



# TAKELEY PARISH COUNCIL

The Old School Community Centre, Brewers End, Takeley, CM22 6SB

[www.takeleyparishcouncil.co.uk](http://www.takeleyparishcouncil.co.uk)

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 6<sup>th</sup> July 2022 at 7.30pm at The Old School Community Centre**, for the purpose of transacting the business set out on the agenda below.

**Council Members:** Pat Burnett (Chairman), Geoff Bagnall (Vice Chairman), Jim Backus, Tricia Barber, Phill Bodsworth, Sonja Carr, Jackie Cheetham, Lucy Johnson, Carol Pratt, Dom Roque, Linda Steer, Sue Sprules.

**Signed:** *Jackie Deane*  
(Locum Clerk)

Members of the public and press are welcome to attend in person. There is no requirement to register in advance to attend but notification of your intention to attend is appreciated. Your contribution towards operating a Covid-safe meeting is welcomed.

## AGENDA

Item	Part 1
1.	<b>Apologies for Absence</b> Note: The Clerk has already received apologies from Cllrs Steer, Cheetham, Bodsworth, Backus and Burnett.
2.	<b>Declarations of Interest</b> To note interests declared by members.
3.	<b>Public Forum</b>
4.	<b>Minutes of the Last Meeting</b> To approve the Minutes of the wameeting held on 1 <sup>st</sup> June 2022.
5.	<b>Ward Councillor/County Councillor Reports</b>

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: [takeleyparishcouncil@outlook.com](mailto:takeleyparishcouncil@outlook.com)

Date posted: 23<sup>rd</sup> June 2022



# TAKELEY PARISH COUNCIL

The Old School Community Centre, Brewers End, Takeley, CM22 6SB

[www.takeleyparishcouncil.co.uk](http://www.takeleyparishcouncil.co.uk)

	To note the reports received.
6.	<b>Outside Bodies Reports</b> Councillor representative reports to note.
7.	<b>Clerk's Report</b> To note.
8.	<b>Finance Reporting</b> To note the June finance report of payments and receipts.
9.	<b>Realtas Software</b>  Realtas has loaded the previous year's data onto the new system and provided online training on 15 <sup>th</sup> June for use of their financial accounting and administration system, which is designed for use by parish councils. Their invoice has been received for:  Software set-up and support, training, consultancy and the first year of a 3-year maintenance contract, to the sum of £778.80.
10.	<b>The Old School Window Blinds</b>  The refurbishment project included window blinds throughout the building but did not include all windows in the hall.  Members to consider a quote from the originhas been received for the remainder of windows in the hall for new blinds to match the existing in the room to the sum of £590+VAT.
11.	<b>Planning Committee Minutes</b> a) To receive the minutes of the meeting held on 8 <sup>th</sup> June 2022.
12.	<b>Neighbourhood Plan Update</b> To receive an update.

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: [takeleyparishcouncil@outlook.com](mailto:takeleyparishcouncil@outlook.com)

Date posted: 23<sup>rd</sup> June 2022



# TAKELEY PARISH COUNCIL

The Old School Community Centre, Brewers End, Takeley, CM22 6SB

[www.takeleyparishcouncil.co.uk](http://www.takeleyparishcouncil.co.uk)

13.	<b>Warish Hall Appeal</b> To receive an update.
14.	<b>Grant Applications</b> To receive an update from the working groups for a) The Old School House outbuilding and b) Upgraded facilities on the sports ground.
15.	<b>Joint Working with Lt Canfield Parish Council</b> To consider the request from Lt Canfield Parish Council that our two councils work together on matters that affect both parishes, with priority given to issues on Priors Green, inconsiderate or dangerous car parking in general, airport related parking specifically. These initiatives could include no-parking signs with the help of Manchester Airports Group and a meeting with Countryside Properties Ltd regarding maintenance and ownership issues.
16.	<b>Staffing Committee Report</b> 1) To receive an update on the permanent part-time vacancy of administrator. 2) To receive an update on the permanent vacancy for Parish Clerk & RFO.
17.	<b>Correspondence</b> To note.
18.	<b>Items to Note and for Future Meetings</b> To note.
19.	<b>Date of the Next Meeting</b> The next Full Council meeting is due to take place on 3 <sup>rd</sup> August at 7.30pm in the Old School House.

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: [takeleyparishcouncil@outlook.com](mailto:takeleyparishcouncil@outlook.com)

Date posted: 23<sup>rd</sup> June 2022



# TAKELEY PARISH COUNCIL

The Old School Community Centre, Brewers End, Takeley, CM22 6SB

[www.takeleyparishcouncil.co.uk](http://www.takeleyparishcouncil.co.uk)

## 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.

To consider a motion to move to Part 2.

- a) To consider a fee quote for ongoing Locum Clerk services and additional RFO responsibilities in July and August, for a total of 30 hours per week at the same hourly rate as previously agreed.

PUBLIC & PRESS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: [takeleyparishcouncil@outlook.com](mailto:takeleyparishcouncil@outlook.com)

Date posted: 23<sup>rd</sup> June 2022