

TAKELEY PARISH COUNCIL MINUTES

Meeting of Takeley Parish Council

HELD VIA ZOOM AS ADVERTISED TO THE PUBLIC

On Wednesday 1st July, 2020, at 7.30pm

Present: Cllr Carol Pratt, Chairman
Cllr Geoff Bagnall Vice Chairman Parish Council/District Councillor
Julia Peachey - Clerk
Julia Potter – Assistant Clerk
Cllr Trevor Allen
Cllr Jim Backus
Cllr Patricia Barber
Cllr Pat Burnett
Cllr Richard Cheetham
Cllr Jackie Cheetham
Cllr Linda Steer
Cllr Sue Sprules

Apologies: Cllr Peter Hewett,
Cllr John Green
Cllr Dom Roque.

20/478	<p style="text-align: center;"><u>WELCOME & APOLOGIES</u></p> <p>The Chairman welcomed members, and visitors and received apologies as above which were approved by the council.</p> <p>Members were asked to direct any comments through the Chairman. All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about a person attending the meeting. (It was noted the meeting was being held via Zoom as advertised on our website and parish noticeboard)</p>
20/479	<p style="text-align: center;"><u>DECLARATIONS OF INTEREST</u></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 of interests needs amending.</p> <p>It was noted that UDC had recently e-mailed a request for Parish Councillors to directly contact Uttlesford with regard any update on their Register of Interests that they hold on public file.</p>
20/480	<p style="text-align: center;"><u>MINUTES OF MEETING</u></p> <p>The 10th June 2020 minutes previously circulated were formally approved by the council and signed as a true and accurate record by the Chairman Carol Pratt. The signed copy will later be passed on to the Clerk/RFO due to COVID 19 restrictions.</p>

20/481	<p style="text-align: center;"><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u></p> <p>District Councillor Bagnall reported that the local plan is moving forward. Cllr Bagnall stated it is currently going to go to the Scrutiny Committee for the setting up of governance.</p>
20/482	<p style="text-align: center;"><u>OPEN FORUM</u></p> <p style="text-align: center;">No members of public attended.</p>
20/483	<p style="text-align: center;"><u>CLERKS REPORT</u></p> <p><u>SCHOOL HOUSE</u></p> <p>Caretaker has cleared weed growth from the car park boundaries. In particular there was a lot of tree branch growth encroaching on the area at the rear boundary with the cricket field. He is going to put some weed killer at the front of the building for us.</p> <p>Caretaker has also identified some further snagging reported to the builder of a roof tile issue and some patches on the Café North hall entrance wall. R&B are going to have to get a tiler involved to do this as it involves matching a tile slate. R&B also notified that he has noticed another loose tile that he will ask to be secured.</p> <p>Caretaker has carried out an inspection of the adjacent light switch metal plaster box to see if there is any rust or corrosion on the box or the screws which would indicate damp. G. Mann thought it may be a failed sealant issue as would have expected the screws to be rusty if damp. The snagging has been reported to the builder and R&B have carried out some restorative work below.</p> <p><u>Steve Eames from Ratcliff and Burrige did a site visit on Thursday 25/06/2020 with John Monk who is aware of all issues.</u></p> <p>Ratcliff and Burrige have had repeated problems with Smiths and have advised John Monk they will be using another contractor to deal with snagging.</p> <p>Steve Eames from R&B cleared out old material from our store so the council has space for its water softener salt and now just contains council property. The caretaker is going to load the bags of water softener into store on Monday.</p> <p>Steve Eames from R&B has also sorted out the gate issue so the latch slides shut.</p> <p>R&B also drilled two sets of drop bolt holes. One set for closure and another set that allows the gates to be secured when the gates are open.</p> <p>The door closure to the building has also been painted white and black and a doorstep has been put on the back of the door so it does not bang into the post. Steve Eames confirmed he is also going to get some door closures so the door doesn't bang shut in the wind.</p> <p>The patches that Graham Mann noted on the Café North Hall have had some stain block put over them and been repainted.</p>

There appears to be a minor visual flaw with the flooring in the entrance hallway which John Monk thinks we are better off reviewing as he has not identified it as a trip hazard and that uplifting the floor could cause more problems as the section that would need to be dug out and matched up. Cllr Pat Burnett will review with her husband who is a builder next time she is in building and report to the Chairman and Clerk. Council will be updated if anything further needs to be done on this.

Payroll

Graham Mann’s tax code has been updated on the HMRC software.

