



# 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 2<sup>nd</sup> November 2022 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, Terry Good, Carol Pratt, Jackie Cheetham, Dom Roque, Sue Sprules and Linda Steer.

**Signed:** *Jackie Deane*  
(Locum Clerk)

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

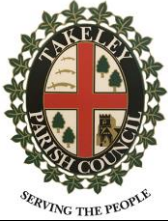
Item	Part 1
1.	<b>Apologies for Absence</b> To receive apologies.
2.	<b>Declarations of Interest</b> To receive declarations of interest.
3.	<b>Public Forum</b>
4.	<b>Minutes of the Last Meeting</b> To approve the minutes of the meeting held on 5 <sup>th</sup> October 2022.
5.	<b>Ward Councillor/County Councillor Reports</b> To receive reports from the District and Councillor.
6.	<b>Members Reports on External Meetings</b> To receive reports.
7.	<b>Clerk's Report</b>  a) <u>Caretaker</u> The Caretaker has successfully completed his 6-months' probationary period.

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: [clerk@takeleyparishcouncil.co.uk](mailto:clerk@takeleyparishcouncil.co.uk)

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## b) Airport parking

- The Clerk and Chairman have liaised Little Canfield Parish Council and with UDC Cllrs Maggie Sutton and Richard Freeman, to establish a list of locations for MAG funded signs. Cllr Sutton has sent the joint list to MAG.
- Cllr Freeman is considering how a 'red route' in Parsonage Road could be extended and how a district-wide time restriction or resident permit requirement might be agreed and implemented.
- Cllr Sutton is trying to arrange a public meeting with MAG to discuss airport parking issues.

## c) Road safety

Cllr Sutton and Cllr Barker, via the Local Highways Panel, are pursuing suggested remedies to improve road safety in Parsonage Road, following fatal accidents.

## d) Sports Field

- A meeting has been arranged to renew the agreement with the football club and meetings will be arranged to make grant requests for improved facilities and introducing new users, including a new youth football academy.
- Bollards and gates are becoming difficult to use and improved public access should be considered as part of future facilities improvements, combined with alternative options to maintain a secure entrance.
- The new sports shelter is leaking. The contractor has been contacted to carry out repairs.

## e) Grants

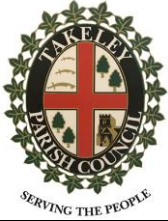
- Receipts are required to be sent to UDC for various items for the Jubilee and youth club projects. Any outstanding installations and purchases will need to be finalised in good time to avoid having to return grant money already awarded.
- A new application can be made to UDC for improvements to the sports ground for a new set of goal posts, pitch surface repairs and rabbit fencing
- A new application can be made for developer funded equipment and access projects at the Sports Ground.
- A new application can be made to Essex CC for a 'warm hub' project at the Old School (see separate agenda item).

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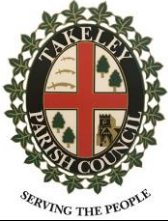
	<p>f) <u>Priors Green</u></p> <p>A meeting has been arranged for Takeley and Lt Canfield Clerks to meet a representative from Countryside Properties, to discuss communal areas and maintenance issues.</p> <p>g) <u>Beneficiary</u></p> <p>The Parish Council has been advised that it is a beneficiary in the will of a former parish councillor and a sum of £1,000 will be credited to The Old School Project.</p> <p>h) <u>Food trucks</u></p> <p>The Parish Council has been contacted to suggest locations for a weekly pitch for mobile street food catering, which is becoming popular elsewhere in the district. Sites include parish council car parks and a monthly fee is usually paid for a pitch, with agreements to open and close gates where required.</p>
8.	<p><b>Finance Report (Appendix 1)</b></p> <p>a) To approve the monthly report appended to the agenda, and note that the bank reconciliation is balanced up to 24th October. The £22k Public Works Loans Board repayment for Old School refurbishment will show in in next month's report.</p> <p>b) To consider a working group for recommended actions from the last committee meeting, regarding energy costs projections and future budgetary requirements.</p> <p>c) To agree a date for the Finance Committee to consider the budget and Precept requirements.</p>
9.	<p><b>Planning Committee Report and Recommendations</b></p> <p>a) To receive the minutes of the Planning Committee meeting held on 19<sup>th</sup> October.</p> <p>b) To receive a report on UDC's design code tour and workshop for the new Local Plan from Cllr Cheetham and the Locum Clerk.</p> <p>c) To receive an update on the Neighbourhood Plan.</p>
10.	<p><b>Civility and Respect Project Pledge</b></p> <p>EALC has recommended that members discuss and sign up to the pledge, which is supported by NALC, SLCC and OVW. They believe it is time to put civility and respect at the top of the agenda and start a culture change for the local council sector.</p>

