

TAKELEY PARISH COUNCIL MINUTES

Meeting of Takeley Parish Council

HELD VIA ZOOM AS ADVERTISED TO THE PUBLIC

On Wednesday 10th June, 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 Peter Hewett
Cllr Dom Roque
Cllr Linda Steer
Martin Peachey – (Member of Public)

Apologies: Cllr Sue Sprules – (tried to join)
Cllr John Green

20/465	<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>
20/466	<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>
20/467	<p style="text-align: center;"><u>MINUTES OF MEETING</u></p> <p>The 4th March 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 due to COVID 19 restrictions.</p>

20/468	<p style="text-align: center;"><u>DISTRICT & COUNTY COUNCILLORS REPORT</u> (5 minute allocation)</p> <p>District Councillor Bagnall highlighted that the Local Government Association would provide further feedback on the local plan as certain key milestones had yet to be decided. It was noted that the new local plan would not be published until the end of 2023. It was noted that there were some austerity cuts that would need to be made at Uttlesford District Council following the current economic situation. However Councillor Bagnall was not aware of what these would be yet.</p>
20/469	<p style="text-align: center;"><u>OPEN FORUM</u> (5 minute allocation)</p> <p>Martin Peachey highlighted that he had joined the Zoom meeting as an observer/member of public only.</p>
20/470	<p style="text-align: center;"><u>ADMINISTRATION/VILLAGE CONCERNS</u></p> <p>It was noted that copies of the council's adopted policies could be found on the council' website and there were no amendments to note at this time.</p> <p>Roles and Responsibilities List Cllr Hewett publicly highlighted that he was in the process of selling his house and wished to stand down from the Finance Committee at this date. The amendment was duly noted.</p> <p>It was noted that the Clerk had phoned up Uttlesford several times and was awaiting a call back from Becky in Waste Aware ref: costings for a skip or garden waste service in the Parish.</p>
20/471	<p style="text-align: center;"><u>CLERKS REPORT</u></p> <p><u>SILVER JUBILEE HALL</u></p> <p>Takeley Parish Council have noted, that up to 10 caravans took residence on the private land at the back of the Silver Jubilee Hall. However the land was not public land so the parish council could take no further action. The matter has been referred to the police. The travellers have since vacated the site. (28/05/2020).</p> <p><u>JACKS LANE</u></p> <p>Cllr Backus highlighted there are overgrown branches at Jacks Lane. Initially reported to Essex footpaths. Who responded :-</p> <p><i>If the overhang is coming from the trees alongside the byway and especially any trees the other side of the ditch line, these trees are owned by the Lord of the Manor. They may be able to arrange a cut, though they will have to be careful about nesting birds.</i></p> <p>Accordingly correspondence has been e-mailed to the Lord of the Manor. (Briar at head-height struck Cllr Backus as he walked Eastwards on North Side of bridleway causing a gash to his head). Councillors and members of the public are advised to be cautious of this hazard in the interim. (Estimated location of the overhanging briar</p>

online map is noted as 51.87135 N, 0.28956 E or TL 57721 21674 using British grid).

HARRIS WAY

Enforcement are dealing with an issue in Harris Way – (believed to be part of the Bovis Estate). Residents have had large concrete bollards placed in front of the meadow opposite Harris Road – this is preventing access. There is a large gas installation that cannot now be accessed. This is being dealt with by Enforcement, as if a public right of way obstruction would fall under ECC.

PRIORS GREEN

Councillors have also been advised in the month of a request to purchase land adjacent to the wood/spinney next to Broadfield Road from a resident who lives at Nos 4 Parish Way. It has been notified to the resident that Takeley Parish Council do not own this land.

BAMBERS GREEN

Complaint received from resident who is concerned that the green has had ditch trenches dug round it and feels that there is no public access and that the public can't now walk on the green. It was highlighted that the maintenance falls under Euan Kennedy's remit and may be related to when the gypsies were there.

Resident also raised an issue about white markers outside the new Saplings nursery and questioned if this was permitted development. Referred to Uttlesford District Council who are the body responsible for passing permitted development.

GENERAL HIGHWAYS ISSUES

Overgrowth on footpath along Takeley Road going into Takeley has been reported to Essex County Council following notification from member of the public. (27/05/2020) ECC reference number is **2665803**.

