



# TAKELEY PARISH COUNCIL

## Full Council Meeting

**Minutes of the Meeting held on Wednesday 6<sup>th</sup> December 2023 at 7.30pm at  
The Old School Community Centre, Brewers End**

**Present Members:** Pat Burnett (Chairman), Phill Bodsworth (Vice Chairman), Jim Backus, Paul Burnett, Jeanne Bradley and Sue Sprules.

**In attendance:** Jackie Deane (Clerk), Cllr Geoff Bagnall (UDC) and 7 members of the public.

Item	Part 1 – Public Meeting
23/141	<b>Apologies for Absence</b> Apologies were received and accepted from Cllrs Patricia Barber, Jackie Cheetham, Darren Berwick and David Daykin. Cllrs Susan Barker (ECC) and Maggie Sutton (UDC) also sent their apologies.
23/142	<b>Declarations of interests</b> None.
23/143	<b>Public Forum</b> Residents commented on the following topics: <ul style="list-style-type: none"><li>• Concern about local crime, including burglaries, car crime and counterfeit goods (cigarettes brought into the country via Stansted Airport).</li><li>• A resident from The Street reported on his attendance at a Parking Partnership meeting regarding the residents' car parking permit application. As no decision could be made at that meeting, the decision is expected at a meeting to be held on 21<sup>st</sup> December.</li><li>• Cllr Bagnall gave an update on his liaison with Cllr Hargreaves on this matter.</li></ul>
23/144	<b>Co-option of Councillors</b> Members considered the two casual vacancies and it was <b>RESOLVED</b> to co-opt Samantha Moore and James Banks as councillors. <ul style="list-style-type: none"><li>a) Samantha Moore was co-opted to fill the casual vacancy from the resignation of Terry Good.</li><li>b) James Banks was co-opted to fill the casual vacancy from the May elections.</li></ul> (Proposed by Cllr Backus and seconded by Cllr Bodsworth, the decision was unanimous). Forms were signed by the new councillors and witnessed by the Clerk.
23/145	<b>Minutes of the Last Meetings</b> The Full Council Minutes of the meeting held on 1 <sup>st</sup> November (proposed by Cllr Backus and seconded by Cllr Sprules) and the Extraordinary Meeting held on 15 <sup>th</sup> November (proposed by Cllr Paul Burnett and seconded by



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	Cllr Bradley) were approved as a true record of the meetings.
23/146	<b>Ward Councillor/County Councillor Reports</b> Cllr Susan Barker sent her apologies as she was attending another meeting. Geoff Bagnall reminded members of the upcoming deadline for comments to the Planning Inspectorate on land north of Jacks Lane and a public information event for the Local Plan, being arranged by Lt Canfield Parish Council. He also gave an update on recent motions at UDC meetings.
23/147	<b>Councillor Reports on External Meetings</b> Cllr Paul Burnett reported on feedback he received from residents at the UDC information event for the Local Plan. He reported that residents were quite angry and some raised concerns that Dr Andrew Maxted could not answer residents' questions at the meeting. Cllr Bodsworth and Mrs Bodsworth manned an information stand for the Local Plan at the Xmas Fayre and he reported that the information was well-received by residents.
23/148	<b>Clerk's Report and Correspondence</b> <ul style="list-style-type: none"><li>a) A letter of thanks has been received from Takeley Ladies Circle for the donation towards their Christmas Fayre and thanks were received from TouchPoint for their Children's Xmas Appeal.</li><li>b) A calendar of meetings for 2024 has been circulated.</li><li>c) A joint objection to new local plan changes to the CPZ has been circulated to neighbouring councils for their consideration. Two councils have already resolved to add their names to the letter.</li></ul>
23/149	<b>Councillor Vacancy</b> Noted: A casual vacancy is being advertised by UDC following the resignation of Anila Banerjee, with an opportunity for co-option expected in January. The co-option procedure has been circulated to members on email. An interest has been shown by 2 members of the public and it was agreed that con-option would be considered on the agenda at the next meeting, to be held on 10 <sup>th</sup> January.
23/150	<b>Food Bank</b> Sophie Durlacher from Food Bank attended the Old School Community Centre to consider it as a new base to service residents of Takeley as this is an area growing in referrals. The Food Bank has requested to have temporary storage in the CAB office and would consider future plans which could include joint grant funding to refurbish the outbuilding. Storage in the CAB office would be funded by Food Bank, subject to member approval.



