



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 2nd August 2023 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: Pat Burnett (Chairman), Jim Backus, Patricia Barber, Phill Bodsworth, Paul Burnett, Jackie Cheetham, Terry Good, Darren Berwick, David Daykin, Anila Banerjee, Jeanne Bradley and Sue Sprules.

Signed: *Jackie Deane*
(Clerk to the Council)

Date of publication: 27th July 2023

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.

AGENDA

Item	
23/57	Apologies for Absence Members' apologies sent to the Clerk ahead of the meeting.
23/58	Declarations of interests Members to declare interests for matters on the agenda.
23/59	Public Forum Up to 15 minutes for public questions and statements, 3 minutes for individuals.
23/60	Minutes of the Last Full Council Meeting To approve the Full Council Minutes of the meeting held on 5 th July 2023, as a true record of the meeting.
23/61	Ward Councillor/County Councillor Reports To receive reports.
23/62	Councillor Reports on External Meetings To receive reports.
23/63	Clerk's Report a) Items noted for future agendas were as follows: <ul style="list-style-type: none">• Recommendation from the Finance Committee to approve outsourcing payroll administration to an external company (see separate agenda



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	<p>item)</p> <ul style="list-style-type: none"> • Renewal of Terms of Reference for Planning and Finance committees (see planning and finance items) • To include on agendas a standing item on airport parking (see item 64) <p>b) Parking restrictions requests have been sent to the North Essex Parking Partnership for their consideration.</p> <p>c) Further training has been received on the new finance software and transitional work will follow completion of the training.</p>
23/64	<p>Airport-related Parking</p> <p>a) To receive a verbal report from Cllrs Bradley and Banerjee following their survey of residents along the bus route in Priors Green.</p> <p>b) To discuss any recent correspondence and actions required.</p>
23/65	<p>Takeley 10K</p> <p>The committee of Takeley 10K have asked TPC for a grant to the sum of £1,000 towards the cost of t-shirts for this community event. The race is taking place on 10th September 2023.</p>
23/66	<p>Community Café</p> <p>Members to discuss transitional arrangements for the management of the café on Thursdays and Fridays from September.</p>
23/67	<p>Permission for Banner on the Green</p> <p>To consider a request from the Takeley Sports And Social Club to advertise a family night on the 9th December. The banner would be up on Sunday, 3rd December and removed on 10th December.</p>
23/68	<p>Outsourcing Payroll</p> <p>As a recommendation from the internal auditor, the Finance Committee considered outsourcing payroll and pensions to an external company and Full Council agreed to source quotes. At the July Finance Committee meeting, <i>'It was RESOLVED TO RECOMMEND that the Council should agree to outsource payroll to the approximate sum £35 per month, with a set-up fee of approximately £65, for agreement by Full Council at the August meeting (proposed by Cllr Bodsworth and seconded by Cllr Backus, the decision was unanimous).'</i></p> <p>Members to consider quotes received and to approve the recommended action from the Finance Committee.</p>
23/69	<p>Finance</p> <p>a) To note the balance on account.</p>



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	<p>b) To agree changes to the bank mandate to remove permission from a previous councillor and to add Cllr Banerjee as a signatory.</p> <p>c) To agree the monthly finance report for July.</p> <p>d) To agree payments (if not scheduled on an annual basis) Payments to be tabled at the meeting, if required:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Payee</th> <th style="text-align: center;">Details</th> <th style="text-align: center;">Net cost £</th> <th style="text-align: center;">VAT £</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>e) To agree the Terms of Reference for the Finance Committee.</p>	Payee	Details	Net cost £	VAT £				
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23/70	<p>Planning Committee Report and Recommendations</p> <p>a) To note that Cllr Banerjee has joined the committee</p> <p>b) To agree the Terms of Reference for the Planning Committee</p> <p>c) To receive the Planning Committee minutes from 5th July 2023, attendance at external meetings and to note updates from the 2nd August meeting.</p>								
23/71	<p>Neighbourhood Plan Update</p> <p>To receive an update from the Steering Group.</p>								
23/72	<p>Community Café</p> <p>Members to discuss transitional arrangements for the management of the café, which is open to the public two days per week.</p>								
23/73	<p>Correspondence</p> <ul style="list-style-type: none"> • Bus network consultation 2023 - ECC are reviewing the 162 bus services in a public consultation 13th July - 5th October 2023. • Draft Noise Action Plan Consultation 2023 - MAG is consulting on its 5-year Noise Action Plan, 2024 – 2028. They are committed to minimising the impact of airport operations on neighbouring communities and considering a range of options to help reduce and minimise the impact of aircraft noise. Closing date 28th August 2023. • Crumps Farm Landfill and Surrounding Area – Correspondence has been received from the landowner regarding environmental issues on the land. 								
23/74	<p>Items to Note and for Future Meetings</p> <p>Actions and future agenda items to note.</p>								
23/75	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is due to take place on Wednesday, 6th September 2023 at 7.30pm in the Old School Community Centre.</p>								