

**COVID-19 PUBLIC HEALTH EMERGENCY – VIDEO CONFERENCING MINUTES
Takeley Parish Council**



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Minutes of the **TAKELEY PARISH COUNCIL MEETING** held via **VIDEO-CONFERENCE CALL** on **5 MARCH 2021 AT 7:30 PM.**

Present:

Chairman – Cllr Pratt JP
Vice Chairman – Cllr Bagnall (District Councillor)
Councillors – Backus, Barber, Burnett, J Cheetham, R Cheetham, Roque, Sprules, Steer
District Cllr Isham

04 Members of the public

ITEM #	BUSINESS	ACTIONS
20/02-15	NOTE AND APPROVE APOLOGIES FOR ABSENCE County Cllr Barker unable to attend. District Cllr Sutton unable to attend due to illness. Cllr Allen absent.	
20/02-16	CONFIRM DECLARATION OF INTEREST FOR THIS MEETING None declared	
20/02-17	RECEIVE AND APPROVE THE FULL COUNCIL MINUTES OF THE MEETINGS HELD ON 13 JANUARY 2021 AND 10 FEBRUARY 2021 No comments. RESOLUTION: Approve minutes of 13 January and 10 February. Proposed: Cllr J Cheetham Seconded: Cllr Pratt JP - Unanimously agreed.	
20/02-18	PUBLIC PARTICIPATION SESSION <i>This provides an opportunity for members of the public to raise questions and comment on items on the agenda or of import. Time for this session is limited to 15 minutes (03 minutes per person)</i> <u>Mole Hill Green (MHG)</u> Village hall consultation closed on the 28 February 2021, now in the process of completing the findings and will report back with what was said. Early indications are that the residents would like the Village Hall to become a Community hub, café, or place to rent out. Full analysis expected next month. Michael Coleman and Jack to continue to cut grass and trim hedges.	

Date:.....

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<p>20/02-19</p>	<p>RECEIVE DISTRICT AND COUNTY CLLRS REPORT(S)</p> <p>Wrens' kitchens proposed location, is being scrutinised by District Council. The location is in Great Hallingbury parish within the CPZ. The issue Takeley Parish Council (TPC) might want to consider is the level of traffic that could impact our area.</p> <p>District Council are holding two surgeries, Tuesday 09 March @9:30AM and Thursday 11 March @7:30PM. This is for Parish Councils to bring issues to the District Council.</p> <p>District Councillor Sutton is looking to help TPC with funding for the proposed new sports shelter.</p> <p>TPC should write to County Councillor Barker to get their backing regarding the sunken drain on the B1256 near traffic calming and end of Church Lane, where a bank has collapsed due to vehicles coming off the road; the road is in a terrible state.</p> <p>Council should also consider write to the owner of Miller's, for them to make the road along Church Lane good again.</p> <p>CC Barker's report see APPENDIX A.</p>	<p>Clerk To liaise with Cllr Pratt JP to write to both CC Barker and the owner Miller's regarding the state of the B1256 and Church Lane.</p>
<p>20/02-20</p>	<p>RECEIVE CLERK'S REPORT & NOTE CORRESPONDENCE</p> <p>In MHG, on the corner of a field owned by TPC, earth from the edge of the field has been removed as well as a large log that used to stand there to stop vehicles, cutting across and driving over the corner. Residents along the private road have complained about flooding on that corner but it is TPC's understanding that the issue of flooding is due to the drain on the private road failing to do its job. The residents have claimed experts have been to inspect the drain and therefore TPC have requested their findings.</p> <p>MHG Ditch - Sharon at environmental health Uttlesford was going to come out next week. There are now two reference cases with the agency, therefore they are now fully aware of the situation.</p> <p>The developer filled in a natural pond with rubble, which could have been part of the drainage and could be contributing to the cause of the current issue. Sewage overflow is more likely the source of the current issue.</p> <p>Installing additional streetlights along Parsonage Road – no interest from highways, the issue has come up before.</p> <p>Clerk to question Highways if there were yellow lines present before road work commenced and therefore Highways would have a duty to replace them, if they did exist.</p> <p>Missing litter bin next to Garnet's bus shelter. Bin was filled up and overflowing constantly but since its removal the council believes the area has been much tidier and therefore have no intention to re-install a litter bin.</p>	<p>Clerk to enquire with Highways if there were yellow lines before road resurfacing.</p> <p>Clerk to liaise with RFO to get Lloyd's credit card cancelled.</p> <p>Clerk to pass on information from Team Rubicon to Cllr Roque.</p>

