



TAKELEY PARISH COUNCIL

Full Council Meeting

Meeting Notice

Councillors are hereby summoned to attend the **Annual Meeting** of Takeley Parish Council which will be held on **Wednesday 13th May 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, Richard Ridley, Steven Moore and Sue Sprules.

Signed: *Jackie Deane*
(Clerk to the Council)
Date of publication: 6th May 2026

Members of the public and press are welcome to attend.

AGENDA

Item	
26/1	Election of Chairman Members to consider election of a Chairman for the civic year 2026-27.
26/2	Appointment of Vice Chairman Members to consider appointing a Vice Chairman for the civic year 2026-27.
26/3	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
26/4	Declarations of interests Members to declare interests for matters on the agenda.
26/5	Public Forum and County Councillor Report Up to 15 minutes for public questions and statements, 3 minutes for individuals.
26/6	Ward and County Councillor Reports To receive reports.
26/7	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 11th March 2026.
26/8	Councillor Reports Reports from members representing the Council.



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26/9	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none">a) Update from Essex County Council on the proposed red line scheme in Parsonage Roadb) A feasibility study has been carried out on a potential alternative access point to the employment allocation at Land North of Taylor's Farm. The Council's transport consultant has been commissioned to comment on the study as part of updated comments on the current planning application.c) Vehicle Activated Speed Sign Scheme – locations have been sent to Essex County Council for a suitability review.d) Public consultation - As part of the airport's "Local Voices" commitments within the 'MAG Sustainability Strategy 2025 – Creating a Sustainable Future for all' the community is consulted on annually. The current consultation London Stansted Airport Community Trust Survey closes on Monday 1 June 2026.
26/10	<p>Appointment of Additional Caretaker</p> <p>The Staffing Committee has recruited an additional caretaker on delegated authority.</p> <p>To consider appointment of Victoria Lindsay as Caretaker for a minimum of 4 hours per week, on the salary scale SCP3, with a starting date of 8th May 2026.</p>
26/11	<p>Banner Requests</p> <ul style="list-style-type: none">a) Rotary Open Gardens - Banner at Four Ashes from 14th June until 21st Juneb) Takeley & Little Canfield Churches – Art & Ceramics Exhibitions - Banner request at the Four Ashes from 6th June until 14th June.
26/12	<p>Training</p> <p>To consider approval of the following:</p> <ul style="list-style-type: none">a) Cllr Carter HR training with Council Wise £60 + VATb) Clerk HR training with Council Wisec) Clerk planning training Council Wise
26/13	<p>Grant Request</p> <p>1st Takeley Scouts – The Scouts are hosting a community Summer Fete on Saturday 20th June 12-4pm, raising money for the whole scout section. A grant will help them to provide an attraction for the local community to enjoy and for the Scouts to keep the cost to a minimum for everyone.</p> <p>To consider a grant request for £312.00 to cover the cost of hiring an inflatable slide.</p>



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26/14	<p>EALC and NALC Affiliation Fees 2026/27</p> <p>To consider renewal of the combined EALC and NALC subscriptions to the sum of £979.83.</p> <p>To note that the EALC fee is £642.80 and the NALC affiliation fee is £337.03.</p>																
26/15	<p>Planning Committee</p> <p>a) To receive a report from the committee Chairman.</p>																
26/16	<p>Annual Finance</p> <p>a) To appoint an independent internal auditor and accept the fee estimate from Per Pro Services of £300.</p> <p>b) To note that the Public Rights Inspection period MUST include the first two weeks of July.</p>																
26/17	<p>Finance</p> <p>a) To note the balance on account on 30st April 2026 was £168,626.03.</p> <p>b) To approve the March finance report tabled at the meeting.</p> <p>c) To approve payments presented at the meeting:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Net Cost (£)</th> <th>Total (£)</th> </tr> </thead> <tbody> <tr> <td>EALC</td> <td>Affiliation Fees</td> <td style="text-align: right;">979.83</td> <td style="text-align: right;">979.83</td> </tr> <tr> <td>CouncilWise</td> <td>Cllr Carter training</td> <td style="text-align: right;">60.00</td> <td style="text-align: right;">70.00</td> </tr> <tr> <td>Eurotec FM</td> <td>Priors Green Community Hall kitchen refurbishment 50% deposit (reimbursed by UDC)</td> <td style="text-align: right;">25,917.50</td> <td style="text-align: right;">31,101.00</td> </tr> </tbody> </table>	Payee	Description	Net Cost (£)	Total (£)	EALC	Affiliation Fees	979.83	979.83	CouncilWise	Cllr Carter training	60.00	70.00	Eurotec FM	Priors Green Community Hall kitchen refurbishment 50% deposit (reimbursed by UDC)	25,917.50	31,101.00
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26/18	<p>Matters for a Future Agenda</p> <p>To consider matters to note or for a future agenda.</p>																
26/19	<p>Date of the Next Meeting</p> <p>The next meeting is scheduled for Wednesday, 10th June 2026 at 7.30pm at the Old School Community Centre.</p>																