



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 12th November 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: 6th November 2025

Members of the public and press are welcome to attend.

AGENDA

Item	
25/113	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
25/114	Declarations of interests Members to declare interests for matters on the agenda.
25/115	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).
25/116	Ward Councillor and County Councillor Reports To receive reports.
25/117	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 8th October 2025.
25/118	Councillor Reports Reports from members representing the Council.
25/119	Clerk's Report and Correspondence a) Airport parking update – meeting with cabinet member on 21 st November for parking restrictions b) The District Council has forwarded funds to cover expenses on the Molehill Green Village Hall toilets. Further funding is available, for



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	<p>improvements to Priors Green Community Hall and sports or recreation facilities.</p> <p>c) Wildflower seeds have been purchased for the earth bunds on the sports field and the Assistant Clerk is liaising with volunteers regarding weed clearance and sowing the seeds.</p> <p>d) Electricity is currently not working in the Community Centre outbuilding and a £130 callout fee has been approved by the Clerk, to fix the fault. An additional fee for parts and labour might be needed.</p> <p>e) Quarterly hall-hire terms and conditions have been circulated to local groups and regular charitable hires, for completion, along with risk assessments where necessary.</p> <p>f) The Clerk has met with UDC representatives to discuss additional signage for a wayfinding project, which will be grant-funded.</p>
25/120	<p>Future Management of the Community Café</p> <p>The updated report with options for future management of the community café has been prepared by the Council's auditor and circulated as an appendix to the agenda.</p> <p>a) To consider options presented in the report</p> <p>b) To agree actions to take forward changes in the management of the Community Café.</p>
25/121	<p>Grant Opportunities</p> <p>Grants are currently available which could allow the Council to apply for improved facilities in the Old School kitchen, to create a separate area for general hall hires and community groups, to add cabinets for additional storage and to move the domestic dishwasher from the parish council office to the kitchen and to replace it with a fridge, for office use.</p> <p>a) Members to consider the merits of the Assistant Clerk carrying out additional research and making a relevant grant application for kitchen cabinet and appliance works, to add capacity to community group sessions in a dedicated area of the kitchen at the Old School Community Centre, within an allocation of up to £5,000.</p> <p>b) To consider additional grant information, and any councillor ideas which could attract grant funding.</p>
25/122	<p>Hall Hire Arrangements</p> <p>Further consideration of hall hire costs was deferred from the last meeting.</p> <p>a) To consider a new hire fee for the outside areas, kitchen, toilets and car park.</p> <p>b) To consider an additional fee of £2 per hour, for exclusive hire of the building.</p> <p>c) To consider offering the new Takeley Gamers Club a discounted hourly rate for the hire to non-profit local groups and clubs.</p>



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25/123	<p>Banner Requests</p> <ul style="list-style-type: none">a) Agreement was given prior to the meeting for a banner to be displayed on the Green, for awareness of the large industrial site proposals at The Street.b) To consider a request from the Ladies Circle to display a banner at the Four Ashes to advertise the Xmas Bazaar for two weeks commencing 15th November.c) To consider the request a banner on the railings, to advertise a new group, Takeley Gamers, from mid-December.
25/124	<p>Christmas and Community Events</p> <p>The Assistant Clerk would be willing to facilitate a Parish Council community Christmas event on Monday, 22nd December 2-5pm, with Carols around the Christmas tree, drinks and snacks to be provided free of charge, and craft activities for children. Member support would be needed.</p> <ul style="list-style-type: none">a) To consider seeking a donated Christmas tree for the outside of the community building and a budget for new lights and decorations.b) To consider providing free refreshments funded by a s137 grant, for the community event and agreement of up to four councillors to be present to support the event.
25/125	<p>Signs at Takeley Sports Field and Recreation Ground</p> <p>Fence works are complete so that the car park can be made available for public use, with rights reserved to lock the gates at any time. Stansted Airport's operations manager has agreed to assist with erecting new signs in the car park to deter airport parking. Replacement signs should be considered, to welcome new users of the facilities.</p> <ul style="list-style-type: none">a) To consider the existing wording on the sign and any changes to be included on a new sign for the sports fieldb) To consider the existing wording on the recreation ground sign and consider changes for a new sign.
25/126	<p>Planning Committee</p> <ul style="list-style-type: none">a) To note the minutes of the planning committee meeting held on 8th October.b) To receive a report on matters raised at the October meeting and to consider any recommendations.c) To receive an update on the emerging Local Plan and changes anticipated for Takeley.
25/127	<p>Budget and Precept</p> <p>Members to discuss any requests and suggestions for additional budgetary requirements in the next financial year.</p> <ul style="list-style-type: none">a) To make recommendations to the finance committee for consideration of budgetary requirements



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	<p>b) To consider an additional budget for s137 grants, to include a request from Citizen's Advice, to support rural communities in 2026/27.</p> <p>c) To consider an additional budget for the hall and kitchen cost centre, for the provision of services to community support projects.</p>
25/128	<p>Finance</p> <p>a) To note the balance on account on 1st November 2025 was £129,078.69</p> <p>b) To note the minutes of the finance committee meeting held on 15th October.</p> <p>c) To approve the monthly finance report for September 2025.</p> <p>d) To approve the payments presented at the meeting.</p>
25/129	<p>Policy Review</p> <p>Policies for consideration and adoption:</p> <p>a) Safeguarding policy</p> <p>b) Lone working policy</p>
25/130	<p>Date of the Next Meeting</p> <p>The next meeting is scheduled for Wednesday, 12th December 2025 at 7.30pm at the Old School Community Centre.</p>
25/131	<p>Part 2</p> <p>Exclusion of Public and Press</p> <p>Members to vote for the remainder of the agenda to exclude the press and public. 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.</p>
25/132	<p>Staffing Committee report and recommendations</p> <p>a) Budgetary considerations</p> <p>b) Legal update</p>