Potholes on Dunmow Road, coming into Takeley of varying size have been reported ((27/05/2020). Various noted as you drive into Takeley before you get to the speed camera

ECC reference number is **2665804**.

ELM CLOSE

First light out on the left close to No 2 in Elm Close has been reported to ECC following report from member of public.

ECC reference number is **20493252**.

TEMPORARY ROAD CLOSURES

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)

Temporary Traffic Regulation Order of Dunmow Road, Roding Drive, Takeley. **Due to commence on 16th June 2020 for 3 days**. The closure is required for the safety of the

public and workforce while Essex County Council undertakes Carriageway Machine Surfacing. (2100-05:00).

OLD SCHOOL COMMUNITY BUILDING

Graham Mann our caretaker has continued to take electric and gas readings, put the bins out for us and check the Old School Community building. He has also used his tools and located the Old School's Water Meter so we know we are metred and can obtain readings if needed. He is also rubbing down the old water pump ready for repaint.

The Council was sent Leigh Parnall's request to use the building. The chair has stated that the South Hall only be hired. The Breakfast Club will need to instigate their own relevant health and safety/social distancing procedures outlined by Ofsted/government and will need to use the front door only.

However before the Breakfast Club returns the intention is to get the urinal issues resolved which will be dependent on Smiths re-opening and returning to some normal level of service. **NB This will be subject to the contractors being willing to resume their business services. The council does not yet have confirmation dates of when works will be carried out.**

A reminder has been sent 26/03/2020 to the builder ref: the railings that need replacing at the Old School and the finishing off of the gates. The following snagging details have been noted as follows:-

Ref: Smiths Plumbing

Gent's urinal flushing system

Hot Water Immersion System in plant room.

South Hall Underfloor Heating - manifold problem

Gates

Fix the broken/missing railings at the back/perimeter of the building. (This will need 2 of them so can understand if this needs to wait).

Gates - holes to be drilled at open and close position so we can drop the bolt).

Gates plates to be welded so bars engage.

WOODLAND TRUST

To note the Woodland Trust are now providing facility to fund and donate trees to the deceased. They also offer an online shopping facility upon which purchases are donated to the work of the Woodland Trust.

PAYROLL

Advised payroll via HMRC software that the council is not eligible for an employment allowance on NI contributions due to our status as a public body. P60's have also been processed and issued to staff as part of end of year processes. There is a further payroll/tax code issue I need to sort out with HMRC on behalf of the caretaker. HMRC have not updated their records ref: change of address/contact so this will be followed up.

	<p><u>AUDIT</u></p> <p>Audit material is no longer sent in the post and now has to all be downloaded from PKF’s site. Notification has been received that the Council’s audit may legitimately be delayed due to the implications of COVID 19.</p> <p><u>COUNCIL’S CONTACT DETAILS</u></p> <p>Julia Potter has put in a request to google to try and remove parts of the old Essex website. However following an e-mail from Steve Hazon it appears that the website he put together has been cloned – so this old site may be more difficult to remove.</p> <p>The official website address previously notified for Takeley Parish Council is https://www.takeleyparishcouncil.co.uk/</p> <p>The office landline has been reinstated as per Cllr Sue Sprules request so that the elderly have an alternative no.s to a mobile to ring.</p>
20/472	<p style="text-align: center;"><u>FINANCE</u></p> <p>The monthly list of cheque transactions were duly approved and noted. It was also noted the Fourth Quarter figures and bank statements had been circulated in all packs with reconciliation.</p> <p>It was acknowledged that for outstanding finance matters the Finance Members need to confirm a date for their Quarterly meeting (Date to be confirmed). It will likely be held via Zoom and will be advertised in the usual manner.</p> <p><u>Approval of External Audit Material</u></p> <p>SECTION 1 – Takeley Parish Council to Approve the Annual Governance Statement 2019/2020</p> <p>The Chairman agrees to sign the Annual Governance Statement for the above year of account upon Council approval. (This will be collected by the Clerk/RFO at a later date due to Covid-19)</p> <p>SECTION 2 – Takeley Parish Council to Approve the Accounting Statement 2019/2020</p> <p>The Chairman agrees to sign the Accounting Statement for the above year of account upon Council approval. (This will be collected by the Clerk/RFO at a later date due to Covid-19)</p> <p>Members acknowledged that the notice of public rights and publication of unaudited annual return and summary of rights are displayed on the Parish Noticeboards and website at time of meeting and that the council had sought the services of Mike Letch to carry out the independent review. The annual governance statement it was noted had been circulated via e-mail prior to approval.</p> <p>Proposal for the Clerk to look into the cost of a zoom package was noted.</p>

