

TAKELEY PARISH COUNCIL

MINUTES

Ordinary Meeting of Takeley Parish Council

held on Wednesday, 1st March 2017, at 7.30pm at Takeley Station House.

Present:

Cllr Carol Pratt	Cllr Geoff Bagnall
Cllr Pat Burnett	Cllr Richard Cheetham
Cllr Sue Sprules	Cllr Tina Domigan
Cllr Trevor Allen	Cllr Jackie Cheetham
Cllr Linda Steer	Cllr Dom Roque
Cllr John Green	Cllr Jim Backus
Cllr Tricia Barber	Clerk Jane Heskey
	Asst Clerk Jane Bridgeman

Apologies: District Cllr Howard Ryles

Visitors: Essex County Cllr Susan Barker, Marilyn Sayers & Michael Letchford
(Neighbourhood Plan Volunteer Group) Martin Peachey Community Speed Watch

	Welcome and apologies	
17/37	Chairman Cllr Carol Pratt opened the meeting, welcomed members and visitors, and received apologies as above. Members were reminded to direct comments through the Chair. <i>All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about a person attending the meeting.</i>	All note
17/38	Parish Council Vacancies	
	At the February meeting TPC voted to co-opt Jim Backus & Dom Roque to fill the Council vacancies. TPC received the Declaration of Acceptance of Office, and signatures were witnessed by the Clerk. Both agreed to abide by the Code of Conduct. In addition a completed Register of Interests form will be submitted to UDC (<i>Recd from Cllr Backus, outstanding from Cllr Roque</i>)	All note
17/39	Declarations of Interest	
	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 amending.	All note
17/40	Minutes <i>(previously circulated)</i>	
	The minutes of the Council meeting held on 1 st February 2017, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.	All note
17/41	Matters arising from the minutes	
	17/29 Stansted Airport Night Flight consultation , Cllr Jackie Cheetham requested confirmation that TPC had endorsed the recommendations from SSE. TPC had agreed the 4 points: <ul style="list-style-type: none"> • An unequivocal Govt commitment to phase out all night flights at Stansted Airport by 2030, except in the case of genuine emergencies. • In the meantime, for the annual limit on Stansted night flights to apply, not just from 11.30pm to 6am, but from 11pm to 7am so that 'night' truly means 'night' as defined by World Health Organisation (WHO) Guidelines on Community Noise. • A radical overhaul of the current 'average' method for measuring aircraft noise so that the official Govt noise statistics start to represent what people actually have to endure. • An immediate ban on all night time aircraft landings at Stansted from using reverse thrust, except in the case of genuine emergencies. 	All note

