



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 8th March 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: 1st 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 To accept 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 Public questions and statements, with up to 3 minutes allowed for individuals and a total of 15 minutes.
4.	Minutes of the Last Full Council Meeting To approve the Full Council Minutes of the meeting held on 8 th February 2023, as a true record of the meeting.
5.	Ward Councillor/County Councillor Reports To receive reports.
6.	Councillor Reports on External Meetings To receive a report on meetings attended.
7.	Clerk's Report a) Two new benches have been received and will replace two benches near the



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	<p>bus stop by the Four Ashes junction.</p> <ul style="list-style-type: none">b) The Council's caretaker has started to tidy the bus shelters, to remove graffiti and repaint.c) A new dog bin has been fitted near the Priors Green Community Centre, as previously agreed.d) Agreed changes to the Sports Ground entrance, rabbit fencing and a new set of goal posts are on hold until grant funding is available.e) Two residents have agreed to monitor parked cars and taxis in the lay-by on Parsonage Road and to complete a vehicle log for a week, as requested.f) The recent UDC Parish Forum included information of current grant opportunities, which has been circulated to members. Planning updates included a link to s106 agreements <u>Uttlesford District Council - Home (exacom.co.uk)</u> for all parishes. There is also a new link on the applications search portal, to view enforcement notices that have been served in each parish.g) May Elections – guidance has been circulated to all councillors on how to re-apply and the nomination papers/application forms for Councillors will be live on the UDC website 6th March. Prospective councillors are responsible for completing the forms and delivering them by hand to Electoral Services at UDC Council Offices in Saffron Walden. Nomination forms will be accepted from 22 March, with a <u>deadline 4th April at 4pm.</u>h) Polling Station - Electoral Services has confirmed that School House will be used for May Elections.i) Takeley and Lt Canfield parishes were represented at a meeting with the North Essex Parking Partnership to discuss ongoing airport parking issues and share information on future housing and road developments in Parsonage Road.j) Takeley Primary School and The Christian School have both requested 20mph signs in the vicinity of the schools. They were initially advised that applications would be sent to the Local Highways Panel. They have now been re-directed to the NEPP and the Clerk has followed up to see if there is an opportunity for the parish council to support their applications.
8.	<p>Finance Report</p> <ul style="list-style-type: none">a) To approve the February finance report, to be tabled at the meeting.b) To consider matters for the April meeting regarding the internal and external audit arrangements.c) To receive an update on the water supply and charges for the Sports Ground and consider arrangements to resolve outstanding issues.d) PPI PRS Ltd (licensing), price increase of £40.20 to incorporate the cinema evenings and projector screen size of 128".



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9.	<p>Planning Committee Report and Recommendations</p> <p>a) To receive the Planning Committee meeting notes from 8th February 2023.</p> <p>b) To receive an update on a meeting held with Essex County Council regarding a potential option for a housing developer to purchase 3 parcels of land in Takeley and Lt Canfield.</p> <p>c) To receive an update on current major applications for a new care home, 40 homes North of Jacks Lane and an application for additional industrial buildings behind Weston Homes, which has a resolution to refuse permission.</p> <p>d) To receive an update on the Smiths Green conservation area request.</p> <p>e) To note that a donation of £1,100 has been received from the Stop Warish Hall residents group.</p>
10.	<p>Neighbourhood Plan Update</p> <p>Minutes of the meeting held on 14th February have been circulated, detailing the progress on the resident questionnaire, which can be completed online and will be distributed after the May elections.</p>
11.	<p>Compass Online Planning Appeal Database Subscription</p> <p>The parish council has previously subscribed to the planning appeals database on a joint subscription, which was administered by Saffron Walden Town Council. Although parishes have tried to negotiate a renewal rate, the cost has increased significantly.</p> <p>The Clerk and Chairman have liaised with Thaxted Parish Council to agree on wording for a joint letter to UDC requesting that they subsidise the costs for parishes wishing to subscribe to the service in the future. This is currently under consideration. Members are asked to consider agreement in principle for an annual subscription up to £1,000.</p>
12.	<p>Grant to Support 4 Sight</p> <p>A grant request has been received from Support 4 Sight, to contribute towards their expenditure which includes £500 print and distribution costs, £250 monthly cost for an outreach worker in Saffron Walden and £120 for two sessions of 'Eat & Meet' in Chelmsford.</p>
13.	<p>Grant to 1st Takeley Scout Group</p> <p>A request has been received for a grant of £250 to contribute to the Takeley Easter Egg Hunt, to raise our profile within the local community and to raise funds for the Group, which is a charitable organisation.</p>
14.	<p>Outside Spaces</p> <p>a) To receive a report from Cllr Roque on any outstanding items from safety inspection on the Recreation Ground and Sports Field and his weekly checklists.</p>



