



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

**Minutes of the Ordinary meeting of
Takeley Parish Council
Held on at Wednesday 6th April 2022 at 7:30pm
At the Old School House**

Present Cllrs: Geoff Bagnall (Vice Chair), Jim Backus, Pat Burnett, Dom Roque, Sue Sprules and Linda Steer.

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

Item	Part 1
	<p>Vice Chairman, Cllr Geoff Bagnall welcomed members and the public to the meeting in the absence of Cllr Pratt.</p> <p>Cllr Bagnall advised of the sad news that Cllr Richard Cheetham had passed away in hospital after a short illness. A minute's silence was held as a mark of respect for the long-standing councillor and former Chairman of the Parish Council.</p>
1.	<p>Apologies for Absence</p> <p>Apologies for absence were received and accepted from Cllrs Pratt, Carr, Barber, Bodsworth and J Cheetham. Apologies were also received from Ward Cllrs Sutton and Isham, ECC Cllr Susan Barker and Neighbourhood Plan Chairman Peter Hewett.</p>
2.	<p>Declarations of interests</p> <p>None.</p>
3.	<p>Public Forum</p> <p>Martin Peachey explained the current stage of the national airspace consultation on potential new flight paths. Satellite navigation technology allows for more flexible use of the airspace and operational benefits in efficient for user should also benefit the local area with reduced air quality and noise issues and less climate change impacts in the future.</p>
4.	<p>Minutes of the Last Meeting</p> <p>The Full Council minutes of the meeting held on 2nd March 2022 were approved as a true record of the meeting and were signed by Cllr Bagnall.</p>
5.	<p>Ward Councillor/County Councillor/Representative Reports</p> <p>Ward Cllr Bagnall gave an update on the Local Plan, which is a little behind schedule due to more evidence being required for certain aspects. The Local Plan intends to provide 16,000 homes of which approximately 4,000 are already approved. The sites will include potential employment sites. UDC has appointed Mr Dean Armitage as Director of Planning and he is due to start in June.</p> <p>Cllr Backus commented on a new planning application in Gt Hallingbury Parish, saying that one of the key implications of an employment site at Start Hill is potential traffic congestion at M11 J8.</p>
6.	<p>Clerk's Report</p> <p>Members noted the following points and gave their comments:</p>



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	<ul style="list-style-type: none"> a) IT update – at the March meeting, itemised costs on RTTEC’s fee quote were accepted (item 17). The costs were dependent on the extent of work needed to combine the existing electronic files and this work has now been completed by RTTEC at a cost of £308.33 + VAT. b) Telephone and internet charges on contract will increase by 9%. c) Caretaker vacancy update – this is at the interview stage, with an arranged date of Wednesday 13th April. d) Clerk vacancy advertisement – the staffing committee agreed wording and salary band for the advertisement, and this has been placed on the Parish Council website and with both the Essex and Herts Associations of Local Councils. e) New councillor co-option advertisement – as no election was called for the vacancy created by Trevor Allen’s resignation, an advertisement was posted on the Parish Council’s website to replace the original UDC notification of the vacancy. As requested at the last meeting, members were asked for their suggestions of where else to advertise and for comments on additional wording. These were agreed at the meeting. Action: A notice should be placed on the general bus shelter notice board, directing residents to the Parish Council notice board outside the Old School House. f) Review of asset register – all assets were inspected and listed by the administrator and RFO and the Locum Clerk has sought cost estimates from a contractor (see item 12 for further details). g) Highways meeting report - Cllr Lee Scott, ECC Cabinet Member for Highways, answered questions from parish council representatives and Cllr Backus raised a road drainage issue which will be inspected. In liaison with the Clerk, Cllr Scott agreed to provide further information on forthcoming bus service changes and welcomed the opportunity to encourage residents on new housing developments to start using sustainable travel from day-one in their new homes.
7.	<p>Finance Report (Appendix 1)</p> <ul style="list-style-type: none"> a) March receipts and payments were noted. b) It was agreed that the next Finance Committee meeting would take place at 10.15am on 12th April. c) At the March meeting, Cllr Bagnall had asked for a volunteer to consider joining the to join the finance committee and Cllr Bodsworth put his name forward. RESOLVED for Cllr Bodsworth to join the finance committee (proposed by Cllr Bagnall/seconded Cllr Backus, all agreed). d) The new Rialtas software package will be used for the new financial year. Staff members will need to have online training, to take place in June.
8.	<p>Planning Committee Report</p> <ul style="list-style-type: none"> a) The Planning Committee minutes from 9th March were noted. b) Planning and enforcement procedural updates were noted. The UDC planning committee meetings will be fortnightly instead of monthly, to allow for the new Designation and Planning Inspectorate process. Enforcement is a



