



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 11th March 2026 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, Richard Ridley, Steven Moore and Sue Sprules.

Signed: Jackie Deane
(Clerk to the Council)
Date of publication: 5th March 2026

Members of the public and press are welcome to attend.

AGENDA

Item	
25/178	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
25/179	Declarations of interests Members to declare interests for matters on the agenda.
25/180	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).
25/181	Ward Councillor Reports To receive reports.
25/182	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 11th February 2026.
25/183	Councillor Reports Reports from members representing the Council.
25/184	Clerk's Report and Correspondence a) Litter-pick – Saturday, 14 th March at 10am meeting at Priors Green Hall with refreshments and equipment provided. The Assistant Clerk has been liaising with Rotary Club and Little Canfield PC and all are



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	<p>welcome to attend.</p> <ul style="list-style-type: none">b) A resident has contacted the Clerk regarding vehicles parking on pavements, forcing pedestrians into the road. Cllr Maggie Sutton has referred the matter to the Community Policing Team.c) Uttlesford Community Safety Partnership - Road Safety Project update – Takeley’s participation has been confirmed and UDC will circulate an online meeting invitation in due course.d) Wayfinding project update – UDC is leading on the grant-funding project for 5 parishes, who were selected to improve wayfinding for residents, with new signage of walking and cycling links to open spaces, play areas, schools, shops and the Flich Way. The Parish Council has had the opportunity to select appropriate signage designs and locations.
25/185	<p>Sports Field Potential new Facility</p> <p>The Council has enabled free and open access to the Sports Field and initial improvements have been made, through district council grant funding and new signage provided by Stansted Airport. Further funding has been earmarked for a perimeter track and other improvements. Quotes have been sought for new posts to secure the gates in an open position, and enquiries are being made to improve the car park surface and pedestrian access to the field. There seems to have been an internal water leak in one of the portacabins, and this is being investigated.</p> <p>Lease arrangements:</p> <ul style="list-style-type: none">a) Takeley Football Club has an ongoing lease with the Parish Council for use of part of the parish council owned facility. Under the conditions of the lease, the football club is responsible for reimbursement of utilities costs. External floodlighting has recently been added to one of the portacabins, without Parish Council consent. To note that an invoice has been issued for utilities costs, for the Club’s consideration, along with a request that the Club should submit a retrospective application for the works, and safety and insurance details for the works that have been carried out.b) A commercial provider has requested a new lease, with proposal details for 6 x padel courts on part of the Sports Field (see confidential report circulated to members). Members to ask questions regarding the proposed padel courts and associated structures, and to consider support in principle for the proposals to enter a lease for a period of 15 years.



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	<p>Note: There is a Part 2 agenda item for consideration of the financial terms and legal arrangements relating to this matter.</p>																
25/186	<p>Additional Caretaker Vacancy The vacancy for 4-10 hours per week is currently being advertised, and the staffing committee has agreed interview arrangements. The Priors Green Community Hall will have a requirement for up to 10 hours per week, once a new member of staff has been recruited. Members to note the recruitment arrangements and consider delegated authority to the Chair of Staffing Committee, in liaison with the Clerk, to make an offer of employment, to be ratified at the next available Full Council meeting.</p>																
25/187	<p>Banner Requests Takeley Sports and Social Club have requested permission for a banner to be erected on the green at the Four Ashes for the following dates: 28th March, 18th of July, 17th of October and 28th of November. There are no other requests noted for those dates.</p>																
25/188	<p>Terms of Reference for the Hall and Amenities Committee To consider the recommendation regarding spending powers for the committee and to adopt the new committee's Terms of Reference.</p>																
25/189	<p>Planning Committee</p> <ol style="list-style-type: none"> a) To note the minutes of the planning committee meeting held on 11th February. b) To receive a report on the meeting held on 11th March. 																
25/190	<p>Finance</p> <ol style="list-style-type: none"> a) To note the balance on account on 1st March 2026 was 87384.63 b) To approve the February finance report. c) To approve payments presented at the meeting. <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Payee</th> <th style="padding: 5px;">Description</th> <th style="padding: 5px;">Net Cost (£)</th> <th style="padding: 5px;">Total (£)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Rural Community Council of Essex</td> <td style="padding: 5px;">Annual parish council Subscription renewal</td> <td style="padding: 5px;">£71.50</td> <td style="padding: 5px;">£85.50</td> </tr> <tr> <td style="padding: 5px;">J H Cleaning solutions</td> <td style="padding: 5px;">Building quarterly deep clean</td> <td style="padding: 5px;">£532</td> <td style="padding: 5px;">£532</td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> </tbody> </table> <ol style="list-style-type: none"> d) The Clerk has received a fee estimate for internal audit services and has 	Payee	Description	Net Cost (£)	Total (£)	Rural Community Council of Essex	Annual parish council Subscription renewal	£71.50	£85.50	J H Cleaning solutions	Building quarterly deep clean	£532	£532				
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	made arrangements for Rialtas support in the year-end financial records.
25/191	Matters for a Future Agenda To consider matters to note or for a future agenda
25/192	Date of the Next Meeting The next meeting is scheduled for Wednesday, 8th April 2026 at 7.30pm at the Old School Community Centre.
	Part 2
25/193	Exclusion of Public and Press 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. Members to vote for the remainder of the agenda to exclude the press and public.
25/194	Sports Field Consideration of potential lease arrangements, legal and financial implications.