



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

**Minutes of the Ordinary meeting of
Takeley Parish Council
Held on 7th September at 7:30pm
At the Old School House**

Present Cllrs: Pat Burnett (Chair), Geoff Bagnall (Vice Chair), Paul Burnett, Jim Backus, Tricia Barber, Terry Good, Jackie Cheetham, Dom Roque, Sue Sprules and Linda Steer.

In attendance: Jackie Deane (Locum Clerk) and one member of the public.

Item	Part 1
	The Chairman welcomed Cllr Terry Good to the council for his first meeting.
1.	Apologies for Absence Apologies for absence were received and accepted from Cllrs Bodsworth and Pratt.
2.	Declarations of interests Cllr Cheetham and Cllrs Paul and Pat Burnett declared non-pecuniary interests for the firework display and Church PCC grant applications and all stated that they would leave the room for the relevant items.
3.	Public Forum Mr Peachey gave a brief update as a member of Stansted Airport Watch. <ul style="list-style-type: none">• Every 5 years there is a noise action plan and there will be a consultation on the current one, which will need to comply with DEFRA new guidelines• There has been a delay on a separate consultation on possible new flight paths, which is expected early next year• Cllr Cheetham said that she would keep the parish council updated on any new information from the STACC Committee, of which she is a member.
4.	Minutes of the Last Full Council Meeting The Full Council Minutes of the meeting held on 3 rd August 2022 were approved as a true record of the meeting, with additional wording which had been omitted from Part 2, as follows: 'Action: The finance committee agreed to review the pensions and employer contributions.'
5.	Ward Councillor/County Councillor Reports Cllr Bagnall noted Cllr Cheetham's query regarding public access to planning information on the UDC planning portal as she had tried to access them several times and they were unavailable. Cllr Bagnall reported on his attendance as a Ward Councillor at the Lt Canfield Parish Council meeting and passed on information given to that meeting by Cllr Susan Barker (ECC).



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	<p>Cllr Barker reiterated to Lt Canfield Parish Council that she will chase new potholes but they also need to go onto the online portal. He also reported on their update on maintenance issues in Prior's Green.</p> <p>The next Local Plan leadership meeting will be held on 21st September in person at UDC office and it will not be online.</p> <p>Cllr Cheetham requested clarification on how the 12' buffer zone between Priors Green and Smiths Green is being enforced and she reported that it is now being taken into people's gardens</p> <p>Action: Clerk to investigate and raise as an enforcement issue if appropriate. Cllrs Cheetham and Bagnall agreed to have a site visit to assist with gathering information on this matter.</p> <p>Cllr Backus raised concern over a number of serious road accidents at the Roding Drive roundabout, as Start Hill, Dunmow Road and in Parsonage Road.</p> <p>Action: Clerk to pass on these concerns to Cllr Susan Barker and to request an update on the Essex County Council agreed to highways improvements. Members request that the works should be actioned as a matter of urgency.</p> <p>Action: Members requested liaison with Cllr Barker regarding a new review the routes for HGVs in view of housing development consents in Parsonage Road, and if a new route could be considered through the airport. This review should also include speed limits along the routes.</p>
6.	<p>Councillor Reports on External Meetings</p> <p>The Clerk attended a meeting, joining representatives from other parishes with specific planning concerns and how parishes could receive additional support from UDC and the larger parish councils, with more resources and expertise. The meeting was held at the UDC Saffron Walden office and was arranged by UDC CEO, Peter Holt, however he did not attend the meeting.</p> <p>It was noted that the UALC AGM was set for on 14th September and all members were asked to try to join the zoom link if they are available.</p>
7.	<p>Clerk's Report</p> <ul style="list-style-type: none">a) Emergency lighting annual service – quotes have been sought and the costs are expected to be within the agreed budget.b) Alarm activation at the Old School House – Smoke alarms have triggered in enclosed rooms during the heatwave. The caretaker arranged an engineer inspection of the control panel and individual alarms on 22nd August. The next biannual check is due in October 2022.c) Noted - receipt of ROSPA inspections and works identified. Cllr Roque was handed a hard copy of the reports of the two main equipped play areas.d) Weekly inspections and clearance of derelict equipment at the sports ground – the clearance has been done however only monthly inspection records are being kept. The Clerk requested that, in addition, a weekly tick sheet should be kept by the office.