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	<p>confidential matter until the investigation has been completed therefore parish clerks will be advised and UDC will inform parish clerks confidentially.</p> <p>c) The Locum Clerk gave a verbal update on the two Endurance Estates applications, Land East of Parsonage Road and Land West of Garnetts. A new case officer will report on both the applications, for 88 homes and 155 homes. They should be considered by UDC planning committee in May. The Locum Clerk has been invited to an online meeting between UDC and Endurance Estates, to discuss appropriate levels of community gains. This follows a parish council request for financial contributions towards off-site sports field enhancement. Nigel Brown at UDC has also agreed to investigate the need for health clinics and how they can be met in the short and medium term.</p> <p>d) Warish Hall Appeal – The Parish Council representative will attend a programming meeting with the inspector on 7th April.</p>
<p>9.</p>	<p>Neighbourhood Plan Update</p> <p>The Locum Clerk gave a progress report.</p> <p>Professional Landscape and Ecology Assessments have been invoiced and this has been reported back to Locality for proof of expenditure of the £9,750 grant funding.</p> <p>The Steering Group is preparing to write a public involvement strategy, compiling a resident questionnaire, and deciding how best to circulate and collate the data. This will include drop-in sessions that will be publicised and held in the café of the Old School House on Thursday, Friday and Saturday mornings (10am – 12pm).</p> <p>The Locum Clerk asked for feedback on the new banner and wall map, which were supported. Members suggested locations for additional posters and banners to raise awareness.</p> <p>It was suggested that each member should be a ‘champion’ in their own local area to promote the Neighbourhood Plan and answer questions from the community.</p>
<p>10.</p>	<p>Sports Ground</p> <p>Funds of £7,000 were ringfenced from UDC grant funding for a youth shelter for the sports ground, sourced by Cllr Roque. A further application has been made to cover the erection of the shelter, payment was authorised by Cllr Bagnall and the order was placed to be within the 2021-22 financial year, to comply with the grant conditions.</p> <p>a) RESOLVED to ratify payment of youth shelter invoice: 10m x 5m Shelter 10 Year Warranty Included Installation and Transport Included £9,900 + VAT (Proposed by Geoff, seconded Cllr Burnett, all agreed).</p> <p>b) RESOLVED to remove redundant skate park equipment from the sports ground (proposed Cllr Roque, seconded Cllr Burnett, all agreed).</p> <p>c) RESOLVED to locate the shelter on the hardstanding once all skate park equipment is removed (proposed Cllr Roque, seconded Cllr Burnett, all agreed).</p> <p>d) A decision to clad the base blocks after installation in May was deferred to a future meeting.</p>



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11.	<p>Litter Bins</p> <p>a) RESOLVED to change to twice-weekly collections on Tuesdays and Fridays of 2 x bins at the bus stop outside the chemist (proposed Cllr Sprules, seconded Cllr Burnett).</p> <p>b) A quote was received from TBS Hygiene for a replacement bin the bin (that has a burnt-out bottom) at the bus shelter in Parsonage Road near The Old Rectory: To supply and install one replacement bin only, to the bus shelter along Parsonage Road, the cost would be £283.12 + VAT which also includes the fixings and the removal and disposal of the rusted receptacle.</p> <p>RESOLVED not to accept the quote but instead to remove the bin subject to a review in 6 months (proposed Cllr Sprules, seconded Cllr Roque).</p> <p>Action – clerk to liaise with the handyman contractor over the removal of the bin as soon as possible and to inform TBS Hygiene when this has been done.</p>
12.	<p>Maintenance of Parish Assets (Appendix 2)</p> <p>The Council’s handyman contractor has been given a list of maintenance works from recent inspections for the works to be costed. Estimates have been received for priority works.</p> <p>a) RESOLVED to agree priority works in principle, for the works to be carried out by the Council’s handyman contractor, at £20 per hour, with an additional charge for materials and fuel where required (All agreed).</p> <p>b) RESOLVED - delegated authority was given to the Locum Clerk to liaise with Cllrs Bagnall and Roque to agree works on the list, subject to Financial Regulations limits.</p> <p>Action: For a future agenda to consider the potential for local businesses to sponsor at the June meeting. <u>Send out a note to all councillors for a volunteer to report this item at a future meeting.</u></p>
13.	<p>Cleaning of Play Equipment</p> <p>RESOLVED to approve a quote from Window Wash UK for £180 + VAT for cleaning the play equipment and safety surface at the Recreation Ground (Cllr Roque proposed, Cllr Burnett seconded, all agreed).</p>
14.	<p>Local Highways Panel Request for Speed Limit Reduction</p> <p>A resident had requested that the Parish Council should make a formal request for a review of the 40mph limit in Bampers Green and the stretch of road where incidents have been recorded, however, prior to the meeting, results of a recent speed survey were circulated to members on email.</p> <p>Comments were also received from Cllr Susan Barker and based on this new information, there are no grounds for making an application to the Local Highways Panel for changes to the current speed restrictions.</p>
15.	<p>Policies and Procedures</p> <p>a) RESOLVED to adopt the Standing Orders as were circulated which included a limiting the duration of a meeting to 2 hours, before a vote to suspend the standing orders (proposed Cllr Sprules, seconded Cllr Backus, all agreed).</p>



