent to and opposite the Wintershutt Road junction in Priors Green. Action: Cllr Susan Barker agreed to liaise with the resident and share contact details with an ECC officer as part of a fly-parking initiative at the County Council, to investigate highways safety issues. Action: Clerk to follow up fly-parking issues near the bus stops in Roding Drive, in liaison with Essex Police Community Support to enquire over the use of cones to keep junctions and bus stops clear of parked cars.b) A resident informed members of forthcoming dates for community litter-picks. The Clerk agreed to put up notices in the Community Café to help publicise the meeting times for Saturday 8th and Sunday 9th April near the Four Ashes Pub and outside Priors Green Hall Action: Clerk to put up litter-pick notices in the Community Café.
4.	Minutes of the Last Full Council Meeting The minutes of the full council meeting held on 8 th March 2023, were agreed as a true record of the meeting (proposed by Cllr Backus and seconded by Cllr Sprules).
5.	Ward Councillor/County Councillor Reports Cllr Backus requested an update on Molehill Green ditch and Cllr Sutton reported that the Village Hall water is being reconnected. Cllr Sutton has referred the matter to Peter Holt at UDC as he had arranged the previous ditch clearance. Cllr Barker reported that there have been further discussions between the District and County Councils regarding Local Highways Panel funding. She also gave an update on A120 works, which have been completed in the local area, with 1400



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>trees planted and a stretch of 13km road was resurfaced.</p> <p>A Parsonage Rd resident has contacted Cllr Barker directly regarding potholes, which she will follow up.</p> <p>Ride London route through B184 and grants are available and parishes not on the route will be eligible.</p> <p>Potholes area again to be reported to Cllr Barker for the next round of funding.</p> <p>What3Words reference should be used for highways fault reporting and she advised that searching the online mapping system can be searched by using the What3Words reference.</p> <p>Cllr Paul Burnett asked if Parsonage Road could be inspected, where broadband trenches are sinking due to the number of heavy vehicles using the road.</p> <p>Cllr Sutton was asked for an update on the Youth Club and she reported that it is due to start in mid-May.</p>
6.	<p>Councillor Reports on Attendance at External Meetings</p> <p>No reports were received.</p>
7.	<p>Clerk's Report</p> <ul style="list-style-type: none">a) It was noted that the Clerk will be on annual leave from 11th May to 29th May 2023.b) At the last meeting, the Clerk was asked to check on the NALC website whether the Parish Council is required to have a standalone health and safety policy. As the Council employs less than 5 employees, there is no requirement, however, there will be a new policy for the hall, which will be considered along with other hall matters, at a future meeting.c) The Land Registration waiting time has increased to 13-15 months therefore the Recreation Ground registration is pending, to be advised after June 2023.d) Works have been completed on Morrells Green maintenance and photographs circulated to members prior to settling the invoice.e) A quote from Mr Jarrett has been approved, in liaison with the Chairman, to replace two benches at the Four Ashes junction with the newly purchased benches which were grant funded.f) The Stansted Food Share initiative hopes to start 'pop-up' sessions in April, in conjunction with the Thursday Community Café.g) The Clerk is liaising with Essex County Council over monitoring of its planning conditions for HGV movements through Takeley, in relation to the Elsenham landfill site, which has recently changed ownership.h) The caretaker is carrying out weekly checks on the play areas and liaising with a contractor over outstanding items from the previous annual report. A new ROSPA inspection will take place in May.i) The Clerk attended two finance training sessions, on general RFO duties and on year-end payroll.



TAKELEY PARISH COUNCIL

Full Council Meeting

h	<p>Additional Hours for the Caretaker</p> <p>The Caretaker has recently taken on additional maintenance duties, to carry out minor repairs on the bus shelters and to carry out weekly inspections of the Council's 3 play areas. These additional duties are currently paid as overtime.</p> <p>It was RESOLVED to increase the Caretaker's regular hours from 7 to 8 hours per week (proposed by Cllr Barber and seconded by Cllr Paul Burnett, the decision was unanimous).</p> <p>Action: The Clerk noted that members are supportive of sourcing an alternative contractor for repairs to playground equipment, following the ROSPA annual inspection.</p>
8.	<p>Village Planters</p> <p>Members agreed for Cllr Sprules to continue to take responsibility for purchasing plants and tending the village plants, however there is a preference for plants and other materials to be sourced locally.</p> <p>Action: Cllr Sprules was asked to contact the local garden centre to compare plant availability and prices with those from her usual supplier, and to include transport costs in this comparison.</p> <p>Action: Cllr Sprules agreed to select the two planters to purchase from the previously agreed budget and to contact the office to arrange purchase and delivery.</p> <p>Members recorded their thanks to Cllr Sprules for all her hard work on the village floral displays.</p>
9.	<p>Grant for Tree Planting</p> <p>Members discussed grant availability for the King's Coronation. It was RESOLVED for the Clerk to apply to UDC for a grant for a single oak tree, in commemoration of the King's Coronation (proposed by Cllr Sprules and seconded by Cllr Backus).</p>
10.	<p>Social Media Policy</p> <p>This item was deferred to the next meeting.</p> <p>Action: Clerk to circulate the SLCC model policy for review and adoption at the May meeting.</p>
11.	<p>RCCE Membership Subscription</p> <p>Renewal information was circulated ahead of the meeting, which included an early bird discount.</p> <p>It was RESOLVED to renew RCCE membership to the sum of £60 + VAT. (Proposed by Cllr Barber and seconded by Cllr Pat Burnett).</p>



