



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the meeting held on Wednesday 11th February 2026 at 7.30pm at The Old School Community Centre

Council Members Present: Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chairman), Jim Backus, Patricia Barber, John Boyle, Paul Burnett, Jackie Cheetham, David Daykin, Steven Moore and Sue Sprules.

In attendance: Jackie Deane (Clerk), Cllr Susan Barker (ECC), Cllr Mark Coletta (UDC), Cllr Geoff Bagnall (UDC) and two members of the public.

| Item | |
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| 25/164 | Apologies for Absence Apologies from Cllr Banks and Cllr Carter were received and accepted. |
| 25/165 | Declarations of interests None. |
| 25/166 | Public Forum and County Councillor Report There were no public comments. Cllr Susan Barker (ECC) gave an update on red lines in Parsonage Road and Cllr Cheetham will present her question to Essex County Council with a response expected from Cllr Mark Platt, Cabinet Member for Highways. |
| 25/167 | Ward Councillor Reports Cllr Coletta gave an update on the timetable leading to adoption of the new Local Plan, which will be considered at UDC Offices on 23 rd March. Cllr Bagnall reported that the new Local Plan is to be considered for adoption with a shortfall in the 5-year housing land supply. He also encouraged the Parish Council to make representations regarding the Land North of Taylor's Farm regarding the inspectors' comments on preference for an access directly from the A120 and to question if there could be a legal challenge to UDC adopting the plan without being able to demonstrate an adequate housing supply. Cllr Bagnall also reported on an application approved at the UDC planning committee meeting, where planning pre-commencement planning conditions have been set to rectify known contamination and drainage issues. Action: The Clerk was asked to enquire with Cllr Barker for a list of highways faults that are outstanding. Action: Cllr Cheetham is available to make a representation at the UDC Cabinet Meeting on 17 th February meeting to raise questions on the new Local Plan. The two issues are regarding adoption of a local plan without a 5-year housing supply and to request that UDC commissions a feasibility study on an alternative access route for allocated industrial area at The Street. |



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| 25/168 | <p>Co-option of a New Councillor</p> <p>It was RESOLVED to co-opt Richard Ridley, to fill the casual vacancy following the resignation of Hugh D’Alton (proposed by Cllr Samantha Moore and seconded by Cllr Backus).</p> |
| 25/169 | <p>Minutes of the Last Meeting</p> <p>The minutes of the Full Council Minutes of the meeting held on 14th January 2026 were approved as a true record (proposed by Cllr Samantha Moore and seconded by Cllr Backus).</p> |
| 25/170 | <p>Councillor Reports</p> <p>Cllr Daykin reported as representative for Priors Green Community Hall. A new treasurer has been appointed by the trustees.</p> <p>Action: The Clerk agreed to continue to liaise with the Cllr Daykin to assist the trustees with claiming developer s106 funding held by UDC for improvements to the Priors Green Community Hall.</p> |
| 25/171 | <p>Clerk’s Report and Correspondence</p> <ul style="list-style-type: none">a) Airport parking – see the update from Cllr Barker.b) New sports field signage has been funded and erected by Stansted Airport. Action: Cllr Bodsworth requested that the V sign at the entrance is moved back to improve visibility when exiting the car parkc) The Clerk explained that UDC’s new Local Plan will start the parish on a major growth trajectory and advice and assistance is likely to be needed to support the parish council. Devolution is also likely to bring requests for additional land and responsibilities to be taken on by the parish council. |
| 25/172 | <p>Grants to Support Community Groups</p> <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. The form was provided by Per Pro Services for this purpose.</p> <p>It was RESOLVED to adopt the Community services grant and grant-in-lieu application form (proposed by Cllr Bodsworth and seconded by Cllr Cheetham).</p> <p>Action: Members requested that additional wording be added to clarify that the new form is not applicable to small grants for local groups and clubs and for that this is made clear on the Council’s website.</p> |



