



TAKELEY PARISH COUNCIL

Full Council Meeting

Meeting Notice

Councillors are hereby summoned to attend the **Ordinary Meeting** of Takeley Parish Council which will be held on **Wednesday 11th February 2026 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: Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chairman), Jim Backus, James Banks, Patricia Barber, John Boyle, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin, Steven Moore and Sue Sprules.

Signed: Jackie Deane
(Clerk to the Council)
Date of publication: 5th February 2026

Members of the public and press are welcome to attend.

AGENDA

Item	
25/164	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
25/165	Declarations of interests Members to declare interests for matters on the agenda.
25/166	Public Forum and County Councillor Report Up to 15 minutes for public questions and statements, 3 minutes for individuals. To receive a report from Cllr Susan Barker (ECC).
25/167	Ward Councillor Reports To receive reports.
25/168	Co-option of a New Councillor To consider co-option of a new councillor, with details circulated to members ahead of the meeting.
25/169	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 14th January 2026.
25/170	Councillor Reports Reports from members representing the Council.



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25/171	Clerk's Report and Correspondence <ul style="list-style-type: none">a) Airport parkingb) New sports field signagec) UDC's new Local Plan and its significance to the Takeley Parish
25/172	Grants to Support Community Groups <p>At the last meeting, policies were approved to enable agreements to be made with community groups and organisations for services they might wish to fill with parish council administrative support. The intention is for grant and grant in lieu application form to be completed, and for the hall committee and staffing committee to consider the support that has been requested.</p> <p>Members to consider an application form provided by Per Pro Services for this purpose.</p>
25/173	Planning Committee <ul style="list-style-type: none">a) To note the minutes of the planning committee meeting held on 14th January.b) To receive a report on the meeting held on 11th February.
25/174	Wayfinding information boards and signs <p>The Clerk has liaised with UDC officers on information boards and signs to be erected in Takeley, to inform residents of a variety of paths and routes, on a grant-funded project to encourage residents to walk and cycle to local destinations.</p> <p>Members to consider arrangements for choices on the signage and routes for the scheme.</p>
25/175	Finance <ul style="list-style-type: none">a) To note the balance on account on 1st February 2026 was 23,391.43b) To approve the January finance report.c) To approve payments presented at the meeting.
25/176	Matters for a Future Agenda <p>To consider matters to note or for a future agenda</p>
25/177	Date of the Next Meeting <p>The next meeting is scheduled for Wednesday, 11th March 2026 at 7.30pm at the Old School Community Centre.</p>