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	<p>Civility means politeness and courtesy in behaviour, speech, and in the written word. Showing respect can be by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.</p> <p>The pledge states that your council will:</p> <ul style="list-style-type: none"><li>• Treat other councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles</li><li>• Commit to training councillors and staff</li><li>• Sign up to the code of conduct for councillors</li><li>• Have good governance arrangements in place</li><li>• Commit to seeking professional help at early stages should civility and respect issues arise</li><li>• Call out bullying and harassment if and when it happens</li><li>• Continue to learn from best practice in the sector and aspire to being a role model/champion council</li><li>• Support the continued lobbying for the change in legislation to support the civility and respect pledge including sanctions for elected members where appropriate.</li></ul>
11.	<p><b>Phone and Broadband Services (Appendix 2)</b></p> <p>A Clerk's report has been prepared to set out cost-effective proposals for changes to phone and broadband services.</p> <ul style="list-style-type: none"><li>a) To consider changing for a landline service to an internet-based phone service, with the existing provider.</li><li>b) To sign up for a free high speed broadband service from Gigaclear.</li></ul>
12.	<p><b>Community Winter Warmth and Welcome Spaces Fund</b></p> <p>Essex County Council Grants of up to £1,000 with match funding are available, made to groups and parish councils to create warm and welcoming spaces for residents this winter. The grants can be used for equipment to run new activities, venue or catering costs, operational costs including utilities, and staff or volunteer expenditure.</p> <p>To consider forming a working group for a Parish Council initiative and grant claim.</p>
13.	<p><b>Website Upgrade (Appendix 3 report to follow on email)</b></p> <p>The Parish Council's website needs to be upgraded to meet accessibility requirements. To consider forming a working group to consider options and propose</p>

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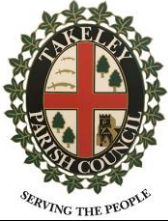
	changes to the website.
14.	<b>Recording Full Council Meetings</b> Cllr Bodsworth proposes that the Parish Council records its meetings for publication on its website. Members are asked to consider the proposal and, if supportive, to discuss the next steps and policy wording.
15.	<b>Air Ambulance Grant</b> A request has been received from Herts & Essex Air Ambulance Trust for a donation to support EHAAT's air ambulances and rapid response vehicles to remain operational.
16.	<b>Christian School Donations</b> A resident request has been received, for consideration and a response, relating to a donation which was made to to the Christian School:  <i>I was reading the financial figures from the August 2022 meeting of Parish Councillors, and I noticed that £150 had been donated to The Christian School Takeley, as per their request in June, for a community event. As I'm sure you're well aware the Christian School is an independent fee-paying school and not generally attended by the local community, if any families at all. The families that are affiliated with this school are from different towns and villages further afield. Please could you tell me which community event they held and how it benefited the residents of Takeley and Canfield?</i>  <i>I don't think a school that derives its income from extortionate school fees, relatively speaking given the lack of facilities it has, should be able to benefit from a local grant. I'm aware it's only £150 but it's more the principle and they could potentially ask for larger sums in the future.</i>
17.	<b>S45 Local Government (Miscellaneous Provisions) Act 1976</b> To note UDC's formal notification as follows: <i>'formally notifying you of the Council's intention, at the next meeting of Full Council scheduled to take place on 6<sup>th</sup> December 2022 at 7.00PM, to confirm their resolution dated 31<sup>st</sup> January 1989 to adopt Part II of the Local Government (Miscellaneous) Provisions Act 1976.'</i>  UDC's solicitor gave further clarification of the need for confirming the resolution, 'in order to prosecute certain offences involving minicabs, a licensing authority has to adopt Part II of the 1976 Act, previously adopted in 1989. To mount a valid

