



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

**Minutes of the Ordinary meeting of
Takeley Parish Council
Held on 3rd August 2022 at 7:30pm
At the Old School House**

Present Cllrs: Pat Burnett (Chair), Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Phill Bodsworth, Jackie Cheetham, Dom Roque and Sue Sprules.

In attendance: Jackie Deane (Locum Clerk). There were no members of the public.

Item	Part 1
1.	Apologies for Absence Apologies for absence were received and accepted from Cllrs Pratt and Steer. Cllrs Isham and Sutton also sent their apologies. Cllr Sprules was expected later in the meeting.
2.	Councillor Resignation Sonia Carr's resignation was noted. The District Council has been informed.
3.	Declarations of interests None.
4.	Public Forum None.
5.	Minutes of the Last Full Council Meeting The Full Council Minutes of the meeting held on 6 th July 2022 were approved as a true record of the meeting. (Proposed by Cllr Bagnall, seconded Cllr Barber, all agreed.)
6.	Ward Councillor/County Councillor Reports Cllr Bagnall gave clarification on Cllr Cheetham's enquiry over how UDC's clearing of planning and enforcement cases backlog would affect any parish council contact. Administrators would respond to all enquiries during that period. Cllr Sutton sent in an update on her meetings and youth club taster sessions in preparation to re-open the youth club.
7.	Co-option of new Councillors <ol style="list-style-type: none">Paul Burnett was co-opted to the casual vacancy, following the passing of Richard Cheetham. He signed the declaration of acceptance, which was witnessed by the Clerk.Mr Terry Good was co-opted following to the casual vacancy, following the resignation of Lucy Johnson. The Clerk was asked to meet with Mr



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	Good as soon as possible to witness the declaration of acceptance.
8.	Councillor Reports on External Meetings Cllr Cheetham attended a meeting at the airport, a sub-committee of the STACC Committee at Stansted Airport. She reported that Stage 2 of the flight path proposed changes will be circulated in the near future and the Parish Council will be invited to attend a meeting.
9.	Stansted Solar Farm S62A/22/0000004 - Land East of Parsonage Road, and South of Hall Road The Parish Council objection has been lodged with the Planning Inspectorate however UDC's officer recommendation was for approval. To consider publicity and for a parish councillor to speak at the hearing, to take place at 10.00am on 9 August 2022 at the Council Chamber , London Road, Saffron Walden at UDC Council Offices in Saffron Walden. Any interested party who has made a representation during the representation period may register to speak at the hearing – registration deadline with the Planning Inspectorate is 5 th August 2022. It was noted that UDC officers have submitted a list of concerns and a neutral stance to the application.
10.	UDC Community Achievement Awards This item was deferred to the next meeting.
11.	Clerk's Report <ul style="list-style-type: none">a) New window blinds were ordered on 7th July for remaining windows in the School House.b) UDC is not responding to emails and telephone messages regarding the request for a review of any litter/dog bins which could be included on their rounds. Action: Cllr Geoff Bagnall agreed to chase the request with UDC.c) Cllr Bagnall has requested prices from TBS Hygiene to supply & install 1 x litter bin at the side of Priors Green Hall, 1 x dog bin Jacks Lane.d) A price was requested to clear Jacks Lane/Bambers Green verge around the dog bin however the work has been completed by our usual contractor at no cost.e) A new meter box is required at the Sports Ground and quotes have been sought however none received.



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	<p>f) Morrells Green – George, our Caretaker, has cut back areas around the play area that were overgrown and restricting pathways and the entrance to play area and equipment.</p> <p>g) The Clerk met with the Clerk from Lt Canfield for a site visit on Priors Green to look at airport parking and maintenance issues.</p> <p>h) UDC has written to confirm the outcome of the Community Project Grant Scheme. The Panel met to consider the Parish Council application and I am pleased to inform you that we have approved a grant of £3500. The grant will be paid by BACS transfer on receipt of adequate proof of expenditure, (paid invoices). This must be submitted to me before 20 March 2023.</p>
<p>12.</p>	<p>Youth Club Hall Hire</p> <p>The taster sessions are going ahead on 28th July and 4th,11th, 18th August and the Parish Council is not making a hire charge for these bookings. Weekly sessions are due to start in September.</p> <p>1) RESOLVED that the usual £15 per hour fee should be waived and no charge will be made for all future Youth Club bookings. (Proposed by Cllr Pat Burnett, seconded by Cllr Bodsworth, all agreed.)</p> <p>2) With reference to item h) of clerk’s report (above) RESOLVED subject to satisfactory quotes within the budget, that delegated authority be given to the Clerk, in consultation with the Chairman and Vice Chairman, to select the contractor for the cinema system works. (Proposed by Cllr Bodsworth, seconded by Cllr Cheetham, the vote was unanimous.)</p>
	<p><i>Cllr Sprules joined the meeting at 8.05pm</i></p>
<p>13.</p>	<p>Finance Report (Appendix 1)</p> <p>The scheduled Finance Committee meeting was not quorate. Items for a decision:</p> <p>a) RESOLVED to approve the Q1 actuals v budgets (Proposed by Cllr Bagnall, seconded by Cllr Sprules, all agreed.)</p> <p>b) RESOLVED to agree to move the insurance underspend to the ICT budget.</p> <p>c) The Clerk confirmed that TPC own the boundary fence to the rear of Morrells Green balancing pond/play area (Fitch Way side) therefore the £200 repair should be deducted from the ringfenced budget.</p> <p>d) RESOLVED to agree to cut back overhanging trees in the Morrells Green</p>



