



# TAKELEY PARISH COUNCIL

## Full Council Meeting Agenda

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 8<sup>th</sup> February 2023 at 7.30pm at The Old School Community Centre, Brewers End, CM22 6SB** for the purpose of transacting the business set out on the agenda below.

**Council Members:** Pat Burnett (Chairman), Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Phill Bodsworth, Paul Burnett, Jackie Cheetham, Terry Good, Carol Pratt, Dom Roque, Linda Steer and Sue Sprules.

**Signed:** *Jackie Deane*  
(Clerk to the Council)

**Date of publication: 2<sup>nd</sup> February 2023**

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	
1.	<b>Apologies for Absence</b> Members' apologies sent to the Clerk ahead of the meeting.
2.	<b>Declarations of interests</b> Members to declare interests for matters on the agenda.
1.	<b>Public Forum</b> Up to 15 minutes for public questions and statements, 3 minutes for individuals.
2.	<b>Minutes of the Last Full Council Meeting</b> To approve the Full Council Minutes of the meeting held on 11 <sup>th</sup> January, as a true record of the meeting.
3.	<b>Ward Councillor/County Councillor Reports</b>
4.	<b>Councillor Reports on External Meetings</b>
5.	<b>Clerk's Report</b> a) Flooding in Jacks Lane – the landowner has responded to requests for ditch clearance to alleviate flash-flooding. The landowner's contractor has advised that



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	<p>there is no obvious place where the water can run and the area is very overgrown. It would take a huge excavation, including a lot of trees having to be removed to try to solve the problem, causing major disruption to the road, and residents. The works would incur significant costs.</p> <p>b) Outbuilding electrical works – no update.</p> <p>c) Sports field – A land registry plan has been circulated to members, showing electricity cabinet – the faulty lock will be replaced. A new 16amp external power socket has been fitted and will be available to users on request.</p> <p>- No update on the outline plan requested by members, to show the area assigned for football club use. An area of 2.6 acres appropriate for the football club activities, for which the football club has exclusive use during the football season.</p> <p><b>Action:</b> Clerk to liaise with the club regarding an outline plan and other management issues.</p> <p>d) Land Registry update – The Council’s solicitor is expecting the request for the Recreation Ground in mid-February.</p> <p>e) The Pastures – initial work has been completed on replacement of post and rail fencing and a new quote is being sought to replace rotten rails and posts. Quotes have been requested for hedge cutting.</p>
6.	<p><b>Finance Report</b></p> <p>a) To agree the January finance report.</p> <p>b) To note query from the previous meeting, that the community centre gas is charged on a quarterly basis.</p> <p>c) To note that payment authority has been processed for the Clerk/RFO and the Clerk will arrange for invoices to be paid on Tuesdays, as required, for a weekly payment run.</p> <p>d) To note that the annual Precept request has been sent to UDC.</p> <p>e) Approval has been given at a previous meeting for a Unity Bank debit card, for office expenses and supplies. Signatories to sign the application form at the meeting.</p>
7.	<p><b>Planning Committee Report and Recommendations</b></p> <p>a) To receive the Planning Committee minutes from 11<sup>th</sup> January.</p> <p>b) To note progress on a request for three conservation areas in Takeley.</p> <p>c) To receive an update on Essex County Council land in Takeley.</p> <p>d) Consideration for Planning Services to the sum of £5747.00</p>
8.	<p><b>Neighbourhood Plan Update</b></p> <p>To receive an update on progress and meeting dates from the Clerk.</p>
9.	<p><b>Community Café</b></p> <p>Members to discuss transitional arrangements for the management of the café, which is open to the public two days per week.</p>
10.	<p><b>Highways - The Street</b></p> <p>A resident of Takeley Street has approached the council to request a zebra crossing</p>



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	at the Green Man public house. There is a Island close to that location at the moment but motorist do not slow down. Members to consider taking the matter forward with a Local Highways Panel Request.
11.	<b>Morrells Green Maintenance</b> Consider fee quotes for knee rails, hedge cutting and tree maintenance.
12.	<b>Correspondence</b> Correspondence to note.
13.	<b>Items to Note and for Future Meetings</b> Actions and future agenda items to note.
14.	<b>Date of the Next Meeting</b> The next Full Council meeting is due to take place on Wednesday, 1 <sup>st</sup> March 2023 at 7.30pm in the Old School.

### 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.

#### **Motion to enter Part 2 of the meeting.**

Legal matters to be discussed. Confidential information on this item will be circulated to members on email.

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JANUARY FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross	RECEIPTS	EXPENSES (net)	VAT	R Budget Ref
			£	£	£	£	
BFWD			67089.16				
31/12/2023	DD	Unity Bank	-28.65		28.65		x
03/01/2023	DD	RTTEC	-12.03		10.02	2.01	x
03/01/2023	DD	Active Web Design	-42.00		35.00	7.00	x
09/01/2023	DD	SSE - Gas	-872.44		872.44		x
09/01/2023	DD	TV Licensing	-26.50		26.50		x
10/01/2023	DD	XLN	-38.39		38.39		x
10/01/2023	BACS	Defib UK Ltd	-982.54		818.78	163.76	x
10/01/2023	TS	Defib Acct	818.78		-818.78		x
10/01/2023	BACS	Jane Bridgeman	-113.12		113.12		x
13/01/2023	BACS	Flawn	63.00	63.00			x
16/01/2023	DD	PWLB	-665.19		665.19		x
16/01/2023	BACS	Priors Wood Court	-200.00		200.00		x
17/01/2023	BACS	Sterling Washroom Service	-103.68		86.40	17.28	x
18/01/2023	DD	EON	-25.71		25.71		x
19/01/2023	DD	Npower	-30.72		30.72		x
23/01/2023	BACS	FLAWN	27.00	27.00			x
24/01/2023	BACS	D Bentley	105.00	105.00			x
25/01/2023	BACS	RTTEC/AVAST	-60.00		50.00	10.00	x
25/01/2023	BACS	UDC	86.41	86.41			x
25/01/2022	BACS	SLCC	-294.00		294.00		x
25/01/2022	BACS	Jati Ltd	-1119.25		932.71	186.54	x
25/01/2023	BACS	Clr Pat Burnett	-33.91		33.91		x
25/01/2023	BACS	J Bridgeman	-48.74		48.74		x
25/01/2023	BACS	Employee 004	-851.41		851.41		x
25/01/2023	BACS	Employee 005	-333.67		333.67		x
25/01/2023	BACS	Employee 006	-2532.74		2532.74		x
25/01/2023	BACS	HMRC	-488.20		488.20		x
25/01/2023	BACS	HMRC	-216.00		180.00	36.00	x
27/01/2023	BACS	Nockolds Solicitors	Inv 112561				
<b>TOTAL</b>			<b>59070.46</b>	<b>281.41</b>	<b>7877.52</b>	<b>422.59</b>	

Grants Receipts & Expenditure highlighted

B/Fwd	67089.16	
Receipts	281.41	
Expenses	7877.52	
VAT	422.59	
	<b>59070.46</b>	
Current Acct Bank Statement	<b>59070.46</b>	E59130.46 less unrepresented RTTEC/AVAST E60
Defib Account	3797.25	-£818.78 Defib invoice above & £14.91 interest
School House Account	34473.47	£109.13 interest
<b>Total Cash held</b>	<b>97341.18</b>	