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	<p>prosecution, they have to be able to prove, if challenged, that they took certain procedural steps, and these include advertising in local papers and giving notice of their intention to adopt Part II to all the parishes in the area affected by the resolution. For whatever reason, the records of those two steps being taken have been either lost or (accidentally) destroyed.'</p>
18.	<p><b>Polling Station request to use the Old School House</b> Takeley Silver Jubilee Hall is currently used as a polling station however they have to arrange bookings with regular hirers. A trustee has asked if the Parish Council would consider using the Old School House for the May 2023 local elections.</p>
19.	<p><b>Correspondence</b> <u>Road Safety (Speeding) Meeting</u> - A presentation is to take place in the Hatfield Broad Oak village hall on Thursday 10 November, 18:45 for 19:00 hours start. The presentation which will include information on the new Trucam camera. An ECC Councillor member of Essex Highways will also be in attendance to answer any questions you may have about speed limits and restrictions in your Parish. <u>Electoral Services Notice</u> - Commencement of 6-month rule means that any parish council vacancies arising after Monday 7 November do not get filled by election until Thursday 4 May. Further guidance has been given. <u>May Elections Update</u> - UDC has issued guidance notes regarding the process for the Elections in May 2023. <u>Utility Aid</u> – guidance has been received on the forecast energy outlook.</p>
20.	<p><b>Items to Note and for Future Meetings</b> To note any items from Members.</p>
21.	<p><b>Date of the Next Meeting</b> The next Full Council meeting is due to take place on 7<sup>th</sup> December 2022 at 7.30pm in the Old School Community Centre.</p>
<b>Part 2</b>	
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.	
<b>Motion to enter Part 2 if required.</b>	

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OCTOBER FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross	RECEIPTS	EXPENSES (net)	VAT	Budget Ref
			£	£	£	£	
BFWD			128335.25				
02/10/2022	DD NPower	Street Lighting Jan - March	-51.18		48.74	2.44	
02/10/2022	DD NPower	Street Lighting Apr - June	-40.75		38.81	1.94	
	TS	Acct adj. from Old sch Old School - Blinds for hall	491.67		-491.67		See Sept
02/10/2022	DD RTTEC	IT Licence	-12.03		10.02	2.01	
04/10/2022	BACS Ecolec	Emergency Lighting Test inv 4393	-222.00		185.00	37.00	
04/10/2022	BACS PKF Littlejohn LLP	External Audit 2021/22	-720.00		600.00	120.00	
	DD Sctive Web Design	Web hosting & support	-42.00		35.00	7.00	
	BACS Sterling Washroom se	4wkly service 1st Nov - 31st Jan	-103.68		86.40	17.28	
04/10/2022	CR	Paying in slip 92 Hall Hire Invoices 2247, 2235, 2255	210.00	210.00			
04/10/2022	BACS Rachel Keeling-Vincer	Hall Hire inv 2251	90.00	90.00			
04/10/2022	BACS Daniel Bentley	Hall Hire inv 2250	30.00	30.00			
04/10/2022	BACS The Council for Volun	Hall Hire	30.00	30.00			
04/10/2022	BACS Uttlesford CAB	Hall Hire inv 2256	45.00	45.00			
05/10/2022	BACS UDC	Hall Hire invoice 2229	195.00	195.00			
10/10/2022	DD XLN	Phone & Broadband inv 88862627 - Sept 27	-78.64		65.53	13.11	
	BACS PHF Electrical	Fire Alarm Call-Out 22/8/22	-78.00		65.00	13.00	
	BACS TBS Hygiene Ltd	Aug inv 2775 & Sept inv 2889	-733.44		611.20	122.24	
	BACS Jackie Deane	Expenses - Vacuum cleaner for Ols School	-160.00		133.33	26.67	
	BACS Jane Bridgeman	Expenses - Stationary & cleaning materials	-137.43		137.43		Cleaning Mats = £32.62
	BACS EALC	Course fees - Chairman's Day 3 - 24th Oct. 2	-120.00		120.00		
	BACS TLC Church	Grant for churchyard maintenance	-600.00		600.00		
18/10/2022	DD EON	Sportsfield electricity	-24.89		24.89		
19/10/2022	DD NPower	Street lighting 1st July - 30th Sept	-37.79		35.99	1.80	126265.09
	BACS Uttlesford Assoc. Loca	Subscription 2022-23	-10.00		10.00		
	BACS Jackie Deane	Locum Clerk services Oct 22	-2600.00		2600.00		
	BACS TBS Hygiene Ltd	Oct Litter & dog Bin Collections	-339.84		283.20	56.64	
26/10/2022	BACS Employee 004	October salary	-721.92		721.92		
26/10/2022	BACS Employee 005	October salary	-308.00		308.00		
29/10/2022	DD SSE	Old School Electricity	-996.06		948.63	47.43	
<b>TOTAL</b>			<b>121289.27</b>	<b>600.00</b>	<b>7177.42</b>	<b>468.56</b>	

