



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

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

Present Cllrs: Pat Burnett (Chair), Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Paul Burnett, Phill Bodsworth, Terry Good, Dom Roque and Linda Steer.

In attendance: Jackie Deane (Clerk), Cllr Maggie Sutton (UDC) and one member of the public.

Item	Part 1
1.	Apologies for Absence Apologies for absence were received and accepted from Cllrs Cheetham, Sprules and Pratt. Cllr Barker also gave her apologies and best wishes for Christmas and the New Year.
2.	Declarations of interests None.
3.	Public Forum Jenny Versey, a representative of the recently formed Takeley Rotary Club, gave information on their forthcoming event. The Club intends to run an open gardens event in Takeley and Little Canfield and is seeking parish council support in principle and feedback on potential dates. Members were generally supportive of the event, which is provisionally planned to take place on Sunday 25 th June 2023.
4.	Minutes of the Last Full Council Meeting The Full Council Minutes of the Extraordinary meeting of 26 th October and Minutes of the ordinary meeting held on 2 nd November 2022 were approved as a true record of the meetings and were signed by the Chairman. (Proposed by Cllr Paul Burnett, seconded by Cllr Good)
5.	Ward Councillor/County Councillor Reports Cllr Sutton reported that she has been liaising with Touchpoint Food Share in Stansted and Uttlesford Food Bank. The agencies report that Takeley has been identified as an area of higher needs, within the district. Wood donated by Rangers from Hatfield Forest will be taken from the Takeley Community Centre to be sold and the proceeds will be given to the Uttlesford Food Bank. Cllr Bagnall reported on the Local Plan, that, in preparation for the Regulation 18 Consultation, workshops and meetings will continue, with some meetings being open to the public prior to the purdah period for the elections. Site specific information would be seen as potentially influencing the election therefore this information will not be released until after the election. Cllr Bagnall also reported on Parsonage Road highways safety matters where the police have



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	<p>carried out speed checks and issued tickets. Police have also spoken with Stonebond on-site construction workers and have requested that they wash wheels of construction vehicles before they leave the site.</p> <p><u>Action:</u> The planning committee will meet with the Stonebond development team and will mention this road safety issue at the meeting scheduled for 11th January.</p>
6.	<p>Councillor Reports on External Meetings</p> <p>Cllr Good's report was circulated ahead of the meeting, with information on the presentation and forum held by Essex County Council Highways and Road Safety representatives.</p>
7.	<p>Clerk's Report</p> <p>a) TV and projector installations are complete. Costs will be covered by UDC grant funding. A TV licence application will be processed.</p> <p>b) Broadband is now with Gigaclear on their Free Broadband to Community Hubs scheme. The work was done at very short notice to get broadband to the building after the previous provider cut off the service sooner than agreed. Additional work is required to improve the signal throughout the building.</p> <p>c) The telephone system has migrated to a cloud-based system, keeping the same landline number and one of the two mobile numbers is no longer active. The office landline number can be diverted to the Clerk's mobile number when required.</p> <p>d) Repairs have been made to the sports shelter and we will monitor for further leaks.</p> <p>e) Online IT support was required for the administrator's laptop to correct a fault and give email access</p> <p>f) Sports field electricity has been moved to the locked cabinet and the door replaced. There is a new power socket so that users can power lighting or other equipment can be used on permission from the Parish Council.</p> <p>g) Arrangements have been made for the Clerk to take over administration of the Rialtas system and start to migrate records for the current financial year in December. The intention is to complete updates from the start of the financial year-to-date so that January receipts and payments will use the new system.</p> <p>h) The Caretaker is willing to carry out minor repairs to the bus shelters and tidying of hedges at the Pastures, with additional hours to be paid to him as required.</p> <p>i) The church has put in a grant application for the Warm Hub Scheme to start in January to book the café area for 4 hours on Wednesdays 10am to 2pm, through to the end of March, depending on the grant received.</p> <p>j) The Clerk explained that there are outstanding works to improve signal throughout the building and an appointment with Gigaclear.</p>
8.	<p>Appointment of Clerk and RFO</p> <p>The Clerk/RFO was appointed to work 30 hours per week at SCP 34 from 1st December and is eligible to join the LGPS Essex Pension Scheme.</p>