Date:.....

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	<p>Cllr Bagnall suggested TPC cancel Lloyd's credit card and deal with the correspondence from the bank.</p> <p>Cllr Roque to receive information regarding the company Team Rubicon who teach children how to Skate and install skate parks.</p> <p>APPENDIX B.</p>	
20/02-21	<p>APPOINT MR. MARTIN PEACHEY AND MR. PETER HEWETT AS ADVISORS TO THE FULL COUNCIL</p> <p>Both are immensely helpful for the council; they are deemed essential as advisors. RESOLUTION: Appoint Mr. Peachey and Mr. Hewett as advisors to the council. Proposed: Cllr Pratt JP Seconded: Cllr J Cheetham - Unanimously agreed.</p>	
20/02-22	<p>FINANCE – RECEIVE THE DRAFT MINUTES OF THE FINANCE COMMITTEE MEETING OF 18 FEBRUARY 2021</p> <p>No further comments</p>	
20/02-23	<p>FINANCE - RECEIVE UPDATE AND STATEMENT AS APPROVED BY THE FINANCE COMMITTEE ON 18 FEBRUARY 2021</p> <p>Covered in previous item.</p>	Clerk to combine this motion with previous motion going forwards.
20/02-24	<p>PLANNING – RECEIVE DRAFT MINUTES OF THE PLANNING COMMITTEE MEETING OF 17 FEBRUARY 2021</p> <p>Successfully supported to help stop a development in Broxted Parish on the border with MHG.</p>	
20/02-25	<p>OLD SCHOOL COMMUNITY CENTRE – RECEIVE UPDATE AND AGREE ACTION</p> <p>The Old Toilet Block has a hole in the roof and some of the windows are leaking where they are boarded up. It is currently used as a storage for records and research papers.</p> <p>This building is being underutilized and a refurbishment of the building could make it into an ideal reference room, for the council and possibly local parish groups.</p> <p>Propose schoolhouse working party, to find funding to refurbish the Old Toilet Block.</p> <p>Road Map – When is the office going to open for staff and meetings? Currently the earliest would probably be middle to end of May depending on Government guidelines.</p> <p>New guidance from Action with Communities in Rural England (ACRE) for opening of community halls. Cllr Burnett, who runs the café, is expecting to open the hall and café to the public in September 2021 assuming lockdown has ended.</p> <p>The risk assessment for the Jubilee Hall and Community Centre will need revising based on this guidance.</p>	Clerk to review Risk Assessment of the OSCC and SJH in line with new guidance from ACRE.