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	<p>e) Cllr Roque gave a verbal update on bench repairs/replacement in the recreation ground and members agreed to consider metal benches which could be donated to the parish council Action: Photos of the metal bench to be circulated to members for their approval.</p> <p>f) The Chairman gave verbal clarification to members on the importance of responding to the councillor summons to attend meetings and all other councillor communication by phone and email on a weekly basis in between council meetings. It was agreed that, in future, apologies will be sent to the Clerk in good time and all members will give priority to responding promptly to communication on a weekly basis.</p> <p>g) The appointment of Jane Bridgeman as administrator was confirmed, starting on 1st September for 16 hours per week (Mondays to Thursdays). The appointment is at NJC salary scale point 10. In addition to the usual contact details, Jane can also be contacted by email: admin@takeleyparishcouncil.co.uk</p>
8.	<p>Finance Report</p> <p>a) The August finance report - RESOLVED to approve the monthly report (proposed by Cllr Bagnall, seconded by Cllr Sprules).</p> <p>b) Review of Q2 Income, Expenditure and Reserves – deferred to the next finance committee meeting.</p> <p>c) Budget review of the Warish Hall Appeal and Neighbourhood Plan – deferred to the next finance committee meeting.</p> <p>d) Grant Funding for Burial Ground</p> <p><i>Cllrs Pat Burnett and Jackie Cheetham left the room.</i></p> <p>Following a lengthy discussion, the matter was deferred to the next meeting (proposed by Cllr Bagnall, seconded by Cllr Sprules).</p> <p><i>Councillors returned to the meeting.</i></p> <p>e) Outstanding invoices for a Music Licence at the Old School House RESOLVED to pay the invoice for the music license to the sum of £486.95 (incl VAT), which includes outstanding payments from the previous year.</p> <p>f) Late information was received that the CPRE annual subscription had not been renewed. RESOLVED to renew the CPRE subscription (proposed by Cllr Cheetham, seconded by Cllr Backus, all agreed).</p> <p>g) note that I have been liaising with the external auditor and with Jane H over</p>



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	<p>discrepancies in the previous year accounting figures.</p> <p>h) External Audit update – It was noted that the Clerk/RFO has signed off the corrections which were agreed between the Clerk and the external auditor, therefore the page has replaced the original on our website. The discrepancies were:</p> <ul style="list-style-type: none"> • There was a difference of £10 which couldn't be explained on the previous return so this was simply written off. • The other discrepancy was where the previous RFO had included Locum Clerk expenditure with staff costs instead of accounting for them as 'other'.
<p>9.</p>	<p>Planning Committee Report and Recommendations</p> <p>a) Noted - minutes of the meeting held on 2nd August. Cllr Cheetham asked if other members could consider joining the committee. RESOLVED for Cllr Backus and Cllr Good to join the committee and for Cllr Roque to stand in as a reserve member when required.</p> <p>b) Noted - the planning approval of the Stansted Airport Solar Farm at Land South of Hall Road and East of Parsonage Road.</p> <p>c) Neighbourhood Plan and Local Plan – no update.</p>
<p>10.</p>	<p>Adoption of Policies</p> <p>Grievance and Complaints policies were circulated ahead of the meeting. RESOLVED to adopt the Grievance and Complaints policies (proposed by Cllr Bagnall, seconded by Cllr Cheetham).</p>
<p>11.</p>	<p>Sports Ground Lease and Hire</p> <p>The Locum Clerk gave a progress report on football club usage, the condition of the pitches and potential new users and there was a lengthy discussion on requiring the football club to sign the lease, to give them access to the ground. Members requested that a letter be sent to Takeley FC (proposed by Cllr Roque and Cllr Cheetham, all agreed). The Locum Clerk reiterated the terms of the covenant and explained that talks were ongoing with the club regarding their requirements for the current year.</p>
<p>12.</p>	<p>Councillor Request for Permitted Long-term Absence</p> <p>Councillor Pratt has written to the parish council requesting that her long-term sickness absence is accepted by the Parish Council as being exempt from automatic disqualification as a councillor, with reference to the legislation: <i>Section 85(1) of the Local Government Act 1972 requires a Member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, unless permission for the absence is granted by the Authority in advance, in order to</i></p>