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	<p>It was RESOLVED to admit Jackie Deane to the to the Local Government Pension Scheme operated by Essex County Council, effective from 1st December 2022. (Proposed by Cllr Pat Burnett and seconded by Cllr Bodsworth)</p> <p>As there are no members of staff contributing to the NEST pension scheme, it was RESOLVED to inform the NEST provider that the Parish Council wishes to leave their scheme and to inform Essex County Council Pensions that the Parish Council wishes to join LGPS (proposed by Cllr Backus, seconded by Cllr Bodsworth).</p>
9.	<p>NALC Local Government Pay Award and Annual Leave Entitlement New pay scales have been circulated for an annual increase on rates of pay applicable from 1 April 2022.</p> <p>a) It was RESOLVED to accept the NALC pay award and to backdate the pay increase for staff on the national salary scales, with effect from 1st April 2022. (Proposed by Cllr Bodsworth, seconded Cllr Paul Burnett)</p> <p>b) National Joint Council has agreed that from 1st April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. It was RESOLVED to approve the increased holiday allowance from 1st April 2023 and to amend employment contracts accordingly. (Proposed by Cllr Bodsworth and seconded by Cllr Paul Burnett, the vote was unanimous.) <u>Action:</u> Clerk to issue contract addendums and memos to staff regarding the changes to pay and holiday entitlement.</p>
10.	<p>New Bank Signatory Cllr Bagnall has prepare a request to give the Clerk/RFO access to bank records, and have authority for internet banking.</p> <p>a) It was RESOLVED to approve authority to the Clerk/RFO for Unity Bank to access bank records, for inputting online banking payments and permission to authorise payments. (Proposed by Cllr Pat Burnett, seconded by Cllr Paul Purnett)</p> <p>b) It was RESOLVED to apply for a Unity Bank debit card for office expenses (propose by Cllr Pat Burnett and seconded by Cllr Barber).</p>
11.	<p>Finance - Reports Appendix 1</p> <p>a) The November report was noted.</p> <p>b) The budgets vs actuals report was noted. It was highlighted in the report that an adjustment would be needed at the next Finance meeting for the insurance underspend to offset the ICT overspend.</p> <p>c) The finance committee set a date for the budget and precept recommendation meeting to be held at 10am on Tuesday 13th December.</p> <p>d) There were no specific comments regarding additional items to be included in the</p>



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	<p>budget and precept meeting.</p> <p>e) Key Dates were noted for Precept Setting 2023/24:</p> <p>f) Notification has been received with details of external the auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27 and the scale of fees.</p>
12.	<p>Grants Policy - Appendix 2</p> <p>Following a resident enquiry over a grant to a school event earlier in the year, there has been a request for clarification, to add additional wording to the policy agreed in 2016 and advertised on the Council's website. Members have received a draft including the additional wording.</p> <p>It was RESOLVED to adopt the Grants Policy subject to making a further amendment to the wording, as follows: 'Grants will be considered for community events run by precepting authorities and should be paid to a fundraising support group for that authority, whenever possible.' (Proposed by Cllr Pat Burnett, seconded by Cllr Bodsworth).</p>
13.	<p>Priors Wood Court Donation Request</p> <p>Priors Wood Court has request a grant of £200 to contribute towards their Christmas celebration and for support for community activities in the coming year.</p> <p>It was RESOLVED to grant the sum of £200 to Priors Wood Court, as a contribution to their Christmas celebration and other community activities.</p>
14.	<p>Sports Field Works for Grant</p> <p>A grant is available for works to be carried out to fill rabbit holes on the pitches and to install new mesh fencing on the perimeter adjacent to Station Road. Two of the bollards at the entrance would need to be replaced or repaired however it has been suggested that instead the Parish Council installs a height restriction barrier. This would allow residents free access to the parking area, where the existing earth bunds already enclose the area, preventing vehicle access onto the sports field. A new gate would be required for grounds maintenance and for vehicular access to the sports containers.</p> <p>It was RESOLVED to support making a grant application to fund pitch surface repairs, rabbit fencing, and a new internal gate. The application could include a height restriction barrier at the entrance to the Sports Field, subject to further enquiries on whether or not it will be effective.</p> <p><u>Action:</u> Clerk to contact Mr Coleman to seek his views on changing access arrangements to install a height barrier and discontinue use of the bollards. (Proposed by Cllr Bodsworth and seconded by Cllr Backus)</p> <p>Further discussion took place regarding the covenant on the deeds, which allows Takeley Football Club to use a section of the Sports Field and the lease which allows them use of electricity and water on the site.</p>



