



# 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 7<sup>th</sup> September 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, Sue Sprules, Paul Burnett, Terry Good

**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>
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 3 <sup>rd</sup> August.
5.	<b>Ward Councillor/County Councillor Reports</b> To receive reports from the District and Councillor.
6.	<b>Councillor Reports from External Meetings</b> To receive reports on attendance at external meetings.
7.	<b>Clerk's Report</b> <ul style="list-style-type: none"><li>a) Emergency lighting annual service – quotes have been sought and the costs are expected to be within the agreed budget.</li><li>b) Alarm activation at the Old School House – Smoke alarms have triggered in enclosed rooms during the heatwave. The caretaker arranged an engineer inspection of the control panel and individual alarms on 22<sup>nd</sup> August. The next biennial check is due in October 2022.</li><li>c) To note receipt of ROSPA inspections and works identified</li><li>d) To receive an update on weekly inspections and clearance of derelict equipment at the sports ground</li><li>e) To receive an update on bench repairs/replacement in the recreation ground needs repair.</li></ul>

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

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	<p>f) Clarification on the purpose of a councillor summons to attend meetings and councillor communication by phone and email on a weekly basis in between council meetings.</p> <p>g) Appointment of Jane Bridgeman as administrator, starting on 1<sup>st</sup> September for 16 hours per week (Mondays to Thursdays). The appointment is at NJC salary scale point 10. In addition to the usual contact details, Jane can also be contacted by email: <a href="mailto:admin@takeleyparishcouncil.co.uk">admin@takeleyparishcouncil.co.uk</a></p>
8.	<p><b>Finance Report</b></p> <p>a) To approve the August finance report</p> <p>b) To review Q2 Income, Expenditure and Reserves</p> <p>c) Budget review of the Warish Hall Appeal and Neighbourhood Plan</p> <p>d) Grant Funding for Burial Ground –</p> <p>e) To approve payment of outstanding invoices for a Music Licence at the Old School House</p> <p>Invoice for 2021 license to the sum of £172.74 (incl VAT) and Invoice for 2022 license to the sum of £486.95 (incl VAT)</p>
9.	<p><b>Planning Committee Report</b></p> <p>a) To note the minutes of the meeting held on 2<sup>nd</sup> August</p> <p>b) To note the planning approval of the Stansted Airport</p> <p>c) To receive Neighbourhood Plan and Local Plan Updates</p>
10.	<p><b>Adoption of Policies</b></p> <p>To review and adopt Grievance and Complaints policies.</p>
11.	<p><b>Sports Ground Lease and Hire</b></p> <p>To receive a progress report from the Clerk on football club usage, the condition of the pitches and potential new users and to discuss next steps in setting up hire agreements for the users.</p>
12.	<p><b>Councillor Request for Permitted Long-term Absence</b></p> <p>To consider a request from Councillor Pratt, that her long-term sickness absence is accepted by the Parish Council as being exempt from automatic disqualification as a councillor, with reference to the legislation:</p> <p><i>Section 85(1) of the Local Government Act 1972 requires a Member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, unless permission for the absence is granted by the Authority in advance, in order to avoid being disqualified as a Councillor. Without advance permission to be absent, loss of office is automatic and permission cannot be granted retrospectively.</i></p> <p>Note: Cllr Pratt's last meeting attendance at Full Council was 4<sup>th</sup> May 2022 and she attended a planning committee meeting on 8<sup>th</sup> June 2022.</p>
13.	<p><b>Outbuilding Working Party</b></p>

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	To receive an update.
14.	<b>PCC Firework Event</b> Revd Colin Fairweather request a grant to the community firework display on 4 <sup>th</sup> November. <u>Note:</u> In 2021, the Parish Council gave a grant of £500.
15.	<b>Request for a Banner on The Green</b> To consider a request from a member of the Takeley Sports & Social Club committee for permission to place a banner on the Village Green advertising their next boot sale on 16th October. The banner would be put up late on Sunday evening the 9th of October or Monday morning the 10th of October and would be taken down after the event on the 16th of October.
16.	<b>No Airport Parking Signs</b> Stansted Airport can support parishes by putting up signs to discourage airport parking. Takeley and Little Canfield Parish Councils have made a joint approach to the Airport. Several locations have been identified and members are asked to contribute their suggestions. Council to agree locations of new signs.
17.	<b>Car Park Gates</b> The way the hinges are fixed on the post does not allow the gates to open and fold back to the railings. There was a request for this matter to be reviewed by the Council to consider if the gates are fit for purpose or if new quotes should be sought, with a view to making a grant application to cover the costs.
18.	<b>Old School House Community Centre Sign</b> To receive an update from the working group and to discuss next steps.
19.	<b>Additional Bins</b> To consider purchasing additional bins as follows: <ul style="list-style-type: none"><li>• 1 x new dog bin in Jacks Lane £395 + VAT</li><li>• 1 x new round bin in the walk through at Priors Green Hall £382.46 + VAT.</li></ul>
20.	<b>AV System – Old School House</b> Three quotes have been received for a installation of AV equipment for a cinema system in the hall and a tv in the café, which can be linked as required. An update report has been circulated on email, with a comparison of the specification and prices which, in broad terms, fall within a £7,500 budget with approved grant funding. Members to consider forming a working group to: <ol style="list-style-type: none"><li>a) give feedback to the Clerk on queries over specification and where the equipment should be sited in the building</li><li>b) to make a recommendation on their chosen contractor for the works</li><li>c) to make a recommendation on any other works which might be required, outside of the budgeted items</li></ol>
21.	<b>Memorial Trees and Planters – Old School House</b>