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	<ul style="list-style-type: none">b) RESOLVED to adopt the Financial Regulations (proposed by Cllr Roque, seconded Cllr Burnett, agreed).c) RESOLVED to adopt the UDC's Code of Conduct (proposed Cllr Burnett, seconded Cllr Backus, all agreed).d) The Council's Complaints Procedure was noted.e) Members of the staffing committee were reminded to review the terms of reference at their next meeting.f) Members of the finance committee were reminded to review the terms of reference at their next meeting.
16.	Correspondence Resident enquiries regarding grounds/hedge maintenance and reports of vandalism in Priors Green, Jacks Lane and The Pastures.
17.	Items to Note and for Future Meetings None.
18.	Date of the next meetings The next Full Council meeting is due to take place on 4 th May 2022 at 7.30pm. This will be the Annual Parish Council Meeting (AGM). The Annual Parish Assembly will take place on Wednesday, 18 th May at 7.30pm.

Part 2

RESOLVED to exclude 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.
(Proposed Cllr Burnett/seconded Cllr Bagnall).

- a) The complaints policy was discussed in relation to a recent resident enquiry.
Action: It was agreed that the policy should include a clause about vexatious complaints.
- b) Caretaker vacancy - It was agreed that Cllr Backus and the Locum Clerk would conduct the interview on Wednesday 13th April.
- c) The Locum Clerk gave an update on a legal matter.

Being no further business, the meeting closed at 10.41pm.

Signed by the Chairman

Date

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MARCH 2022 FINANCE REPORT

Business Current Account						
Date	Payee	Detail	Gross £	Vat	£ Net	£ R Budget Ref
BFWD			102720.33			
01/03/22	EFT - Enjoying Fitness Together	INV 2207	60.00		60.00	
01/03/22	S/O to: Activ Web Design	ACTIV WEB DESIGN	-42.00	-7.00	-35.00	102738.33
01/03/22	Sam Alger	Hire deposit Refund	-80.00		-80.00	
01/03/22	UDC	Reimburse Neighbourhood Plan expenses	1913.88		1913.88	
04/03/22	Southern Electric	Old School Electricity DD - 1st Nev - 1st feb	-593.40	-28.25	-565.15	
04/03/22	Groundwork UK	Neighbourhood Plan Grant	9750.00		9750.00	
08/03/22	HMRC	VAT CLAIM 2020/21	7498.37		7498.37	
08/03/22	Jane Bridgeman	Expenses	-112.41		-112.41	
08/03/22	Emma Reilly	Hall Hire inv 2213	172.00		172.00	
09/03/22	RCCE	22/23 Subscription	-66.00	-11.00	-55.00	
10/03/22	XLN	Phone & Broadband	-72.53	-12.09	-60.44	
10/03/22	Larter	Hall Hire - inv 2212	154.00		154.00	
10/03/22	RCCE	Hall Hire - inv 2211	30.00		30.00	
14/03/22	RTTEC Ltd	IT support & laptop security x 2 inv 8532	-159.00	-26.50	-132.50	
14/03/22	Window Wash	Old School window cleaning	-60.00		-60.00	
14/03/22	Landmark	Warish Hall Farm Rule 6	-3000.00	-500.00	-2500.00	118113.24
16/03/22	Chqs/cash paid in	Hall Hire	177.50		177.50	
18/03/22	EON	Direct Debit - Sports field electricity	-13.12		-13.12	
23/03/22	PKF Littlejohn	External audit 2020/21	-480.00	-80.00	-400.00	
24/03/22	Pro Tect	Inv 1489 - Sports Field Shelter	-11880.00	-1980.00	-9900.00	
24/03/22	Takeley History Society	Booklets for Neighbourhood Plan Group	-20.00		-20.00	
28/03/22	SSE Gas	Direct Debit - Old School Gas	-2503.78		-2503.78	
29/03/22	TBS Hygiene	Litter & Dog bin collections Inv 1921	-286.08	-47.68	-238.40	
29/03/22	Lisa Chambers	Salary Adj following NALC review 21/22	-122.87		-122.87	
29/03/22	Lisa Chambers expenses	Stationery £277.78 Microsoft Licence £79.99	-357.77	-13.33	-344.44	
29/03/22	AJ Lighting Solutions	Inv 36069 Replace 4 x LED lamps on 4 street lights	-2009.94	-334.99	-1674.95	
29/03/22	Employee 004	Salary	-889.75		-889.75	
29/03/22	R T Tec	Direct Debit - Monthly Microsoft Subs for License	-12.03		-12.03	
29/03/22	EALC	Inv 15548 - 6 x Good Clouncillors Guides	-28.74	-0.80	-27.94	
29/03/22	Wynne Williams Associates	Neighbourhood Plan	-8880.00	-1480.00	-7400.00	
29/03/22	Jackie Deane	Neighbourhood Plan support	-540.00		-540.00	
29/03/22	Jackie Deane	Locum Clerk March plus 16hrs Planning Appeal	-3080.00		-3080.00	
29/03/22	HMRC	Tax & NI (includes adjustments following full year reconciliation)	-652.95		-652.95	
30/03/22	Rachel Vincent- Keeling	Hall Hire inv 2215	60.00		60.00	
30/03/22	Jane Bridgeman	Expenses - printer ink	-57.80		-57.80	
31/03/22	Unity Trust Bank	Fees - paying in cash & chqs	-2.80		-2.80	
TOTAL			86533.11	-4521.64		



