



TAKELEY PARISH COUNCIL

Full Council Meeting

**Minutes of the Ordinary Meeting of Takeley Parish Council held on
Wednesday 5th July 2023 at 7.30pm at The Old School Community Centre**

Present - Councillors: Pat Burnett (Chairman), Patricia Barber, Phill Bodsworth, Paul Burnett, David Daykin, Anila Banerjee and Sue Sprules, Susan Barker (ECC) and Geoff Bagnall (UDC).

In attendance: Jackie Deane (Clerk) and 9 members of the public.

Item	
23/42	Apologies for Absence Apologies were received and accepted from Cllrs Backus, Cheetham, Good Berwick and Bradley. Apologies were also received from Ward Councillors, Mark Coletta and Maggie Sutton.
23/43	Declarations of interests None.
23/44	Public Forum A group of neighbours living in The Street shared their proposals for a parking restrictions application to the North Essex Parking Partnership. Members agreed to support their application for parking permits for parking in the lay-by. There was a request for an update on the missing drain cover on the corner of Roseacres which members say has been reported previously. There were questions about speed camera checks which have apparently taken place in Parsonage Road, and the booking system for resident recycling/waste in Braintree. The Chairman responded that the Parish Council has no knowledge about the recent speed checks or the Braintree District Council recycling centre booking system.
23/45	Minutes of the Last Full Council Meeting The Full Council Minutes of the meeting held on 7 th June 2023, were agreed as a true record of the meeting (proposed by Cllr Barber and seconded by Cllr Paul Burnett).
23/46	Ward Councillor/County Councillor Reports Cllr Susan Barker reported from the County Council that a Cabinet meeting has been set for a decision on an option with a developer for land at Warren Farm/Parkers Farm on 18 th July, with meeting papers available from Monday 10 th July. The County Council has assured the Parish that they will ask the developer to have pre-application discussions with the Parish Councils. Cllr Barker also reported on the planned resurfacing of Parsonage Road due in September.



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	<p>Information will be provided on a budget available to parishes for contributions to purchase a strimmer and other tools if we can maintain ad-hoc verge/scrub areas in the parish now there is no Highways Ranger Service.</p> <p>Cllr Barker agreed to share contact details with officers at the County Council for the parking restrictions application on Priors Green. It was suggested that the application is submitted via the ECC fly-parking working group to restrict parking to only one side of the road along the bus route.</p> <p>Cllr Bagnall gave an update from UDC regarding the highways briefing and a council tax relief fund consultation. Cllr Sprules asked if he could provide contact details to arrange for a road-sweeper to clean the gutters.</p> <p>The Clerk requested information regarding the team member structure for Planning Policy and Cllr Bagnall agreed to forward the information.</p>
23/47	<p>Councillor Reports on External Meetings</p> <p>None.</p>
23/48	<p>Open Spaces</p> <ul style="list-style-type: none"> a) The Clerk reported that the water supply to the sports field had not been officially disconnected but it might have been turned off locally. Repairs have been carried out by a plumber on pipes in one of the containers, which could have contributed to a previous water leak. Cllr Burnett agreed to turn on the supply and to check the rate of any leak. b) The Council's annual RoSPA safety inspections have been received and Cllr Paul Burnett agreed to inspect the last remaining item from the skate park, to see if it could be easily removed. c) Requests for hire of the Sports Field were deferred to the next meeting, awaiting an update on the water supply and leak. d) There was no update from the Working Group.
23/49	<p>Clerk's Report</p> <ul style="list-style-type: none"> a) The Clerk has attended the first half day of Rialtas training online and has input some data to start the move to a new accounting system. b) The Clerk attended a Highways Briefing on 4th July, which was presented by Sarah Tomlin. Information was received on all services they are responsible for and their criteria for Highways panel requests, including speed limit changes. Slides will be circulated to all members. c) The Clerk attended a planning training day, provided by SLCC. d) The Sports Field water account is fully paid off and repairs have been carried out to the supply pipe. e) After the recent elections and a co-option process, Hatfield Broad Oak Parish Council now has six new members joining three re-elected members from the previous term. Correspondence was received requesting a joint working relationship with neighbouring parishes on