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	<p><u>Action</u> – To clarify arrangements with the football club for the Parish Council to invoice them for their utilities usage and if this includes standing charges, in line with the lease.</p> <p><u>Action</u> - To confirm the voltage for the additional socket in the new electricity box at the Sports Field to inform anyone given permission to use the socket.</p> <p><u>Action</u> - To circulate a plan attached to the covenant, to show the area of the Sports Field which is allocated to Takeley Football Club for their use.</p>
15.	<p>Fields in Trust</p> <p>The Parish Council’s membership is due for renewal and it was RESOLVED to renew, at an annual cost of £65.</p> <p>(Proposed by Cllr Steer and seconded by Cllr Bodsworth).</p>
16.	<p>Local Highways Panel Request</p> <p>Enquiries were made regarding the weight restriction on the bridge over the Flitch in Station Road and if a restriction could act as a traffic calming measure. Essex County Council responded to say that a weight restriction is not a measure to be introduced in order to control the speed of traffic, however, there may be other forms of traffic calming that could be considered under a Local Highways Panel request. Police speed checks have also taken place along Station Road and they have been circulated to members.</p> <p>It was RESOLVED to make an application to the Local Highways Panel for appropriate speed calming measures in Station Road (proposed by Cllr Bodsworth and seconded by Cllr Good, the vote was unanimous).</p> <p><u>Action</u>: To enquire with Essex Highways during a scheduled meeting, what could be done to review the weight restriction on the bridge.</p>
17.	<p>Litter Bins</p> <p>TBS Hygiene have reported excessive litter at two locations; outside Priors Green Hall and at Broadfield Road/B1256. Prices to supply and fit new bins were circulated ahead of the meeting.</p> <p>It was RESOLVED to approve the purchase of a 45ltr dog waste bin in Jacks Lane on a root-mounted post to the sum of £395.00 + VAT (to so supply and fit)</p> <p>It was RESOLVED to approve the purchase of a black round plastic litter bin in the walkway at the side of Priors Green Hall to the sum of £382.46 + VAT (to supply and fit). (Both were proposed by Cllr Bagnall and seconded by Cllr Bodsworth).</p> <p><u>Action</u>: To include a map of all bin locations on the Parish Council’s website.</p>
18.	<p>External Lighting and Toilet Block Power Supply</p> <p>A quote has been received for external lighting outside the Old School Community Building. Cllr Paul Burnett agreed to seek further quotes, to be presented at the January meeting.</p>