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	<p><i>avoid being disqualified as a Councillor. Without advance permission to be absent, loss of office is automatic and permission cannot be granted retrospectively.</i></p> <p>Note: Cllr Pratt's last meeting attendance at Full Council was 4th May 2022 and she attended a planning committee meeting on 8th June 2022.</p> <p>RESOLVED to permit Cllr Pratt's long-term absence on health grounds and this will not result in automatic disqualification as a councillor. (Proposed by Cllr Roque, seconded by Cllr Backus)</p> <p>The Clerk was asked to write to Cllr Pratt to inform her of the decision and to explain that she would not receive regular correspondence by email until she is well enough to return to council business. In the meantime, she will receive hard copies of the Full Council minutes and agendas. Members wished to convey that their best wishes to Cllr Pratt and that the Council looks forward to hearing from her when she is ready to return to parish council business.</p> <p><i>Chairman asks for Jackie and Geoff to continue at 9.30pm</i></p>
	<p><i>At 9.30pm the Chairman asked for a vote to suspend standing orders, for the meeting to continue past 2 hours (proposed by Cllr Cheetham, seconded by Cllr Bagnall, all agreed).</i></p>
13.	<p>Outbuilding Working Party No update.</p>
14.	<p>PCC Firework Event Revd Colin Fairweather request a grant to the community firework display on 4th November.</p> <p><i>Cllrs Pat and Paul Burnett and Cllr Cheetham left the room for the discussion on this item.</i></p> <p>There was a lengthy discussion over the how the money would be spent, budgetary constraints and over the sums granted in previous years. RESOLVED to grant the sum of £350 to the PCC for the firework display (proposed by</p>
15.	<p>Request for a Banner on The Green A request was received from a member of the Takeley Sports & Social Club committee for permission to place a banner on the Village Green advertising their next boot sale on 16th October.</p> <p>RESOLVED to grant permission for the Takeley Sports & Social Club committee to place a banner on the Village Green advertising their next boot sale on 16th October. The banner will be put up late on Sunday evening the 9th of October or Monday morning the 10th of October and will be taken down after the event on the 16th of October.</p>



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16.	<p>'No Airport Parking' Signs</p> <p>Stansted Airport can support parishes by putting up signs to discourage airport parking. Takeley and Little Canfield Parish Councils have made a joint approach to the Airport. Several locations have been identified and members were asked to contribute their suggestions. Members agreed to forward any additional comments to the Clerk.</p>
17.	<p>Car Park Gates</p> <p>This item was deferred to a future meeting.</p>
18.	<p>Old School House Community Centre Sign</p> <p>Cllr Paul Burnett gave an update on the working group progress.</p> <p>Action: Cllr Cheetham agreed to circulate a photograph of the building which showed the old Youth Club sign.</p>
19.	<p>Additional Bins</p> <p>This item was deferred to a future meeting.</p>
20.	<p>AV System – Old School House</p> <p>Three quotes have been received for a installation of AV equipment for a cinema system in the hall and a tv in the café, which can be linked as required. An update report has been circulated on email, with a comparison of the specification and prices which, in broad terms, fall within a £7,500 budget with approved grant funding.</p> <p>Next steps are to:</p> <ul style="list-style-type: none">• Contact Marks Tey Radio and give them an opportunity to provide a quote within budget• Get an additional quote for the location of the TV to be moved in the café area to the back wall on the left opposite the fire exit• Assess the level of support that would be offered and if there were likely to be ongoing maintenance costs. <p>Members agreed that Cllrs Pat and Paul Burnett and Cllr Terry Good would form a working group to assist with:</p> <ul style="list-style-type: none">• feedback to the Clerk on queries over specification and where the equipment should be sited in the building• to make a recommendation on their chosen contractor for the works• to make a recommendation on any other works which might be required, outside of the budgeted items.
21.	<p>Memorial Trees and Planters – Old School House</p> <p>This item was deferred to a future meeting.</p>