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17/42	<p style="text-align: center;">Open Forum</p> <p>ECC Councillor Susan Barker reported:</p> <ul style="list-style-type: none"> • Cllr Susan Barker will be standing for re-election in May 2017. • Residents in Takeley Street have raised concerns re the condition of the roads and this is due partly to the amount of lorries using the B1256. Essex Highways has been requested to clean the roads and the bollards. Permitted movements from the minerals & waste sites are: <ul style="list-style-type: none"> ◦ Elsenham - 400 vehicle movements per day ◦ Highwood - 312 vehicle movements per day (request for early operating hours been refused) ◦ Crumps Farm - vehicle movements 124 per day. <p>Reports of operators starting before 7am will be fed back to the ECC Mineral & Waste Planning Officer. TPC stated that Takeley are suffering from the impact of the imports from London to the various local sites. Cllr Susan Barker suggested that opening up Coopers End roundabout for all vehicles would alleviate some of these issues.</p> <ul style="list-style-type: none"> • 5 developers will be meeting with UDC next week to discuss the Local Plan and new town developments. Carver Barracks is not being considered at this moment even though there are plans to develop it in 2030. • A 'no waiting' & parking restriction will be placed on the entire length of Hawthorn Close. • TPC discussed parking restrictions for Morrells Green, Russell Francis Way & Cooper Smith. Cllr Barker will support consideration providing these roads are adopted by ECC Highways. 	All note/ Clerk
ADMINISTRATION & FINANCE		
17/43	<p style="text-align: center;">February 2017 Financial Report <i>(previously circulated)</i></p> <p>Financial transactions for February 2017 were table & agreed. TPC approved payment of £140.60 to 'Will Hazon' re annual webhosting & domain renewal 2017-18. TPC noted a complete bank reconciliation.</p>	All note
17/44	<p style="text-align: center;">Four Ashes Litter Bin</p> <p>TPC requested quotes for a new larger bin as the current bin located at Four Ashes bus shelter outside the shops is often overflowing. Quote to supply + fit a 112 litre bin is £428. TPC will consider further quotes preferably a slightly bigger bin or an additional bin as an alternative, at the April meeting.</p>	All note/ Clerk/ April mtg
17/45	<p style="text-align: center;">Uttlesford Community Travel - request for donation</p> <p>This is a service for residents who find it difficult to access normal public transport.</p> <ul style="list-style-type: none"> • 19 Takeley residents are registered. • Service utilised 52 times in the past 8 months. <p>TPC resolved to grant £1k.</p>	All note/ Clerk
17/46	<p style="text-align: center;">Uttlesford Citizen Advice Bureau - request for donation</p> <p>TPC are currently piloting a scheme which enables residents to use a direct video link to the CAB offices in Saffron Walden from the Station House. TPC resolved to donate £1500</p>	All note/ Clerk
17/47	<p style="text-align: center;">Silver Jubilee Hall Loan Agreement</p> <p>Solicitors have finalised and agreed terms. SJH Chairman plus one other Committee member to sign the agreement. £150k loan will be repaid over 15 years. First loan repayment has already been made by SJH Committee</p>	All note/ Clerk

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17/48	Priors Green Community Hall Lease Solicitors acting on behalf of PGCH Management Committee have requested further information about the building. TPC is seeking the help of developer Countryside to obtain copies missing documents. TPC previously agreed the lease document which is a model lease recommended by RCCE. TPC agreed that the Chairman & Vice Chairman will sign the lease on behalf of TPC, and authorised the Clerk to administer the payment S106 monies when the lease is executed.	All note/ Clerk
17/49	Resignation of Clerk TPC formally accepted the resignation of the Clerk submitted on 15 th February 2017. <ul style="list-style-type: none"> • Assistant Clerk will act as the temporary RFO in order to administer payments. TPC authorised Clerk to amend bank mandate. • Cllr Sue Sprules will oversee the leaving payroll administration. • TPC agreed the advertisement for the vacancy which should include: Wording to state 'previous Parish Council Clerk experience <i>preferred</i>' and 'may involve some ad hoc evening meetings' and 'some home working'. • Deadline for applications 31st March & interviews week commencing 10th April. Interview panel to be agreed via email & reported at April meeting. • The ad will be placed with EALC & Herts ALC and on TPC website. Enquiries to be made re costs to advertise with Herts & Essex Observer, Hertfordshire Mercury, Dunmow Broadcast & Saffron Walden Reporter, & Braintree & Witham paper. Clerk will circulate quotes & consult with members prior to placing adverts. 	All note/ Clerk/ April mtg
17/50	NALC Clerks Salary Award effective 1st April 2017 TPC noted the NALC 1% pay increase effective from 1 st April 2017 for Clerk/Asst Clerk as part of the 2 year pay deal approved in June 2016.	All note
17/51	Internal Auditor 2016/17 TPC resolved to appoint Mr Michael Letch as the internal auditor for 2016/17. Audit to take place on Saturday 6 th May 2017.	All note
PLANNING & CONSULTATIONS		
17/52	Planning Committee Report & Recommendations 15th February 2017 <i>(previously circulated)</i> TPC approved the following: <u>UTT/17/0292/HHF 9 St Valery</u> Brief Description: Proposed single storey rear extension. Recommendation: No objection <u>UTT/17/0180/FUL Takeley Football Club, Station Road</u> Brief Description: Proposed side extension to pavilion. Recommendation: Support <u>UTT/16/3622/LB & UTT/16/3621/HHF Cherups, Smiths Green</u> Brief Description: Demolition of garden room and porch. Erection of single storey & rear extension & red brick screen wall. Recommendation: No Objection <u>UTT/16/3205/OP Site north of The Rockies (Marrony), School Lane, Molehill Green</u> Brief Description: Outline application with all matters reserved except for access for the removal of existing pre-fabricated building & erection of a single storey dwelling with related infrastructure including access from School Lane. Recommendation: No Objection	All note/ Clerk

