



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting held on Wednesday 10th December 2025 at 7.30pm at The Old School Community Centre

Council Members Present: Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chair), Patricia Barber, John Boyle, Paul Burnett and Sue Sprules.

In Attendance: Jackie Deane (Clerk/RFO), Cllrs Sutton and Bagnall (UDC) and 13 Members of the public.

Item	
25/133	Apologies for Absence Apologies were received and accepted from Cllrs Carter, Daykin, Backus, Cheetham and Banks.
25/134	Declarations of interests Cllr Moore declared a pecuniary interest in item 144 as a group organiser for the new club hall hire.
25/135	New Councillor Co-option It was RESOLVED to co-opt Steven Moore to fill the casual vacancy following the resignation of Cllr Pat Burnett (proposed by Cllr Bodsworth, seconded by Cllr Sprules and duly co-opted).
25/136	Public Forum and County Councillor Report Cllr Susan Barker (ECC) gave her apologies ahead of the meeting. Mr Morgan Hunter, representing Takeley's Loving Community Group spoke regarding the former day centre owned by UDC. It was noted that UDC expects to submit a planning application in early 2026 and the group requests Parish Council support in their request to pause the redevelopment plans while the group prepares proposals for refurbishing it. Their intention is to provide a 'wrap-around' childcare facility and elderly community support venue. Mr Hunter stated that the new facility in Station Road would not suit their needs as it would not include the combined support for children and the elderly in one location. The three requests of the Parish Council are to acknowledge that no recent public consultation has taken place, to request a pause in redevelopment and to support, or partnering with the group, in making a nomination for the building to become an asset of community value.
25/137	Ward Councillor and County Councillor Reports Cllr Bagnall reported that he will not be present for the next UDC planning committee is held, so will not be able to vote on the Stansted Airport expansion application. He explained his concerns over the serious impact it would have on the local highways network and that there should be a deferral. Cllr Sutton was available to respond to resident and councillor



TAKELEY PARISH COUNCIL

Full Council Meeting

	questions.
25/138	Minutes of the Last Meeting The Full Council Minutes of the meeting held on 12th November 2025 were approved as a true record (proposed by Cllr Moore and seconded by Cllr Barber).
25/139	Councillor Reports None.
25/140	Clerk's Report and Correspondence a) Airport parking update – meeting with cabinet member on 21 st November for parking restrictions and the Parish Council has been informed that contractors have been instructed for the works to be implemented in the New Year. b) The Xmas carols and crafts event at the Old School is being advertised as a free event for the community on 22 nd December 2pm-5pm. c) Outbuilding – the electrical connection has been instructed for early December. d) The UDC briefing on devolution has been circulated. e) 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	Future Use of the Former Day Centre <i>The chairman agreed for this item to be brought forward on the agenda, for the convenience of residents present for the public forum.</i> 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). Members considered the group's requests, 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 proposals c) To liaise with the community group regarding further requests for support. It was RESOLVED to support a local group by writing to UDC to request that they pause their development proposals for the former day centre, to give adequate time for that group to establish proposals and to make an application to nominate an asset of community value (proposed by Cllr Moore and seconded by Cllr Bodsworth).



TAKELEY PARISH COUNCIL

Full Council Meeting

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> <p>It was RESOLVED to express the Council's interest in the VAS scheme and associated costs to install a post for attaching the VAS 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. Note - this will require 4 brackets, at £52 + VAT each, one for the VAS and one for the extended solar panel to charge the battery (proposed by Cllr Moore and seconded by Cllr Burnett).</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. It was RESOLVED for Cllrs Cheetham, Carter Sand Samantha Moore to become members of the Hall and Amenities Committee (proposed by Cllr Sprules and seconded by Cllr Moore).b) Members noted next steps in setting up the committee, to include new Terms of Reference and agreeing a meeting schedule.
25/144	<p>New Board Games Group</p> <p>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.</p> <p><u>Note:</u> Enquiries will also be made regarding a link with the youth club. <i>Cllr Sam Moore and Cllr Steven Moore declared pecuniary interests and left the room for consideration of this item.</i></p>



