



TAKELEY PARISH COUNCIL

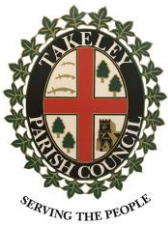
Full Council Meeting Minutes

**Minutes of the Ordinary Meeting of
Takeley Parish Council
Held on 5th October 2022 at 7.30pm
At the Old School House**

Present Cllrs: Pat Burnett (Chair), Jim Backus, Tricia Barber, Phill Bodsworth, Paul Burnett, Jackie Cheetham, Terry Good, Dom Roque, Sue Sprules and Linda Steer.

In attendance: Jackie Deane (Locum Clerk), UDC Cllr Maggie Sutton (UDC), ECC Cllr Susan Barker and 20 members of the public.

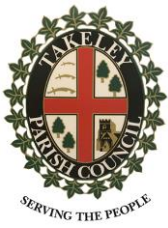
Item	Part 1
	Cllr Burnett welcomed members of the public and opened the meeting at 7.30pm.
1.	Apologies for Absence Apologies were received and accepted from Cllrs Pratt and Bagnall.
2.	Declarations of Interest Cllr Cheetham declared a non-pecuniary interest in item 9 to consider a grant to the church, as she is a member of the Parochial Church Council.
3.	Public Forum Members of the public had been invited to share their views on airport parking on residential streets and this was the main area of discussion in the forum: <ul style="list-style-type: none"> • A Molehill Green resident has experienced airport parking problems in School Lane for the past 18 months, since moving into a newly-built home, and currently there are 6 regular airport parkers. There have been reports of criminal damage to parked cars. • The landlord of the Three 3 Horseshoes in Molehill Green requested guidance to confirm the legal footpath route between the airport and Molehill Green and if this route is walkable. He reported that patrons of his pub regularly walk along the road and this is not a safe walking route. Action: Clerk to enquire with Essex County Council on the current public rights of way which might provide a safe walking route. • General reports of airport-related parking issues with daytime and night-time disturbance and anti-social behaviour from drives and taxi-firms. • Cllr Cheetham mentioned the airport's official drop-off point with free parking at the mid-stay car park, and there was a discussion over whether this was the correct location. • Cllr Steer gave a progress report on the UDC's district wide parking review, which is in the final stages and the report is expected to go to Cabinet in December. • The North Essex Parking Partnership options for timed restrictions and resident permits were discussed. Cllr Steer advised that a parish-wide scheme would be more effective otherwise the parking would be displaced to other streets.



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

	<p>Residents reported that they were being told by the Parking Partnership that they do not have enough staff available to enforce their restrictions.</p> <ul style="list-style-type: none"> • Cllr Barker mentioned the option of a temporary clearway along the B1256 and advised the Parish Council to contact Cllr Freeman for more details. She also said that there could be a request for reduced costs for residents permits as part of a parish-wide scheme. • Cllr Good said that some estate roads are controlled by management company therefore schemes would need management company permission. • Cllr Sutton mentioned MAG's offer of road signage and said that she had been liaising with Essex Highways, who will not object to the signs. • Cllr Backus asked Cllr Barker whether Essex Highways would consider speed limit reductions. • Residents asked how MAG might give other help, such as giving a financial contribution to cover resident parking permits. • Cllr Barker spoke directly with residents raising individual highways issues.
4.	<p>Minutes of the Last Full Council Meeting The Minutes of the meeting held on 7th September 2022 were approved as a true record of the meeting. (Propose by Cllr Cheetham and seconded by Cllr Barber)</p>
5.	<p>Airport Related Parking and Planning Issues It was agreed that the Parish Council would respond to resident requests with the following actions:</p> <p>Action: Clerk to compile a list of locations for the signs to be provided by MAG and liaise with Lt Canfield Clerk and Cllr Sutton.</p> <p>Action: Clerk to liaise with Cllr Sutton and Cllr Barker on NEPP and LHP requests.</p> <p>Action: Clerk to liaise with Cllr Sutton and Cllr Cheetham to liaise directly with MAG to arrange a public meeting with MAG, UDC and residents, to discuss all airport related issues.</p>
6.	<p>Ward Councillor/County Councillor Reports Cllr Barker reported on a request from the new Highways liaison officer for the feedback on a complaint from the bus company regarding damage to their vehicles at Takeley Street. Members asked Cllr Barker to give feedback that there is no wish for any changes to the current road layout in The Street.</p> <p>Cllr Barker reported that Stansted Parish Council is liaising with ECC Highways regarding their concerns about lorries using Grove Hill. Members discussed the impact this might have on Takeley, where traffic could be displaced through Takeley.</p> <p>Action: Cllr Barker advised the Clerk to look on the list of schemes for LHP and contact ECC Cllr Scott to warn of displaced HGV issues to Takeley from changes made to routes in the Stansted Parish.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