A finance meeting occurred on the 30th June 2020 at 11:00 pm.

The council will note the Vat has been processed and received as follows:-

**VAT IN RELATION TO YEAR OF ACCOUNT 2019-2020
below:-**

VAT FOR ACTUAL ACCOUNTING YEAR

Receipt	General	Building	Total
Date	Vat	Vat	
May-19	96.14	6110.52	£6,206.66
Aug-19	943.78	21489.11	22432.89
Nov-19	1469.77	24118.37	25588.14

refers to builders invoice in p

£54,227.69

	General	Building	Total
	Vat	Vat	
May-20	2430.06	17271.55	19701.61

received in new financial year
26/05/2020

Cancelled cheques are noted as:-

cheque nos: 300653 - £120 (replaced music licence cheque)

cheque nos: 300664 - £272.42 (smiths plumbing – verified with project manager)

Liaison with a resident about a refund on a hire is outstanding (This is for cheque ref: 300683 for the sum of £160.00). This still has not been cashed because the resident is pregnant and cannot get down to the bank due to Covid 19. Awaiting return of cheque which upon receipt will result in an electronic transfer.

All other listed uncashed cheques at 31/03/2020 have been verified as cashed at this date against bank statement check. There has been a substantial amount this year mainly to due COVID and the banks having irregular hours.

OTHER PARISH COUNCIL CONCERNS

An extra key for the Sportsfield has been ordered and Jules and I have the contacts and telephone numbers of all key holders at the football club.

Assitant Clerk J. Potter has been liaising with Cllr Jim Backus on getting an A4 PDF print out from Essex of all the footpaths in Essex. The information has now been provided.

Policing In Priors Green

Notification from member of public received after agenda publication – resident reported there has been a repeated problem of cannabis smoking in Priors Green. A resident has raised concerns as his six year old keeps asking what the smell is. The resident has contacted the police but there has been no contact or police presence. The resident lives in Hubberd Road (CM6 1GW) which is adjacent to the Woods in Fleming Road/Broadfield Road. The resident would like the parish council to be aware and query whether the District Councillor could look into the issue of how to improve police presence in Takeley. The resident would also like to see further police presence as the airports start to operate more fully, as the Airport Related Parking issues have previously been affecting amenity. This issue can be discussed by Councillors under Highways and Transport Matters as per agenda.

TBS Hygiene – Concerns On Kennel Waste Being Left

TBS have been in contact to say Kennel waste is being left by bin L23 Bennett Canfield Spinney/Broadfield Road, CM6 1HE. TBS hygiene are taking weekly pictures as have relayed this appears to be a consistent problem. Obviously commercial concerns should be removing their own waste. TBS are not able to identify the kennel it is coming from. Kennels are supposed to use companies with registered licences to remove their waste. The Chair has suggested a notice on social media which has been circulated.

Waste Aware have been contacted several times on other matters:-

The last time as per e-mail on Mon 22/06/2020 whereupon it was relayed that we have had problems with the department cutting us off when we phone in. (Not to do with customer services)

and no response following e-mail request the Council would like an urgent response on the matters below:-

- a) Please could Waste Aware Update on the black bin that Waste Aware were going to deliver to Takeley Parish Council at the The Old School, Brewers End, Takeley, CM22 6SB. There is an entrance alcove that it can be left in if the gates are closed - at the entrance if you happen to deliver outside office hours. The parish council have also been waiting for its delivery for some months and we keep being told it will be delivered soon.
- b) The second matter is to do with the potential cost of weekend garden waste service which a councillor has enquired about.