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	<p>There was a discussion regarding the conflict with other uses for the small CAB room and the outbuilding. It was mentioned that UDC has also offered a venue for the Food Bank storage.</p> <p>It was <b>RESOLVED</b> to decline the request from the Food Bank for use of the building for storage because the room is too small, and it is not suitable for a secondary use of the CAB room. It was also <b>RESOLVED</b> to inform the Food Bank that the Parish Council do not support Food Bank use of the outbuilding, a working group has discussed alternative uses for the outbuilding and they will apply for grants for its refurbishment in due course (proposed by Cllr Phill Bodsworth and seconded by Cllr Paul Burnett).</p>
23/151	<p><b>Takeley Primary School PFA Grant Request</b></p> <p>The PFA request a grant of £78 towards two new games for Christmas. Lock Box &amp; Spin the Wheel, which can be used year after year. A representative from a local charity was present in the public forum and offered to give a donation to the PFA to cover the cost of the games, as requested. The Clerk was asked to put the charity in touch with the School PFA, to arrange payment directly.</p>
23/152	<p><b>Together in Sound</b></p> <p>A request for use of the Old School Community Centre hall concurrently with the café on Thursdays, for a 10-week period, were circulated on email to members.</p> <p>There was a general discussion on the request from Saffron Hall Together in Sound for those affected by dementia to commence in January 2024, and updated information that their booking would need to be for Thursdays, as the musician has already been booked for that day. Members discussed the conflict of uses and disturbance from music from another room taking place during the café opening times. There is already a Food Share and She's Ready fitness in the building prior to the opening at 11am and after the café closes at 2pm, the café team need to carry out cleaning and preparation for the next day.</p> <p>It was <b>RESOLVED</b> that the Saffron Hall Together in Sound project, which is due to start on 11<sup>th</sup> January 2024 cannot be held in conjunction with the community café on Thursdays. Members would like to support the project and would welcome it on another day, independent of the café, when the hall would be available, and a hire charge would include use of the café area.</p> <p>(Proposed by Cllr Bodsworth and seconded by Cllr Pat Burnett, the decision was unanimous).</p>



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23/153	<p><b>Café Chair Cleaning</b></p> <p>Quotes were received for cleaning the café/hall chairs.</p> <ul style="list-style-type: none"><li>• Motivated Cleaning Company £10 per chair x 47 chairs to the sum of £470.</li><li>• HSS Hire £627 (inc VAT) 4 days hire charge (if done by the caretaker during his weekly schedule). This cost would exclude cleaning products and caretaker's hourly rate.</li></ul> <p>Members discussed quotes and discussed the merits of hiring equipment or paying for the work to be carried out externally.</p> <p>It was <b>RESOLVED</b> not to hire the equipment and to request further quotes for the chairs to be professionally cleaned by a local carpet cleaning company. Cllr Paul Burnett said that he can provide contact details for other firms. The quotes should be considered at a future meeting (proposed by Cllr Burnett and seconded by Cllr Bodsworth).</p>
23/154	<p><b>NALC Pay Review</b></p> <p>The new pay rates for local councils have been agreed with SLCC and ALCC.</p> <p>It was <b>RESOLVED</b> to approve the cost of living pay increases for all staff, as detailed in E01-23 - 2023/24 Local Government Services Pay Agreement, with pay increases to be backdated to 1<sup>st</sup> April 2023 (proposed by Cllr Pat Burnett and seconded by Cllr Paul Burnett, the decision was unanimous).</p>
23/155	<p><b>Finance</b></p> <p>a) The minutes of the last finance committee meeting were noted and Cllr Bodsworth gave a summary of matters discussed at the meeting held that morning.</p> <p>The committee reviewed underspends and overspends in the current year and the request for putting an additional sum in the budget for professional planning expenses. It was considered that an extra £20,000 could probably be accommodated without a noticeable increase in the overall precept and further details will be available using the ready-reckoner which has just been released by UDC. Members would consider a higher figure, once the increase is shown as a percentage of the Band D Council Tax.</p> <p>b) Members <b>deferred</b> consideration of the sum to be transferred from the Community Centre Account to the Parish Council, for café running costs (estimated at £25 per week). It was noted that the working group would be arranging a meeting to discuss the cost of staffing arrangements for the café.</p>



