



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council
Held on 8th February 2023 at 7:30pm at The Old School House

Present Cllrs: Pat Burnett (Chair), Geoff Bagnall (Vice Chair), Tricia Barber, Jackie Cheetham, Paul Burnett and Terry Good.

In attendance: Ian Brown (Locum Clerk). There were no members of the public present.

Item	
1.	Apologies for Absence Apologies received and accepted for Cllrs Jim Backus, Linda Steer, Sue Sprules, Phill Bodsworth and Dom Roque. (Proposed Cllr Paul Burnett, seconded Cllr Jackie Cheetham. Cllr Carol Pratt was absent and UDC Cllr Maggie Sutton also sent her apologies.
2.	Declarations of interests None.
3.	Public Forum None. Action: Cllr Good asked for the Clerk to give an update on feedback from the enquiries made following the last meeting, regarding layby parking in Parsonage Road.
4.	Minutes of the Last Full Council Meeting The minutes of the meeting held on 11 th January were approved as a true record of the meeting (proposed by Cllr Jackie Cheetham, seconded by Cllr Paul Burnett, the vote was unanimous).
5.	Ward Councillor/County Councillor Reports Cllr Geoff Bagnall reported that there are resourcing issues in the planning department which are impacting on the progress of the Local Plan. Several new appointments have been made, however the growth of planning in the private sector has resulted in a national shortage of planning officers in local government. He also reported on an ongoing enforcement issue in Little Canfield.
6.	Councillor Reports on External Meetings Cllr Jackie Cheetham reported on her recent attendance at STACC and UALC meetings. Action: Members to consider opportunities to apply for grant funding from the Airport Community Fund.



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	<p>Note: There will be an online meeting with a North Essex Parking Partnership and Essex Highways Cllr Lewis Barber on Monday 13 February at 2pm.</p>
7.	<p>Clerk's Report</p> <p>a) Flooding in Jacks Lane – the landowner has responded to requests for ditch clearance to alleviate flash-flooding. The landowner's contractor has advised that there is no obvious place where the water can run and the area is very overgrown. It would take a huge excavation, including a lot of trees having to be removed to try to solve the problem, causing major disruption to the road, and residents. The works would incur significant costs. Action: The Clerk was asked to follow up with the landowner.</p> <p>b) Outbuilding electrical works – Cllr Paul Burnett will seek quotes in April.</p> <p>c) Sports field – A land registry plan has been circulated to members, showing electricity cabinet – the faulty lock will be replaced. A new 16amp external power socket has been fitted and will be available to users on request. An outline plan was requested by members, to show the area assigned for football club use. An area of 2.6 acres appropriate for the football club activities, for which the football club has exclusive use during the football season. Action: Clerk to liaise with the club regarding an outline plan and other management issues.</p> <p>d) Land Registry update – The Council's solicitor is expecting the registration request for the Recreation Ground in mid-February.</p> <p>e) The Pastures – initial work has been completed on replacement of post and rail fencing, and a new quote is being sought to replace rotten rails and posts. Quotes have been requested for hedge cutting.</p>
8.	<p>Finance</p> <p>a) It was RESOLVED to approve the January finance report (proposed by Cllr Bagnall and seconded by Cllr Pat Burnett). It was noted that all financial records have now been passed to the Clerk by Jane Heskey.</p> <p>b) Note: In response to a query from the previous meeting, the community centre gas is charged on a quarterly basis.</p> <p>c) It was noted that banking payment authority has been processed for the Clerk/RFO and the Clerk will arrange for invoices to be paid on Tuesdays, as required, for a weekly payment run.</p> <p>d) It was noted that the annual Precept request has been sent to UDC.</p> <p>e) Approval has been given at a previous meeting to apply for a debit card, for office expenses and supplies. It was agreed for the signatories to sign an application form to obtain a debit card from Unity Trust Bank.</p>



