

# TAKELEY PARISH COUNCIL

## MINUTES

### Ordinary Meeting of Takeley Parish Council

held on Wednesday, 11<sup>th</sup> January 2017, at 7.30pm at Takeley Station House.

**Present:** Cllr Pat Burnett  
Cllr Sue Sprules  
Cllr Trevor Allen  
Cllr Linda Steer  
Cllr Richard Cheetham

Cllr Tina Domigan  
Cllr Jackie Cheetham  
Clerk Jane Heskey  
Asst Clerk Jane Bridgeman

**Apologies:** Cllr Carol Pratt, Cllr Geoff Bagnall, Cllr John Green, District Cllr Howard Ryles

**Visitors:** District Cllr Derek Jones, Jean Johnson, Alison Evan, Marilyn Sayers, Martin Peachey, Marilyn Sayers (Neighbourhood Plan Group) Jim Backus (resident)

17/001	<p style="text-align: center;"><b>Welcome and apologies</b></p> <p>In the absence of both the Chairman Cllr Carol Pratt and Vice Chairman Geoff Bagnall, TPC resolved to nominate a Chairman for the meeting. Cllr Jackie Cheetham nominated Cllr Trevor Allen, 2<sup>nd</sup> by Cllr Pat Burnett. TPC resolved to nominate Cllr Trevor Allen as Chairman for the meeting. Cllr Trevor Allen accepted the position of Chairman.</p> <p>Chairman, Cllr Trevor Allen opened the meeting, welcomed members, and visitors and received apologies as above.</p> <p>All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about a person attending the meeting.</p>	All note
17/002	<p style="text-align: center;"><b>Declarations of Interest</b></p> <p>None declared.</p> <p>Members were reminded that they should declare relevant interests at each meeting for items on the agenda and to request a replacement form if their circumstances have changed and their register needs amended.</p>	All note
17/003	<p style="text-align: center;"><b>Minutes</b> <i>(previously circulated)</i></p> <p>The minutes of the meeting held on 7<sup>th</sup> December 2016, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Trevor Allen.</p>	All note
17/004	<p style="text-align: center;"><b>Amendment to the agenda &amp; Extraordinary Items</b></p> <p>In the past week the Parish Council has received 1 major planning applications and a Scoping Opinion application for Stansted Airport and an application for 275 dwellings at Land west of Bonnington Farm, Station Road. It is important that the Parish Council agree how these issues will be publicised and dealt with to meet the consultation deadlines (UDC)</p> <p>TPC resolved to postpone items 8 &amp; 13 to the February agenda, item 12 Planning Committee report to be approved as circulated in Report &amp; Recommendations 21/12/16, &amp; deal with urgent matters only from items 15 to 20 (Reports)</p> <p>Postponed Agenda Items: 8: Parish Council vacancies 13. UDC Local Plan - Interim report</p>	All note/ Clerk
17/005	<p style="text-align: center;"><b>Matters arising from the minutes</b></p> <p><b>Clerk's Report</b> - Cllr Richard Cheetham asked if the UDC Electoral Working Group is still in operation? Minutes from the October meeting (6/10/16) have still not yet been published. Cllr Jackie Cheetham asked for this to be brought to the attention of the UDC Chief Exec Dawn French &amp; Monitoring Officer – Simon Pugh. District Cllr Derek Jones was also asked to take note.</p>	All note/ Clerk