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	<p>c) The balance on account on 1<sup>st</sup> December 2023 was £121,233.17.</p> <p>d) The monthly finance report was not available at the meeting.</p> <p>e) The Rialtas end of year service costs were considered, for the Bronze Scheme: 1 off year end service applicable to 2024 year end. 2024 price: Income and Expenditure per set of accounts £868 (ex VAT) It was <b>RESOLVED</b> to pay for the training and support from Rialtas - Income and Expenditure for the accounts to the sum of £868 (ex VAT) (proposed by Cllr Bodsworth and seconded by Cllr Sprules).</p> <p>f) Outstanding payments for December are contractual or are agreed on an annual basis.</p>
23/156	<p><b>Planning Committee</b></p> <p>a) The minutes of the November meeting were noted. The Parish Council comments to the Planning Inspectorate will be sent for the latest 40 homes application north of Jacks Lane and UDC will be making comments at their Planning Committee meeting.</p> <p>b) The Clerk gave a brief update on the work towards the Neighbourhood Plan Steering Group comments to the Regulation 18 consultation, which will be collated on Wednesday 13<sup>th</sup> December, for submission to UDC.</p>
23/157	<p><b>Local Plan Regulation 18 Consultation</b></p> <p>Members discussed priorities for the Parish Council submission, to include:</p> <ul style="list-style-type: none"><li>• General comments on the wording for replacement policies S7 and S8, the hierarchy of towns and villages, highways implications and further splitting of chapters with one policy theme.</li><li>• Takeley is a village and although some additional housing is expected, there is no desire for it to become a town.</li><li>• Specific to the site allocations for housing and employment and strategy for the south will include comments on the Four Ashes junction, A120 mitigation that proposes traffic to re-route to the B1256, the impact on Parsonage Road and access to the airport. Walking and cycling routes to Stansted Airport are currently unsafe and the proposals cannot be delivered within the airport boundary or through rural areas without proper surfacing and lighting.</li></ul>



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	<ul style="list-style-type: none"> <li>• An objection should be made to proposed changes to the Fritch Way Linear Country Park and there are general concerns about loss of productive farmland.</li> <li>• There were concerns about the new proposals from loss of productive farmland and how they would give a biodiversity net gain.</li> <li>• The proposed new school location is considered inappropriate due to pollution and noise from the airport and the A120, which will affect pupils' health and disrupt classroom concentration. The play areas will be adjacent to the A120 and there would be an impact on students' concentration levels and the ability to learn. The all-through school would create additional traffic movements in the catchment area for all pupils who do not live within walking distance of the new school and extra-curricular activities are not covered by the school transport system.</li> </ul> <p>Cllr Bodsworth asked for thanks to be recorded to the Clerk for the amount of work done on the Neighbourhood Plan and the Local Plan which has been above and beyond expectations of a Clerk.</p>
	<p>At 9.30pm, it was <b>RESOLVED</b> to suspend standing orders to continue the meeting beyond 2 hours, for items on the agenda (proposed by Cllr Pat Burnett and seconded by Cllr Backus).  <i>Cllr Bradley left the meeting.</i></p>
23/158	<p><b>Items to Note and for Future Meetings</b>          Actions and future agenda items to note.          The January meeting will include approval of the Precept Claim to UDC and co-option of a new councillor.</p>
23/159	<p><b>Date of the Next Meeting</b>          The next Full Council meeting is due to take place on Wednesday, 10<sup>th</sup> January 2024 at 7.30pm in the Old School Community Centre.          Noted - apologies from Cllr Bodsworth.</p>
<b>Part 2</b>	
23/160	<p><b>Exclusion of the Press and Public</b>          It was <b>RESOLVED</b> that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972. (Proposed by Cllr Pat Burnett and</p>



