



TAKELEY PARISH COUNCIL

Full Council Meeting Agenda

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 5th April 2023 at 7.30pm at The Old School Community Centre, Brewers End, CM22 6SB** for the purpose of transacting the business set out on the agenda below.

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

Signed: *Jackie Deane*
(Clerk to the Council)

Date of publication: 30th March 2023

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.

AGENDA

Item	
1.	Apologies for Absence Members' apologies sent to the Clerk ahead of the meeting.
2.	Declarations of interests Members to declare interests for matters on the agenda.
3.	Public Forum Up to 15 minutes for public questions and statements, 3 minutes for individuals.
4.	Minutes of the Last Full Council Meeting To approve the Full Council Minutes of the meeting held on 8 th March 2023, as a true record of the meeting.
5.	Ward Councillor/County Councillor Reports Members are given the opportunity to receive reports and ask questions.
6.	Councillor Reports on Attendance at External Meetings To receive reports.
7.	Clerk's Report <ul style="list-style-type: none">a) To note that the Clerk will be on annual leave from 11th May to 29th May 2023.b) The Clerk was asked to check on the NALC website whether the Parish



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	<p>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.</p> <p>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.</p> <p>d) Works have been completed on Morrells Green maintenance and photographs circulated to members.</p> <p>e) A quote 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.</p> <p>f) The Stansted Food Share initiative hopes to start 'pop-up' sessions in April, in conjunction with the Thursday Community Café.</p> <p>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.</p> <p>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.</p>
8.	<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. Members are asked <u>to consider</u> increasing the Caretaker's regular hours from 7 to 8 hours per week.</p>
9.	<p>Village Planters</p> <p>Cllr Sprules currently has ongoing responsibility for purchasing plants and tending the village planters. Members are asked <u>to consider</u> options for plants and maintenance for 2023.</p>
10.	<p>Grant for Tree Planting</p> <p>A UDC grant available for £200 to plant trees in commemoration of the King's Coronation. The deadline for applications is midday on 13th April midday. Members are asked <u>to consider</u> making a grant application.</p>
11.	<p>Social Media Policy</p> <p>The Clerk has reviewed the SLCC model policy and has circulated policy wording for consideration and adoption. Members are asked <u>to consider</u> adoption of a Social Media Policy.</p>



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12.	RCCE Membership Subscription Renewal information has been received to the sum of £78 (inc vat). Members area asked <u>to consider</u> renewal, with an early bird discount of £5 for renewals/payments received by 30th April.
13.	Finance <ul style="list-style-type: none">a) <u>To approve</u> the March report.b) To note external audit correspondence and deadlines.c) To note the agenda for the next finance committee meeting and any matters for consideration ahead of the internal audit on 21st April.
14.	Planning Committee <ul style="list-style-type: none">a) To receive the Planning Committee notes from 8th March.b) To receive an update on major planning applications East of Parsonage Road, West of Garnets and North of Jacks Lane and an update on the Smiths Green Conservation Area Appraisal (Clerk's report to be circulated on email ahead of the meeting).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. Members are asked <u>to consider</u> giving delegated authority to the planning committee to respond to the Government consultation on noise abatement at Stansted Airport, ahead of the 9th May deadline.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 member consideration. Members are asked <u>to consider</u> giving delegated authority to the potential option on land at Parkers Farm, to liaise with the County Council and District Council regarding alternative uses and ownership options.
15.	Neighbourhood Plan Update The next meeting is to take place on Tuesday, 11 th April 2023 at 7pm in the Old School. Advice has been sought from the Rural Council of Essex on the proposed consultation arrangements.
16.	Potential Additional Play Equipment in the Recreation Ground Members <u>to consider</u> support in principle to purchase an additional item of play equipment in the Recreation Ground. The choice of equipment could be suitable for children with special needs, the choice could be delegated to selected members, in liaison with the Clerk, and quotes would be considered at a Full Council meeting, with the potential to receive grant funding.



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17.	Correspondence To note information which has been received and circulated on: a) Uk Shared Prosperity Fund for 2-year projects b) Grant funding opportunities from Stansted Airport 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.
18.	Items to Note and for Future Meetings Hall hire charges review and hall health and safety polic Café management arrangements Updated standing orders and financial regulations.
19.	Date of the Next Meeting The Annual Full Council Meeting is due to take place on Wednesday, 9 th May 2023 at 7.30pm in the Old School. The Annual Parish Assembly is due to take place on Wednesday, 15 th May 2023 at 7pm in the Old School.

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MARCH FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross £	RECEIPTS £	EXPENSES (net) £	VAT £	Budget Ref
			57593.84				
01/03/2023	SO	Activ Web	Website hosting		35.00	7.00	
03/03/2023	DD	RTTEC	Microsoft 365 license		10.02	2.01	
03/03/2023	BACS	TBS Hygiene	New bins		777.46	155.49	
03/03/2023	BACS	Essex Pension Fund	December pension contributions		829.31		
03/03/2023	BACS	J DEANE	Printroom Group and Vodafone mo		102.69	12.50	
03/03/2023	BACS	Essex Pension Fund	January pension contributions		829.31		
03/03/2023	BACS	PPL PRS	Music License		33.50	6.70	
03/03/2023	BACS	TBS Hygiene	Bin collections		283.20	56.64	
03/03/2023	BACS	PPL PRS	Music License		246.61	45.76	
08/03/2023	DD	TV License	Old School TV License		26.50		
10/03/2023	DD	XLN	Telecom charges		20.21	4.04	
13/03/2023	BACS	Hall hire	Little Rascals inv. 2279	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	Essex Pension Fund	February pension contributions	-829.31	829.31		
23/03/2023	BACS	Window Wash UK	Old School Window Cleaning	-60.00	60.00		

23/03/2023	BACS	HMRC	Tax & NI	-488.20	488.2		
23/03/2023	BACS	Employee 005	Salary	-372.17	372.17		
23/03/2023	BACS	Essex Pension Fund	Pensions	-1074.52	1074.52		
23/03/2023	BACS	Employee 004	Salary	-804.58	804.58		
23/03/2023	BACS	Employee 006	Salary	-1821.58	1821.58		
TOTAL				45862.44	150.00	11215.95	665.45

Highlighted - Grants and ringfenced reserve

B/Fwd	57593.84
Receipts	150.00
Expenses	-11215.95
VAT	-665.45
	45862.44
Current Acct Bank Statement	45862.44
Defib Account	3797.25
School House Account	34473.47
Total Cash held	84133.16