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	<p>UTT/17/0113/LB The Grange, Bambers Green Brief Description: Underpinning/New foundation to rear single storey extension. Recommendation: Support</p>	
	<p>UTT/17/0162/FUL Dervish Lodge, The Street Brief Description: Extension to existing Bed & Breakfast Business with new 8 bedroom block including demolition of outbuildings (revised scheme to that approved under UTT/14/1548/FUL) Recommendation: Objection</p>	
<p>17/53</p>	<p style="text-align: center;">Neighbourhood Plan Process <i>(previously circulated)</i></p> <p>At the February TPC meeting (1/2/17) it was agreed that members would submit & agree a list of questions for the Neighbourhood Plan Group so that the group has an comprehensive list of queries and once resolved TPC can conclude a decision to proceed/or not at the March meeting. The questions/queries are as follow:</p> <ol style="list-style-type: none"> 1. An outline plan re the process? What steps will the group take if the project gets the go ahead? 2. How would the group recruit more volunteers (Cllrs agreed that the current cohort of volunteers, although very dedicated and hardworking is unlikely to be sufficient given the scale & duration of the task)? 3. It is not very helpful to have a link to the grant application page. Rather an outline about the rules/conditions (we do need to know what TPC liabilities may be in the event the plan is not concluded especially if TPC is being asked to commit/sign up to significant funds) 4. Given the cost of similar size communities to complete a N/Plan it seems unlikely that the costs could be contained to £19k. How much should TPC look to allocate to the fund? A budget would need to be allocated. <p>TPC Planning Committee reviewed the submitted questions and in discussion concluded that the Council is not yet ready to commit to the process. The Committee recommended that TPC delay for 12 months for the following reasons:</p> <ol style="list-style-type: none"> 1. TPC members are not sufficiently appraised of the process (specific to Takeley) to be confident that it is something we can undertake right now. 2. TPC cannot sign off an as yet unspecified amount of money to fund the project. As no amount has been proposed members are unable to determine whether the funds required can be made available (given commitments to other projects). 3. TPC does not have the capacity to complete the above work itself. It was hoping that a N/Plan group would prepare and present this info as proposals for consideration. Given the degree of involvement required to fully understand the above TPC is unable to allocate sufficient resource at this time due to other commitments namely: <ul style="list-style-type: none"> - School House Project - Relocation from Station House - current workload re planning & highways & village services - Recruitment of new Clerk 4. Clr Jackie Cheetham is happy to continue to work with the group. <p>Cllr Jackie Cheetham attended a N/Plan Group meeting (27/2/17) & reported on behalf of the N/Plan Group:</p>	<p>All note</p>

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- The steering group has requested the help of TPC to get the project off the ground.
 - The Parish map (including parts of Stansted Airport) will be accepted as the plan area.
 - If the plan is not completed the grants from Locality & UDC **do not** need to be paid back in full, TPC has requested written confirmation of this.
 - Lt. Canfield PC does not wish to be involved in a joint plan.
 - The Little Canfield section of Priors Green will not be included in the plan area.
 - Govt. grants are available until 2018, there is no guarantee that they will continue after this.
 - Options on the duration of the plan are 5, 10 & 15 years. NPlan group to seek further information of the benefits of each.
 - TPC will need to write a letter of intent to UDC before the group can start the project.
- TPC will provide the necessary letter of intent providing the group:
1. Confirm in writing that any spent grant monies will not be required to be repaid and become the liability of TPC and
 2. Recommend the most appropriate 'plan period'
- The group must understand that TPC is unable to provide any other resources other than the help of Cllr Jackie Cheetham and has not budgeted to provide any financial support.