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	matters of mutual interest, which could include planning and highways matters.																
23/50	<p>Finance</p> <p>a) The balance on the account on 1st July was £117,450.66.</p> <p>b) The June finance report was agreed (proposed by Cllr Bodsworth and seconded by Cllr Sprules).</p> <p>c) The payments below were approved (proposed by Cllr Pat Burnett and seconded by Cllr Paul Burnett):</p> <table border="1"><thead><tr><th>Payee</th><th>Details</th><th>Net cost £</th><th>Total £</th></tr></thead><tbody><tr><td>ROSPA</td><td>Open space insp</td><td>235.50</td><td>282.60</td></tr><tr><td>Travis Perkins</td><td>Planter Supplies</td><td>67.91</td><td>105.49</td></tr><tr><td>UDC</td><td>Election Charges</td><td>52.47</td><td>52.47</td></tr></tbody></table> <p>d) Members noted the RECOMMENDATION of the Finance Committee: For consideration at the August Full Council meeting, to approve outsourcing payroll administration to an external company at an approximate monthly cost of £35 plus a set-up fee, of approximately £70).</p> <p>e) Members considered the RECOMMENDATION from the Finance Committee to approve the Council's risk assessment for 2023-24 at the July Full Council meeting. It was RESOLVED to approve the 2023-24 Risk Assessment (proposed by Cllr Sprules and seconded by Cllr Bodsworth, the decision was unanimous).</p> <p>f) The next Finance Committee meeting will be held on Tuesday 3rd October at 10am.</p>	Payee	Details	Net cost £	Total £	ROSPA	Open space insp	235.50	282.60	Travis Perkins	Planter Supplies	67.91	105.49	UDC	Election Charges	52.47	52.47
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23/51	<p>Planning Committee Report and Recommendations</p> <p>a) The minutes of the Planning Committee minutes from 7th June 2023 were noted.</p> <p>b) A hearing date has been set by Planning Inspectorate for the Weston Homes application to build 40 homes North of Jacks Lane. The hearing will take place at 10.00am on 25 July 2023 at the Council Chamber, Uttlesford District Council, London Road, Saffron Walden,</p>																



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	<p>CB11 4ER. Anyone wishing to speak at the hearing, should notify the Planning Inspectorate by 21 July 2023.</p> <p>c) The Public Consultation on Smiths Green Conservation Area will take place from 1st August to 30th September and there will be an information drop-in at the Old School Community Centre on Saturday 9th September 10am to 1pm.</p>
23/52	<p>Neighbourhood Plan Update</p> <p>The public participation sessions for the Neighbourhood Plan Questionnaire should include a drop-in session in the café</p> <p>Action: Members to arrange a drop-in session and manning the café on Saturday 22nd July to assist residents to complete the questionnaire.</p>
23/53	<p>Community Café</p> <p>Members discussed the transitional arrangements for the management of the café, which is open to the public two days per week and this will be considered further at the August meeting.</p>
23/54	<p>Correspondence</p> <ul style="list-style-type: none"> • 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. • Correspondence from Hatfield Broad Oak Parish Council 'At our first full meeting, we are pleased to let you know that our council voted unanimously to express its wish to neighbouring parishes to rejuvenate the good working relationships previously enjoyed in a spirit of co-operation on matters of our mutual interest, for example, planning and highways matters. Councillors Keith Artus and Kevin Beadle were appointed to represent the council's Planning Working Group and our Chairman, Cllr Mark Strutt, was confirmed as being responsible for communication and improving co-operation between councils. On behalf of our Chairman and all members we look forward to a constructive and cooperative future.'
23/55	<p>Items to Note and for Future Meetings</p> <p>Recommendation from the Finance Committee to approve outsourcing payroll administration to an external company.</p>



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	Renewal of Terms of Reference for Planning and Finance committees. Standing item on airport parking.
23/56	Date of the Next Meeting The next Full Council meeting is due to take place on Wednesday, 2nd August 2023 at 7.30pm in the Old School Community Centre.