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	<p>RESOLUTION: Put working party together to start a project to refurbish the Old Toilet Block.</p> <p>Proposed: Cllr J Cheetham Seconded: Cllr Burnett – Unanimously agreed</p>	
20/02-26	<p>RECREATION GROUND AND SPORTSFIELD – RECEIVE UPDATE AND AGREE ACTION</p> <p>The recreation ground is being well maintained and the equipment is in good order but could use re-painting in some places.</p> <p>The sports field is well maintained.</p> <p>There is a damaged chain linked fence at the far left-hand-side of the field and Matt Jarrett has assessed and measured up for repair. Cllr Roque is waiting for a final costing, which includes a thicker gauge chain.</p> <p>The damage to the fence looks like it was a repair that has deteriorated.</p> <p>Main signage for sports field requires moving to the left-hand-side of the fence near to the entrance, this should put the sign in clear view throughout the year and should happen within the next week or so.</p> <p>There has been a lone golfer on the sports field who has been using the field as a driving range. This could be potentially dangerous, even lethal, and therefore the council will revise wording on the notice board to better deter those that ignore the rules.</p> <p>Quotes have been received for a shelter at the skate park area. The cost will require a grant to help fund the project, which hopefully the County and District Councils have and will make available for TPC.</p> <p>Any plans of benches or seating? The design of the shelters will have the seating built into the shelter. The shelter will be installed first and deal with seating after and benches will be considered.</p> <p>MUGA has been assessed for wear and tear and there are a couple of issues that need addressing. There are bulbs missing and some paint work could use a touch up, but the recreation ground is the priority.</p> <p>Porta Cabins and the reported leak; Cllr Roque is waiting for the keys, but all is in hand.</p> <p>Water Meter not found – the council do not believe there is one.</p> <p>There is a water manifold and a connection into the sports field, which is just a stopcock setup. Cllr Bagnall has agreed with Castle Water that they will send out Affinity Water and will meet them on site and if they can show Cllr Bagnall a water meter then the council will pay a £75 + VAT fee. If there is not a water meter, then the TPC account will be reset to zero and any outstanding balance will be revised to a standard business tariff that is yet to be determined.</p>	<p>Cllr Roque to investigate adding an additional clause to the sports field signage to deter potential rule breakers.</p>
20/02-27	<p>LOCAL PLAN THEMES – WORKSHOP REGARDING THE NEXT 4 THEMES</p> <p>Workshops have been created for councillors to attend for public consultation on the local plan project. Councillors are implored to make the effort to attend to better serve their residents.</p>	

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	<p>Cllr's J Cheetham and Barber listened to local economy workshop and reported, there were some interesting topics and talks but a lot of "pie in the sky" ideas. The priority for the District Council is to complete the Local Plan, which they are working hard to achieve, but this will take a long time and action is needed in the short term to protect the district from over development and "pie in the sky" could be what is required to achieve that.</p>	
20/02-28	<p>NEW COURSES - COUNCILLOR TRAINING FROM EALC Important that councillors look to get involved with training.</p> <p>Benefit from training is an item on the risk register; Clerk to investigate if there are specifics noted on the risk register and if not, add a motion on the next agenda for the council to discuss what training they want. Cllr Steer asked the question, "Is there a way to inform the EALC with ideas to what we want training in".</p> <p>The Clerk will write to EALC to ask them if they can put together a specific training course.</p>	<p>All Cllrs to consider what training they might want.</p> <p>Clerk to investigate risk register for notes on training.</p> <p>Clerk to contact EALC to find out if they will give training to the whole council as private group.</p>
20/02-29	<p>ITEMS OF NOTE OR INCLUSION ON NEXT AGENDA Items from a previous finance committee meeting were referred to a staff committee meeting but the staff committee have yet to meet. Once the staff committee has met, they will refer their decisions to the finance committee.</p> <p>TPC are members of PSGA but it is not clear what the council use this membership for. Cllr Backus will investigate further. Essex County Council have a department for definitive maps, which Cllr Backus maybe interested in.</p> <p>The TPC's Fields in Trust membership has lapsed, and the council would like to re-subscribe. The Clerk will find out the cost of membership and add the motion to the next finance committee agenda.</p> <p>Cllr Allen and a previous Cllr, John Green, have done a lot of work regarding trees and getting TPO's for them. There is a TPO folder in the office, which could require an update.</p> <p>It has been requested that conservation and open areas are to be put on the planning committee agenda for discussion.</p>	<p>Cllr Backus to investigate potential use of TPC's membership to PSGA.</p> <p>Clerk to add a motion including cost to re-subscribe to Fields in Trust.</p> <p>Cllr Backus to liaise with planning committee after their next meeting to gather their</p>

Date:.....