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	seconded by Cll Bodsworth).
23/161	<b>Clerk Annual Salary Review</b> It was <b>RESOLVED</b> for the Clerk's salary to be increased to SCP 35 with effect from 1 <sup>st</sup> December 2023 (proposed by Cllr Bodsworth and seconded by Cllr Sprules).

**Meeting closed at 21.49**

**Signed by the Chairman .....**

**Date .....**

Bank Reconciliation up to 30/11/2023 for Cashbook No 1 - Unity Current A/c 024

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/11/2023	SO	42.00		42.00		R <input type="checkbox"/>	Active Digital Marketing
01/11/2023	DD	13.25		13.25		R <input type="checkbox"/>	TV Licensing
06/11/2023	2347		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
06/11/2023	S Humphrie		125.83	125.83		R <input type="checkbox"/>	Receipt(s) Banked
07/11/2023	I James		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
08/11/2023	BACS	1,250.00		1,250.00		R <input type="checkbox"/>	TouchPoint Stansted
08/11/2023	BACS	150.00		150.00		R <input type="checkbox"/>	Ladies Circle
08/11/2023	BACS	350.00		350.00		R <input type="checkbox"/>	Rialton TPC Ltd
08/11/2023	BACS	7.20		7.20		R <input type="checkbox"/>	G Panayi
08/11/2023	BACS	60.00		60.00		R <input type="checkbox"/>	Window Wash UK
08/11/2023	BACS	1,580.00		1,580.00		R <input type="checkbox"/>	Christopher Baker
08/11/2023	BACS	5,887.20		5,887.20		R <input type="checkbox"/>	GA Coleman
08/11/2023	2338		152.50	152.50		R <input type="checkbox"/>	Receipt(s) Banked
10/11/2023	DD	30.19		30.19		R <input type="checkbox"/>	XLN Business Services
16/11/2023	BACS	597.38		597.38		R <input type="checkbox"/>	Lloyds Credit Card
20/11/2023	DD	22,009.21		22,009.21		R <input type="checkbox"/>	Public Works Loans Board
20/11/2023	BACS	5,364.90		5,364.90		R <input type="checkbox"/>	JM Payroll Services
20/11/2023	BACS	350.00		350.00		R <input type="checkbox"/>	Essex Herts Air Ambulance
20/11/2023	BACS	10.26		10.26		R <input type="checkbox"/>	SSE Energy Gas
20/11/2023	2304		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
21/11/2023	DD	97.62		97.62		R <input type="checkbox"/>	E-ON NEXT
22/11/2023	2262		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
23/11/2023	BACS	353.28		353.28		R <input type="checkbox"/>	TBS Hygiene
23/11/2023	BACS	451.53		451.53		R <input type="checkbox"/>	Sue Humphries
23/11/2023	BACS	366.72		366.72		R <input type="checkbox"/>	TBS Hygiene
27/11/2023	2263		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
28/11/2023	CHEQUE	38.00		38.00		R <input type="checkbox"/>	Royal British Legion Poppy App
29/11/2023	BACS	15.65		15.65		R <input type="checkbox"/>	G Panayi
29/11/2023	BACS	235.30		235.30		R <input type="checkbox"/>	S Sprules
30/11/2023	DD	12.03		12.03		R <input type="checkbox"/>	RT Tec
		<u>39,271.72</u>	<u>548.33</u>				

**Clerk/RFO:**

Name .....Signed .....Date .....

**Chair of Finance:**

Name .....Signed .....Date .....