7.	<p>Councillor Reports on External Meetings</p> <p>Cllr Good reported on a recent working group meeting where details of the AV and projector screen positions and specifications were agreed.</p>
8.	<p>Clerk's Report</p> <p>a) Urgent repairs are required to the electricity meter box at the Sports Field. Two quotes have been received and these have been sent to the Finance Committee for consideration – see item 9.</p> <p>b) Correspondence items included a donation request from Herts & Essex Air Ambulance – Action: Defer this to the next meeting and, in the meantime, the Clerk was asked to investigate how much has previously been donated. Action: Clerk to research for a list for all the donations that have been given annually in the past, and the usual sums for each.</p> <p>c) An offer of free broadband coverage has been received and circulated to members, and a cost comparison has been made on changes from phone landline services to 'Cloud Voice' with the same provider, where further savings could be made. Members raised some concerns about the reliability of the service and if there would be an exit fee. Hard copy of comparison and looking at unreliable service – constant – Broadband next agenda and ask if there are service problem. Action: Clerk to recirculate a paper copy of the report and to set an agenda item for the November meeting.</p> <p>d) It was noted that the completion of the external audit has been published and an invoice has been received for the external audit fee.</p> <p>e) It was noted that the emergency lighting annual service has been carried out within the agreed budget. The heating system service will be required in November and quotes will be requested from appropriate contractors, which will be referred to Full Council if they are in higher than the agreed budgets.</p> <p>f) It was noted that Cllr Roque has received a new template for weekly play area inspections, which should be returned to the office on a weekly basis for the Council's records. Action: The Clerk was asked to liaise with Cllr Roque over the format of the word document previously sent, so that Cllr Roque can complete and return them weekly to the office.</p> <p>g) The Clerk has requested a photograph of the metal benches offered for the recreation ground, as noted as an action at the last meeting.</p> <p>h) Uttlesford Association of Local Councils subscription is due for renewal. Action: To renew the £10 subscription to UALC.</p> <p>i) Uttlesford CAB has requested permission to display their banner outside our building when they have appointments and for a notice to be displayed on our notice board. Members have no objections. Action: To CAB to give permission for their signage.</p> <p>j) The Pensions Regulator has written to the Parish Council to confirm that requirements have been met and that no employees are currently on a pension scheme.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

9.

Finance

- 1) Members discussed the urgent works required at the Sports Field and **RESOLVED** to accept the quote from Ecolec to the sum of £880 + VAT for works on the electricity meter box at the Sports Field.
(Proposed by Cllr Cheetham and seconded by Cllr Backus)

Action: Clerk to ask the contractor to obtain any permissions that might be required from the electricity supplier.

Action: Clerk to inform grounds contractor that future clearance should include trimming the bushes around the meter box, to prevent the box from getting so damp in the future.

- 2) **RESOLVED** to agree the monthly report.
(Proposed Cllr Cheetham and seconded Cllr Pat Burnett)
- 3) Cllr Sprules reported on the finance meeting on 4th October.

RESOLVED to accept the Finance Committee RECOMMENDATIONS:

a) **Old School energy costs**

- i. should be monitored monthly either by logging on to online energy accounts to retrieve the information or by taking monthly readings and anticipating costs.
- ii. 2022/23 winter costs should be projected to enable TPC to anticipate any budget overspend. The Full Council can then recommend how any overspend could be funded.
- iii. For November full Council meeting TPC should explore the 'Warm Hub' scheme; who might run a scheme in Takeley and how it could be funded - grants available and potential sponsorship for local businesses

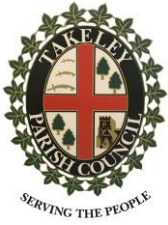
Cllr Cheetham suggested that the large ringfenced fund allocated to the café could be utilised for cost for the café heating during the winter months.

Cllr Cheetham left the room at 8.47pm.

b) **Grant for burial ground maintenance**

Cllr Burnett has received confirmation that the churchyard is closed. It should be done as a grant and that there is proof that it has been spent only on maintenance of the burial ground.

