



TAKELEY PARISH COUNCIL

Full Council Meeting

**Minutes of the Ordinary Meeting of Takeley Parish Council held on
Wednesday 2nd August 2023 at 7.30pm at The Old School Community Centre**

Present: Councillors Pat Burnett (Chairman), Phill Bodsworth (Vice Chairman), Jim Backus, Patricia Barber, Paul Burnett, Jackie Cheetham, Darren Berwick, David Daykin, Bradley and Sue Sprules.

In attendance: Jackie Deane (Clerk to the Council), Cllr Geoff Bagnall (UDC) and 3 members of the public.

Item	
23/57	Apologies for Absence Members' apologies were received and accepted from Cllrs Banerjee and Good.
23/58	Declarations of interests Cllrs Pat and Paul Burnett and Cllr Darren Berwick declared pecuniary interests in item 65 as members of the Takeley 10k Committee.
23/59	Public Forum Two members of the public raised concerns over matters not within the Parish Council remit therefore advice was given on how to make the relevant enquiries. There was some dissatisfaction expressed that the Parish Council does not cover all local services and that the residents are not getting value for money. <i>The Chairman asked residents to avoid repetition of their comments once a response has been given.</i> Mr Peachey informed members that he will issue advice to parish councils on the changes to the night noise regime. Councillor Cheetham informed members that UALC has requested an extension to the consultation for parish councils to respond to the Noise Consultation because most councils do not meet in August. Action: Clerk to source advice from Stansted Airport Watch and respond to the airport consultation on that advice, in liaison with the Chairman.
23/60	Minutes of the Last Full Council Meeting The Full Council minutes of the meeting held on 5 th July 2023, were agreed as a true record of the meeting (proposed by Cllr Sprules and seconded by Cllr Bodsworth).



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23/61	<p>Ward Councillor/County Councillor Reports</p> <p>Cllr Bagnall passed on apologies for absence from his two ward councillor colleagues. He reported that the Wren Kitchens application at Start Hill had been refused by the Planning Inspectorate and that the UDC Regulation 18 consultation on a new Local Plan would be issued in October.</p> <p>He also gave an update on re-routing of the Flitch Way to make a more direct route adjacent to the new UDC refuse depot in Little Canfield.</p> <p>Cllr Cheetham raised concern over the lateness of UDC housing supply data which is calculated on an annual basis to April of each year. Cllr Bagnall suggested that the Parish Council write to the Director of Planning at UDC with those concerns and to ask for it to be released sooner.</p>
23/62	<p>Councillor Reports on External Meetings</p> <p>To receive reports. Airport presentation on the Noise Action plan October 2023 and from summer 2026 the night-time period will be calculated on a full 8-hours, which is generally thought to be an improvement on the current arrangement. Several members reported their attended the Code of Conduct training at UDC.</p>
23/63	<p>Clerk's Report</p> <p>a) Items noted for future agendas were as follows:</p> <ul style="list-style-type: none">• Recommendation from the Finance Committee to approve outsourcing payroll administration to an external company (see separate agenda item)• 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. The Clerk has liaised with two 2 residents on separate applications.</p> <p>c) The Clerk has received a further half-day training from Rialtas on the new finance software and transitional work has started to catch up from the start of the financial year.</p>
23/64	<p>Airport-related Parking</p> <p>a) Cllrs Bradley reported on the survey of residents along the bus route in Priors Green, which was also undertaken by Cllr Banerjee.</p> <p>b) Cllr Susan Barker has agreed to attend an online meeting with ECC, NEPP and UDC to follow up on the applications made.</p>
23/65	<p>Takeley 10K</p> <p>The committee of Takeley 10K has requested a grant to the sum of £1,000 towards the cost of t-shirts for this community event.</p>