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22.	<p>Correspondence</p> <p>Information on a new consultation for the Local Plan Design Code was received from Jack Bennett, Principal Urban Design Officer at Uttlesford District Council. The Design Code website is now live for the New Local Plan - Help shape the future of Uttlesford (uttlesforddesigncode.co.uk). Consultation deadline for the short survey is 12 noon on Tuesday 13th September 2022. This will be the website for the whole project moving forward, so please bookmark it and use it to keep in touch with how the project is going, ask questions, and find out when further community engagement events are planned.</p> <p>Action: Clerk to request a walking tour of Takeley. Correspondence</p> <p>Information on a new consultation for the Local Plan Design Code was received from Jack Bennett, Principal Urban Design Officer at Uttlesford District Council: Design Code website is now live for the New Local Plan - Help shape the future of Uttlesford (uttlesforddesigncode.co.uk). Consultation deadline for the short survey is 12 noon on Tuesday 13th September 2022.</p> <p>An email was received from UDC Landscape Officer Ben Smeeden inviting participation in our Tree Planting Initiative for the planting season 2022/23.</p>
23.	<p>Items to Note and for Future Meetings</p> <p>Heat and light costs for the building</p> <p>Deferred items for consideration at future meetings.</p>
24.	<p>Date of the next meeting</p> <p>The next Full Council meeting is due to take place on 5th October 2022 at 7.30pm.</p>
	<p><i>At 10.20pm Cllr Backus left the meeting</i></p>
	<p><i>At 10.30pm members resolved to enter Part 2 for a discussion on confidential staffing matters. The Locum Clerk left the meeting.</i></p> <p>a) RESOLVED to accept a fee quote from the Locum Clerk for September to November 2022 to work 20 hours per week.</p>

Being no further business, the meeting closed at 10.50pm.

Signed by the Chairman

Date

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AUGUST 2022 FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross	RECEIPTS	EXPENSES	VAT	R Budget Ref
			£	£	(net) £	£	
B/FWD			53054.70				
28/07/2022	BACS	Wynne-Williams Associates	Warish hall Appeal inv 4267	-2214.00	1845.00	369.00	O/S
29/07/2022	DD	SSE	Old School electricity 1/5/22 - 1/7/22	-909.36	866.06	43.30	
01/08/2022	BACS	Paying in hall Hire	Hall invoices M King 2240 £63, C Irvine £300	163.00	163.00		
01/08/2022	BACS	Silver Jubilee Hall	Loan repayment	5618.85	5618.85		
02/08/2022	DD	RTTEC	IT Licence	-12.03	10.02	2.01	
01/08/2022	DD	Active Web Design	website hosting & support	-42.00	35.00	7.00	
10/08/2022	DD	XLN	Phone & Broadband	-78.64	65.53	13.11	
10/08/2022	DD	PWLB	Silver Jubilee Hall Loan	-5618.85	5618.85		52175.67
18/08/2022	DD	EON	Sports Field electricity	-14.53	14.53		52161.14
22/08/2022	BACS	J Deane	Locum Clerk - August 2022	-2600.00	2600.00		
23/08/2022	BACS	Employee 4	August salary	-846.00	846.00		
23/08/2022	BACS	Employee 5	August salary	-246.40	246.40		
23/08/2022	BACS	HMRC	Tax & NI	-74.84	74.84		
24/08/2022	BACS	TBS Hygiene Ltd	Inv 2647 - July Dog & Litter bin collections	-456.00	380.00	76.00	
TOTAL			45723.90	5781.85	12602.23	510.42	
			<i>Grants Receipts & Expenditure highlighted</i>				
B/Fwd			53054.70				
Receipts			5781.85				
Expenses			12602.23				
VAT			510.42				
			45723.90				
Current Acct Bank Statement			45723.90				
Defib Account			4594.17				
School House Account			34187.08				
Total Cash held			84505.15				