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| 25/173 | <p>Planning Committee</p> <p>a) The minutes of the planning committee meeting held on 14th January were noted.</p> <p>b) Cllr Cheetham reported on the meeting held on 11th February and gave information regarding the recommendation for work towards designating an area of The Street as a Conservation Area.</p> <p>It was RESOLVED in principle to fund work towards designation of a new conservation area at The Street, within a budget of £8,000 and for the planning committee to take forward the project (proposed by Cllr Backus and seconded by Cllr Cheetham).</p> | | | | | | | | |
|--------|--|--------------|-------------|--------------|-----------|--------|---|-----|-----|
| 25/174 | <p>Wayfinding information boards and signs</p> <p>The Clerk has liaised with UDC officers on a grant-funded project for information boards and signs to be erected in Takeley, intended to help residents make more journeys by foot and cycle to local destinations.</p> <p>Action: Cllrs Backus, Moore and Ridley agreed to work on the project with the Clerk, to select signage designs, locations and routes.</p> | | | | | | | | |
| 25/175 | <p>Finance</p> <p>a) To note the balance on account on 1st February 2026 was £123,391.43.</p> <p>b) The January finance report was approved (proposed by Cllr Sprules and seconded by Cllr Barber).</p> <p>c) The following payment was presented and approved at the meeting</p> <table border="1" data-bbox="525 1379 1331 1615"><thead><tr><th>Payee</th><th>Description</th><th>Net Cost (£)</th><th>Total (£)</th></tr></thead><tbody><tr><td>Ecolec</td><td>Emergency lighting faults remedial works and new socket</td><td>650</td><td>780</td></tr></tbody></table> | Payee | Description | Net Cost (£) | Total (£) | Ecolec | Emergency lighting faults remedial works and new socket | 650 | 780 |
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| Ecolec | Emergency lighting faults remedial works and new socket | 650 | 780 | | | | | | |
| 25/176 | <p>Matters for a Future Agenda</p> <p>Action: The Clerk was asked to source quotes and consider refurbishment of the village sign.</p> <p>Action: For the hall and amenities committee to discuss fitting acoustic panels in the main hall.</p> <p>Action: To contact Essex Highways over ownership of the gateways to Takeley and source quotes for their replacement, if applicable.</p> | | | | | | | | |



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| 25/177 | Date of the Next Meeting The next meeting is scheduled for Wednesday, 11th March 2026, at 7.30pm at the Old School Community Centre. |
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Meeting closed at 9.10pm