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17/006	<b>District &amp; County Councillors Reports</b> <b>Cllr Derek Jones reported:</b> <ul style="list-style-type: none"> <li>• <b>Planning Policy Working Group</b> met on 10<sup>th</sup> January 2017.</li> <li>• UDC Members requested items not included in the public meeting were added to the agenda.</li> <li>• Items discussed in a closed meeting were <b>Employment and Housing Numbers</b></li> <li>• No new date to re-start the paused Local Plan. New deadline for the completed plan may be <b>March 2018</b>.</li> <li>• Still a considerable amount of work to be done to ensure the plan is more robust and evidence based.</li> <li>• Working with other local authorities needs improvement.</li> <li>• New additional documents are now online to view.</li> <li>• Required housing numbers for the period are looking to be increased to circa 14100 (from 12500)</li> <li>• The interim report submitted by <b>TPC</b> was not mentioned at the recent PPWG meeting.</li> </ul>	All note
17/007	<b>Open Forum</b> <p>Jean Johnson spoke on behalf of the <b>Neighbourhood Plan</b> Group. The group would like agreement that TPC will write to UDC applying for a £10k grant &amp; also agree the plan area (Takeley, excluding the Airport in Takeley). If the parish map is the agreed Plan Area the group can proceed with the plan. TPC has previously requested that the whole of Priors Green is included (2/3 are Takeley 1/3 Lt Canfield). The group explained that this means that UDC will request a consultation. The group believe there is no benefit in working with Little Canfield in a joint plan but would work in tandem with them if they do their own and secure additional grant funding. To include Stansted Airport in the plan may also require consultation.</p> <ul style="list-style-type: none"> <li>• Cllr Jackie Cheetham offered to liaise with the NPlan group as TPC representative.</li> <li>• TPC requested that a solution be found to include the whole of <b>Priors Green</b> and all residents in the process. Excluding the Lt Canfield part of Priors Green would undermine a fundamental principle of cooperation and parity.</li> <li>• TPC will contact Lt.Canfield PC to discuss plan options and a way forward.</li> <li>• Cllr Jackie Cheetham will contact Richard Haines (Thaxted) for information re-budget &amp; costs.</li> <li>• TPC reiterated to the group that a <b>Neighbourhood Plan</b> will not give residents the power to control the amount of development in the parish.</li> </ul> <p>Cllr Trevor Allen thanked the group for attending.</p>	All note/ Clerk/ Feb agenda
<b>ADMINISTRATION &amp; FINANCE</b>		
17/008	<b>December 2016 Financial Report</b> <i>(previously circulated)</i> <p>Financial transactions for December 2016 were table &amp; agreed. TPC noted a completed bank reconciliation.</p> <ul style="list-style-type: none"> <li>• TPC has not received a response to their letter of complaint to HSBC regarding the closing of their bank account after a clerical error.</li> <li>• TBS Hygiene billing will now be monthly and not quarterly.</li> </ul>	All note