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	<p>To consider tree and planter options for outside the building entrance, in memory of councillors.</p> <p>a) The link below has a full selection of cherry trees from Kind &amp; Co in Rayne. Perry's nursery in Broxted have quoted £27.50 for a 6ft weeping cherry (non-specific). <a href="https://kingco.co.uk/trees/cherry-trees-prunus">https://kingco.co.uk/trees/cherry-trees-prunus</a></p> <p>b) Alternative planter options to be circulated ahead of the meeting.</p>
22.	<p><b>Correspondence</b></p> <p>Information on a new consultation for the Local Plan Design Code was received from Jack Bennett, Principal Urban Design Officer at Uttlesford District Council: Design Code website is now live for the New Local Plan - Help shape the future of Uttlesford (<a href="http://uttlesforddesigncode.co.uk">uttlesforddesigncode.co.uk</a>). Consultation deadline for the short survey is 12 noon on Tuesday 13th September 2022. This will be the website for the whole project moving forward, so please bookmark it and use it to keep in touch with how the project is going, ask questions, and find out when further community engagement events are planned.</p>
23.	<p><b>Items to Note and for Future Meetings</b></p>
24.	<p><b>Date of the Next Meeting</b></p> <p>The next Full Council meeting is due to take place on 5<sup>th</sup> October.</p>
<b>Part 2</b>	
<p>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.</p>	
<b>To resolve to enter Part 2:</b>	
<p>a) To consider a fee quote from the Locum Clerk for September to November 2022. b) To consider employer contributions comparisons for NEST and the Essex Pensions Scheme c) To consider the Parish Council's pension scheme provision for future employees.</p>	

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AUGUST 2022 FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross	RECEIPTS	EXPENSES	VAT	R Budget Ref
			£	£	(net) £	£	
B/FWD			53054.70				
28/07/2022	BACS Wynne-Williams Associates	Warish hall Appeal inv 4267	-2214.00		1845.00	369.00	O/S
29/07/2022	DD SSE	Old School electricity 1/5/22 - 1/7/22	-909.36		866.06	43.30	
01/08/2022	BACS	Paying in hall Hire	163.00	163.00			
01/08/2022	BACS	Silver Jubilee Hall	5618.85	5618.85			
02/08/2022	DD RTTEC	IT Licence	-12.03		10.02	2.01	
01/08/2022	DD	Active Web Design	-42.00		35.00	7.00	
10/08/2022	DD XLN	Phone & Broadband	-78.64		65.53	13.11	
10/08/2022	DD PWLB	Silver Jubilee Hall Loan	-5618.85		5618.85		52175.67
18/08/2022	DD EON	Sports Field electricity	-14.53		14.53		52161.14
22/08/2022	BACS J Deane	Locum Clerk - August 2022	-2600.00		2600.00		
23/08/2022	BACS	Employee 4	-846.00		846.00		
23/08/2022	BACS	Employee 5	-246.40		246.40		
23/08/2022	BACS HMRC	Tax & NI	-74.84		74.84		
24/08/2022	BACS	TBS Hygiene Ltd	-456.00		380.00	76.00	
<b>TOTAL</b>			<b>45723.90</b>	<b>5781.85</b>	<b>12602.23</b>	<b>510.42</b>	
<i>Grants Receipts &amp; Expenditure highlighted</i>							
		B/Fwd	53054.70				
		Receipts	5781.85				
		Expenses	12602.23				
		VAT	510.42				
			45723.90				
		Current Acct Bank Statement	45723.90				
		Defib Account	4594.17				
		School House Account	34187.08				
		<b>Total Cash held</b>	<b>84505.15</b>				