REPORTS

17/54

Clerks Report

(previously circulated)

TPC noted the report including:

- **Lt. Canfield PC** has requested an additional dog bin. TPC require more information in order that the supplier can conduct a site survey. The Clerk has provided details re the cost of bin installations bin and collections. The Clerk has outlined the costs for the existing bins for 2016/17.
- Current gas energy plan put in place by ECC for the **Station House** is due for review. As TPC will vacate the building in August TPC agreed not to enter into a fixed contract.
- A press release from ECC gives detail on the new **Essex Lottery Scheme**. Local communities and charities can benefit from this fund. People will be able to vote for the best project when buying a lottery ticket.
- **UDC Parish Forum** 15th March. Agenda items are Local Plan & Planning Enforcement. Chief Exec. Dawn French will be attending. Parish Forum on **5th July** will focus on Local Plan Regulation 18 Draft Local Plan consultation.
- **Uttlesford Association of Local Councils AGM** - 22nd June, this will include the election of officers.
- Residents from **Russell Francis Way** have sought the help of TPC regarding the substandard works completed by the developer Countryside. The Clerk has recommended that residents form a residents association. The group will then contact UDC Planning Dept and the Countryside Properties to lodge a formal complaint on behalf of the residents.
- TPC has submitted their objection to the Planning Inspector re **land adj to Willows Cottages, Mill End** referencing the recent prosecution at Waltham Hall.
- The Finance Committee will meet on 22nd March.
- Lisa Carter from **Priors Green** is organising another **litter pick on Saturday 25th March**. TPC has scheduled monthly events. A list of dates

All note/
Clerk

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	<p>will be sent to all Cllrs & published.</p> <ul style="list-style-type: none"> • The Parish Assembly will take place on 24th May 7.30pm at the Station House. • Police Crime consultation launched on 16th February until 10th May. • ECC Cllr Susan Barker has been approached by residents regarding the low water pressure in parts of the village. Affinity Water has been contacted and currently supply 1 bar pressure which they are obliged to do. A letter from Cllr Barker to residents will appear in the Grapevine. 																																														
17/55	<p style="text-align: center;">School House Refurbishment</p> <p>TPC approved the following budget spend:</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">£</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr><td>Soil testing (essential for building regs. Specification)</td><td style="text-align: center;">1750</td><td style="text-align: center;">JM</td></tr> <tr><td>Fire Officer inspection & certification</td><td style="text-align: center;">250</td><td style="text-align: center;">JM</td></tr> <tr><td>School House Boiler Replacement & water heater</td><td style="text-align: center;">2000</td><td style="text-align: center;">JM</td></tr> <tr><td>Skip hire (Silvester Ltd)</td><td style="text-align: center;">252</td><td style="text-align: center;">JM</td></tr> <tr><td>Emergency roof repairs</td><td style="text-align: center;">500</td><td style="text-align: center;">JM</td></tr> <tr><td>Design & specification underpinning & foundations (ex VAT)</td><td style="text-align: center;">1800</td><td style="text-align: center;">JM</td></tr> <tr><td>Sch Hse beam design & chimney removal & design</td><td style="text-align: center;">300</td><td style="text-align: center;">JM</td></tr> <tr><td>Spec. for fractural brickwork repairs</td><td style="text-align: center;">900</td><td style="text-align: center;">JM</td></tr> <tr><td>Toilet extension design & spec</td><td style="text-align: center;">450</td><td style="text-align: center;">JM</td></tr> <tr><td>Expenses J Monk</td><td style="text-align: center;">93.50</td><td style="text-align: center;">JM</td></tr> <tr><td>North Hall roof design & trusses</td><td style="text-align: center;">900</td><td style="text-align: center;">JM</td></tr> <tr><td>Electrician</td><td style="text-align: center;">2000</td><td style="text-align: center;">tbc</td></tr> <tr><td>AJW CAD drawing</td><td style="text-align: center;">600</td><td style="text-align: center;">tbc</td></tr> <tr><td>Total</td><td style="text-align: center;">11795.50</td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> • HMRC has queried unpaid tax on purchase of School House. Nockolds has provided documents as evidence that full payment had been made. • DIY SOS 'The Big Build' article will appear in the next Grapevine & Newsletter asking for donations and volunteers. • A banner will be erected on the School House announcing that the building has been 'Acquired by the Council for the Community'. • The next clean-up will take place on Mon.6th March 10.30. • TPC agreed that the Finance Committee will agree the next allocation of funds. 		£		Soil testing (essential for building regs. Specification)	1750	JM	Fire Officer inspection & certification	250	JM	School House Boiler Replacement & water heater	2000	JM	Skip hire (Silvester Ltd)	252	JM	Emergency roof repairs	500	JM	Design & specification underpinning & foundations (ex VAT)	1800	JM	Sch Hse beam design & chimney removal & design	300	JM	Spec. for fractural brickwork repairs	900	JM	Toilet extension design & spec	450	JM	Expenses J Monk	93.50	JM	North Hall roof design & trusses	900	JM	Electrician	2000	tbc	AJW CAD drawing	600	tbc	Total	11795.50		All note/ Clerk
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17/56	<p style="text-align: center;">Highways & Transport Issues</p> <ul style="list-style-type: none"> • The flooding problem at Roseacres which has been ongoing for over 20yrs appear to have been resolved. The Environment Agency carried out works in autumn 2016 and there has been no incidents of flooding since. TPC will write a letter of thanks to the Environment Agency team that carried out the works. • Uttlesford Highways Briefing meeting 13th March. Cllrs Jackie Cheetham & Tricia Barber will attend with a list of questions. • Smiths Green road sign is in need of re-positioning on the east side after a recent RTA. A 2nd sign is also missing on the west side. A bollard on east side of the footpath is obstructing the sight line, all faults will be reported to ECC Highways. • Residents from Takeley Street have contacted ECC Cllr Susan Barker and TPC regarding the increase in HGV using the B1256 and surrounding roads. The condition of the roads is deteriorating and are constantly covered in mud. Vehicles are often speeding and travelling in convoy. 	All note																																													

