



TAKELEY PARISH COUNCIL

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

www.takeleyparishcouncil.co.uk

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 3rd August 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, Carol Pratt, Jackie Cheetham, Dom Roque, Linda Steer and Sue Sprules

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.	Apologies for Absence
2.	Councillor Resignation To note Sonia Carr's resignation.
3.	Declarations of Interest
4.	Public Forum
5.	Minutes of the Last Meeting To approve the Minutes of the Meeting held on 6 th July 2022.
6.	Ward Councillor/County Councillor Reports To receive reports from the District and Councillor.
7.	Co-option of new Councillors a) Filling of the casual vacancy following the passing of Richard Cheetham b) Filling of the casual vacancy following the resignation of Lucy Johnson
8.	Reports from External Meetings and Representatives To receive reports from members.

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: clerk@takeleyparishcouncil.co.uk

Date posted: 28th July 2022



TAKELEY PARISH COUNCIL

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

www.takeleyparishcouncil.co.uk

9.	<p>Stansted Solar Farm S62A/22/0000004 - Land East of Parsonage Road, and South of Hall Road</p> <p>The Parish Council objection has been lodged with the Planning Inspectorate however UDC's officer recommendation was for approval.</p> <p>To consider publicity and for a parish councillor to speak at the hearing, to take place at 10.00am on 9 August 2022 at the Council Chamber, London Road, Saffron Walden at UDC Council Offices in Saffron Walden. Any interested party who has made a representation during the representation period may register to speak at the hearing. You must register with the Planning Inspectorate by 5 August 2022.</p>
10.	<p>UDC Community Achievement Awards</p> <p>Information has been circulated to members on email. A discussion has been requested by the Chairman regarding potential candidates.</p>
11.	<p>Clerk's Report</p> <ul style="list-style-type: none">a) New window blinds were ordered on 7th July for remaining windows in the School House.b) UDC is not responding to emails and telephone messages regarding the request for a review of any litter/dog bins which could be included on their rounds. Cllr Geoff Bagnall has agreed to chase UDC.c) Cllr Bagnall has requested prices from TBS Hygiene to supply & install 1 x litter bin at the side of Priors Green Hall, 1 x dog bin Jacks Lane.d) A price was requested to clear Jacks Lane/Bambers Green verge around the dog bin however the work has been completed by our usual contractor at no cost.e) A new meter box is required at the Sports Ground and quotes have been sought however none received.f) Morrells Green – George, our Caretaker, has cut back areas around the play area that were overgrown and restricting pathways, entrance to play area and equipment.g) The Clerk met with the Clerk from Lt Canfield for a site visit on Priors Green to look at airport parking and maintenance issues.

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: clerk@takeleyparishcouncil.co.uk

Date posted: 28th July 2022



TAKELEY PARISH COUNCIL

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

www.takeleyparishcouncil.co.uk

12.	<p>Youth Club Hall Hire</p> <p>The taster sessions are going ahead on 28th July and 4th,11th, 18th August and the Parish Council is not making a hire charge for these bookings.</p> <p>Weekly sessions are due to start in September and members are asked to consider if the usual £15 per hour should be charged for hall hire.</p>
13.	<p>Finance Report and 1st Quarter Review – See finance appendices</p> <p>The scheduled Finance Committee meeting was not quorate. Matters for consideration as follows:</p> <ul style="list-style-type: none">a) To approve the Q1 actuals v Budgetsb) To agree to move the insurance underspend to the ICT budgetc) TPC to confirm ownership of the fence to the rear of Morrells Green balancing pond/play area (Flich Way side) re the recent £200 spend on 2 x posts that were replaced. Members have queried if this was TPC responsibility or is it to be recharged to ECC.d) To agree a proposal to cut back overhanging trees in the Morrells Green play areas (there is a budget of £14471 for Morrells Green – see separate agenda item)e) To review the expenditure to date for<ul style="list-style-type: none">(i) Neighbourhood Plan(ii) Warish Hall Planning Appeal(iii) Jubilee event spend & grant(iv) S137 spend to date.f) To receive an update on the Rialtas system, training, function and limitations and to confirm the delay to implementation.g) To resolve to increase the current number of bank signatories/authorisers and agree additional members to be enrolled.
14.	<p>Planning Committee Report and Recommendations</p> <ul style="list-style-type: none">a) To note planning comments in lieu of minutes as the 13th July meeting was not quorate and new members are required to hold committee meetings.b) To discuss committee membership and agreeing for new members to join the committee. Note that the alternative would be for planning applications and other planning matters to be included in Full Council meetings or at a monthly Extraordinary Council meeting.
15.	<p>Neighbourhood Plan Update</p> <p>To receive a verbal report from the Planning Committee and note the Planning</p>