TAKELEY PARISH COUNCIL

Full Council Meeting

<p>12.</p>	<p>Finance</p> <p>a) There was a request from the finance committee not to approve the March finance report until it is reviewed at the next committee meeting. Action: Finance Committee to review the March report. March and April reports to be agreed at the next meeting.</p> <p>b) Monthly payments - Action: It was agreed to follow best practice in approving payments at Full Council meetings prior to payment wherever possible, for non-contractual items or those not agreed in principal on an annual basis. It was RESOLVED to approve the following payments (proposed by Cllr Backus, seconded by Cllr Paul Burnett, the decision was unanimous):</p> <table border="1" data-bbox="421 747 1356 1057"><thead><tr><th>Payee</th><th>Details</th><th>Net cost £</th><th>VAT £</th></tr></thead><tbody><tr><td>Defib UK</td><td>Pediatric Pads</td><td>163.00</td><td>32.60</td></tr><tr><td>EALC</td><td>Membership (incl NALC)</td><td>862.96</td><td>0</td></tr><tr><td>EALC</td><td>Clerk finance training</td><td>70.00</td><td>14.00</td></tr><tr><td>RCCE</td><td>Membership renewal</td><td>60.00</td><td>12.00</td></tr></tbody></table> <p>c) AGAR external audit correspondence and deadlines were noted.</p> <p>d) Members were reminded that the next finance committee meeting was scheduled for Tuesday, 11th April at 10am and the internal audit appointment was scheduled for Friday, 21st April at 9am.</p>	Payee	Details	Net cost £	VAT £	Defib UK	Pediatric Pads	163.00	32.60	EALC	Membership (incl NALC)	862.96	0	EALC	Clerk finance training	70.00	14.00	RCCE	Membership renewal	60.00	12.00
Payee	Details	Net cost £	VAT £																		
Defib UK	Pediatric Pads	163.00	32.60																		
EALC	Membership (incl NALC)	862.96	0																		
EALC	Clerk finance training	70.00	14.00																		
RCCE	Membership renewal	60.00	12.00																		
<p>13.</p>	<p>Planning Committee</p> <p>a) The Planning Committee meeting notes from 8th March were noted.</p> <p>b) The Clerk gave an update on major planning applications East of Parsonage Road, West of Garnets and North of Jacks Lane. An update on the Smiths Green Conservation Area Appraisal was due to be received ahead of the next planning committee meeting.</p> <p>c) A Government consultation has opened, seeking views and evidence on night-time noise abatement objectives for the noise-designated airports (Heathrow, Gatwick and Stansted) from October 2025. The deadline for comments is 9th May 2023. It was RESOLVED to give delegated authority to the planning committee to respond to the Government consultation on noise abatement at Stansted Airport, ahead of the 9th May deadliner (proposed by Cllr Paul Burnett and seconded by Cllr Backus).</p> <p>d) The Parish Council has responded to Essex County Council regarding their proposed option agreement with a housing developer, however, alternative uses of the parcels within the Takeley parish would require</p>																				



