



# 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 6<sup>th</sup> December 2023 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:** Pat Burnett (Chairman), Phill Bodsworth (Vice Chairman), Jim Backus, Patricia Barber, Paul Burnett, Jackie Cheetham, Darren Berwick, David Daykin, Jeanne Bradley and Sue Sprules.

**Signed:** *Jackie Deane*  
(Clerk to the Council)

**Date of publication: 30<sup>th</sup> November 2023**

Members of the public and press are welcome to attend in person. There is no requirement to register in advance to attend but notification of your intention to attend is appreciated.

### AGENDA

Item	Part 1 – Public Meeting
23/141	<b>Apologies for Absence</b> Members' apologies sent to the Clerk ahead of the meeting.
23/142	<b>Declarations of interests</b> Members to declare interests for matters on the agenda.
23/143	<b>Public Forum</b> Up to 15 minutes for public questions and statements, 3 minutes for individuals.
23/144	<b>Co-option of Councillors</b> a) To fill the casual vacancy from the resignation of Terry Good. b) To fill the casual vacance from the May elections.
23/145	<b>Minutes of the Last Meetings</b> To consider approval of the Full Council Minutes of the meeting held on 1 <sup>st</sup> November and the Extraordinary Meeting held on 15 <sup>th</sup> November as a true record of the meetings.
23/146	<b>Ward Councillor/County Councillor Reports</b> To receive reports.



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23/147	<b>Councillor Reports on External Meetings</b> To receive reports.
23/148	<b>Clerk's Report and Correspondence</b> 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. b) A calendar of meetings for 2024 has been circulated.
23/149	<b>Councillor Vacancy</b> To note: 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.
23/150	<b>Food Bank</b> Sophie Durlacher from Food Bank attended the School House to consider it as a new base to service residents of Takeley as this is an area growing in referrals. The Food Bank would like 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.
23/151	<b>Takeley Primary School PFA Grant Request</b> The PFA request a grant of £78 towards two new games for Christmas. Lock Box & Spin the Wheel, which can be used year after year.
23/152	<b>Together in Sound</b> Details have been circulated on for Saffron Hall Together in Sound for those affected by dementia to commence in January 2024, either during café opening times 11am – 1pm from January 11 <sup>th</sup> or for alternatively as a regular hire to Saffron Hall to be agreed. The project leaders have expressed a preference to run the sessions concurrently with the community café, subject to members' approval. Members to give their comments on whether the sessions should be run concurrently with the café.
23/153	<b>Café Chair Cleaning</b> To consider quotes for steam cleaning the café/hall chairs. 47 Chairs in need of a thorough steam clean. Prices quoted. <ul style="list-style-type: none"><li>Motivated Cleaning Company £10 per chair x 47 chairs to the sum of £470.</li></ul>



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	<ul style="list-style-type: none"> <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>																				
23/154	<p><b>NALC Pay Review</b></p> <p>The new pay rates for local councils have been agreed with SLCC and ALCC. Members to consider approval of 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.</p>																				
23/155	<p><b>Finance</b></p> <ol style="list-style-type: none"> <li>To note the minutes of the last finance committee meeting and to consider any relevant actions or recommendations from the Finance Committee.</li> <li>To consider an equivalent allowance of £25 per week to be paid from the Community Centre Account to the Parish Council, for café running costs.</li> <li>To note the balance on account on 30<sup>th</sup> November 2023.</li> <li>To approve the monthly finance report (tabled at the meeting).</li> <li>To consider the Rialtas end of year service Bronze Scheme: 1-off year end service applicable to 2024 year end. Receipt and Payments per set of accounts £569 (ex VAT).</li> <li>To agree the payments (if required, these will be tabled at the meeting).</li> </ol> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Payeee</th> <th>Description</th> <th>Total</th> <th>Net Cost</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Payeee	Description	Total	Net Cost	VAT															
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23/156	<p><b>Planning Committee</b></p> <ol style="list-style-type: none"> <li>To note the minutes from the November meeting.</li> <li>To receive a report from the Chairman on the December meeting, to include major planning applications and the Local Plan.</li> </ol>																				
23/157	<p><b>Local Plan Reg 18 Consultation</b></p> <p>To receive members' comments for matters to include in the Parish Council response.</p>																				
23/158	<p><b>Items to Note and for Future Meetings</b></p> <p>Actions and future agenda items to note.</p> <p>The January meeting will include approval of the Precept Claim to UDC.</p>																				



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23/159	<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.
23/160	<b>Part 2 – Exclusion of the Press and Public</b> To resolve resolved 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.
23/161	Clerk annual salary review presented by the Chairman, with a recommendation from the Staffing Committee for consideration.