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: clerk@takeleyparishcouncil.co.uk

Date posted: 28th July 2022



TAKELEY PARISH COUNCIL

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

www.takeleyparishcouncil.co.uk

	<p>Committee Meeting Appendix for 2nd August, circulated with the Planning Committee agenda, detailing expenditure to date and funds still to be reclaimed from UDC from the remaining balance of their grant allocation to the Parish Council (total £10,000 for work to support the Neighbourhood Plan).</p>
16.	<p>Warish Hall Appeal Final costs for the Planning Appeal Public Inquiry.</p> <ul style="list-style-type: none">a) To ratify payment of the final Invoice for appeal preparation and attendance 4 ½ days of the inquiry to the sum of £8,900 + VAT.b) To ratify payment of the final invoice from Wynne-Williams Landscape Consultants to the sum of £1,845.00 + VAT.
17.	<p>Roof Repairs To consider two quotes received, with a third requested, for roof repairs to the Old School House:</p> <ul style="list-style-type: none">1) £140 + VAT and2) £235 (VAT N/A).
18.	<p>Hedge Cutting in September To consider which areas are to be cut by our usual contractor, including The Pastures where there is a ringfenced budget.</p>
19.	<p>Correspondence</p> <ul style="list-style-type: none">a) Takeley Primary School PFA have requested the use of floodlights previously used at the fireword display hosted by All Saints. The lights would be used at the school's Xmas Fayre on 3rd December. Advice required regarding the ownership and responsibility for the floodlights.b) Have your say – Local Council Tax Support Scheme 2023/24 – Information has been circulated to members. Members to advise if a Parish Council response is required to the UDC consultation.
20.	<p>Items to Note and for Future Meetings</p>
21.	<p>Date of the Next Meeting The next Full Council meeting is due to take place on 7th September 2022 at 7.30pm.</p>

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: clerk@takeleyparishcouncil.co.uk

Date posted: 28th July 2022



TAKELEY PARISH COUNCIL

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

www.takeleyparishcouncil.co.uk

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.

To enter Part 2:

Following interviews held on Friday, 29th July and a committee meeting held on Monday 1st August, to consider recommendations from the staffing committee:

- a) For the Chairman to send an offer of employment for the post of administrator, noting starting date and salary scale point
- b) To consider the recommendation from staffing committee and for the Chairman to take forward the agreed next steps for appointment of a new Clerk and RFO.

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: clerk@takeleyparishcouncil.co.uk

