



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting held on Wednesday 8th April 2026 at 7.30pm at The Old School Community Centre

Council Members Present:

Cllrs Samantha Moore (Vice Chairman), Jim Backus, Patricia Barber, Paul Burnett, Jackie Cheetham, David Daykin, Richard Ridley, Steven Moore and Sue Sprules.

In Attendance:

Jackie Deane (Clerk), Cllr Susan Barker (ECC), Cllr Mark Coletta (UDC and 2 members of the public.

25/195	Apologies for Absence Apologies were received and accepted from Cllr Banks, Cllr Carter, Cllr Bodsworth and Cllr Boyle. Cllr Bagnall also sent his apologies.
25/196	Declarations of interests None.
25/197	Public Forum and County Councillor Report A presentation was made by Mr Malcolm Ireland on proposals for speed calming on The Street, setting out 3 stages, including installing a Vehicle Activated Speed Sign. He requested additional 30mph limit signs along the route, to increase driver awareness. He requested that the Parish Council supports the initiative and applies for a grant from the district council of up to £3,000 to purchase the repeater 30mph speed signs and to approve in principle for the plan for The Street, as outlined. A report was received from Cllr Susan Barker (ECC). There was no update on the red lines traffic restriction proposals for Parsonage Road. Cllr Barker suggested that she could arrange a meeting with her Highways contact to understand the type of traffic calming measure would be acceptable. She felt that repeater signs would not be supported as the presence of streetlights already indicates the 30mph limit. It was accepted that a meeting could establish the type of grant application the Parish Council could make. She also stated that she has received numerous resident complaints regarding speeding in the village.
25/198	Ward Councillor Reports Cllr Coletta reported that the feasibility study on an alternative access for the Land North of Taylor's Farm has been received by UDC and will be circulated soon.



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25/199	<p>Minutes of the Last Meeting</p> <p>It was RESOLVED to approval of the Full Council Minutes of the meeting held on 11th March 2026 as a true record of the meeting (proposed by Cllr Cheetham and seconded by Cllr Sprules).</p>
25/200	<p>Councillor Reports</p> <p>None.</p>
25/201	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none">a) Airport parking update – none received from the County Council.b) Essex County Council elections will take place on 7th May.c) Stansted Airport Parish Council Forum - Thursday 16th April 2026 – a link has been circulated for online participation.d) The Local Plan 2026 was adopted on 25th March, which includes major industrial and housing growth in and adjacent to the parish.e) Public Consultation on industrial proposals at Land in Stortford Road Have Your Say Today - Stortford Road Little Canfield - Commonplacef) The Parish Council is assisting Priors Green Hall by liaising with UDC, enabling use of developer funding for their refurbishment project.g) Cllrs Samantha Moore, Richard Ridley and Jim Backus will be involved in discussions with UDC after Easter, to bring forward the wayfinding project for Takeley.h) Play areas will have annual external inspections y RoSPA in May.i) Quotes are being sought for new play equipment in the Recreation Ground, in preparation for future funding from the development of Land West of Garnetts.j) The Clerk has responded to a FOI request regarding a health provision facility as a public benefit in Parsonage Road.k) Correspondence has been circulated to members regarding the future of the Stansted Airport Watch Foundation.
25/202	<p>Vehicle Activated Speed Sign Scheme</p> <p>The Clerk gave an update on the UDC scheme liaison meeting, and slides have been circulated to members. Locations will require an existing post for a mobile vehicle activated sign, brackets will need to be purchased, for the sign and the solar panel which increases the battery life to 3-4 weeks, which is the duration of availability at each location, twice a year. The signs need to be in a 30mph limit. The specification for the pole for portable signs would be a 76mm shaft galvanised post, approximately 3.5m above ground level. Members considered the proposals from Mr Ireland in the public forum.</p> <p>Action: It was agreed that Mr Ireland would meet with Cllr Barker's contact at Essex Highways and liaise with the Clerk, should a strategy be agreed that is suitable for the eligible current grant scheme.</p>