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	<ul style="list-style-type: none"> ◦ TPC has written to ECC Mineral & Waste Team and requested that quarry logs and the condition of the lorries leaving the site are checked. ◦ TPC will write to Cllr Susan Barker and request an official survey be carried out by ECC. • Resurfacing will take place on B1256 from Dunmow roundabout to Start Hill in April. This will include repair of potholes, resurfacing and dressing. • New parking restrictions & 'no waiting' will cover the entire length of Hawthorn Close. 	
17/57	Sports Field & Recreation Ground TPC noted the report from Cllr John Green. Costs to repair the Portacabin roof on the Sports Field are higher than expected. Quotes received: <ol style="list-style-type: none"> 1. £1270 2. £975 3. £650 Quote 3 costs includes removal of debris from the roof. Dry roof, prime, mineral cap sheet to full roof area. Further investigation will take place before repairs are carried out. TPC approved quote 3 providing the Clerk is assured that the contractor will take steps to ensure that water will not pool on the roof where the surface is uneven (site of current leak).	All note/ Clerk
17/58	Village Services <ul style="list-style-type: none"> • The hedge on Parsonage Rd close to bus stop has been cut back. • A tree has fallen in Chestnut Way, this will be inspected & cleared. • There is also an ash tree adjacent to the pond overhanging dwellings which will be inspected & pruned/removed if reqd • A dead rowan tree on Morrells Green (green) will be removed & replaced (Michael Coleman). 	All note/ Clerk
17/59	Other Reports <ul style="list-style-type: none"> • Bollards on Jacks Lane are a temporary measure to prevent vehicles from using the lane. Gates will eventually be fitted. Cllr Geoff Bagnall will chase for dates. • TLC Defibrillator Group will meet on 6th March. Fundraising is going well. Ruth Bodsworth met with Takeley Primary School and a non-uniform day is planned for April to raise awareness and funds. 	All note
17/60	Non Agenda List TPC noted the report	All note

The meeting finished at 23.01pm

THE NEXT MEETING: of Takeley Parish Council will be held on Wednesday 5th April 2017 at Takeley Station House at 7.30pm.