Date posted: 28th July 2022

TAKELEY PARISH COUNCIL

ACTUALS V BUDGETS 2022-23

INCOME	Actual	Budget	YTD	ACTUALS Q1			QTR 1	BAL	Comments
	2021/22	2022/23	2022/23	APR	MAY	JUNE	£	£	
	£	£	£	£	£	£		£	
Precept	154534	160495	80248	80248			80248	80247	
Grants	7000		8498	7500		998	8498	-8498	Youth Club Project £1500, Ward Cllr Grant £6k, £998 Jubilee Grant
Hires	2381	3000	1027	282	448	297	1027	1973	
VAT	7498	10200	10279		10279		10279	-79	
TOTAL INCOME	171413	173695	100052	88030	10727	1295	100052	73643	
ADMIN & SALARY COSTS									
Salaries (x employees)	12097	35600	2847	677	1016	1154	2847	32753	Caretaker started May 22
Tax & NI (employer contributions)	2398	2300	182		85	97	182	2118	
NEST Pensions (employer contributions)	212	600	0				0	600	overspend to be recovered from salary budget
Locum Clerk	12256	6500	7800	2600	2600	2600	7800	-1300	
Councillor expenses & mileage	0	250	0				0	250	
Subscriptions	1024	2000	831		831		831	1169	
Office Expenses/Stationery	1402	1500	295	47	75	173	295	1205	
Website	420	420	105	35	35	35	105	315	
Internal/External Audit	550	800	150			150	150	650	
Insurance	2845	3000	2122			2122	2122	878	SAVING
Professional Advice General & Staffing	2407	2000	0				0	2000	
Prof Advice - Planning/Neighbourhood Plan	2820	51000	49404	15899	22370	11135	49404	1596	O/S NHB Grant to claim?
Equipment/ICT	1000	400	987	308	10	669	987	-587	June - Rialtas £649
XLN Broadband & Phone	708	750	199	60	66	73	199	551	
Election Expenses	3641	1250	0				0	1250	
Training	330	1000	360			360	360	640	
Bank Fees	112	200	31			31	31	169	
Total	44222	109570	65313	19626	27088	18599	65313	44257	
COMMUNITY CENTRE									
Utilities - Community Centre	10593	8000	404	404			404	7596	
Washroom Services - Community Centre	332	800	86	86			86	714	
Rates	0	0	0				0	0	
Cleaning supplies & window cleaning	801	1000	421	330	60	31	421	579	
Maintenance costs	4872	1500	1048		232	816	1048	452	June - £816 Blinds Jan 2020
Total	16598	11300	1959	820	292	847	1959	9341	
PARISH SERVICES									
Grass Cutting	8920	10000	0				0	10000	
Sportsfield & Rec. Grd Equip Maintenance	14446	1500	1093			1093	1093	407	Removal of skate park £745
Village Maintenance (incl bus shelters)	1065	2000	660			660	660	1340	
Planter - plants	666	1500	531		280	251	531	969	
Litter & Dog Bin Collections	3590	4000	610	310		300	610	3390	
Sportsfield Electricity	142	700	44	15	14	15	44	656	
Sportsfield Water	0	200	0				0	200	
Street Lighting	1824	250	0				0	250	
Defibs - expenses from ringfenced reserve	0	0	0				0	0	
Total	30653	20150	2938	325	294	2319	2938	17212	
LOANS - PWLB									
Sportsfield	1390	1439	0				0	1439	
Community Centre Purchase	11338	11337	5669			5669	5669	5668	
Community Centre Refurb	44018	44018	22009		22009		22009	22009	
Silver Jubilee Hall	11238	11238	0				0	11238	
Total	67984	68032	27678	0	22009	5669	27678	40354	
S137	1752	2500	1300		1000	300	1300	1200	
VAT	10387	10279	9273	2377	4708	2188	9273	1006	
Less SJH Loan reimbursed	-11238	-11238	0				0	-11238	
TOTAL COSTS	160358	210593	108461	23148	55391	29922	108461	102132	
Morrells Green S106 monies		14471					0	14471	
Defib Reserves		4590						4590	
Old School Reserves		34130						34156	