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<b>17/009</b>	<p style="text-align: center;"><b>Precept 2017/18</b> <i>(previously circulated)</i></p> <p>TPC discussed and approved the report and recommendations of the Finance Committee 21/12/2016:</p> <ol style="list-style-type: none"> <li><b>1. 2017/18 Proposed Budgets</b> (reviewed at TPC December mtg - no amendments)</li> <li><b>2. Precept 2017/18</b> <ul style="list-style-type: none"> <li>- UDC Council Tax Grant reduced by 50% for 2017/18 (2012/13 band D x 2017/18 LCTS Tax base reduced by 50%)</li> <li>- Parish Council not included in referendum limit unless B and D is higher than lowest charging District Council in 2016/17 @ £75.46 or where total 2016/17 precept is at least £500k</li> <li>- Propose TPC request <b>£99385</b> plus LCTG of £3615. Total budget is £103k</li> <li>- This equates to no increase for each household on like for like 2014/15 Precept.</li> </ul> </li> </ol> <p>In addition, TPC resolved to place a notice in the Grapevine, Newsletter &amp; noticeboard to explain the council tax charges in the last 3 years. A clerical error in 2015/16 meant an overcharge to residents. This was corrected in the 2016/17 bill. Comparison should be made with 2014/15 in order to get like for like comparative.</p>	All note/ Clerk		
<b>17/010</b>	<p style="text-align: center;"><b>Purchase of Old School House, Brewers End</b></p> <p>Exchange of contracts took place on 23<sup>rd</sup> December 2016 with completion on 6<sup>th</sup> January 2017.</p> <ul style="list-style-type: none"> <li>• Formalise complaint to Essex CC re process to Leader &amp; Cabinet Member</li> <li>• PWLB loan issued at an Interest rate set on the day at 2.87%.(£300k)</li> <li>• Meter readings have been submitted to ECC.</li> <li>• TPC are in possession of all the keys.</li> <li>• The buildings insurance was activated when contracts were exchanged.</li> <li>• Arrangements have been made to get temporary repairs to the roof to make it weather proof.</li> <li>• Electricity &amp; heating will be tested.</li> <li>• The working party will meet on 25<sup>th</sup> January 2017 10.30am to sign off on the next stage &amp; agree specifications so that we can go out to tender for the building work.</li> <li>• A building inspector will visit the School House on 12<sup>th</sup> January to look at structural issues.</li> <li>• John Monk is aiming to make a section of the School House habitable by end of August 2017.</li> <li>• A working party will plan &amp; organise the move from the Station House to the School House.</li> </ul>	All note/ Clerk		
<b>PLANNING &amp; CONSULTATIONS</b>				
<b>17/011</b>	<p><b>Planning Committee 21<sup>st</sup> December 2016 Report &amp; Recommendations</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <p><b><u>UTT/16/3426/HHF 1 North Road</u></b>  <b><u>Brief Description:</u></b> Proposed 2 storey side extension.  <b><u>Recommendation:</u></b> No objection</p> </td> </tr> <tr> <td style="padding: 5px;"> <p><b><u>UTT/16/3149/FUL Unit A The Centre, Dunmow Road</u></b>  <b><u>Brief Description:</u></b> Retention of 5 metal storage containers  <b><u>Recommendation:</u></b> Objection</p> </td> </tr> </table>	<p><b><u>UTT/16/3426/HHF 1 North Road</u></b>  <b><u>Brief Description:</u></b> Proposed 2 storey side extension.  <b><u>Recommendation:</u></b> No objection</p>	<p><b><u>UTT/16/3149/FUL Unit A The Centre, Dunmow Road</u></b>  <b><u>Brief Description:</u></b> Retention of 5 metal storage containers  <b><u>Recommendation:</u></b> Objection</p>	All note
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<b>17/012</b>	<p><b>Planning Application and Scoping Report for development of land north west of airport &amp; a dedicated 'arrivals' terminal at Stansted Airport &amp; Planning application UTT/16/3565/OP for 275 dwellings at land west of Bonnington Farm, Station Road</b></p> <p>TPC agreed the following actions:            TPC Planning Committee meeting scheduled for 10am Wed.18<sup>th</sup> Jan. to review the above applications.            Whilst the airport applications largely fit within the scope of agreed expansion at the airport, TPC resolved to produce a flyer (1800) to be delivered to every household, along with approx. 30 A3 posters for the village, regarding the proposed housing development at 'Bonnington Farm, Station Road (including a map). This proposal would impact on the entire community and it is important that people are aware of the proposal and given an opportunity to respond. As soon as the flyers are produced TPC councillors will deliver to homes throughout Takeley (inc Priors Green).</p>	All note/ Clerk
<b>17/013</b>	<p style="text-align: center;"><b>Neighbourhood Plan Process</b></p> <p>TPC agreed that the NPlan group should provide answers to the questions raised at the council meeting in December so that members are able to make an informed decision. TPC will be unable to proceed unless satisfied as it is TPC who will ultimately be held financially responsible for any grant award.</p> <ul style="list-style-type: none"> <li>• How will the group recruit additional members to the group (at least 12) to undertake/share the workload?</li> <li>• How do the team envisage the process developing? Key elements/phases to the process?</li> <li>• Sources of advice?</li> <li>• The rules &amp; conditions attached to the grant applications?</li> <li>• Other potential sources of funding?</li> </ul>	All note
<b>REPORTS</b>		
<b>17/014</b>	<p style="text-align: center;"><b>Clerks Report</b> <i>(previously circulated)</i></p> <p>TPC noted the report including:</p> <ul style="list-style-type: none"> <li>• The loan agreement between <b>Silver Jubilee Hall &amp; TPC</b> has not been finalised as further information is required by the Charity Commission (Advise to SJH). SJH will make the first payment to TPC in January in order for it to be paid to the PWLB by 8<sup>th</sup> February 2017.</li> </ul>	All note/ Clerk
<b>17/015</b>	<p style="text-align: center;"><b>Highways &amp; Transport Issues</b></p> <ul style="list-style-type: none"> <li>• <b>Highways</b> meeting on 13<sup>th</sup> March 5pm-7pm at UDC offices.</li> <li>• Residents from <b>Priors Wood</b> have made a request to UDC Housing Dept to erect signs in their parking bays to prevent airport related parking. The Clerk spoke to Andrew Hurrell at UDC who is looking to install some signage.</li> </ul>	All note/ Clerk
<b>17/016</b>	<p style="text-align: center;"><b>Sports Field &amp; Recreation Ground</b></p> <p>TPC authorised payment to repair the leaking roof of one of the portacabins (changing rooms) £300-£400            TPC noted a written report from Clr John Green</p>	All note
<b>17/017</b>	<p style="text-align: center;"><b>Village Services</b></p> <p><b>Morrells Green:</b> Reports of a group of men using the play area to smoke drugs and using threatening/anti-social behaviour have been made to TPC and Essex Police. The Police have been asked to make regular visits and as a temporary measure TPC agreed that the gate will be locked during hours of darkness. Local residents are organising the locking &amp; unlocking of the gate.</p>	All note/ Clerk

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<b>17/018</b>	<b>Other Reports</b> TPC noted the surfacing works on Byway 25 ( <b>Jacks Lane</b> ) have been completed and bollards have been erected preventing motor vehicles from using the byway. LoM Mr. Euan Kennedy has offered to pay for a removable bollard at the eastern crossing which is required for 2 years to enable building works to take place.	All note
<b>17/019</b>	<b>Non Agenda List</b> TPC noted the report	All note

The meeting finished at 10.41pm

**THE NEXT MEETING:** of Takeley Parish Council will be held on Wednesday 1<sup>st</sup> February 2017 at Takeley Station House at 7.30pm.