



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

Minutes of the Ordinary meeting of Takeley Parish Council
Held on 2nd November 2022 at 7:30pm
At the Old School House

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

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

Item	Part 1
1.	Apologies for Absence Apologies for absence were received and accepted from Cllrs Pratt, Roque and Bagnall. Cllr Susan Barker (ECC) and Cllr Maggie Sutton (UDC) also sent apologies.
2.	Declarations of interests None.
3.	Public Forum A Takeley Park resident reported on a dangerous stretch of road between the humped back bridge and the mobile home park on the B183, where he is particularly concerned about speeding, including large lorries. Action: Cllr Cheetham asked if the Parish Council could ask the Police to carry out speed checks by Takeley Park on B183 and to combine with the checks along Parsonage Road, where there have been recent fatalities. Cllr Cheetham requested that Police Commissioner Roger Hurst be copied in on correspondence. Action: Clerk to ask ECC Highways for information on the weight restriction for the road bridge over Fritch Way in Station Road. Airport parking was discussed and, in addition to measures already taken, Cllr Cheetham will raise at the next STACC meeting a request to airlines to advise their passengers to use reputable parking arrangements.
4.	Minutes of the Last Full Council Meeting The Full Council minutes of the meeting held on 5 th October 2022 were approved as a true record of the meeting (proposed by Cllr Bodsworth, seconded by Cllr Cheetham).
5.	Ward Councillor/County Councillor Reports Cllr Susan Barker was at another parish council meeting but sent an update that the Roding Drive Scheme is funded and will be implemented in quarter 4. She also reported that a pothole at Bambers Green which was on her 'list' has been repaired. She reminded members of the link to the Winter Warmth fund at Essex to which parish councils can apply (see separate agenda item). Cllr Barker still has a small amount of grant funding available to village groups.



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6.	<p>Councillor Reports on External Meetings</p> <p>Cllr Cheetham circulated her report on email on the UDC tour for the Design Code. The Clerk attended the workshop which followed the tour and gave a verbal report on matters covered.</p>
7.	<p>Clerk's Report</p> <p>a) <u>Caretaker</u></p> <p>The Caretaker has successfully completed his 6-months' probationary period.</p> <p>b) <u>Airport parking</u></p> <ul style="list-style-type: none">• The Clerk and Chairman have liaised Little Canfield Parish Council and with UDC Cllrs Maggie Sutton and Richard Freeman, to establish a list of locations for Manchester Airports Group (MAG) funded signs. Cllr Sutton has sent the joint list to MAG.• UDC Cllr Richard Freeman is considering how a 'red route' in Parsonage Road could be extended and how a district-wide time restriction or resident permit requirement might be agreed and implemented.• Cllr Sutton is trying to arrange a public meeting with MAG to discuss airport parking issues. <p>c) <u>Road safety</u></p> <p>Cllr Sutton and Cllr Barker, via the Local Highways Panel, are pursuing suggested remedies to improve road safety in Parsonage Road, following fatal accidents. An update on the Local Highways Panel application is that the application for Hall Lane has been validated under reference: LUTT222013. The validation is a request to investigate whether traffic calming measures, e.g. painted wording 'SLOW' on the road, bend warning signs with max. speed sub-plates, chevron signs and verge marker posts (if permitted) or any other measure which could improve road safety in the vicinity of High House Nursery.</p> <p>The Parish Council also received notification that the Road Safety Engineering has advised that they are investigating the recent fatal collisions separately and this may result in a casualty reduction scheme.</p> <p>d) <u>Sports Field</u></p> <ul style="list-style-type: none">• A meeting has been arranged to renew the agreement with the football club and meetings will be arranged to make grant requests for improved access arrangements and facilities, to enable public parking and introducing new users, including a new youth football academy.• The bollards and gates are becoming difficult to use and improved public access should be considered as part of future facilities improvements, combined with alternative options to maintain a secure entrance.