SPEND (ex Vat) 2022-2023

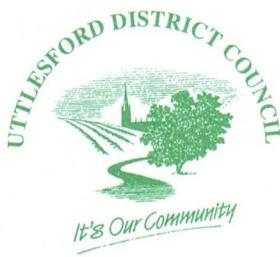
Jubilee		£
27/04/2022	Jubilee Beacon	490.00
27/04/2022	Jubilee Medals	84.24
16/05/2022	Jubilee Bunting	71.98
07/06/2022	Fireworks 2/6/22	33.16
01/06/2022	Insurance for Jubilee Sports Day 3/6/22	66.00
17/06/2022	Bouncy Castle	170.00
		915.38
	16/06/2022 Grant	£998 82.62
29/06/2022	Hampers for raffle - S Sprules	100.28
		-17.66

S137 Grants

May	1000	SJ Hall - 10k Run Sept 22
June	150	Takeley Christian School - community event
June	150	Takeley Primary School - Medals for Sports Day

NEIGHBOURHOOD PLAN		£
08/04/2022	MKA Ecology Ltd	2350.00
12/04/2022	Just Us Digital	67.20
27/04/2022	J. Deane NHP Support	390.00
14/04/2022	NHP Booklet	-5.00
05/05/2022	Brighter Planning Consultancy	5304.00
25/05/2022	J. Deane NHP Support	210.00
16/05/2022	RCCE Housing Needs Survey	1185.50
		<u>9501.70</u>

WARISH HALL PLANNING APPEAL		£
11/03/2022	Landmark - 1st payment	2500.00
08/04/2022	Cerda Planning Ltd	4557.45
27/04/2022	Landmark - 2nd payment	3500.00
27/04/2022	J Deane Support Services	1650.00
29/04/2022	Cerda Planning Ltd	3389.50
06/05/2022	Landmark - 3rd payment	14500.00
26/05/2022	J Deane Support Services	1170.00
01/06/2022	Cerda Planning Ltd inv 10067	3050.00
07/06/2022	Wynne Williams Assoc. inv 4203	6135.00
24/06/2022	J Deane Support Services	1950.00
18/07/2022	Cerda Planning Ltd	8900.00
		<u>51301.95</u>



UTTLESFORD DISTRICT COUNCIL

Council Offices, London Road, Saffron Walden, Essex CB11 4ER
Telephone (01799) 510510
Textphone Users 18001
Email uconnect@uttlesford.gov.uk Website www.uttlesford.gov.uk

Jackie Deane
Takeley Parish Council
The Old School Community Building
Brewers End
Takeley
Bishop's Stortford
CM22 6SB

20 July 2022

Your ref: N/A

Our ref: LCTS 23.24

Please ask for Bruce Tice on 01799 510670
email: consultation@uttlesford.gov.uk

Dear Jackie Deane

Have your say on Local Council Tax Support Scheme 2023/24

Uttlesford residents are being invited to have their say on how much support the council should give to people who might struggle to pay their Council Tax bill.

We are required to annually review the Local Council Tax Support (LCTS) scheme, and propose changes to the scheme for the following financial year. We must carry out a public consultation before a decision is taken by Uttlesford District Council in the autumn on the final scheme for 2023/24.

As in 2021, we are running the consultation online as much as possible, although we are offering paper copies of the feedback form to residents who are not able to give their views online.

We would very much appreciate your help in getting the details of this consultation out to people in your town or parish. The consultation runs until **Monday 5 September 2022** and full information can be found in the enclosed documents. Enclosed are:

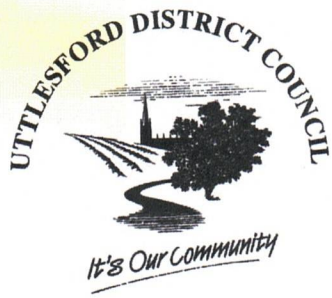
- consultation poster
- paper consultation forms
- reply paid envelopes

Yours sincerely

Uttlesford Consultation Team

Consultation
Uttlesford District Council

Encs.



Have your say on our Council Tax support scheme for 2023/24

The proposed scheme

For 2023/24 Uttlesford District Council is proposing to maintain the Local Council Tax Support (LCTS) scheme on the same basis as the current year.