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	<p>It was RESOLVED for 3 locations to be assessed for suitability for the UDC VAS scheme, with locations at The Street, Parsonage Road and Station Road. The cost of 6 brackets will be funded by the Parish Council (proposed by Cllr Cheetham and seconded by Cllr Moore).</p> <p>It was RESOLVED to support Mr Ireland's initiative for The Street in principle. It was agreed that a UDC grant application for £3,000 for a suitable traffic calming measure could be made, for whatever is recommended by the Highways representative in the meeting with Mr Ireland (proposed by Cllr Cheetham and seconded by Cllr Moore).</p>
25/203	<p>Public Consultation – Safer Speeds Strategy</p> <p>The consultation was launched on Monday 16 March 2026 and will run for six weeks, closing on Sunday 26 April 2026.</p> <p>Action: It was agreed that members will read the supporting information and send their comments to the Clerk, and these will be considered for submission by the Planning Committee.</p>
25/204	<p>UDC Green Waste Fortnightly Collections</p> <p>Members considered a suggestion from Lt Canfield Parish Council that the green waste skip might be hosted fortnightly on Sundays for green waste collections in the Old School car park, for Takeley and Little Canfield. The total cost would be in the region of £1600 per annum, shared with Lt Canfield Parish Council, being £800 for each Council.</p> <p>Cllr Moore proposed and Cllr Ridley seconded a motion to support the green waste initiative however this was not carried. There was no resolution to support the initiative.</p>
25/205	<p>Planning Committee</p> <p>a) Noted - Minutes of the planning committee meeting held on 11th March.</p> <p>b) Cllr Cheetham reported on the Council's objection to the application and deferral of the decision. It was noted that the Water Circle industrial proposals in Elsenham would have significant impacts on Takeley roads and junctions.</p> <p>c) It was noted that the next Planning Committee meeting will be held on Monday, 13th April at 2pm.</p>
25/206	<p>Finance</p> <p>a) The balance on account on 31st March 2026 was £79,907.95.</p> <p>b) It was RESOLVED to approve the March finance report (proposed by Cllr Sprules and seconded by Cllr Steven Moore).</p> <p>c) It was RESOLVED to approve the following payment, to be reimbursed by UDC for s106 monies due to Priors Green Community Hall (proposed by</p>



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	<p>Cllr Sprules and seconded by Cllr Backus). It was noted that a second payment, in the region of £30,000, would be paid once funds have been advanced from UDC).</p> <p>Cllr Paul Burnett abstained from the vote and when asked by the Chairman for a reason, he stated that in his view there was no valid payment to be made by the Parish Council, as a former Clerk, Jane Heskey, would have done everything correctly and legally compliant when she was in post.</p> <table border="1" data-bbox="525 674 1318 875"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Net Cost (£)</th> <th>Total (£)</th> </tr> </thead> <tbody> <tr> <td>Roger Hyde Ltd Inv. RHWFS0291</td> <td>Priors Green Hall flooring refurbishment 50% deposit</td> <td>2,431.00</td> <td>2,431.00</td> </tr> </tbody> </table>	Payee	Description	Net Cost (£)	Total (£)	Roger Hyde Ltd Inv. RHWFS0291	Priors Green Hall flooring refurbishment 50% deposit	2,431.00	2,431.00
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Roger Hyde Ltd Inv. RHWFS0291	Priors Green Hall flooring refurbishment 50% deposit	2,431.00	2,431.00						
25/207	<p>Matters for a Future Agenda Cllr Daykin gave a report on the upgrades planned for Priors Green Community Hall.</p>								
25/208	<p>Date of the Next Meeting The next meeting is scheduled for Wednesday, 13th May 2026 at 7.30pm at the Old School Community Centre.</p>								

Meeting closed at 9.09pm.