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>member consideration. There was a brief discussion on alternative uses and any parish council future liability and costs incurred from Parish Council taking ownership of additional land.</p> <p>It was RESOLVED to give delegated authority to the Planning Committee to liaise with Essex County Council and UDC on the potential for the Parish Council to take ownership of land parcels within Takeley, for at Parkers Farm and Warrens Farm. It was accepted that ownership and possible planting of a woodland would have cost implications for the Parish Council. (Proposed by Cllr Good and seconded by Cllr Sprules, the decision was unanimous).</p>
14.	<p>Neighbourhood Plan Update</p> <p>The next meeting is to take place on Tuesday, 11th April 2023 at 7pm in the Old School. Advice has been sought from the Rural Council of Essex on the proposed consultation arrangements.</p>
15.	<p>Potential Additional Play Equipment in the Recreation Ground</p> <p>Members discussed ideas to purchase new play equipment in the Recreation Ground. The choice of equipment could be suitable for children with special needs or for activities as indicated in feedback from primary school children. It was RESOLVED to form a working group comprising Cllr Paul Burnett, Cllr Terry Good and UDC Cllr Maggie Sutton, to select options and source quotes, to be considered at a future meeting.</p> <p>Action: The Clerk was asked to make enquiries over the signage with advice on adult supervision which is recommended when an item of special/additional needs play equipment is placed in a public play area.</p>
	<p><i>At 9.30 members resolved to suspend standing orders to continue the meeting beyond 2 hours, for business outstanding on the agenda (proposed by Cllr Barber and seconded by Cllr Sprules).</i></p>
16.	<p>Correspondence</p> <ul style="list-style-type: none"> a) Uk Shared Prosperity Fund for 2-year projects, circulated by UDC. b) Grant funding opportunities from Stansted Airpor c) Notification from UDC that they will no longer be funding the Local Highways Panel. <u>Note:</u> Cllr Barker has confirmed that the LHP will still be operational and she has sent an updated list of works and projects currently in the pipeline.
17.	<p>Items to Note and for Future Meetings</p> <p>The May meeting agenda should include a Social Media Policy for adoption, plus updated standing orders and re-adoption of the financial regualtions.</p> <p>Matters for future meetings to include a hall hire charges review, hall health and safety policy and communtiy café management arrangements.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting

	Cllr Paul Burnett requested that the Finance Committee consider a budget for outbuilding repairs and improvements.
18.	Date of the Next Meeting The Annual Full Council Meeting is due to take place on Wednesday, 10 th May 2023 at 7.30pm in the Old School. The Annual Parish Assembly is due to take place on Wednesday, 17 th May 2023 at 7pm in the Old School.

Meeting closed at 21.41.

Signed by the Chairman

Date

TAKELEY PARISH COUNCIL

MARCH FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross £	RECEIPTS £	EXPENSES (net) £	VAT £	R Budget t Ref
BFWD			57593.84				
01/03/2023	SO	Activ Web	Website hosting		35.00	7.00	
03/03/2023	DD	RTTEC	Microsoft 365 license	-12.03	10.02	2.01	
03/03/2023	BACS	TBS Hygiene	New bins	-932.95	777.46	155.49	
03/03/2023	BACS	Essex Pension Fund	December pension contributions	-829.31	829.31		
03/03/2023	BACS	J DEANE	Printroom Group and Vodafone mo	-115.19	102.69	12.50	
03/03/2023	BACS	PERSONNEL	Staffing costs	-829.31	829.31		
03/03/2023	BACS	PPL PRS	Music License	-40.20	33.50	6.70	
03/03/2023	BACS	TBS Hygiene	Bin collections	-339.84	283.20	56.64	
03/03/2023	BACS	PPL PRS	Music License	-292.37	246.61	45.76	
08/03/2023	DD	TV License	Old School TV License	-26.50	26.50		
10/03/2023	DD	XLN	Telecom charges	-24.25	20.21	4.04	
13/03/2023	BACS	Hall hire	Little Rascals inv. 2279	150.00	150.00		
16/03/2023	BACS	HRJ Tree Surgery	Morrells Green trees and hedges	-1824.00	1520.00	304.00	
16/03/2023	BACS	1st Takeley Scouts	Grant	-150.00	150.00		
16/03/2023	BACS	Support 4 Sight	Grant	-150.00	150.00		
16/03/2023	BACS	J Bridgeman	Office expenses	-160.13	140.98	19.15	
16/03/2023	BACS	TBS Hygiene	Bin collections	-312.96	260.80	52.16	
16/03/2023	BACS	Matt Jarrett	Morrells Green fence repairs	-350.00	350.00		
16/03/2023	BACS	PERSONNEL	Staffing costs	-829.31	829.31		
23/03/2023	BACS	Window Wash UK	Old School Window Cleaning	-60.00	60.00		

23/03/2023	BACS	PERSONNEL	Staffing costs	-4561.05		4561.05	
28/03/2023	DD	RTTEC	Microsoft 365 license	-12.03		10.02	2.01
28/03/2023	BACS	Takeley Church	Hall Hire Inv 2278	300.00	300.00		
31/03/2023	BACS	Unity Trust Bank	Bank Charges Manual Handling	-1.40		1.40	
31/03/2023	BACS	Unity Trust Bank	Bank Charges Quarterly	-30.15		30.15	
TOTAL				46118.86	450.00	11257.52	667.46

Highlighted - Grants and ringfenced reserve

B/Fwd	57593.84	
Receipts	450.00	
Expenses	-11257.52	
VAT	-667.46	
	46118.86	
Current Acct Bank Statement	46118.86	
Defib Account	3815.64	Int £18.39
School House Account	34635.17	Int 161.70
Total Cash held	84569.67	