This includes freezing the contribution rate, meaning the amount that LCTS claimants pay towards their Council Tax bill would be kept at 12.5%. This remains the lowest contribution rate in Essex.

The scheme will also continue to protect pensioners, the vulnerable and disabled residents and their carers on a low income.

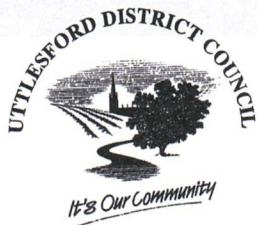
Please give us your views on the proposals

Online www.uttlesford.gov.uk/lcts-consultation

Email consultation@uttlesford.gov.uk

For people who do not have access to the internet, paper copies of the questionnaire are available by calling 01799 510510

Tell us what you think by Monday 5 September



Uttlesford Local Council Tax Support

- have your say!

We're asking you for your views on how much support we should give to people who might struggle to pay their Council Tax bill.

Councils run a scheme called Local Council Tax Support (LCTS) which is designed to help the most vulnerable.

The 2023/24 scheme

The pandemic has left us facing some very big financial challenges. Our population is growing, people are generally living longer and the type of services that people need is changing. The cost of living is going up and as things become more expensive, we also have higher costs.

That's why we want to help to protect the most vulnerable people in our district.

For 2023/24, we are proposing to maintain the scheme on the same basis as this year.

This means that we are proposing to:

- freeze the contribution rate so that the amount that LCTS claimants pay towards their Council Tax bill will be kept at 12.5%. This remains the lowest contribution rate in Essex
- continue to protect pensioners, the vulnerable and disabled residents and their carers on a low income

How to have your say

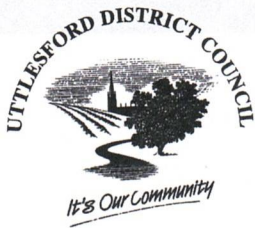
You can now give your views on the proposals using this form, or online at <https://www.uttlesford.gov.uk/lcts-consultation>

Looking after your data

All the information you provide in this questionnaire will be treated in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679. Your contact details will be used solely for the purpose of contacting you about this consultation.

You should refer to our Overarching Privacy Notice (www.uttlesford.gov.uk/privacy-notice) for an explanation as to what we do with your personal information, how long we keep it and your right to withdraw your consent at any time you choose.

The information that you provide will only be used by Uttlesford District Council and the main findings from the survey will be published on the council website. Your own views and opinions will not be passed on to anyone else.



Uttlesford Local Council Tax Support

- have your say!

We're asking you for your views on how much support we should give to people who might struggle to pay their Council Tax bill.

Councils run a scheme called Local Council Tax Support (LCTS) which is designed to help the most vulnerable.

The 2023/24 scheme

The pandemic has left us facing some very big financial challenges. Our population is growing, people are generally living longer and the type of services that people need is changing. The cost of living is going up and as things become more expensive, we also have higher costs.

That's why we want to help to protect the most vulnerable people in our district.

For 2023/24, we are proposing to maintain the scheme on the same basis as this year.

This means that we are proposing to:

- freeze the contribution rate so that the amount that LCTS claimants pay towards their Council Tax bill will be kept at 12.5%. This remains the lowest contribution rate in Essex
- continue to protect pensioners, the vulnerable and disabled residents and their carers on a low income

How to have your say

You can now give your views on the proposals using this form, or online at <https://www.uttlesford.gov.uk/lcts-consultation>

Looking after your data

All the information you provide in this questionnaire will be treated in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679. Your contact details will be used solely for the purpose of contacting you about this consultation.

You should refer to our Overarching Privacy Notice (www.uttlesford.gov.uk/privacy-notice) for an explanation as to what we do with your personal information, how long we keep it and your right to withdraw your consent at any time you choose.

The information that you provide will only be used by Uttlesford District Council and the main findings from the survey will be published on the council website. Your own views and opinions will not be passed on to anyone else.