



# TAKELEY PARISH COUNCIL

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

[www.takeleyparishcouncil.co.uk](http://www.takeleyparishcouncil.co.uk)

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 11<sup>th</sup> January 2023 at 7.30pm at The Old School Community Centre**, 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, Carol Pratt, Jackie Cheetham, Terry Good, Dom Roque, Linda Steer and Sue Sprules.

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

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. Your contribution towards operating a Covid safe meeting is welcomed.

## AGENDA

Item	
1.	<b>Apologies for Absence</b>
2.	<b>Declarations of Interest</b>
3.	<b>Public Forum</b>
4.	<b>Minutes of the Last Meeting</b> To approve the Minutes of the Meeting held on 14 <sup>th</sup> December 2022.
5.	<b>Ward Councillor/County Councillor Reports</b> To receive reports from the District and Councillor.
6.	<b>Reports on External Meetings</b>
7.	<b>Clerk's Report</b> a) Employment contracts have been updated to reflect pay and holiday arrangements as agreed in the December meeting.  b) An appointment has been made for Gigaclear to assess the location of the Broadband hub and connection with the internal building Wifi.  c) The Clerk has requested banking authority as agreed at the last meeting and this is pending with the bank.

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

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	<p>d) Invoices for UDC grants will be sent to UDC for reimbursement of youth club equipment in the community centre and to validate all other monies received for the current financial year.</p> <p>e) The Clerk attended a meeting with ECC Cllr Lewis Barber regarding highways safety in Parsonage Road and Station Road and he will assist with details to include in Local Highways Panel requests, if required.</p> <p>f) The next UDC Parish Forum for the Dunmow area will be held on Zoom on 15<sup>th</sup> February at 7pm.</p> <p>g) An updated calendar of meetings has been circulated.</p>
8.	<p><b>Eligibility for Membership of the Local Government Pension Scheme</b></p> <p>A notice has been published on the Council's website and notice board on 22<sup>nd</sup> December 2022. This follows a decisions made by the Parish Council to join the Local Government Pension Scheme (LGPS) operated by Essex County Council for eligible existing and future employees and for the new Parish Clerk, Jackie Deane to be admitted to the Local Government Pension Scheme effective from 1<sup>st</sup> December 2022.</p> <p>Previous decisions are recorded in the Parish Council Minutes as follows:</p> <p>1) Future admission of staff to the LGPS was agreed at Full Council meeting on 5th October 2022, item 10. Staffing Committee Recommendations, it was RESOLVED to change to the Essex County Council Local Government Pension Scheme.</p> <p>2) It was agreed at the Full Council meeting on 7<sup>th</sup> December 2022, item 8. Appointment of Clerk and RFO, It was RESOLVED to admit Jackie Deane to the Local Government Pension Pension Scheme effective from 1<sup>st</sup> December 2022.</p> <p>a) Members to consider that, following publication of the legal notice on 22<sup>nd</sup> December 2022, Jackie Deane, Clerk to the Council, is nominated to be admitted to the Local Government Pension Scheme (LGPS) with effect from 1<sup>st</sup> December 2022.</p> <p>b) All employees of Takeley Parish Council are eligible to become members of the LGPS, which is operated by Essex County Council.</p> <p><u>Note:</u> Two members of staff are eligible for auto-enrolment to a pension scheme.</p>
9.	<p><b>Membership of the Society of Local Council Clerks</b></p> <p>Annual subscription to SLCC for the Clerk is £279. There is an additional £15 joining</p>

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	<p>fee for new and lapsed members.</p> <p>To consider the annual subscription and joining fee for the Clerk to become an SLCC member.</p>															
10.	<p><b>Website Updates</b></p> <p>To discuss feedback detailed in the report and give comments.</p>															
11.	<p><b>Funding the UDC Highways Rangers Service</b></p> <p>UDC employs two Highway Rangers as part of a partnership service with Essex County Council. The County Council provides direct funding of £65,000 towards the revenue cost of the service and has historically also contributed towards some capital outlay, associated with equipment. The contribution currently made by ECC covers UDC employment costs and some management cost however, this will not be funded by ECC from 1<sup>st</sup> April 2023.</p> <p>UDC has requested that Parishes consider agreement to contribute a full year sum equivalent to £1 per registered voter per parish to continue the service.</p> <p>Note: As the number of registered voters increases per parish any subsequent years' payment would also increase.</p> <p>Current elector records are as follows:</p> <table><thead><tr><th></th><th>Properties</th><th>Electors</th></tr></thead><tbody><tr><td>AUC - Mole Hill Green</td><td>84</td><td>141</td></tr><tr><td>AUD - Takeley Priors Green</td><td>737</td><td>1,426</td></tr><tr><td>AUE - Takeley Village</td><td><u>1,250</u></td><td><u>2,161</u></td></tr><tr><td>Total Parish</td><td>2,071</td><td><b>3,728</b></td></tr></tbody></table> <p>Members to consider an annual financial contribution to the Highways Rangers Service and, if required, to increase the Precept claim for this purpose.</p>		Properties	Electors	AUC - Mole Hill Green	84	141	AUD - Takeley Priors Green	737	1,426	AUE - Takeley Village	<u>1,250</u>	<u>2,161</u>	Total Parish	2,071	<b>3,728</b>
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12.	<p><b>Finance</b></p> <ul style="list-style-type: none"><li>a) To approve the monthly finance report</li><li>b) To note the latest budget Vs actuals report</li><li>c) To note the minutes of the last finance committee meeting and recommendations</li><li>d) To consider any additional expenditure items to be included in the 2023/24 budget (for example, a contribution to the UDC Highways Rangers</li><li>e) To agree the annual Precept Request</li><li>f) The Clerk and Chairman to sign the Precept Request</li></ul>															
13.	<p><b>Planning Committee Report and Recommendations</b></p>															

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	<p>a) To receive the Planning Committee minutes of the last meeting</p> <p>b) To receive any planning updates from the Committee.</p>
14.	<p><b>New Model Code of Conduct Appendix 3</b></p> <p>Members to consider adoption of the new UDC Code of Conduct.</p>
15.	<p><b>20's Plenty for Us – Appendix 4</b></p> <p>Some Essex Parish Councils are campaigning to make 20 mph the default speed limit where people and motor vehicles mix, with 30 mph being an exception. There is increasing evidence that residents (and voters) want a 20-mph default speed limit which could help reduce intimidatory and anti-social driving, air, and noise pollution and improve road safety.</p> <p>To consider participation in the Essex-wide initiative.</p>
16.	<p><b>Correspondence</b></p> <p>To note any correspondence not elsewhere on the agenda.</p>
17.	<p><b>Items to Note and for Future Meetings</b></p>
18.	<p><b>Date of the Next Meeting</b></p> <p>The next Full Council meeting is due to take place on 1<sup>st</sup> February 2023 at 7.30pm in the Old School.</p>

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