Being no further business, the meeting closed at 9.45pm.

Signed by the Chairman

Date

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JUNE FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross £	RECEIPTS £	EXPENSES (not) £	VAT £	R Budget t Ref
BFWD			92190.80				
01/06/2023	DD	Activ Web Design	Web hosting	-42.00		35.00	7.00
05/06/2023	BACS	MF James	Art Group Hall Hire	60.00	60.00		
06/06/2023	BACS	P Burnett	Hall Hire Ladies Circle	22.50	22.50		
06/06/2023	BACS	Essex C Scout Coun	Hall Hire Inv	244.00	244.00		
08/08/2023	DD	TV License	TV License	-13.25		13.25	
12/06/2023	BACS	SLCC	Clerk planning training day 5 July	-120.00		120.00	
12/06/2023	BACS	Window Wash UK	External windows May	-60.00		60.00	
12/06/2023	BACS	Ian Brown	Locum Clerk APM	-99.90		99.90	
12/06/2023	BACS	M Jarrett Services	Bus shelter and bin repairs	-140.00		140.00	
12/06/2023	BACS	J Bridgeman	Expenses Cartridge People Printer replacement drum unit	-98.90 0.00		82.42	16.48
12/06/2023	BACS	G Yani	Hall deposit refund	-100.00		100.00	
12/06/2023	BACS	TBS Hygiene	inv. 3783 balance to pay	-60.48		60.48	
12/06/2023	BACS	TBS Hygiene	inv 3901	-366.72		315.60	51.12
12/06/2023	BACS	TBS Hygiene	inv 3784	-33.60		28.00	5.60
12/06/2023	BACS	Takeley Primary PF.	Grant for medals	-183.00		183.00	
12/06/2023	BACS	PFA	Grant for school fete	-246.00		246.00	
12/06/2023	BACS	EALC	Good Cllr Guides	-19.96		19.96	
12/06/2023	BACS	EALC	Cllr Banerjee Planning Training	-114.00		95.00	19.00
12/06/2023	BACS	EALC	Cllr Banerjee Training Days 1 & 2	-288.00		240.00	48.00

12/06/2023	BACS	G Panayi	Expenses Petrol and oil for strimmer	-16.64		13.87	2.77
12/06/2023	BACS	S Sprules	Expenses plants and mileage	-356.80		307.54	49.26
12/06/2023	DD	XLN	Landline	-26.01		20.98	5.03
12/06/2023	BACS	PHF Electrical	Fire Alarm Service	-132.00		110.00	22.00
12/06/2023	DD	Lloyds	Card payment - Cartridge People and Travis Perkins	-153.47		130.00	23.47
20/06/2023	BACS	D Bentley	Hall Hire Inv	157.50	157.50		
23/06/2023	BACS	Personnel	Salaries	-3239.06		3239.06	
26/06/2023	BACS	HMRC	HMRC	-790.00		790.00	
26/06/2023	BACS	Essex Pension Fund	Pensions	-1132.11		1132.11	
29/06/2023	BACS	UDC	Coronation Grant	100.00	100.00		
29/06/2023	DD	PWLB	Silver Jubilee Hall Loan	-5668.62		5668.62	
30/06/2023	DD	RTTEC	Microsoft 365	-12.03		12.03	
30/06/2023	DD	ICO	Data Protection	-35.00		35.00	
30/06/2023	DD	Unity Bank	Charges manual credit	-3.30		3.30	
30/06/2023	DD	Unity Bank	Charges service	-28.50		28.50	
TOTAL				79195.45		13329.62	249.73

Highlighted - Grants and ringfenced reserve

B/Fwd	92190.80
Receipts	584.00
Expenses	-13329.62
VAT	-249.73

79195.45

Current Acct Bank Statement 79195.45

Defib Account 3620.04 Agreed to transfer to main account

School House Account 34635.17

Total Cash held **117450.66**