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>It was RESOLVED to waive hall hire fees for the new board games group hall hire fees for 1.5 hours every fortnight, from January to March 2026, until a membership can be established (proposed by Cllr Burnett and seconded by Cllr Boyle).</p>								
<p>25/145</p>	<p>Grant Requests</p> <p>It was resolved to award s137 grants to the following community groups/service providers (proposed by Cllr Bodsworth and seconded by Cllr Moore):</p> <ul style="list-style-type: none"> a) TouchPoint Kids Christmas appeal was awarded £750 b) Air Ambulance appeal was awarded £350 c) Priors Wood Court request for Xmas event was awarded £250 								
<p>25/146</p>	<p>CouncilWise Councillor Training Subscription</p> <p>Correspondence has been circulated for consideration. Members considered subscription to a new training and networking subscription of £500pa for Great Dunmow-based sessions in the former EALC premises.</p> <p>It was RESOLVED not to subscribe to CouncilWise and to continue the EALC subscription for updates and training (proposed by Cllr Bodsworth and seconded by Cllr Moore).</p>								
<p>25/147</p>	<p>Planning Committee</p> <ul style="list-style-type: none"> a) Noted - minutes of the planning committee meeting held on 12th November. b) The Clerk reported on matters covered at the December meeting, including the new application at Land North of Taylor’s Farm and the Stansted Airport expansion plans. 								
<p>25/148</p>	<p>Finance</p> <ul style="list-style-type: none"> a) Noted – The balance on account on 1st December 2025 was £118,135.91. b) Noted - the minutes of the finance committee meeting held on 12th November. c) The monthly finance reports for October and November 2025 were approved. d) Payments were approved as follows (proposed by Cllr Sprules and seconded by Cllr Moore): <table border="1" data-bbox="525 1765 1284 1995"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Net Cost (£)</th> <th>Total (£)</th> </tr> </thead> <tbody> <tr> <td>Railton TPC</td> <td>Transport consultant fees re Taylor’s Farm</td> <td>£2,061.17</td> <td>£2,0061.17</td> </tr> </tbody> </table>	Payee	Description	Net Cost (£)	Total (£)	Railton TPC	Transport consultant fees re Taylor’s Farm	£2,061.17	£2,0061.17
Payee	Description	Net Cost (£)	Total (£)						
Railton TPC	Transport consultant fees re Taylor’s Farm	£2,061.17	£2,0061.17						



TAKELEY PARISH COUNCIL

Full Council Meeting

	A Collins-Klimcke	Expenses	35.97	35.97	
	Ecolec	Outbuilding power connection and lighting invoice 8287	1,050	1,260	
25/149	<p>Budget and Precept</p> <p>a) Cllr Barber gave a report from the staffing committee regarding future staffing costs and requirements. Cllr Burnett wished for it to be recorded that, in his view, the Council should carry out a time and motion study prior to recruiting more staff.</p> <p>b) It was RESOLVED to accept the budgetary recommendations from the Finance Committee for an expenditure budget of £235,000 for 2026-27 (proposed by Cllr Sprules and seconded by Cllr Moore. There was one abstention).</p> <p>c) It was RESOLVED to approve the recommendation from the Finance Committee for a precept request to UDC of £212,000 for the financial year 2026/27 (proposed by Cllr Sprules and seconded by Cllr Moore. There was one abstention).</p> <p>Note: The Clerk and Chairman completed the Precept request, to be set to UDC ahead of the January deadline.</p>				
25/150	<p>Policy Review</p> <p>The following policies were considered and RESOLVED to adopt:</p> <p>a) Safeguarding policy b) Lone working policy</p> <p>The resolution was proposed by Cllr Barber and seconded by Cllr Moore. The decision was unanimous.</p>				
25/151	<p>Date of the Next Meeting</p> <p>The next meeting is scheduled for Wednesday, 14th January 2026 at 7.30pm at the Old School Community Centre.</p>				

Meeting closed at 8.50pm

Signed by the Chairman.....