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Repairs and maintenance of Parish Assets

MORRELLS GREEN (THE PASTURES) PLAY AREA - PRIORITY

- Clean & revarnish 2 x springers (one has plastic coating to strip first) 4 hours + materials
- Repair and repaint bench seat – new timber (£100 materials) + 4 hours
- Litter pick of balancing pond area – 1 hour
- Price up moving metal railings at rear of play area to enclose balancing pond – extra metres if it is railings and it will look £100 per 2m panel plus painting. 2 days labour for 2 people plus breaking out with a generator for 2 people. Alternative, we can put up a post and rail and mesh around the balancing pond instead.
- PENDING - install picnic bench £300 for a small picnic bench to get a small one make up. Like the ones in Hatfield Forest.
- Repair fence on the Flitch Way boundary – quote pending – to be agreed in liaison with Cllrs Roche and Bagnall.

MORRELLS GREEN – THE PASTURES – ENTRANCE OPEN SPACE - PRIORITY

- Post and rail enclosed grass - renew rails as required – (18 rails and 2 posts 100ml x 100 ml 20 x £11.50 each) knee rails and galvanized straps – not been maintained. Materials + 6 hours.

RECREATION GROUND (BEHIND SILVER JUBILEE HALL) - PRIORITY

- 3 new swings to be installed – done 2 hours
- Tarmac repair – patching kit supplied – 2 hours
- Replace 2 x oil drum bins with new metal bins - price to be agreed at 4th June meeting
- Seating bench nearest to Chestnut Way is missing a back slat (metal)
- Play equipment needs cleaning and some elements require rubbing down and repainting (approx 4 elements – paint supplied).
- ROSPA repairs as required
- There is a fallen tree (Chestnut Way end) to be cleared
- The main vehicle gate (Silver Jubilee end) – the gate has dropped – locks supplied – done.

SPORTS FIELD (Hatfield Broad Oak Road) – CLEARING SKATE EQUIPMENT AND ANY SAFETY WORKS AS PRIORITY AND OTHER ITEMS TBC

- Area is very untidy inside & outside the Sports field
external litter pick from Takeley Park entrance to Sports field surround, move drum inside the gates
- There is a broken TPC noticeboard over by the portacabins – return to office and make good post
- The MUGA needs 3 new ball nets (paint and refurb tbc)
- Courts need re-lining (tbc)
- May installation of new shelter – cladding of concrete blocks and seating on outer blocks
- Fencing needs painting – quote and Parish Council to source paint
- Existing Youth Shelter needs cleaning & painting and some repairs to the tarmac are needed
- Goal posts on the field need refurbishment (cleaning and painting)

FOUR ASHES VILLAGE GREEN

- The remaining planter needs refurb (repair & repaint)
- Note that the memorial bench is maintained by a resident



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Repairs and maintenance of Parish Assets

FOUR ASHES BUS SHELTERS

- Refurbish as required – paint/varnish
- 3 x Parsonage Road
- 2 at Four Ashes
- Black shelter needs extensive work and replacement of Perspex sheets

EXTERNAL OLD SCHOOL HOUSE

Planter repairs and perimeter weed control – to be agreed with the Clerk.