Signed by the Chairman

Date

Bank Reconciliation up to 31/01/2026 for Cashbook No 1 - Unity Current A/c 680

| <u>Date</u> | <u>Cheque/Ref</u> | <u>Amnt Paid</u> | <u>Amnt Banked</u> | <u>Stat Amnt</u> | <u>Difference</u> | <u>Cleared</u> | <u>Payee Name or Description</u> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------|----------------------------------|
| 05/01/2026 | 162 cafe | | 138.46 | 138.46 | | R ■ | Receipt(s) Banked |
| 05/01/2026 | 2567 hire | | 180.00 | 180.00 | | R ■ | Receipt(s) Banked |
| 06/01/2026 | BACS | 116.37 | | 116.37 | | R ■ | Sterling Washroom Services Ltd |
| 06/01/2026 | BACS | 38.21 | | 38.21 | | R ■ | A Collins-Klimcke |
| 06/01/2026 | BACS | 428.71 | | 428.71 | | R ■ | PPL PRS LTD |
| 06/01/2026 | BACS | 60.00 | | 60.00 | | R ■ | Window Wash UK |
| 06/01/2026 | BACS | 2,504.70 | | 2,504.70 | | R ■ | Martina Sechi Stone and Meadow |
| 06/01/2026 | 2558 amend | | 40.00 | 40.00 | | R ■ | Receipt(s) Banked |
| 07/01/2026 | DD | 45.60 | | 45.60 | | R ■ | Active Digital Marketing |
| 07/01/2026 | 2566 hire | | 120.00 | 120.00 | | R ■ | Receipt(s) Banked |
| 08/01/2026 | DD | 14.95 | | 14.95 | | R ■ | TV Licensing |
| 09/01/2026 | cafe card | | 53.70 | 53.70 | | R ■ | Receipt(s) Banked |
| 12/01/2026 | BACS | 34.67 | | 34.67 | | R ■ | Daisy Communications Ltd |
| 12/01/2026 | cafe card | | 27.70 | 27.70 | | R ■ | Receipt(s) Banked |
| 12/01/2026 | for NEPP | | 179.33 | 179.33 | | R ■ | Receipt(s) Banked |
| 13/01/2026 | 163 cafe | | 128.70 | 128.70 | | R ■ | Receipt(s) Banked |
| 14/01/2026 | DD | 592.64 | | 592.64 | | R ■ | Public Works Loans Board |
| 14/01/2026 | 2569 hire | | 120.00 | 120.00 | | R ■ | Receipt(s) Banked |
| 15/01/2026 | DD | 25.98 | | 25.98 | | R ■ | FDMS XLN |
| 15/01/2026 | 2568 hire | | 45.00 | 45.00 | | R ■ | Receipt(s) Banked |
| 16/01/2026 | BACS | 284.30 | | 284.30 | | R ■ | Lloyds Credit Card |
| 16/01/2026 | BACS | 750.00 | | 750.00 | | R ■ | TouchPoint |
| 16/01/2026 | BACS | 350.00 | | 350.00 | | R ■ | Essex Herts Air Ambulance |
| 16/01/2026 | card cafe | | 49.90 | 49.90 | | R ■ | Receipt(s) Banked |
| 19/01/2026 | card cafe | | 12.20 | 12.20 | | R ■ | Receipt(s) Banked |
| 20/01/2026 | DD | 19.39 | | 19.39 | | R ■ | E-ON NEXT |
| 20/01/2026 | DD | 503.08 | | 503.08 | | R ■ | E-ON NEXT |
| 20/01/2026 | DD | 86.37 | | 86.37 | | R ■ | NPower Business Solutions |
| 20/01/2026 | CAA exams | | 1,836.00 | 1,836.00 | | R ■ | Receipt(s) Banked |
| 21/01/2026 | DD | 252.47 | | 252.47 | | R ■ | E-ON NEXT |
| 22/01/2026 | 164 cafe | | 76.00 | 76.00 | | R ■ | Receipt(s) Banked |
| 22/01/2026 | 2570 hire | | 185.00 | 185.00 | | R ■ | Receipt(s) Banked |
| 23/01/2026 | cafe card | | 24.00 | 24.00 | | R ■ | Receipt(s) Banked |
| 26/01/2026 | BACS | 200.00 | | 200.00 | | R ■ | Christopher Baker |
| 26/01/2026 | BACS | 386.40 | | 386.40 | | R ■ | TBS Hygiene |
| 26/01/2026 | BACS | 2,610.00 | | 2,610.00 | | R ■ | Broadmead Leisure Ltd |
| 26/01/2026 | BACS | 100.00 | | 100.00 | | R ■ | Fernando Clark |
| 26/01/2026 | BACS | 60.00 | | 60.00 | | R ■ | Window Wash UK |
| 26/01/2026 | BACS | 75.00 | | 75.00 | | R ■ | Window Wash UK |
| 26/01/2026 | BACS | 250.00 | | 250.00 | | R ■ | Priors Wood Court |
| 26/01/2026 | BACS | 100.00 | | 100.00 | | R ■ | Clark |
| 26/01/2026 | BACS | 340.08 | | 340.08 | | R ■ | Ian Holmes Ltd |
| 26/01/2026 | BACS | 168.00 | | 168.00 | | R ■ | Society of Local Council Clerk |
| 26/01/2026 | BACS | 215.20 | | 215.20 | | R ■ | Colchester City Council |
| 26/01/2026 | CXL CCC | -215.20 | | -215.20 | | R ■ | Cxl Entry CCC |
| 26/01/2026 | BACS | 215.29 | | 215.29 | | R ■ | Colchester City Council |
| 26/01/2026 | BACS | 7,840.75 | | 7,840.75 | | R ■ | JM Payroll Services |
| 26/01/2026 | cafe card | | 33.10 | 33.10 | | R ■ | Receipt(s) Banked |

Bank Reconciliation up to 31/01/2026 for Cashbook No 1 - Unity Current A/c 680

| <u>Date</u> | <u>Cheque/Ref</u> | <u>Amnt Paid</u> | <u>Amnt Banked</u> | <u>Stat Amnt</u> | <u>Difference</u> | <u>Cleared</u> | <u>Payee Name or Description</u> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|---------------------------------------|----------------------------------|
| 26/01/2026 | interestac | | 10,000.00 | 10,000.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 26/01/2026 | 2572 hire | | 170.00 | 170.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 26/01/2026 | 165 cafe | | 110.10 | 110.10 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 29/01/2026 | DD | 114.02 | | 114.02 | | R <input checked="" type="checkbox"/> | RT Tec |
| 29/01/2026 | 2575 hire | | 205.00 | 205.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 30/01/2026 | cafe card | | 74.80 | 74.80 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 31/01/2026 | DD | 12.90 | | 12.90 | | R <input checked="" type="checkbox"/> | Unity Bank |
| | | <u>18,579.88</u> | <u>13,808.99</u> | | | | |

Clerk/RFO:

NameSignedDate

Chair of Finance:

NameSignedDate