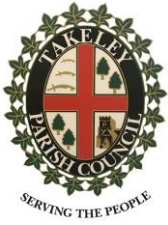
RESOLVED to grant the PCC £600 for maintenance of the burial ground subject to confirmation at the end of the year that this money has been spent for this



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

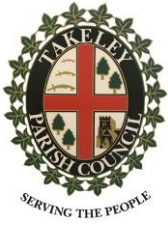
	<p>purpose. (Proposed by Cllr Sprules, seconded by Cllr Roque)</p> <p>Note: The grant will be using legislation S214 (6) LGA 1972 which allows burial authorities to contribute to someone else providing a cemetery.</p> <p><i>Cllr Cheetham returned to the meeting at 8.57pm.</i></p> <p>c) Staffing Committee recommendations The Staffing Committee requested comparison financial information and gave recommendations on the basis of those comparisons. (See Finance Committee Minutes).</p> <p>Finance Committee recommendations</p> <p>i. <u>Locum Clerk hours</u> RECOMMENDATION that the current level of hours are maintained (noted as option 1).</p> <p>ii. <u>Pension Scheme comparison</u> The details were set out in the finance committee minutes and were compared and on the basis of this information, the committee made a</p> <p>RECOMMENDATION: The Finance Committee advises that if the Staffing Committee recommend adopting the LGPS this additional expenditure can be afforded, however TPC should be minded that the current level of employer contribution (13% of salary) may increase when Essex Pension Fund conducts a review which occurs every 3 years. The Nest Scheme employer contributions can be determined by TPC but must be a minimum of 3% of salary.</p> <p>iii. A further recommendation was given to the staffing committee:</p> <p>Finance Committee recommends that if the Parish Council re-advertise the Clerk vacancy, then the advert should specify a salary range (LC x SCPx to SCPy) (rather than a specific salary point) to enable the Parish Council to set a salary relative to the experience/qualification of the candidate, plus the chosen pension scheme.</p>
	<p><i>The Locum Clerk left the room at 9pm and Cllr Barber agreed to take minutes.</i></p>
<p>10.</p>	<p>Staffing Committee Recommendations Members were asked by the staffing committee to consider changes to the Council’s pension arrangements for staff.</p> <p>The staffing committee recommended to change to the Essex Pension Scheme at its meeting on 27th September and had requested information from the Finance Committee. The Finance Committee recommendation of 4th October confirmed that Parish Council</p>



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

	<p>has the funds to make employer contributions to change from the NEST Pension to the Essex County Council Local Government Pension Scheme.</p> <p>RESOLVED to change to the Essex County Council Local Government Pension Scheme. (Proposed by Cllr Paul Burnett, seconded by Cllr Backus, the vote was carried with 7 votes for and 3 abstentions)</p>
	<p><i>The Locum Clerk rejoined the meeting at 9.20pm.</i></p>
<p>11.</p>	<p>Planning Committee Report and Recommendations</p> <p>Cllr Cheetham presented the Planning Committee minutes, to note. She thanked the two new members for joining the committee and sharing the responsibilities.</p> <p>Members were advised that the new Local Plan Regulation 18 consultation has been delayed until after the May 2023 elections. On that basis Cllr Cheetham said that is important to look again at the Neighbourhood Plan progress and perhaps get airport from the airport.</p> <p>Feedback has been received from Nigel Brown on the Parish Council’s letter to Peter Holt regarding the planning committee where Land West of Parsonage Road and Land East of Garnetts were considered, with resolutions to grant permission. Mr Brown gave his apologies for the delay in UDC’s response.</p> <p>This will be set as an agenda item for the next planning committee meeting on 19th October, by which time Mr Brown hopes to give feedback on the conservation area issues.</p>
	<p><i>At 9.30pm, members had a vote to suspend standing orders and to continue with items on the agenda.</i></p> <p>RESOLVED to set a ten-minute limit should be set for the remaining items on the agenda.</p>
<p>12.</p>	<p>External Sign for the Old School Community Centre</p> <p>Cllrs Burnett gave an update and a draft had been circulated with quotes, ahead of the meeting.</p> <p>RESOLVED that an order should be placed for the sign with an approximate cost of £300, with the choice of contractor to be delegated to the working group and instruction from the Clerk. (Proposed by Cllr Cheetham, seconded by Cllr Roque).</p> <p>Action: Members to comment on the design by 5pm on Tuesday, with a majority view to be taken forward.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