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	<p>b) Morrells Green:</p> <ul style="list-style-type: none">To ratify acceptance of a quote from HRJ Tree Surgery, which was accepted with delegated authority from the February meeting, for hedge trimming and tree works around the play area, balancing pond and green, to the sum of £1,520 + VAT. This work will be carried out on Tuesday, 14th March and notices will be delivered to houses neighbouring the green and balancing pond gate, to leave those areas clear for the works to take place.To ratify acceptance of a quote from Matt Jarrett which has been accepted to the sum of £350. The additional works have been requested to repair the knee rails surrounding the green and add a bay to prevent parking on the green.
15.	<p>Molehill Green - School Lane Cottage Development</p> <p>To consider a request from the Molehill Green Village Hall Committee for the Parish Council to take up their earlier enquiries with UDC over ongoing drainage ditch contamination from the School Lane Cottages sewage system.</p>
16.	<p>King's Coronation</p> <p>The coronation will be screen in the School House as an additional Café day. Members to consider delegated authority to the Chairman and Clerk to submit a grant application to UDC to cover food and hall decoration costs.</p>
17.	<p>Annual Parish Assembly</p> <p>The Parish Council has been advised by UDC to set a date in April, ahead of the May elections. Members are asked to agree on a date and to consider including a presentation on the Takeley Neighbourhood Plan at the Parish Assembly.</p>
18.	<p>Community Café</p> <p>a) The Chairman to give an update on a recent award.</p> <p>b) Members to consider an advertisement for a community café manager and transitional arrangements for Cllr Pat Burnett's retirement later in Autumn.</p> <p>c) The church has been awarded a grant for the warm hub initiative, and plans to hire the Community Centre. To consider offering a discounted hall hire charge for a free community café on Wednesdays, 10am to 4pm. Note: their sessions will start at midday when the hall is being used for parish council meetings.</p>
19.	<p>Community Centre Hall Hire</p> <p>a) To consider free hall hire on Thursday mornings, 9am – 10am for the TouchPoint community group Food-Share initiative.</p>



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	<p>b) Hall hire charge review – The Community Centre rates are currently £15 per hour weekdays and £18 at weekends, which were in line with the Silver Jubilee Hall (SJH).</p> <p>To consider rate increases from 1st April 2023 in line with The SJH rates:</p> <ul style="list-style-type: none">• Local rate (Takeley/Lt Canfield) Mon – Thurs £17ph• Local rate weekends £19.50ph• Surrounding areas mid-week rate• Surrounding areas weekends £22.50ph• Local clubs and groups discounted rate £15ph <p>c) To consider including exterior council/local government bodies/elections to be charged at a local rate for their hall bookings.</p>
20.	<p>Sports Field Hire</p> <p>Members are asked to agree in principle to a new youth football team to hire the Sports Ground for Sunday sessions. Delegated authority is sought for the Clerk in liaison with the Chairman, to agree an appropriate hire agreement with the club.</p>
21.	<p>Correspondence</p> <p>Notification of an upcoming Uttlesford Design Code – Community Meeting. The meeting will be held on ZOOM (online) on Tuesday 7th March From 6.30-8.30pm. To register visit https://www.eventbrite.co.uk/e/uttlesford-district-design-code-community-presentation-tickets-551596880117</p> <p>LGA s137 expenditure limit for 2023-2024: The Department for Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2023/2024 is <u>£9.93 per elector</u>.</p>
22.	<p>Items to Note and for Future Meetings</p> <p>Actions and future agenda items to note.</p>
23.	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is due to take place on Wednesday, 5th April 2023 at 7.30pm in the Old School.</p>
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.	
An update on legal matters discussed at the last meeting and members to agree actions.	