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	<ul style="list-style-type: none">• The new sports shelter is leaking. The contractor has been contacted to carry out repairs. <p>e) <u>Grants</u></p> <ul style="list-style-type: none">• Receipts are required to be sent to UDC for various items for the Jubilee and youth club projects. Any outstanding installations and purchases will need to be finalised in good time to avoid having to return grant money already awarded.• A new application can be made to UDC for improvements to the sports ground for a new set of goal posts, pitch surface repairs and rabbit fencing.• A new application can be made for developer funded equipment and access projects at the Sports Ground.• A new application can be made to Essex CC for a 'warm hub' project at the Old School (see separate agenda item). <p>f) <u>Priors Green</u></p> <p>A meeting has been arranged for Takeley and Little Canfield clerks to meet a representative from Countryside Properties, to discuss communal areas and maintenance issues.</p> <p>g) <u>Beneficiary</u></p> <p>The Parish Council has been advised that it is a beneficiary in the will of a former parish councillor and a sum of £1,000 will be credited to The Old School Project.</p> <p>h) <u>Food trucks</u></p> <p>The Parish Council has been contacted to suggest locations for a weekly pitch for mobile street food catering, which is becoming popular elsewhere in the district. Sites include parish council car parks and a monthly fee is usually paid for a pitch, with agreements to open and close gates where required.</p>
8.	<p>a) Finance Report (Appendix 1)</p> <p>b) The monthly report showed a bank reconciliation balanced up to 24th October and it was noted that the £22k Public Works Loans Board repayment for Old School refurbishment will show in in next month's report. .</p> <p>Action: Cllr Sprules agreed to check on street light direct debit dates for regular payments throughout the year for street lights, to check recent bills and statements and to respond to Cllr Steer on her query regarding the irregular timing of transactions.</p> <p>c) At the last finance committee meeting, the committee asked for energy costs projections and future budgetary requirements. A working group was agreed, consisting of Cllrs Jim Backus and Phill Bodsworth.</p> <p>Action: The Clerk was asked to arrange for relevant bills to be forwarded to Cllrs Backus and Bodsworth.</p> <p>d) Potential dates were discussed for the Finance Committee to consider the budget and Precept requirements.</p> <p>Action: Cllr Sprules agreed to liaise with members to arrange a Finance Committee</p>



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	<p>meeting for the w/c 12th December.</p> <p>e) The December meeting will include recommendations for the next precept claim. Action: Members agreed to consider additional cost items to be discussed at the next meeting for inclusion in the budget and precept.</p>
9.	<p>Planning Committee Report and Recommendations</p> <p>a) The minutes of the Planning Committee meeting held on 19th October were noted. b) Reports on UDC's design code tour and workshop for the new Local Plan were noted. c) Cllr Cheetham reported on a meeting with Weston Homes regarding their proposal for the warehousing at Land Known as 7 Acres. Having lost the appeal, each parcel will come forward with new applications for the other two parcels. Action: The Clerk was asked to email the planning department to ask them to receive late comments from Takeley residents and to mention that there have been complaints that some neighbouring properties did not receive letters from UDC. d) There was a brief discussion on next steps for the Neighbourhood Plan. Action: The Clerk was asked to send the latest version of the Neighbourhood Plan resident questionnaire to Cllr Bodsworth and to arrange the next meeting of the steering group.</p>
10.	<p>Civility and Respect Project Pledge</p> <p>Information on the Pledge discussed and it was Civility means politeness and courtesy in behaviour, speech, and in the written word. Showing respect can be by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.</p> <p>It was RESOLVED to sign up to the Civility and Respect Project Pledge (proposed by Cllr Cheetham and seconded by Cllr Paul Burnett).</p> <p>Note: Members agreed that it is important for any new issues relating to the Pledge be addressed as soon as possible at a Full Council meeting.</p> <p>The pledge states that the Parish Council will:</p> <ul style="list-style-type: none"> • Treat other councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles • Commit to training councillors and staff • Sign up to the code of conduct for councillors • Have good governance arrangements in place • Commit to seeking professional help at early stages should civility and respect issues arise • Call out bullying and harassment if and when it happens • Continue to learn from best practice in the sector and aspire to being a role model/champion council • Support the continued lobbying for the change in legislation to support the civility and respect pledge including sanctions for elected members