	<p><u>PLANNING</u></p> <p>The planning committee have agreed on the questions for a survey. This will be published in hard copy in the grapevine. Members concluded that electronic survey via survey monkey didn't warrant the cost. Planning Committee members will ascertain public views upon receipt.</p>
20/484	<p style="text-align: center;"><u>FINANCE</u></p> <p>Cllr Tricia Barber was nominated to fill in the vacancy on the Finance Committee.</p> <p>The schedule of monthly cheque payments circulated in packs were approved by members.</p> <p>It was noted all parish councillors had received hard copy of the proposed variance figures in their packs which were replicated on the Annual Return. Section 1 of the Annual Return, ie the Governance Statement had been circulated during Covid 19 by e-mail so that councillors could review governance requirements.</p> <p>The council noted that the approved documentation as detailed last month has been signed by the Chair and the Responsible Financial Officer in the following order and has now been collected.</p> <p><u>Annual Governance Statement</u> Section 1 – The annual governance statement 2019/2020</p> <p><u>Annual Accounting Statement</u> Section 2 – The annual accounting statement 2019/2020</p> <p>A finance meeting scheduled for the forthcoming month to look at 1st Quarter Accounts was scheduled for the 16th July 2020.</p>
20/485	<p style="text-align: center;"><u>THE OLD SCHOOL COMMUNITY CENTRE</u></p> <p>Cllr Steer put forward the following agenda items for councillor consideration in respect of CCTV:-</p> <ul style="list-style-type: none"> i) The council do not make any decisions about CCTV system types etc until the council has resolved procedures on how the system and its data will be maintained. ii) The council do a formal risk assessment as per the ico requirement and look at the detailed requirements with regard management. iv) Feedback be received from Uttlesford District Council's CCTV officer to ensure that the parish council is compliant with relevant installation procedures for councils. <p>Cllr Carol Pratt said she would like the council to look at the Elsenham policy which she had spoken to Cllr Pat Burnett about. Cllr Pat Burnett said she had already spoken to the ICO and was aware the council needed to have signage, get planning permission if sited off the building and notify the police.</p> <p>Cllr Bagnall highlighted that the council had not seen sight of all the information being discussed and that councillors could not make decision unless it was seen in advance.</p>

20/486	<p style="text-align: center;"><u>Parish Council Concerns</u></p> <p>The Parish Council resolved it will not be opening the building for hires at this time and was aware that the health and safety aspects centred around a proper cleaning regime and risk assessment.</p> <p>Circular that face to face meetings are not being advised by the EALC has been e-mailed to all.</p> <p><u>Waste & Litter bins</u></p> <p>Further waste and litter bins have been reported by TSB Hygiene with follow up photos sent. The Council agreed the two bins in the Sportsfield could be emptied weekly as well as the bin outside the Priors Green shops. A letter will also be sent by the council to Tesco Express to see if they would be willing to install a further bin outside their shop.</p> <p>The introduction of a green waste lorry opposite Takeley Park in the layby on Station Road is being investigated.</p>
20/487	<p style="text-align: center;"><u>Highways and Transport Issues</u></p> <p>The bollards outside the shops have not been done and ECC have not prioritized them despite them being on the Walk To School Route. Assistant Clerk Julia Potter will follow this up.</p> <p>It was reported there are large holes in the pavement by the chemist near the bus shelter. This will be reported to highways.</p> <p>It was noted that open reach had been carrying out work in Smiths Green, however the council had not specifically been notified.</p>
20/488	<p style="text-align: center;"><u>Sportsfield and Recreation Ground</u></p> <p>The recreation ground is currently shut – the council agreed to review the latest government Covid 19 advice. It was noted that ROSPA had paid a visit and three lengthy reports had only just come in. These are currently under councillor review.</p>
20/489	<p style="text-align: center;"><u>Planning Matters</u></p> <p>A copy of Takeley’s June Planning minutes were approved and noted by members following a zoom meeting. Planning meetings are currently held on the second Wednesday of the month at 10:30 am. Members of the public may attend any meeting of the council via zoom app by contacting the Clerk via e-mail at takeleyparishcouncil@outlook.com. Members of the public can also view all council comments on line at Uttlesford District Council or can contact the clerk for hard copy of planning minutes if preferred.</p>

20/490	<p style="text-align: center;"><u>Other Reports</u></p> <p>The Chair highlighted that contractor Matt Jarratt had a brand new bench to donate to Takeley Parish Council. There were suggestions that if it were positioned by the pump at the front of the building it may encourage youths to climb over the railings etc. Members did not conclude where they wanted it to go. The matter will be revisited.</p>
20/491	<p style="text-align: center;"><u>The Meeting Concluded At 9:00 PM</u></p> <p>Due to Covid 19 there are no face to face meetings advised at this time until further notice.</p> <p>All Full Council Agendas will be advertised in advance on the council’s website and noticeboard.</p> <p>Members of the public can request to join a zoom meeting subject to advance e-mail notification to the Clerk.</p> <p style="text-align: center;">The Press and the Public are always Welcome To Attend.</p> <p style="text-align: center;">Clerk to Takeley Parish Council Julia Peachey</p> <p>The next full council meeting via Zoom is due to be held on Weds 5th August at 7.30pm</p>