



# 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 5<sup>th</sup> July 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: 29<sup>th</sup> June 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	
23/42	<b>Apologies for Absence</b> Members' apologies sent to the Clerk ahead of the meeting.
23/43	<b>Declarations of interests</b> Members to declare interests for matters on the agenda.
23/44	<b>Public Forum</b> Up to 15 minutes for public questions and statements, 3 minutes for individuals.
23/45	<b>Minutes of the Last Full Council Meeting</b> To approve the Full Council Minutes of the meeting held on 7 <sup>th</sup> June 2023, as a true record of the meeting.
23/46	<b>Ward Councillor/County Councillor Reports</b> To receive reports.
23/47	<b>Councillor Reports on External Meetings</b> To receive reports.



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23/48	<p><b>Open Spaces</b></p> <ul style="list-style-type: none"> <li>a) To receive an update on Sports Field water and decide on next steps to reconnect the supply.</li> <li>b) To receive an update on the Council’s annual RoSPA safety inspections.</li> <li>c) To consider requests for hire of the Sports Field.</li> <li>d) To receive an update from the Working Group.</li> </ul>																				
23/49	<p><b>Clerk’s Report</b></p> <p>To be tabled at the meeting.</p>																				
23/50	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a) To note the balance on account.</li> <li>b) To agree the monthly finance report (tabled at the meeting)</li> <li>c) To agree payments if not approved on an annual basis (to be tabled at the meeting):</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Details</th> <th style="text-align: left;">Net cost £</th> <th style="text-align: left;">VAT £</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>d) To receive a report from the Finance Committee on the recent meeting.</li> <li>e) To approve the Council’s risk assessment for 2023-24.</li> </ul>	Payee	Details	Net cost £	VAT £																
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23/51	<p><b>Planning Committee Report and Recommendations</b></p> <p>To receive the Planning Committee minutes from 7<sup>th</sup> June 2023.</p>																				
23/52	<p><b>Neighbourhood Plan Update</b></p> <p>To receive an update from the Steering Group.</p>																				
23/53	<p><b>Community Café</b></p> <p>Members to discuss transitional arrangements for the management of the café, which is open to the public two days per week.</p>																				
23/54	<p><b>Correspondence</b></p> <p>Consultation on Essex Electrical Vehicle Charge Point Strategy          Essex Highways Communication Toolkit          Takeley Rotary would like to thank TPC for the use of their car park for their Open Gardens event. Number of visitors were low but plans are going ahead for next year.          Takeley Primary School thanks the Parish Council for the grants for purchase of sports day medals and hire of the Helter Skelter for their fete.</p>																				



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23/55	<b>Items to Note and for Future Meetings</b> Actions and future agenda items to note.
23/56	<b>Date of the Next Meeting</b> The next Full Council meeting is due to take place on Wednesday, 2nd August 2023 at 7.30pm in the Old School Community Centre.