Grants Receipts & Expenditure highlighted

B/Fwd	128335.25
Receipts	600.00
Expenses	7177.42
VAT	468.56
	<b>121289.27</b>
Current Acct Bank Statement	<b>121289.27</b>
Defib Account	4601.12
School House Account	33747.14
<b>Total Cash held</b>	<b>159637.53</b>

MEETING	FINANCE COMMITTEE	LATE ITEM FOR INFORMATION
SUBJECT	CLERK'S REPORT ON PROPOSED CHANGE TO GIGACLEAR BROADBAND AND CLOUD-BASED XLN PHONE SERVICE	
AUTHOR	JACKIE DEANE (LOCUM CLERK)	2 <sup>nd</sup> November 2022

### Background

The current monthly cost is £65.50 per month to XLN which includes £20 for broadband.

The Parish Council is eligible for free Gigaclear fibre broadband as a Community Hub. The service will allow full secure use for the parish council office and a separate password for public users of the hall. Landline calls can continue with XLN or there is an option for a Cloud-based service.

### Gigaclear Community Hub Service

You will have access to our top tier business package with the fastest speeds on our network, 900mbps, and be provided with Gigaclear powered by Linksys routers. ([gigaclear.com/get-fibre-broadband-your-business](http://gigaclear.com/get-fibre-broadband-your-business))

Conditions of the Free service are that Gigaclear has an option to host up to 4 community events a year with free hall hire for community events such as cinema nights, digital skills workshops, etc.

They will consult with the hub's administration / management regarding date availability for these events. Additionally, they will work with the hub's administration to promote the free service through display material on-site and via the hub's online content where applicable.

### Cost comparison (net)

Note: Currently, calls can be made by the mobile phone which is plugged in at the office and they are answered 5 days per week via diversion to the Locum Clerk mobile phone (£12 per month SIM not charged to TPC).

CURRENT (monthly)	NEW	SAVING
XLN broadband £20	Gigaclear FREE	£20
XLN landline £27	Proposed change to XLN Cloud Voice (handset and app) £22	£5
XLN mobile £10 and call divert £3	SIM contract £10-13	-
XLN business assurance £5.50	Not required	£5.50
Total cost £65.50	£35	£30.50 (£366pa)



MEETING	FULL COUNCIL MEETING 2 <sup>ND</sup> NOVEMBER 2022	APPENDIX 3
SUBJECT	CLERK'S REPORT ON REQUIRED WEBSITE UPGRADE	AGENDA ITEM 13
AUTHOR	JACKIE DEANE (LOCUM CLERK)	

## Background

The Parish Council website needs an upgrade to maintain security. The software it currently uses has been overtaken by events and in particular security vulnerabilities that are increasingly difficult to manage. Compliance with new accessibility guidance is a requirement which the Parish Council is yet to consider, and this will be done at the same time. Accessibility guidance has been sent separately to all local authorities. Our website company cannot give legal advice regarding this but, by definition, the newer the software the more likely it is to be compatible with accessibility aids etc

Our current provider has decided to retire the software currently used for our website and move new builds to WordPress. It is a similar situation to the common software issues such as Windows on a PC or the operating system on a smartphone, eventually the combination of hardware and dated software becomes a problem for security and the ability of being able to run the latest version.

The company assures us that they we still operate in a carefully managed and protected environment with clients' websites still hosted on their dedicated servers and their environment maintained by their HO technical team.

## Members' Consideration from the following OPTIONS:

The current website host is recommending to all clients on the older software that they consider an upgrade to move their site to the newer environment and we have a couple of options for this:

1. Move as is, no change to design, content, layout. This would to a small extent limit changes going forward but they would be able to continue to update the site as they do now.

### One off cost of £199+vat

2. Take the opportunity to review the site and the content/layout and rebuild rather than port across. This has the benefit of the site being built on the platform and therefore it is more versatile going forward.

### One off cost of £499+vat

3. The Parish Council commissions a brand-new site, with a completely different design and navigation/number of pages maybe more about the area etc. This would be quoted on request and to the chosen specifications.

**Additional costs - If required the company can provide an accessibility check for £200+vat per 10 pages.** This would include a fix of pages and building of accessibility tools.

## RECOMMENDATION

**The Clerk recommends option 2 in liaison with a working group to discuss details and report any additional works and design changes to Full Council, along with additional costs if applicable.**