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	where appropriate.
11.	<p>Phone and Broadband Services (Appendix 2)</p> <p>The Clerk's report on current and proposed services was noted. The report set out cost-effective proposals for changes to phone and broadband services.</p> <p>a) It was RESOLVED to change from the current XLN landline service to an internet-based Cloud Voice phone service as set out in the report (proposed by Cllr Bodsworth and seconded by Cllr Good).</p> <p>b) There was a discussion over details for the free community hub sign-up, for a free high speed broadband service from Gigaclear. RESOLVED to approve a change of broadband provider to Gigaclear, for the Community Hub free high-speed service (proposed by Cllr Backus, seconded Cllr Bodsworth with 4 abstentions).</p>
12.	<p>Community Winter Warmth and Welcome Spaces Fund</p> <p>Essex County Council Grants of up to £1,000 with match funding are available, made to groups and parish councils to create warm and welcoming spaces for residents this winter. The grants can be used for equipment to run new activities, venue or catering costs, operational costs including utilities, and staff or volunteer expenditure.</p> <p>It was RESOLVED to form a working group consisting of Cllrs Bodsworth, Steer and Pat Burnett for a Parish Council initiative and grant claim.</p> <p><u>Note:</u> the working group should consider weekly sessions for an afternoon per week, possibly on a Tuesday afternoon to alternate with an existing booking, in addition to the two café days. Other potential groups to consider include mother and toddler groups and to link with the Rotary Club for volunteers.</p>
13.	<p>Website Upgrade (Appendix 3)</p> <p>The Parish Council's website needs to be upgraded to meet accessibility requirements. Members discussed the options for the upgrade.</p> <p>It was RESOLVED to approve Option 2, to take the opportunity to review the site and the content/layout and rebuild rather than port across. This has the benefit of the site being built on the platform and therefore it is more versatile going forward., to the sum of £499 + VAT (proposed by Cllr Barber, seconded Cllr Cheetham, the decision was unanimous).</p> <p>It was also RESOLVED to form a working group consisting of Cllrs Terry Good and Paul Burnett, to consider changes to the content on the website ((proposed by Cllr Barber, seconded Cllr Cheetham, the decision was unanimous).</p>
14.	<p>Recording Full Council Meetings</p> <p>Members discussed options for recording Parish Council meetings, either for publication on its website or to record the meeting to assist with minute taking and deleting the recording after the minutes have been agreed. It was noted that a policy would be required before</p>



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	<p>implementing this, in compliance with data protection and other guidance. Members would wish to purchase new recording and microphone equipment for good quality recordings to be posted on the website.</p> <p>It was RESOLVED for members to use Cllr Good's recording device to record the December meeting as a trial and for consideration of policy and procedure at a future meeting (proposed by Cllr Cheetham seconded by Cllr Bodsworth, the decision was unanimous).</p>
	<p><i>At 9pm members RESOLVED to suspend standing orders to complete outstanding agenda items, with a time limit of 15 minutes (proposed by Cllr Cheetham, seconded by Cllr Backus).</i></p>
<p>15.</p>	<p>Air Ambulance Grant Members considered an appeal letter from Herts & Essex Air Ambulance Trust, for a donation to support EHAAT's air ambulances and rapid response vehicles to remain operational.</p> <p>It was RESOLVED to award the sum of £250 as a grant to Herts & Essex Air Ambulance Trust (proposed by Cllr Cheetham, seconded by Cllr Sprules).</p>
<p>16.</p>	<p>Christian School Donations A resident request for an explanation for grant of £150 made to the school in June 2022 was considered.</p> <p>It was RESOLVED to send the following reply: The Parish Council actively encourages local community events. The event at the Christian School was published widely in the village and was open for all to attend, therefore the grant was made by the Parish Council to support the community event.</p>
<p>17.</p>	<p>S45 Local Government (Miscellaneous Provisions) Act 1976 The Parish Council received UDC's formal notification as follows: <i>'formally notifying you of the Council's intention, at the next meeting of Full Council scheduled to take place on 6th December 2022 at 7.00PM, to confirm their resolution dated 31st January 1989 to adopt Part II of the Local Government (Miscellaneous) Provisions Act 1976.'</i></p> <p>UDC's solicitor gave further clarification of the need for confirming the resolution, "in order to prosecute certain offences involving minicabs, a licensing authority has to adopt Part II of the 1976 Act, previously adopted in 1989. To mount a valid prosecution, they have to be able to prove, if challenged, that they took certain procedural steps, and these include advertising in local papers and giving notice of their intention to adopt Part II to all the parishes in the area affected by the resolution. For whatever reason, the records of those two steps being taken have been either lost or (accidentally) destroyed." The notification was noted.</p>
<p>18.</p>	<p>Polling Station request to use the Old School House</p>



