



TAKELEY PARISH COUNCIL

Full Council Meeting

Meeting Notice

Councillors are hereby summoned to attend the **Ordinary Meeting** of Takeley Parish Council which will be held on **Wednesday 10th December 2025 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: Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chairman), Jim Backus, James Banks, Patricia Barber, John Boyle, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin and Sue Sprules.

Signed: Jackie Deane
(Clerk to the Council)
Date of publication: 2nd December 2025

Members of the public and press are welcome to attend.

AGENDA

Item	
25/133	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
25/134	Declarations of interests Members to declare interests for matters on the agenda.
25/135	New Councillor Co-option To consider an application to fill the casual vacancy following the resignation of Cllr D'Alton.
25/136	Public Forum and County Councillor Report Up to 15 minutes for public questions and statements, 3 minutes for individuals. To receive a report from Cllr Susan Barker (ECC).
25/137	Ward Councillor and County Councillor Reports To receive reports.
25/138	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 12th November 2025.
25/139	Councillor Reports Reports from members representing the Council.



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25/140	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none">a) Airport parking update – meeting with cabinet member on 21st November for parking restrictions.b) Xmas carols and crafts event at the Old School – 22nd December 2pm-5pmc) Outbuilding lights being connected in early Decemberd) UDC briefing on devolution has been circulatede) Quarterly hire agreement forms have been sent to all regular hall users and any requests for grant funding, and/or other resources, will be brought to the next Full Council meeting for consideration.
25/141	<p>Future Use of the Former Day Centre</p> <p>A community group proposes to take over the current children's breakfast club and after-school club arrangements and relocate to a refurbished community building which is owned by Uttlesford District Council. The group aims to form a charity in the name of The TLC Foundation (Takeley's Loving Community).</p> <ul style="list-style-type: none">a) To consider a request for Parish Council support of their proposals.b) To consider requesting of UDC that they put a temporary halt to their redevelopment proposalsc) To liaise with the community group regarding further requests for support.
25/142	<p>Community Safety Request</p> <p>The Community Safety Partnership wish to purchase a portable VAS sign for participating parishes. This requires each parish wishing to join the scheme, to install a post for attaching the VAS to, (measuring 3-4m in height and a 76cm shaft) as well as the brackets to hold it in place.</p> <ul style="list-style-type: none">a) To identify appropriate locations for a VAS sign with posts available for fixingb) To consider joining the VAS scheme, and costs of 4 brackets (£52 + VAT each, one for the VAS and one for the extended solar panel to charge the battery). <p><u>Note:</u> Expression of interest is required by 31st December.</p>
25/143	<p>Hall and Amenities Committee</p> <p>Following the resolution at the last meeting, to set up a new committee for Hall and Amenities, further advice has been sought regarding changes to our current procedures.</p> <p>A new grant application form is being drafted, along with criteria for the types of community support resource the Parish Council could consider in the future, which will include setting up a separate group to manage the community café.</p> <p>A draft Terms of Reference will include decision-making on those matters, in liaison with the staffing and finance committees.</p> <ul style="list-style-type: none">a) To consider joining a Hall and Amenities Committee of 5 members.



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	b) To consider next steps.
25/144	New Board Games Group The organisers request an initial waiver on hall hire fees for 1.5 hours every fortnight, from January to March 2026, until a membership can be established. <u>Note:</u> Enquiries will also be made regarding a link with the youth club.
25/145	Grant Requests The following have been a) TouchPoint Kids Christmas appeal b) Air Ambulance appeal c) Priors Wood Court request for Xmas event
25/146	CouncilWise Councillor Training Subscription Correspondence has been circulated for consideration. a) To consider a new training and networking subscription of £500pa for Great Dunmow-based sessions in the former EALC premises.
25/147	Planning Committee a) To note the minutes of the planning committee meeting held on 12 th November. b) To receive a report from the Committee on matters raised at the December meeting, including the new application at Land North of Taylor's Farm.
25/148	Finance a) To note the balance on account on 1 st December 2025 was £118,135.91. b) To note the minutes of the finance committee meeting held on 12 th November. c) To approve the monthly finance report for October and November 2025. d) To approve the payments presented at the meeting.
25/149	Budget and Precept a) To consider a report from the Staffing Committee regarding budgetary requirements. b) To consider recommendations from the Finance Committee for the budget for 2026-27. c) To consider a recommendation from the Finance Committee for the Precept Request to UDC for the financial year 2026/27.
25/150	Policy Review Policies for consideration and adoption: a) Safeguarding policy



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	b) Lone working policy
25/151	Date of the Next Meeting The next meeting is scheduled for Wednesday, 14th January 2026 at 7.30pm at the Old School Community Centre.