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	<p><u>Action:</u> Agenda item for January to consider quotes for external lighting to the outbuilding.</p>
	<p><i>At 9.30pm, it was resolved to suspend the Council's standing orders to continue the meeting beyond 2 hours, for matters remaining on the agenda. (Proposed by Cllr Bagnall and seconded by Cllr Backus)</i></p>
19.	<p>Rural Mobility Survey</p> <p>Consultation details have been circulated for the Transport East Summit is launching their first Rural Mobility Survey. This survey will reveal a wider picture of the connectivity challenges and opportunities in our region as well as understanding the baseline for transport in rural areas. Deadline for responses is 16th December 2022. It was agreed that individual councillors will respond to the consultation.</p>
20.	<p>Planning Committee Report and Recommendations</p> <p>a) The Planning Committee minutes from 9th November were noted.</p> <p>b) An update was received on Weston Homes applications, as follows:</p> <ul style="list-style-type: none"> • An application for 124 parking spaces to the rear of the existing buildings has been approved • An application to construct 8 new homes on the car park on Dunmow Road has been approved • An application for 4 industrial buildings has been submitted, the Parish Council has met with Weston Homes to discuss their proposals and has sent an objection to UDC, with additional comments on suggested planning conditions, should the planning authority, or planning inspectorate grant permission • Archaeological works are due to take place in the area where new industrial buildings are proposed • Further planning applications are due to be submitted for both other parcels which were previously refused. <p><u>Action:</u> Fencing has enclosed an overgrown stretch of the public footpath adjacent to the area of the the industrial units proposal. Cllrs Burnett and Backus agreed to make enquiries with a volunteer group to get the path cleared.</p> <p>c) Consultations on the UDC Design Code and a UDC policy for developer contributions were noted and will be on the next Planning Committee agenda. All councillors and members of the public can also respond to the consultations, for which details have been circulated and are on the UDC website.</p>
21.	<p>Neighbourhood Plan Update</p> <p>The Steering Group held a meeting on 28th November, which discussed the content of leaflets to consult every household in February, on a range of questions as a basis for the Takeley Neighbourhood Plan. Cllr Bodsworth has sourced software for an online response to the consultation. The software would also provide analysis of all responses. The Parish Council will need to buy a license for this software. Printing of the consultation leaflets and</p>



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	other publicity was discussed and the printing and license costs will need to be paid from the Neighbourhood Plan budget, as all grant funding has been spent or allocated.
22.	Correspondence Consultations, reports and updates have been circulated to members.
23.	Items to Note and for Future Meetings Actions on agenda items to be followed up and set as future agenda items where indicated. Arrangements for the website upgrade will be included on the January agenda.
24.	Date of the Next Meeting The next Full Council meeting is due to take place on Wednesday, 11 th January at 7.30pm in the Old School.

Being no further business, the meeting closed at 9.45pm.

Signed by the Chairman

Date

TAKELEY PARISH COUNCIL
NOVEMBER FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross	RECEIPTS	EXPENSES	VAT	Budget Ref
			£	£	(net) £	£	
B/FWD			121289.27				
29/10/2022	BACS	Ecolec Installations Ltd					
	DD	RTTec	-1056.00		880.00	176.00	x
	DD	Active Web Design	-12.03		10.02	2.01	x
	DD	Website Hosting & support	-42.00		35.00	7.00	x
01/11/2022	BACS	Douglas Creative Ltd	-382.80	319.00		63.80	x
	TS	Old School Acct		-382.80			x
01/11/2022	BACS	Window Wash	-60.00		60.00		x
03/11/2022	CHQ	Royal British Legion - Takeley	-38.00		38.00		
10/11/2022	DD	XLN	-78.64		65.53	13.11	x
11/11/2022	CHQ	Clr S Sprules	-253.90		253.90		
11/11/2022	BACS	Kate Rixon Council services	-98.70		98.70		x
21/11/2022	DD	PWLB	-22009.21		22009.21		x
23/11/2022	CR	Paying-in slip 93	165.00	165.00			x
23/11/2022	BACS	The Council for Voluntary Serv	82.50	82.50			x
24/11/2022	BACS	GA Coleman & Partners	-5887.20		4906.00	981.20	
24/11/2022	BACS	J Deane	-2550.00		2550.00		
24/11/2022	BACS	RTTEC Ltd	-60.00		50.00	10.00	
24/11/2022	BACS	Employee 4	-721.92		721.92		
24/11/2022	BACS	Employee 5	-308.00		308.00		
24/11/2022	BACS	TBS Hygiene Ltd	-339.84		283.20	56.64	
24/11/2022	BACS	J Deane	-581.98		581.98		Youth Club Grant
24/11/2022	BACS	J Bridgeman	-37.49		37.49		
TOTAL			87401.86	247.50	32825.15	1309.76	
<i>Grants Receipts & Expenditure highlighted</i>							
	B/Fwd		121289.27				
	Receipts		247.50				
	Expenses		32825.15				
	VAT		1309.76				
			87401.86				
	Current Acct Bank Statement		87401.86				
	Defib Account		4601.12				
	School House Account		33364.34		-382.80 Signage		
	Total Cash held		125367.32				