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	<p><i>Cllrs Paul and Pat Burnett and Cllr Berwick left the room for the discussion and vote.</i></p> <p>It was RESOLVED to grant the sum of £1,000 to the Takeley 10k committee (proposed by Cllr Cheetham and seconded Cllr Bradley).</p> <p>The race will take place on 10th September 2023 with stall-holders behind the Silver Jubilee Hall from 10am. The Race will start along the Flich Way at 11am.</p>
23/66	<p>Community Café</p> <p>Members agreed to form a working group consisting of Cllrs Cheetham, Bradley, Pat Burnett, and Banerjee to discuss transitional arrangements for the management of the café on Thursdays and Fridays from September.</p> <p>It was RESOLVED for Cllr Cheetham to call a working group meeting to discuss details for managing the café and for the group to actively consider arrangements which could include the Café advertising for an employee as a manager. (Proposed by Cllr Cheetham and seconded by Cllr Barber).</p>
23/67	<p>Permission for Banner on the Green</p> <p>Requests were received from the Sports and Social Club for banner advertisements on the Green.</p> <p>It was RESOLVED to give consent to 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. (Proposed by Cllr Cheetham and seconded by Cllr Backus).</p> <p>It was RESOLVED to give consent to the Takeley 10k organising committee to place a banner on the green from 1st to 11th September 2023. (Proposed by Cllr Cheetham and seconded by Cllr Backus).</p> <p><i>Cllrs Pat and Paul Burnett and Cllr Berwick abstained from the vote.</i></p>
23/68	<p>Outsourcing Payroll</p> <p>As a recommendation from the internal auditor, the Finance Committee made a recommendation to approve the outsourcing of payroll and pensions administration to an external company.</p> <p>Quotes for services were considered and it was RESOLVED to outsource payroll and pension administration to the sum of £35 + VAT per month, with in increase to £40pcm + VAT after 12 months (proposed by Cllr Sprules and seconded by Cllr Bodsworth, the decision was unanimous).</p>



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23/69	<p>Finance</p> <ul style="list-style-type: none">a) To note the balance on account on 31st July was £105,780.11.b) Bank mandate changes were discussed and it was RESOLVED to remove permission from a previous councillor and to add Cllr Banerjee as a signatory (proposed by Cllr Pat Burnett and seconded by Cllr Sprules, the decision was unanimous).c) The July and August reports will be tabled at the September meeting. There were no payments presented for agreement.d) A decision to agree the Terms of Reference for the Finance Committee was DEFERRED to the September meeting. <p>Action: Cllr Sprules to receive a hard copy of the Finance Committee Terms of Reference.</p>
23/70	<p>Planning Committee Report and Recommendations</p> <ul style="list-style-type: none">a) Noted: Cllr Banerjee has joined the Planning Committee.b) As the previous committee meeting was not quorate, the decision to agree the Terms of Reference for the Planning Committee was DEFERRED to the September meeting.c) The Planning Committee minutes from 5th July 2023 were received and noted. <p>Action: The Clerk was asked to write to UDC director of planning to request that the 5 year housing supply.</p>
23/71	<p>Neighbourhood Plan Update</p> <p>An update was received from Cllrs Cheetham and Bodsworth, on behalf of the Steering Group and it was noted that over 600 responses have been received. There was a vote of thanks to Ruth Bodsworth for all her hard work.</p> <p>Action: To contact Mrs Bodsworth to pass on thanks from the Parish Council. The first results from the questionnaire are being analysed by Cllr Bodsworth.</p> <p>Action: The Clerk was asked to contact the Steering Group members, for them to consider allowing additional time, perhaps until the end of September for additional responses and to allow the prize draw to be done from those responses already submitted with email addresses supplied.</p>



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23/72	Community Café See item 66.
23/73	Correspondence <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	Items to Note and for Future Meeting Items for the next agenda: Film Nights – distribution of funds raised. Community Café – to agree actions from the working group meeting. Members learned that a former Parish Council handyman has sadly passed away. Members wished to send condolences to his family.
23/75	Date of the Next Meeting The next Full Council meeting will be held on Wednesday, 6 th September 2023 at 7.30pm in the Old School Community Centre.

Being no further business, the meeting closed at 9.18pm.

Signed by the Chairman

Date