



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

**Minutes of the Ordinary meeting of
Takeley Parish Council
Held on 6th July at 7:30pm
At the Old School House**

Present Cllrs: Geoff Bagnall (Vice Chair), Tricia Barber, 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 were received and accepted from Cllrs Steer, Cheetham, Bodsworth, Backus, Pratt, Carr and Burnett. Apologies were also received from Cllr Maggie Sutton (UDC) and Cllr Susan Barker (ECC).
2.	Declarations of interests None.
3.	Public Forum None.
4.	Minutes of the Last Meeting The minutes of the meeting held on 1 st June 2022 were approved as a true record and they will be signed by Cllr Burnett.
5.	Ward Councillor/County Councillor Reports <ul style="list-style-type: none">• Cllr Bagnall reported as ward councillor on the following: The new Local Plan – The publication of the Regulation 18 consultation has been moved to November subject to approval by the new Director of Planning, to take the time to consider all the evidence and site allocations.• Investment Board meeting – The council’s investments include land ownership of one of the Weston Homes buildings in Takeley, Stane Retail Park phase 1 ownership in Colchester which re all doing well.
6.	Outside Meetings and Representatives’ Reports Cllr Barber reported on the recent parish forum where UDC CEO Peter Holt gave an update on changes in the planning department and smaller parishes asked for his help for training and resources to respond to larger planning applications in the future.
7.	Clerk’s Report The Clerk has received and processed Lucy Johnson’s resignation. Unless an



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	<p>election is called, there will be a written ballot at the next meeting to co-opt two councillors.</p> <p>The Clerk has liaised with UDC officers and councillors and interested parties for additional sports use of the sports ground and the potential for funding through a large employment planning application, combined with Elsenham's needs for better sports facilities.</p>
8.	<p>Finance Report</p> <p>1) The June finance report of payments and receipts was noted.</p> <p>2) The minutes of the last committee meeting were noted.</p> <p>Action: The next committee meeting will be held on Tuesday 19th July at 10am. RFO duties have not been passed to the Clerk so the quarterly figures will be available from Jane Heskey on the old accounting system. She has agreed to attend the meeting.</p> <p>The Clerk advised members that there is a risk to business continuity because Jane Heskey is doing the RFO work on a voluntary basis and she is not appointed by the Council as RFO. A date has been arranged for the Clerk to take handover of these duties on 14th June, subject to agreement, to be discussed in Part 2 of the meeting.</p> <p>Cllr Sprules raised a query over the new Realtas software having a login for all councillors to access the system on a 'read only' basis.</p> <p>Action: Clarification to be sought as this feature was not mentioned in the training session.</p>
9.	<p>Realtas Software</p> <p>Realtas has loaded the previous year's data onto the new system and provided online training on 15th June for use of their financial accounting and administration system, which is designed for use by parish councils. The training session was attended by Jackie Deane, Jane Heskey and Jane Bridgeman. Cllr Sprules asked why the temporary administrator had been included in the training and the Locum Clerk explained that this was to enable business continuity as the council does not have a permanent administrator, Clerk or RFO.</p> <p>Note: The reference for the resolution to subscribe to a 3-year agreement with Rialtas is June 21 minute ref: 21/40.</p> <p>RESOLVED to pay the Rialtas invoice for:</p> <p>Software set-up and support, training, consultancy and the first year of a 3-year</p>



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	<p>maintenance contract, to the sum of £778.80.</p> <p>(Proposed by Cllr Bagnall, seconded by Cllr Barber, all agreed.)</p>
10.	<p>RCCE Renewal</p> <p>The Rural Community Council of Essex membership is due for renewal for the period 1st July 2022 – 30th June 2023.</p> <p>RESOLVED to approve the subscription renewal to the sum of £60.50 + VAT. (Proposed by Cllr Bagnall seconded by Cllr Roque, all agreed.)</p>
11.	<p>The Old School House Window Blinds.</p> <p>The refurbishment project included window blinds throughout the building but did not include all the windows in the main hall.</p> <p>RESOLVED to purchase blinds for the remainder of windows in the hall, to match the existing in the room to the sum of £590+VAT. (Proposed by Cllr Roque, seconded by Cllr Barber, all agreed.)</p>
12.	<p>Planning Committee Report and Recommendations</p> <p>Minutes of the meeting held on 8th June 2022 were noted.</p>
13.	<p>Neighbourhood Plan Update</p> <p>A report was noted from the planning committee minutes.</p>
14.	<p>Warish Hall Appeal</p> <p>The Public inquiry heard closing statements and a decision should be received by 20th July.</p> <p>Paid invoices for consultants and the Rule 6 Party barrister, including their additional attendance at the inquiry, to be reported to the finance committee.</p>
15.	<p>Grant Applications</p> <p>Updates from the working groups for</p> <ul style="list-style-type: none">a) The Old School House outbuilding – deferred to the next meeting.b) Upgraded facilities on the sports ground – initial meetings have taken place and Cllrs Roque and Bodsworth will be invited to future meetings for grant funding, combined with developer financial contributions.
16.	<p>Joint Working with Lt Canfield Parish Council</p> <p>Little Canfield Parish Council has requested that our two councils work together on matters that affect both parishes, with priority given to parking and highways issues on Priors Green. These initiatives could include no-parking</p>