20/473	<p style="text-align: center;"><u>THE OLD SCHOOL COMMUNITY CENTRE</u></p> <p>Councillors noted that the planter from the Station House still needs to be collected and repositioned at the Old School House and that there was a further planter in Parsonage Road that needed to be moved to the Old School. Cllr Cheetham has said that she will speak to a local farmer who has vehicle to transport the planters.</p> <p>It was noted that the Caretaker and Cllr Pat Burnett had proposals on the pros of CCTV system and the recommended type to purchase and that Cllr Pratt wished to progress with CCTV.</p> <p>The clerk mentioned that the council would need to look at its current data-protection policy – as specific updates would be required for CCTV.</p> <p>Cllr Linda Steer highlighted that that there was a specific officer at Uttlesford who now deals with CCTV for community buildings in Uttlesford and that there was a number of forms that needed to be filled in and protocols to adhere to for community buildings.</p> <p>Cllr Jackie Cheetham stated that she was aware the requirements for community buildings had become more arduous since the GDPR regulations had been updated and that there were significant fees for non-compliance.</p> <p>It was relayed that the legislation and procedures surrounding CCTV for The Old School House should be looked into by the Clerk to tie in with the council’s procedures and insurance. Cllr Pratt asked Cllr Bagnall his view who said that processes needed to be looked into first.</p> <p>Clerk suggested, that both the outlined pros’ and the processes be reviewed together as the procedures didn’t mean the council did not have to have it only that it may need to be looked into in accordance with the revised requirements that are specific to Parish Councils.</p>
20/474	<p style="text-align: center;"><u>HIGHWAYS AND TRANSPORT</u></p> <p>It was noted that the overhanging briar in Jacks Lane had been brought to the attention of Euan Kennedy and it has since been cut by Michael Coleman. Euan Kennedy has been notified by a member of the public about the issue of mounds of earth on the green.</p> <p>It was acknowledged that the residing gypsies at The Silver Jubilee Hall have since moved on and that Cllr Pat Burnett and Jane Bridgeman were involved in the respective clear up.</p> <p>Councillors noted that information from ECC had been circulated just prior to the meeting (09/06/2020) and as outlined below it was North Essex Parking Partnerships intention to effect the following order:-</p> <p>To temporarily replace current double yellow lines (No Waiting At Any Time) with double red lines (No Stopping At Any Time) on the entire lengths of Hatfield Forest Road and Bush End Road, and on each side of the junction with Hatfield Forest Road on The Street (B1256) in the District of Uttlesford. Nothing in the Order shall apply to anything</p>

	<p>done with the permission or at the direction of a police constable in uniform or a Civil Enforcement Officer. Nothing in the Order shall apply to any emergency vehicles. The Order is proposed to come into operation on 29 June 2020 to remain in force for a period of up to 18 months. Date: 18 June 2020</p> <p>Great Hallingbury Council have been notified via their clerk and ECC have stated that their parish should consider liaising with Takeley over the coming months if there are any concerns about the effect of the temporary order.</p>
<p>20/475</p>	<p style="text-align: center;"><u>SPORTSFIELD AND RECREATION GROUND</u></p> <p>It was noted that the recreation ground was shut due to COVID 19.</p> <p>The chair highlighted that Pat Curran had been in contact ref: replacement keys for the bollards. The Clerk will forward further information on to Cllr Roque ref: why more were required.</p> <p>The council were also made aware that Pat Curran at Takeley football club had suggested painting the portacabins and would not charge the parish council. It was agreed that this could go ahead.</p>
<p>20/476</p>	<p style="text-align: center;"><u>PLANNING</u></p> <p>It was noted that the parish council had held a planning meeting via Zoom this morning 10/06/2020 and that members of the public could comment to UDC on any pending plans direct on the UDC website and note any responses the parish council have made. Hard copy of planning minutes can also be requested from the Clerk. It was acknowledged that the Planning Committee were putting together a questionnaire in respect of the unadopted local plan to ascertain the community's views on how Takeley should be shaped.</p>
<p>20/477</p>	<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 Minutes 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>