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	<p>Takeley Silver Jubilee Hall is currently used as a polling station however they have to arrange bookings with regular hirers. A trustee has asked if the Parish Council would consider using the Old School House for the May 2023 local elections and this matter was discussed.</p> <p>It was RESOLVED to approve the use of the Old School Community Centre as a polling station for the May 2023 elections (proposed by Cllr Barber, seconded Cllr Bodsworth, the decision was unanimous).</p>
19.	<p>Correspondence</p> <p><u>Road Safety (Speeding) Meeting</u> - A presentation is to take place in the Hatfield Broad Oak village hall on Thursday 10 November, 18:45 for 19:00 hours start. The presentation which will include information on the new Trucam camera. An ECC Councillor member of Essex Highways will also be in attendance to answer any questions you may have about speed limits and restrictions in your Parish. Cllrs Bodsworth and Good agreed to attend.</p> <p><u>Electoral Services Notice</u> - Commencement of 6-month rule means that any parish council vacancies arising after Monday 7 November do not get filled by election until Thursday 4 May. Further guidance has been given. The correspondence was noted.</p> <p><u>May Elections Update</u> - UDC has issued guidance notes regarding the process for the Elections in May 2023.</p> <p><u>Utility Aid</u> – guidance has been received on the forecast energy outlook.</p>
20.	<p>Items to Note and for Future Meetings</p> <p>To note any items from Members.</p> <p>Monday 7th November at 7pm Local Councils' Liaison Forum to be held at UDC's Little Canfield Depot offices. The Clerk and Cllrs Cheetham and Barber agreed to attend.</p> <p>Cllr Burnett informed members of the memorial service for former Councillor Trevor Allen on at 11am on 16th November.</p> <p>Cllr Pat Burnett reminded members of the remembrance service to be held at the war memorial and a Carol Service to take place on 14th December at Stansted Airport. Cllr Burnett suggested that anyone wishing to attend should contact her to co-ordinate parking arrangements.</p>
21.	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is due to take place on 7th December 2022 at 7.30pm in the Old School Community Centre.</p>

Being no further business, the meeting closed at 21.50pm.

Signed by the Chairman

Date

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OCTOBER FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross	RECEIPTS	EXPENSES (net)	VAT	Budget Ref
			£	£	£	£	
BFWD			128335.25				
02/10/2022	DD NPower	Street Lighting Jan - March	-51.18		48.74	2.44	
02/10/2022	DD NPower	Street Lighting Apr - June	-40.75		38.81	1.94	
	TS Acct adj. from Old sch	Old School - Blinds for hall	491.67		-491.67		See Sept
02/10/2022	DD RTTEC	IT Licence	-12.03		10.02	2.01	
04/10/2022	BACS Ecolec	Emergency Lighting Test inv 4393	-222.00		185.00	37.00	
04/10/2022	BACS PKF Littlejohn LLP	External Audit 2021/22	-720.00		600.00	120.00	
	DD Sctive Web Design	Web hosting & support	-42.00		35.00	7.00	
	BACS Sterling Washroom se	4wkly service 1st Nov - 31st Jan	-103.68		86.40	17.28	
04/10/2022	CR Paying in slip 92	Hall Hire Invoices 2247, 2235, 2255	210.00	210.00			
04/10/2022	BACS Rachel Keeling-Vincer	Hall Hire inv 2251	90.00	90.00			
04/10/2022	BACS Daniel Bentley	Hall Hire inv 2250	30.00	30.00			
04/10/2022	BACS The Council for Volun	Hall Hire	30.00	30.00			
04/10/2022	BACS Uttlesford CAB	Hall Hire inv 2256	45.00	45.00			
05/10/2022	BACS UDC	Hall Hire invoice 2229	195.00	195.00			
10/10/2022	DD XLN	Phone & Broadband inv 88862627 - Sept 27	-78.64		65.53	13.11	
	BACS PHF Electrical	Fire Alarm Call-Out 22/8/22	-78.00		65.00	13.00	
	BACS TBS Hygiene Ltd	Aug inv 2775 & Sept inv 2889	-733.44		611.20	122.24	
	BACS Jackie Deane	Expenses - Vacuum cleaner for Ols School	-160.00		133.33	26.67	
	BACS Jane Bridgeman	Expenses - Stationary & cleaning materials	-137.43		137.43		Cleaning Mats = £32.62
	BACS EALC	Course fees - Chairman's Day 3 - 24th Oct. 2	-120.00		120.00		
	BACS TLC Church	Grant for churchyard maintenance	-600.00		600.00		
18/10/2022	DD EON	Sportsfield electricity	-24.89		24.89		
19/10/2022	DD NPower	Street lighting 1st July - 30th Sept	-37.79		35.99	1.80	126265.09
	BACS Uttlesford Assoc. Loc	Subscription 2022-23	-10.00		10.00		
	BACS Jackie Deane	Locum Clerk services Oct 22	-2600.00		2600.00		
	BACS TBS Hygiene Ltd	Oct Litter & dog Bin Collections	-339.84		283.20	56.64	
26/10/2022	BACS Employee 004	October salary	-721.92		721.92		
26/10/2022	BACS Employee 005	October salary	-308.00		308.00		
29/10/2022	DD SSE	Old School Electricity	-996.06		948.63	47.43	
TOTAL			121289.27	600.00	7177.42	468.56	

