



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting Held on Wednesday 4th October 2023 at 7.30pm at the Old School Community Centre

Present: Cllrs Pat Burnett (Chairman), Jim Backus, Patricia Barber, Paul Burnett, Jackie Cheetham and Sue Sprules.

In Attendance: Jackie Deane (Clerk), Cllr Susan Barker (ECC) and one member of the public.

Item	Part 1 – Public Meeting
23/97	Apologies for Absence Apologies were received and accepted from Cllrs Bodsworth, Berwick, Daykin, Banerjee and Bradley.
23/98	Declarations of interests Cllr Cheetham declared a pecuniary interest in item 108(b) as she is a member of the PCC.
23/99	Public Forum A resident who has recently moved to the village raised his concerns about the new local plan for major development. The reason he moved to Takeley was to live in a semi-rural environment and for his interest in wildlife. He is also concerned about the HGV route and why a better route cannot be found.
23/100	Minutes of the Last Full Council Meeting The minutes of the Full Council meeting held on 6 th September 2023, were approved as a true record of the meeting (proposed by Cllr Pat Burnett and seconded by Cllr Cheetham).
23/101	Ward Councillor/County Councillor Reports Cllr Barker reported that a new bus stop is being installed in Molehill Green.
23/102	Councillor Reports on External Meetings No reports were received.
23/103	Clerk's Report The Clerk gave a verbal update on the New Local Plan Regulation 18 Consultation timescale and the allocations for Takeley. There was a general discussion on the proposals for housing and industrial areas and great concern was expressed on the proposal to reduce the area covered by the CPZ. Action: The Clerk was asked to check on the walk to school route and if vehicles are parking half on the pavement, for example construction



TAKELEY PARISH COUNCIL

Full Council Meeting

	vehicles for housing sites, if they can be moved for causing an obstruction.
23/104	<p>Casual Vacancies for Two Councillors There was a general discussion regarding the arrangements to fill the 2 vacancies on the Council. Action: The most recent advert should be updated and this should be placed in shops in Priors Green and Brewers end, the PC website, FaceBook and on the bus stop notice board.</p>
23/105	<p>Airport Parking A multi-agency meeting is to be held on 2nd November at 10am, venue to be confirmed. The Clerk and Cllr Paul Burnett will attend. A bus service meeting has been arranged for 2nd November and Cllr Backus agreed to attend the online meeting.</p>
23/106	<p>UDC Playing Pitch & Outdoor Sports Strategy Consultation Members noted the consultation. Action: The Clerk agreed to respond.</p>
23/107	<p>Sports Field Members noted that there is a current grant funding opportunity from Active Essex.</p>
23/108	<p>Litter and Dog Bins</p> <p>a) RESOLVED to have an extra regular collection of the bin outside the Community Centre in Prior's Green with an weekly extra cost of £2.80 (proposed by Cllr Cheetham and seconded by Cllr Pat Burnett). Action: The Clerk was asked to write to Peter Holt at UDC to ask for all Priors Green bins to be collected by UDC and not just the roads within the Lt Canfield Parish.</p> <p>b) RESOLVED to install an extra dog bin along Church Lane, as requested by the PCC (proposed by Cllr Sprules and seconded by Cllr Paul Burnett).</p> <p><i>Cllr Cheetham left the room for this item, having declared a pecuniary interest.</i></p>
23/109	<p>Sports Field Plumbing Work A quote has been received to rectify external and internal leaks and to bring the portacabin fixtures to a compliant standard. It was RESOLVED to agree works to the sum of £1,251.20: 1. install high & low ventilation points (£300) internally 2. the balance refers to internal and external work:</p>