Date

Bank Reconciliation up to 30/11/2025 for Cashbook No 1 - Unity Current A/c 680

<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>
03/11/2025	154		158.90	158.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/11/2025	Nov		8,000.00	8,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/11/2025	BACS	14.43		14.43		R <input checked="" type="checkbox"/>	J DEANE
04/11/2025	BACS	800.00		800.00		R <input checked="" type="checkbox"/>	Railton TPC Ltd
04/11/2025	BACS	6,303.36		6,303.36		R <input checked="" type="checkbox"/>	GA Coleman
04/11/2025	BACS	4.26		4.26		R <input checked="" type="checkbox"/>	United Tools & Fixings
04/11/2025	BACS	11.50		11.50		R <input checked="" type="checkbox"/>	A Collins-Klimcke
04/11/2025	BACS	390.60		390.60		R <input checked="" type="checkbox"/>	TBS Hygiene
04/11/2025	2525		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/11/2025	155		190.70	190.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/11/2025	2555		160.00	160.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/11/2025	2553		200.00	200.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/11/2025	DD	45.60		45.60		R <input checked="" type="checkbox"/>	Active Digital Marketing
10/11/2025	DD	15.00		15.00		R <input checked="" type="checkbox"/>	TV Licensing
10/11/2025	DD	34.67		34.67		R <input checked="" type="checkbox"/>	Daisy Communications Ltd
10/11/2025	2557		22.50	22.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/11/2025	156		259.70	259.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/11/2025	2547		37.50	37.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/11/2025	test		0.10	0.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/11/2025	DD	25.56		25.56		R <input checked="" type="checkbox"/>	Clover FDMS
14/11/2025	2549		612.00	612.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/11/2025	FDMS		41.20	41.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/11/2025	DD	14.40		14.40		R <input checked="" type="checkbox"/>	Daisy Communications Ltd
17/11/2025	DD	561.21		561.21		R <input checked="" type="checkbox"/>	Lloyds Credit Card
17/11/2025	FDMS		7.40	7.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/11/2025	DD	29.26		29.26		R <input checked="" type="checkbox"/>	E-ON NEXT
18/11/2025	DD	155.39		155.39		R <input checked="" type="checkbox"/>	E-ON NEXT
18/11/2025	BACS	192.56		192.56		R <input checked="" type="checkbox"/>	E-ON NEXT
18/11/2025	157		103.00	103.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/11/2025	Oct paymen		7,000.00	7,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/11/2025	Oct payrol		8,000.00	8,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/11/2025	DD	10.47		10.47		R <input checked="" type="checkbox"/>	Castle Water
19/11/2025	BACS	34.00		34.00		R <input checked="" type="checkbox"/>	Takeley Rotary Club
19/11/2025	BACS	396.00		396.00		R <input checked="" type="checkbox"/>	PHF Fire Ltd
19/11/2025	BACS	100.00		100.00		R <input checked="" type="checkbox"/>	Per Pro Services Ltd
19/11/2025	BACS	302.40		302.40		R <input checked="" type="checkbox"/>	TBS Hygiene
19/11/2025	BACS	7,825.26		7,825.26		R <input checked="" type="checkbox"/>	JM Payroll Services
19/11/2025	BACS	80.00		80.00		R <input checked="" type="checkbox"/>	WillTest
19/11/2025	BACS	204.60		204.60		R <input checked="" type="checkbox"/>	PAFG LTD Anglia Fire Protectio
19/11/2025	BACS	6,690.00		6,690.00		R <input checked="" type="checkbox"/>	Broadmead Leisure Ltd
19/11/2025	BACS	186.00		186.00		R <input checked="" type="checkbox"/>	Broadmead Leisure Ltd
20/11/2025	SJH loan		11,238.00	11,238.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/11/2025	DDR	38.00		38.00		R <input checked="" type="checkbox"/>	Royal British Legion Poppy App
21/11/2025	FDMS		57.20	57.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/11/2025	2554		68.00	68.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/11/2025	FDMS		9.50	9.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/11/2025	2558		80.00	80.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/11/2025	2559		178.50	178.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 30/11/2025 for Cashbook No 1 - Unity Current A/c 680

<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>
27/11/2025	158		69.00	69.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/11/2025	DD	114.02		114.02		R <input checked="" type="checkbox"/>	RT Tec
28/11/2025	FDEL		29.30	29.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/11/2025	DD	12.75		12.75		R <input checked="" type="checkbox"/>	Unity Bank
		<u>24,591.30</u>	<u>36,642.50</u>				

Clerk/RFO:

NameSignedDate

Chair of Finance:

NameSignedDate