Grants Receipts & Expenditure highlighted

B/Fwd	128335.25
Receipts	600.00
Expenses	7177.42
VAT	468.56
	121289.27
Current Acct Bank Statement	121289.27
Defib Account	4601.12
School House Account	33747.14
Total Cash held	159637.53

MEETING	FINANCE COMMITTEE	LATE ITEM FOR INFORMATION
SUBJECT	CLERK'S REPORT ON PROPOSED CHANGE TO GIGACLEAR BROADBAND AND CLOUD-BASED XLN PHONE SERVICE	
AUTHOR	JACKIE DEANE (LOCUM CLERK)	2 nd November 2022

Background

The current monthly cost is £65.50 per month to XLN which includes £20 for broadband.

The Parish Council is eligible for free Gigaclear fibre broadband as a Community Hub. The service will allow full secure use for the parish council office and a separate password for public users of the hall. Landline calls can continue with XLN or there is an option for a Cloud-based service.

Gigaclear Community Hub Service

You will have access to our top tier business package with the fastest speeds on our network, 900mbps, and be provided with Gigaclear powered by Linksys routers. (gigaclear.com/get-fibre-broadband-your-business)

Conditions of the Free service are that Gigaclear has an option to host up to 4 community events a year with free hall hire for community events such as cinema nights, digital skills workshops, etc.

They will consult with the hub's administration / management regarding date availability for these events. Additionally, they will work with the hub's administration to promote the free service through display material on-site and via the hub's online content where applicable.

Cost comparison (net)

Note: Currently, calls can be made by the mobile phone which is plugged in at the office and they are answered 5 days per week via diversion to the Locum Clerk mobile phone (£12 per month SIM not charged to TPC).

CURRENT (monthly)	NEW	SAVING
XLN broadband £20	Gigaclear FREE	£20
XLN landline £27	Proposed change to XLN Cloud Voice (handset and app) £22	£5
XLN mobile £10 and call divert £3	SIM contract £10-13	-
XLN business assurance £5.50	Not required	£5.50
Total cost £65.50	£35	£30.50 (£366pa)

MEETING	FULL COUNCIL MEETING 2 ND NOVEMBER 2022	APPENDIX 3
SUBJECT	CLERK'S REPORT ON REQUIRED WEBSITE UPGRADE	AGENDA ITEM 13
AUTHOR	JACKIE DEANE (LOCUM CLERK)	

Background

The Parish Council website needs an upgrade to maintain security. The software it currently uses has been overtaken by events and in particular security vulnerabilities that are increasingly difficult to manage. Compliance with new accessibility guidance is a requirement which the Parish Council is yet to consider, and this will be done at the same time. Accessibility guidance has been sent separately to all local authorities. Our website company cannot give legal advice regarding this but, by definition, the newer the software the more likely it is to be compatible with accessibility aids etc

Our current provider has decided to retire the software currently used for our website and move new builds to WordPress. It is a similar situation to the common software issues such as Windows on a PC or the operating system on a smartphone, eventually the combination of hardware and dated software becomes a problem for security and the ability of being able to run the latest version.

The company assures us that they we still operate in a carefully managed and protected environment with clients' websites still hosted on their dedicated servers and their environment maintained by their HO technical team.

Members' Consideration from the following OPTIONS:

The current website host is recommending to all clients on the older software that they consider an upgrade to move their site to the newer environment and we have a couple of options for this:

1. Move as is, no change to design, content, layout. This would to a small extent limit changes going forward but they would be able to continue to update the site as they do now.

One off cost of £199+vat

2. Take the opportunity to review the site and the content/layout and rebuild rather than port across. This has the benefit of the site being built on the platform and therefore it is more versatile going forward.

One off cost of £499+vat

3. The Parish Council commissions a brand-new site, with a completely different design and navigation/number of pages maybe more about the area etc. This would be quoted on request and to the chosen specifications.

Additional costs - If required the company can provide an accessibility check for £200+vat per 10 pages. This would include a fix of pages and building of accessibility tools.

RECOMMENDATION

The Clerk recommends option 2 in liaison with a working group to discuss details and report any additional works and design changes to Full Council, along with additional costs if applicable.