13.	<p>Adoption of Policies</p> <p>Members considered eight policies for adoption, which had been circulated ahead of the meeting.</p> <p>RESOLVED to adopt the following policies:</p> <ol style="list-style-type: none">1. Antibullying and Harassment2. CCTV3. Data Protection – HR4. Disciplinary Procedure5. Information & Data Protection6. Document Retention & Disposal7. Retention & Disposal List of Documents8. Training <p>(Proposed by Cllr Cheetham, seconded by Cllr Bodsworth).</p>
14.	<p>UDC Spending 2023-24</p> <p>Details of the UDC consultation were outlined. It was agreed that individual councillors would respond by the deadline.</p>
15.	<p>Neighbourhood Plan Update</p> <p>It was noted that the finance reports show that expenditure to date has been covered by grant funding. The Clerk explained that work was progressing on an Ecology report, which will support the evidence base and any housing development proposals which might have an ecological impact. The ecology assessment has been funded by a government grant however, the is outstanding work to print and circulate a questionnaire to residents would require funding from the budget allocated for the current year.</p>
16.	<p>Correspondence</p> <ul style="list-style-type: none">• A grant request was received from Essex & Herts Air Ambulance Trust (EHAAT) to support EHAAT’s air ambulances and rapid response vehicles to remain operational, particularly during these challenging times.• Cllr Susan Barker passed on a bus company request to the County Council to reverse traffic calming measures built out in 2015 in The Street.• National Highways has circulated details of 70 nights of road closures and diversions for roadworks on the A120 Stansted to Braintree.
17.	<p>Items to Note and for Future Meetings</p> <p>None.</p>
18.	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is due to take place on Wednesday, 2nd November 2022 at 7.30pm.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

The Locum Clerk and Cllr Steer left the meeting at 9.40pm and Cllr Barber agreed to take minutes.

Part 2

Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information.

RESOLVED to enter Part 2 of the meeting.
(Proposed by Cllr Cheetham and seconded by Cllr Roque, all agreed)

a) **Recommendation from the Staffing Committee**

This item had been resolved at Items 9 and 10 of the Full Council meeting.

b) **Locum Clerk fee quote for consideration**

This item was withdrawn. The Locum Clerk had not submitted a fee quote.

It was the opinion of some members of the Council that we should readvertise the post of Clerk and RFO.

Being no further business, the meeting closed at 9.58pm.

Signed by the Chairman

Date

TAKELEY PARISH COUNCIL
SEPTEMBER FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross	RECEIPTS	EXPENSES	VAT	Budget
			£	£	(net) £	£	Ref
B/FWD			45723.90				
31/08/2022	credit	Sewell Katherine	163.00	163.00			
31/08/2022	credit	UDC	60.00	60.00			
01/09/2022	DD	Active Web Design	-42.00		35.00	7.00	
02/09/2022	DD	RTTEC	-12.03		10.02	2.01	
06/09/2022	credit	Keeling Vincent Rachel	120.00	120.00			
06/09/2022	credit	FNC ltd	120.00	120.00			
08/09/2022	BACS	Window Wash	-60.00		60.00		
08/09/2022	BACS	Jane Bridgeman	-172.14		172.14		
10/09/2022	BACS	XLN	-78.64		65.53	13.11	
13/09/2022	BACS	CPRE	-36.00		36.00		
14/09/2022	BACS	PPLPRS Ltd	-486.95		486.95		
14/09/2022	BACS	ML King	-100.00		100.00		45199.14
16/09/2022	Deposit	2 x chqs paid in CREDIT 91	97.50	97.50			
16/09/2022	Credit	Credit 91	120.00	120.00			
20/09/2022	Credit	UDC	80247.50	80247.50			
20/09/2022	DD	EON	-19.94		19.94		
25/09/2022	DD	SSE	-320.80		305.53	15.27	125323.40
26/09/2022	BACS	Will Tests	-70.00		70.00		
27/09/2022	BACS	TLC Church	-350.00		350.00		
27/09/2022	BACS	Dunmow Curtains & Blinds	-590.00		491.67	98.33	To be funded from Old school Account - adj October
27/09/2022	BACS	Employee 4	-902.40		902.40		
27/09/2022	BACS	Employee 5	-496.60		496.60		
27/09/2022	BACS	Jackie Deane	-2600.00		2600.00		
27/09/2022	BACS	UDC Planning Dept	8052.70	8052.70			
30/09/2022	DD	Unity Trust Bank	-1.40		1.40		
30/09/2022	DD	Unity Trust Bank	-30.45		30.45		
TOTAL			128335.25	88980.70	6233.63	135.72	
<i>Grants Receipts & Expenditure highlighted</i>							
		B/Fwd	45723.90				
		Receipts	88980.70				
		Expenses	6233.63				
		VAT	135.72				
			128335.25				
		Current Acct Bank Statement	128335.25				
		Defib Account	4594.17				
		School House Account	34187.08				
		Total Cash held	167116.50				