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	<p>Cllr Backus has agreed to give a report on the state of the Footpaths and trees at the next full council meeting, with insight from the planning committee on conservation and open areas.</p> <p>Cllr Burnett proposed a new motion for cleaning of the war memorial. Cllr Burnett has received a quote but that includes scaffolding, which is strange as scaffolding was not necessary the last time the memorial was cleaned/repaired. The Clerk will add a motion with the quote to the finance committee agenda.</p> <p>Cllr Steer to draft a notice for the Grapevine online booklet, regarding organising a whole parish litter pick for the end of lockdown. To include a questionnaire for the residents to inform the council where they would like to pick litter and put their name forward for the event. UDC will facilitate pick up of litter and supply of equipment.</p>	<p>findings on conservation and open areas.</p> <p>Clerk to add a new motion to the finance committee agenda regarding war memorial cleaning including quote.</p> <p>Cllr Steer to draft a notice regarding a litter picking event for the Takeley Parish Grapevine.</p>
20/02-30	DATE OF NEXT MEETING(S) – 07 APRIL 2021, 7:30 PM – CLOSE – 21:05 PM	

Date:.....

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APPENDIX A

County Councillor Susan Barker's report:

Essex County Council set its budget last week with a 0% Council Tax and a 1.5% Social Care precept.

Some initiatives in that budget included.

- just under £1m to provide 5000 laptops to pupils
- 89% of schools good or outstanding
- £1.5m for an education task force to help pupils make up for lost schooling
- £0.5m to the Police Fire & Crime commissioner for joint work on County Lines
- £500k for summer camps programme 2021
- Additional £1.0 to support mental Health initiatives
- £500k for counselling for Lay workers
- £200k extra for Local Highways Panels for each of the next three years
- £1m extra to support Waste, water and energy initiatives
- £10k for each County Councillor for local projects

The Highways panel meets at the end of March and I will be promoting three Takeley projects.... Additional signage on the B183 in the vicinity of the bridge, Bus Stop on Hall Road and works to the Roding Drive roundabout to slow down the traffic on the B1256.

Date:.....

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APPENDIX B

CLERK'S REPORT 5 MARCH 2021

Molehill Green (MHG)

I received a complaint from a resident in MHG concerning flooding on a private road, allegedly due to run off from a field owned by the parish council. I have since discussed this with Cllr Pratt JP and responded to the resident.

Residents of MHG have complained about a foul-smelling ditch found in front of the village hall and the school lane side. It has been reported to the Environmental Health Agency by the resident and by Cllr's Pratt JP, Burnett, and the Assistant Clerk.

Bus Shelters

I responded to the Integrated Passenger Transport Unit (IPTU) reference to the number of bus shelters in the parish, where they are located and who owns them.

Highways & Streetlighting

I received correspondence enquiring whether there is any intention to install additional streetlighting between the Four Ashes and Coopers End roundabout at the airport. The response from highways was, "nothing is planned".

I received an enquiry about missing yellow lines along Parsonage road between The Four Ashes and Garnetts Road; highways have investigated the report and concluded there is no action to be taken.

Litter Bins & Dog Bins

I received enquiry regarding a missing litter bin at the bus shelter at opposite Garnetts Road, Parsonage Road and is there any intention to reinstate it as litter collects at this location.

Finance

The Lloyds bank card remains missing; awaiting a reply from unity bank on identifying the Lloyds bank account and contact details, Unity Bank have implied it may be possible to cancel the credit card account, the RFO has sought further clarification.

Inter alia we are in contact with ZOOM to gain access to the paid parish council account, it is believed this is linked to the charges being debited by the credit card.

Parish Council Contact Telephone Number

The Parish Council SIM card has been installed in another mobile phone and the Parish Council phone number is operational with an answer phone service. The XLN account has been transferred from Julia Peachey's name to the TPC.

Recreation and Skate Parks

I have received an enquiry from a company specialising in skate parks and teaching children how to skate and they work with schools as well as councils.

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