Signed by the Chairman

Date

Bank Reconciliation up to 31/03/2026 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>
20/02/2026	BACS	85.80		85.80		R <input checked="" type="checkbox"/>	Rural Comm Council of Essex
27/02/2026	DD	26.61		26.61		R <input checked="" type="checkbox"/>	FDMS XLN
02/03/2026	DD	120.27		120.27		R <input checked="" type="checkbox"/>	RT Tec
02/03/2026	2587 hire		225.00	225.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	Haddon Tra		500.00	500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	170		171.22	171.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2026	cafe card		50.60	50.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/03/2026	171 cafe		124.27	124.27		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/03/2026	DD	95.16		95.16		R <input checked="" type="checkbox"/>	Everflow
05/03/2026	DD	45.60		45.60		R <input checked="" type="checkbox"/>	Active Digital Marketing
06/03/2026	cafe card		46.60	46.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	DD	14.95		14.95		R <input checked="" type="checkbox"/>	TV Licensing
09/03/2026	2590 hire		37.00	37.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	2585		190.00	190.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/03/2026	cafe card		9.90	9.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2026	DD	37.14		37.14		R <input checked="" type="checkbox"/>	Daisy Communications Ltd
11/03/2026	172 cafe		144.05	144.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2026	2588		150.00	150.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2026	2591 hire		212.50	212.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/03/2026	cafe card		60.10	60.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/03/2026	DD	14.40		14.40		R <input checked="" type="checkbox"/>	Daisy Communications Ltd
16/03/2026	BACS	430.75		430.75		R <input checked="" type="checkbox"/>	Lloyds Credit Card
16/03/2026	2586		1,784.00	1,784.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/03/2026	cafe card		31.00	31.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/03/2026	174 cafe		99.23	99.23		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/03/2026	DD	576.37		576.37		R <input checked="" type="checkbox"/>	E-ON NEXT
18/03/2026	2589 hire		67.50	67.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/03/2026	DD	17.05		17.05		R <input checked="" type="checkbox"/>	E-ON NEXT
20/03/2026	BACS	60.00		60.00		R <input checked="" type="checkbox"/>	JM Payroll Services
20/03/2026	BACS	132.00		132.00		R <input checked="" type="checkbox"/>	PHF Fire Ltd
20/03/2026	BACS	302.40		302.40		R <input checked="" type="checkbox"/>	TBS Hygiene
20/03/2026	BACS	80.00		80.00		R <input checked="" type="checkbox"/>	Per Pro Services Ltd
20/03/2026	BACS	90.00		90.00		R <input checked="" type="checkbox"/>	RT Tec
20/03/2026	BACS	532.00		532.00		R <input checked="" type="checkbox"/>	J H Cleaning Services
20/03/2026	BACS	917.00		917.00		R <input checked="" type="checkbox"/>	LRT Ltd
20/03/2026	BACS	7,830.78		7,830.78		R <input checked="" type="checkbox"/>	JM Payroll Services
20/03/2026	cafe card		87.70	87.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2026	Mar paymnt		10,000.00	10,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/03/2026	2592		5.50	5.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/03/2026	2593 part		170.00	170.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/03/2026	cafe card		24.10	24.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/03/2026	175 cafe		53.87	53.87		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/03/2026	BACS	100.00		100.00		R <input checked="" type="checkbox"/>	K Cook
25/03/2026	BACS	14.43		14.43		R <input checked="" type="checkbox"/>	J DEANE
25/03/2026	BACS	22.84		22.84		R <input checked="" type="checkbox"/>	A Collins-Klimcke
25/03/2026	BACS	450.00		450.00		R <input checked="" type="checkbox"/>	Midland Movable Walls
25/03/2026	avast ref		90.00	90.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/03/2026	cafe card		72.90	72.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked

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<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>
30/03/2026	DD	120.27		120.27		R <input type="checkbox"/>	RT Tec
30/03/2026	2593 bal		85.00	85.00		R <input type="checkbox"/>	Receipt(s) Banked
30/03/2026	cafe card		47.60	47.60		R <input type="checkbox"/>	Receipt(s) Banked
30/03/2026	2598		101.50	101.50		R <input type="checkbox"/>	Receipt(s) Banked
31/03/2026	DD	9.50		9.50		R <input type="checkbox"/>	Unity Bank
31/03/2026	DD	13.75		13.75		R <input type="checkbox"/>	Unity Bank
		<u>12,139.07</u>	<u>14,641.14</u>				

Clerk/RFO:

NameSignedDate

Chair of Finance:

NameSignedDate