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	<p>signs with the help of Manchester Airports Group and a meeting with Countryside Properties Ltd regarding maintenance and ownership issues.</p> <p>Action: Clerk to contact Little Canfield and Stansted Parish Councils.</p>
17.	<p>Staffing Committee Report</p> <ol style="list-style-type: none"> 1) Cllr Barber will be arranging an informal meeting of councillors to discuss interview arrangements for the permanent part-time vacancy of administrator, to take place in the week commencing 25th July. A recommendation will be made to appoint a new member of staff at the August meeting. 2) An interview will take place during the week commencing 25th July, for the permanent vacancy for Parish Clerk & RFO, and a recommendation from the Committee will be considered at the August meeting.
18.	<p>Correspondence</p> <p>Emails were received from Broxton and Gt Canfield Parish Councils in acknowledgement of the updates sent to neighbouring parishes about the public inquiry. They would be very happy to receive updates in the future and were sorry that they were unable to offer a donation towards the costs.</p>
19.	<p>Items to Note and for Future Meetings</p> <p>Recommendations for appointing to staff vacancies and candidates for co-option of two councillors.</p>
20.	<p>Date of the next meeting</p> <p>The next Full Council meeting is due to take place on 3rd August 2022 at 7.30pm in the Old School House.</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.

RESOLVED to move to Part 2 at 9.20pm (Proposed by Cllr Bagnall and seconded by Cllr Sprules. All agreed.)

Members considered 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.

RESOLVED to accept the fee quote only for Locum Clerk work for 20 hours per week in July and August. The Locum Clerk will not take handover of the finance which is currently being done on a voluntary basis by a previous clerk.



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Action: Cllr Bagnall agreed to contact Jane Heskey to get an update from her on the nature of work to be handed over for the RFO role and to agree with her the matters for inclusion on the next finance committee agenda.

Being no further business, the meeting closed at 9.35pm.

Signed by the Chairman

Date

TAKELEY PARISH COUNCIL
JUNE 2022 FINANCE REPORT

Business Current Account									
Date	Payee	Detail	Gross	RECEIPTS	EXPENSES	VAT	R	Budget Ref	
			£	£	(net) £	£			
B/FWD			105761.27						
01/06/2022	BACS	Essex Police		22.50					
01/06/2022	DD	RTTEC Ltd	-12.03		10.02	2.01			
01/06/2022	DD	Active Web Design			35.00	7.00			
06/06/2022	BACS	Rachel Keeling Vincent	120.00	120.00					
07/06/2022	BACS	Cerda Planning	-3660.00		3050.00	610.00			
07/06/2022	BACS	EALC	-108.00		90.00	18.00			
07/06/2022	BACS	EALC	-108.00		90.00	18.00			
07/06/2022	BACS	EALC	-108.00		90.00	18.00			
07/06/2022	BACS	EALC	-108.00		90.00	18.00			
07/06/2022	BACS	Clr Pat Burnett	-66.00		66.00				
10/06/2022	DD	XLN	-87.23		72.69	14.54			
13/06/2022	BACS	The Christian School Takeley	-150.00		150.00				
13/06/2022	BACS	Emma Reilly	-100.00		100.00				
13/06/2022	BACS	MJ Services	-745.00		745.00				
13/06/2022	BACS	Wynne Williams Associates	-7362.00		6135.00	1227.00			
16/06/2022	BACS	UDC	998.00	998.00					
20/06/2022	BACS	Jane Bridgeman	-88.60		88.60				
20/06/2022	BACS	Takeley Primary School PFA	-150.00		150.00				
20/06/2022	BACS	Letchwood	-150.00		150.00				
20/06/2022	BACS	BHIB Ltd	-2122.38		2122.38				
20/06/2022	BACS	Dunmow Blinds	-816.00		816.00				
20/06/2022	BACS	TLA Ltd	-39.81		33.16	6.65			
20/06/2022	BACS	Jane Bridgeman	-203.57		203.57				
20/06/2022	BACS	MJ Services	-40.00		40.00				
20/06/2022	BACS	MJ Services	-530.00		530.00				
21/06/2022	DD	EON Electricity	-14.53		14.53				
22/06/2022	BACS	Pat Burnett	-170.00		170.00				
22/06/2022	BACS	Playsafety Ltd	-184.80		154.00	30.80			
22/06/2022	BACS	Jo the Lock Smith	-65.00		65.00				
22/06/2022	BACS	TBS Hygiene Ltd	-360.00		300.00	60.00			89310.82 Bank Acct reconciliation
	BACS	GA Coleman & Ptnrs	-156.00		130.00	26.00			
	BACS	Jackie Deane	-4550.00		4550.00				
	BACS	Rialtas Business Solutions Ltd	-778.80		649.00	129.80			
	BACS	Employee 05	-277.10		277.10				
	BACS	Employee 04	-877.20		877.20				
	BACS	HMRC	-96.86		96.86				
28/06/2022	DD	RTTEC	-12.03		12.03				
	CASH	Hall Hires	255.00	255.00					
29/06/2022	DD	PWLB	-5668.62		5668.62				
	CHQ	Clr Sue Sprules	-350.97		350.97				
30/06/2022	DD	Unity Trust Bank	-30.60		30.60				
TOTAL			76767.64	1395.50	28203.33	2185.80			
<i>Grants Receipts & Expenditure highlighted</i>									
		B/Fwd	105761.27						
		Receipts	1395.50						
		Expenses	28203.33						
		VAT	2185.80						
			76767.64						
		Current Acct Bank Statement	76767.64						
		Defib Account	4590.21						
		School House Account	34155.61						
		Total Cash held	115513.46						