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	<p>play areas, also from the ringfenced budget.</p> <p>e) Noted - the expenditure to date for: (i) Neighbourhood Plan (ii) Warish Hall Planning Appeal (iii) Jubilee event spend & grant (iv) S137 spend to date. Proposed and seconded as above and all agreed.</p> <p>f) It was noted that there was not update on the Rialtas system, training, the function and limitations of the system and the delay to its implementation.</p> <p>g) There was a discussion on the current bank signatories/authorisers and any changes that might be needed. Currently the cheque signatories are Cllrs Barber, Sprules, Pratt and Pat Burnett. The only signatories that can authorise online payments are Cllrs Barber and Pat Burnett.</p> <p>Action: Cllr Bagnall agreed to remove two online banking signatories who are no longer parish councillors and to renew Cllr Sprules' authority.</p>
<p>14.</p>	<p>Planning Committee Report and Recommendations</p> <p>a) Noted - planning comments in lieu of minutes as the 13th July meeting was not quorate.</p> <p>b) There was a discussion on committee membership and a need for new members to join the committee. New members are required to ensure that committee meetings can be held in future. A meeting was held on 2nd August.</p> <p><u>Note</u> – an alternative would be for planning applications and other planning matters to be included in Full Council meetings or at a monthly Extraordinary Council meeting.</p> <p>Action: Send all members a calendar of meeting dates including a finance committee meeting for a review of the second quarter in October.</p>
<p>15.</p>	<p>Neighbourhood Plan Update</p> <p>a) Costs to date were circulated for information. The next meeting will be scheduled for early September.</p> <p>Action: Proposed date for the next meeting - Wednesday 31st August at 7pm – invitation extended to all councillors including new councillors to assist with public engagement.</p>



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	<p>b) UDC is working on a design code for the district in support of the new Local Plan. The Neighbourhood Plan also has the potential for a design code, therefore it would be helpful for councillors to attend</p> <p>Thursday 18 August, 6pm to 8pm - Great Dunmow Sunday 21st August, 10am to 12pm - Stansted Mountfitchet Sunday 21st August, 2pm to 4pm - Saffron Walden</p> <p>Action: The Clerk to ask UDC to include Takeley in walking tours for consideration of the Design Code for the new Local Plan.</p>
16.	<p>Warish Hall Appeal Final costs for the Planning Appeal Public Inquiry.</p> <p>a) RESOLVED to ratify payment of the final Invoice for Cerda Planning for appeal preparation and attendance 4 ½ days of the inquiry to the sum of £8,900 + VAT.</p> <p>b) RESOLVED to ratify payment of the final invoice from Wynne-Williams Landscape Consultants to the sum of £1,845.00 + VAT.</p> <p>(In agreement of a and b above, proposed by Cllr Bagnall, seconded by Cllr Backus. The vote was unanimous).</p>
17.	<p>Roof Repairs Members agreed for the quotes for roof repairs to be considered by the Clerk in liaison with the Chairman and Vice Chairman, once the 3rd quote has been received. (Proposed by Cllr Cheetham, seconded by Cllr Bagnall. The vote was unanimous.)</p>
18.	<p>Hedge Cutting in September The Clerk was advised to agree the areas which are regularly cut by the usual contractor, including Morrells Green where there is a ringfenced budget. Actions: Clerk to enquire about overhanging trees at Morrells Green and to write to owners of the White House to request that their front hedge is cut back as it is obstructing the walk-to-school path.</p>
19.	<p>Correspondence</p> <p>a) Takeley Primary School PFA have requested the use of floodlights previously used at the fireword display hosted by All Saints. The lights would be used at the school's Xmas Fayre on 3rd December. Cllr Burnett will contact the school to respond to the enquiry.</p> <p>b) Have your say – Local Council Tax Support Scheme 2023/24 – Information has been circulated to members. It was agreed that the</p>



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	<p>Parish Council has no comment.</p> <p>Action: To put up a poster in café and notice board and our website with a link to UDC consultation.</p>
20.	<p>Items to Note and for Future Meetings</p> <p>To receive an update from the working group on the specification for a sign for on the outside of the Old School building.</p>
21.	<p>Date of the next meeting</p> <p>The next Full Council meeting is due to take place on 7th September 2022 at 7.30pm.</p> <p>Cllr Bodsworth gave his apologies for the next meeting.</p>

Part 2

Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information.

Members agreed to enter Part 2 at 20.55pm (Proposed by Cllr Cheetham, Seconded by Cllr Barber)

Following interviews held on Friday, 29th July and a committee meeting held on Monday 1st August, the Staffing Committee made recommendations for staff appointments.

a) **The Position of Administrator**

RESOLVED to approve the Staffing Committee RECOMMENDATION as follows:

For the Chairman to offer the permanent post of administrator to Jane Bridgeman for 16 hours per week, with a starting salary set at NJC scale 10. There is potential for the Council to review the salary in the future, based on an annual appraisal conducted by the Parish Clerk. Usual working hours will be Monday – Thursday 9am to 1pm. The role is office-based, and the employee will be a keyholder for the building. The new employment contract is to commence 1st September 2022, with a 3-month probationary period and the permanent post is subject to receipt of acceptable references.

(Proposed by Cllr Bodsworth, seconded by Cllr Cheetham. The decision was unanimous.)

The locum Clerk left the meeting at 9.05pm.

b) **The Position of Clerk and RFO**

RESOLVED to approve the Staffing Committee RECOMMENDATION for appointment of the Clerk:

For the Chairman to offer the applicant the permanent post of Clerk and RFO to Takeley Parish Council for 30 hours a week, with a salary at the top end of the pay scale 28-35,



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commencing 1st September 2022 subject to a 6-month probationary period, acceptable references being received and agreement on a mutually acceptable pension arrangement.

Being no further business, the meeting closed at 9.30pm.

Signed by the Chairman

Date