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>2.1 external - repositioning the stop cock - to sub-surface - making it safe and utility-compliant.</p> <p>2.2 internal - renewal damaged pipework - making safe. (Proposed by Cllr Paul Burnett and seconded by Cllr Sprules).</p>																				
23/110	<p>Planning Committee</p> <p>Cllr Cheetham reported on the hearing of the Weston Homes application for 96 homes on Bulls Field, Smiths Green which was adjourned. The next hearing date is 13th November 2023 in Saffron Walden.</p>																				
23/111	<p>Finance</p> <p>a) The balance on account on 1st October was £166,920.98.</p> <p>b) The September finance report was approved (propose by Cllr Sprules and seconded by Cllr Pat Burnett).</p> <p>c) The following payment was agreed:</p> <table border="1" data-bbox="520 898 1367 1097"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Total</th> <th>Net Cost</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>P Schaad</td> <td>Installing benches</td> <td>£344.20</td> <td>£344.20</td> <td>-</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost	VAT	P Schaad	Installing benches	£344.20	£344.20	-										
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23/112	<p>Community Café</p> <p>The Finance Committee RECOMMENDATION to Full Council was that the café should make an annual contribution to the Parish Council for the running costs on an annual basis.</p> <p>A suggested sum will be agreed in the 30th October finance committee meeting, to include cleaning costs, carried out by the caretaker.</p> <p>Members noted the Finance Committee's RECOMMENDATION that Full Council should agree the trustees. The working group agreed to set up another meeting to decide on how to proceed and to work on advice given that they should form a CIO.</p> <p>The Finance Committee RECOMMENDATION was noted, that future payments made to any staff employed by the trustees will contain the reference 'made on behalf of the Café Trustees'.</p> <p>It was noted that the balance on the Old School/Café account is £35,000 and that the new member of staff would be starting on 5th October.</p> <p>Action: Cllr Pat Burnett to liaise with the café staff member and the working group regarding the next steps.</p>																				



TAKELEY PARISH COUNCIL

Full Council Meeting

23/113	Correspondence Consultations and updates were noted.
23/114	Items to Note and for Future Meetings Actions were noted.
23/115	Date of the Next Meeting The next Full Council meeting is due to take place on Wednesday, 1 st November 2023 at 7.30pm in the Old School Community Centre.

Part 2

Exclusion of Public and Press - The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2), 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 of the meeting (proposed by Cllr Pat Burnett and seconded by Cllr Cheetham.

- a) It was **RESOLVED** to accept the recommendations from the Finance Committee regarding budgetary affordability of staffing costs (proposed by Cllr Barber and seconded by Cllr Pat Burnett).
- b) It was **RESOLVED** to accept the recommendations from the Staffing Committee for pay increases of two increments for two members of staff, from 1st December 2023 (proposed by Cllr Barber and seconded by Cllr Pat Burnett).

Meeting closed at 9.18pm

Signed by the Chairman

Date

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Unity Current A/c 024

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/09/2023	SO	42.00		42.00		R <input type="checkbox"/>	Active Digital Marketing
04/09/2023	S Heard		108.00	108.00		R <input type="checkbox"/>	Receipt(s) Banked
08/09/2023	DD	13.25		13.25		R <input type="checkbox"/>	TV Licensing
11/09/2023	DD	30.19		30.19		R <input type="checkbox"/>	XLN Business Services
11/09/2023	I James		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
11/09/2023	2336		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
12/09/2023	Pat Burnet		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
13/09/2023	BACS	150.00		150.00		R <input type="checkbox"/>	Home Start Essex Ltd
13/09/2023	BACS	60.00		60.00		R <input type="checkbox"/>	Window Wash UK
13/09/2023	BACS	756.00		756.00		R <input type="checkbox"/>	PKF Littlejohn LLP
13/09/2023	BACS	110.00		110.00		R <input type="checkbox"/>	Christopher Baker
13/09/2023	BACS	353.28		353.28		R <input type="checkbox"/>	TBS Hygiene
13/09/2023	BACS	350.00		350.00		R <input type="checkbox"/>	Takeley and Lt Canfield Church
15/09/2023	BACS	118.80		118.80		R <input type="checkbox"/>	Active Digital Marketing
15/09/2023	BACS	6,600.00		6,600.00		R <input type="checkbox"/>	Essex County Council
15/09/2023	BACS	5,463.90		5,463.90		R <input type="checkbox"/>	JM Payroll Services
18/09/2023	DD	355.58		355.58		R <input type="checkbox"/>	Lloyds Credit Card
19/09/2023	DD	29.93		29.93		R <input type="checkbox"/>	E-ON NEXT
19/09/2023	2337		247.50	247.50		R <input type="checkbox"/>	Receipt(s) Banked
21/09/2023	UTDC GEN		84,500.00	84,500.00		R <input type="checkbox"/>	Receipt(s) Banked
27/09/2023	FNC bacs		22.50	22.50		R <input type="checkbox"/>	Receipt(s) Banked
28/09/2023	DD	5.00		5.00		R <input type="checkbox"/>	Castle Water
28/09/2023	7651 refun		72.00	72.00		R <input type="checkbox"/>	Receipt(s) Banked
29/09/2023	Lori Flawn		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2023	DD	32.10		32.10		R <input type="checkbox"/>	Unity Bank
		<u>14,470.03</u>	<u>85,190.00</u>				

Clerk/RFO:

Name Signed Date

Chair of Finance:

Name Signed Date