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9.	<p>Planning Committee Report and Recommendations</p> <p>a) The Planning Committee minutes from 11th January were noted.</p> <p>b) It was noted that the Council has contacted Place Services for fee quote to progress three conservation areas in Takeley.</p> <p>c) Cllr Bagnall gave an update on a potential grant of an option to a housing developer for Essex County Council-owned land in Takeley.</p> <p>d) Members considered a fee quote from Place Services:</p> <ul style="list-style-type: none">• Smith's Green, Bamber's Green and Takeley Street £5,747 per appraisal• Public consultations £1,940 per appraisal• Anticipated expenses £250 per appraisal <p>It was RESOLVED to approve the fee quote for works to designate Smiths Green as a conservation area, to the sum of £5,747, plus costs for public consultation and expenses. The approximate total cost of approximately £7,940. (Proposed by Cllr Cheetham, seconded by Cllr Pat Burnett, the decision was unanimous.)</p>
10.	<p>Neighbourhood Plan Update</p> <p>Cllr Cheetham reported that the text for a resident questionnaire is being finalised.</p>
11.	<p>Community Café</p> <p>Cllr Burnett explained that she will be retiring from the café in the autumn and that the parish council will need to advertise for a manager to work with the volunteers. Transitional arrangements will need to be made, for the management of the café, which is open to the public two days per week, .</p>
12.	<p>Highways - The Street</p> <p>A resident of Takeley Street has approached the council to request a zebra crossing at the Green Man public house. There is a Island close to that location at the moment but motorist do not slow down. Members to consider taking the matter forward with a Local Highways Panel Request.</p> <p>Action: Members suggested that a soft approach should be made to Cllr Susan Barker in the first instance, for her guidance on appropriate wording for a Local Highways Panel request.</p>
13.	<p>Morrells Green Maintenance</p> <p>Members considered contractor quotes for knee rails, hedge cutting and tree maintenance. The knee rail works were agreed.</p> <p>It was RESOLVED to agree in principle to the tree and hedge works, subject to a site visit and delegated authority for Cllr Good, Pat Burnett and Paul Burnett to consider the quotes alongside an additional tree surgeon quote when it is received.</p>



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14.	Correspondence Nothing to report.
15.	Items to Note and for Future Meetings The future of the café should be discussed as an item on the next agenda.
16.	Date of the Next Meeting The next Full Council meeting is due to take place on Wednesday, 1 st March 2023 at 7.30pm in the Old School.

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.

At 8.55pm, it was **RESOLVED** to enter Part 2 of the meeting (proposed by Cllr Bagnall and seconded by Cllr Paul Burnett).

Members discussed a legal matter. It was **RESOLVED** for Cllr Bagnall to seek advice from the UDC monitoring officer and for the Clerk to contact the legal firm to request transcripts and additional information relating to the terms of engagement.

The meeting closed at 9.30pm.

Signed by the Chairman

Date

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JANUARY FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross	RECEIPTS	EXPENSES	VAT	R Budget Ref
			£	£	(net) £	£	
B/FWD			67089.16				
31/12/2023	DD	Unity Bank	-28.65		28.65		x
03/01/2023	DD	RTTEC	-12.03		10.02	2.01	x
03/01/2023	DD	Active Web Design	-42.00		35.00	7.00	x
09/01/2023	DD	SSE - Gas	-872.44		872.44		x
09/01/2023	DD	TV Licensing	-26.50		26.50		x
10/01/2023	DD	XLN	-38.39		38.39		x
10/01/2023	BACS	Defib UK Ltd	-982.54		818.78	163.76	x
10/01/2023	TS	Defib Acct	818.78		-818.78		x
10/01/2023	BACS	Jane Bridgeman	-113.12		113.12		x
13/01/2023	BACS	Flawn	63.00	63.00			x
16/01/2023	DD	PWLB	-665.19		665.19		x
16/01/2023	BACS	Priors Wood Court	-200.00		200.00		x
17/01/2023	BACS	Sterling Washroom Services	-103.68		86.40	17.28	x
18/01/2023	DD	EON	-25.71		25.71		x
19/01/2023	DD	Npower	-30.72		30.72		x
23/01/2023	BACS	FLAWN	27.00	27.00			x
24/01/2023	BACS	D Bentley	105.00	105.00			x
25/01/2023	BACS	RTTEC/AVAST	-60.00		50.00	10.00	x
25/01/2023	BACS	UDC	86.41	86.41			x
25/01/2022	BACS	SLCC	-294.00		294.00		x
25/01/2022	BACS	Jati Ltd	-1119.25		932.71	186.54	x
25/01/2023	BACS	Clr Pat Burnett	-33.91		33.91		x
25/01/2023	BACS	J Bridgeman	-48.74		48.74		x
25/01/2023	BACS	Employee 004	-851.41		851.41		x
25/01/2023	BACS	Employee 005	-333.67		333.67		x
25/01/2023	BACS	Employee 006	-2532.74		2532.74		x
25/01/2023	BACS	HMRC	-488.20		488.20		x
27/01/2023	BACS	Nockolds Solicitors	-216.00		180.00	36.00	x
TOTAL			59070.46	281.41	7877.52	422.59	

Grants Receipts & Expenditure highlighted

B/Fwd	67089.16	
Receipts	281.41	
Expenses	7877.52	
VAT	422.59	
	59070.46	
Current Acct Bank Statement	59070.46	£59130.46 less unrepresented RTTEC/AVAST £60
Defib Account	3797.25	-£818.78 Defib invoice above & £14.91 interest
School House Account	34473.47	£109.13 interest
Total Cash held	97341.18	