



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council held on Wednesday, 12th November 2025 at 7.30pm at The Old School Community Centre

Council Members Present: Samantha Moore (Vice Chairman), Jim Backus, Patricia Barber, John Boyle, Paul Burnett, Jackie Cheetham and David Daykin

In Attendance: Jackie Deane (Clerk to the Council), Cllr Susan Barker (ECC), Geoff Bagnall and Maggie (UDC) and two members of the public

In Cllr Bodsworth's absence, Cllr Moore chaired the meeting.

Item	Part 1
25/113	Apologies for Absence Apologies from Cllrs Helen Carter, James Banks, Phill Bodsworth and Sue Sprules were received and accepted.
25/114	Declarations of interests Cllr Moore declared a pecuniary interest in a banner request and hall hire request for a new games group (items 122 and 123). Cllr Daykin declared a non-pecuniary interest matters concerning Priors Green community hall (report item 118).
25/115	Public Forum and County Councillor Report Mr Ireland gave an update on the resident-funded parking permit bay at The Street, which has been approved. The North Essex Parking Partnership has raised an order for implementation on 15 th December 2025. Mr Ireland expressed thanks to the parish, district and county councillors, and the Clerk, for their support. Brian Ross, representing Stansted Airport Watch Foundation, made a request to individual councillors to consider becoming one of the six directors of the Community Interest Company. This would primarily involve management of the investment fund approximately £95,000 and consideration of grant requests in the future. Cllr Susan Barker (ECC) said that she is currently taking part in the community grant process for the Stansted Airport Fund and encouraged the Parish Council to apply for the next available grant. She gave an update on the current Crumps Farm planning application, which was delayed for a response from the Environment Agency. An on-site meeting in Parsonage Road has been arranged for 21 st November, regarding the red lines parking restriction application.
25/116	Ward Councillor and County Councillor Reports Cllr Bagnall has requested that Cllr Ray Gooding (UDC/ECC) liaise with the cabinet member regarding the forthcoming Parsonage Road meeting, to ensure that an update is received on implementation dates for the scheme.



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25/117	<p>Minutes of the Last Meeting</p> <p>The minutes of the meeting held on 8th October 2025 were approved as a true record) proposed by Cllr Cheetham and seconded by Cllr Backus).</p>
25/118	<p>Councillor Reports</p> <p>Cllr Cheetham reported on the annual transport forum held at Stansted Airport, which covers coach, road and rail links to the transport hub. The meeting featured a report on fly parking in Takeley, and the airport's commitment to fund the red line scheme in Takeley. She also reported that the Airport has persuaded UDC to re-run the parking restrictions survey in Takeley and Lt Canfield and that the airport will assist with resourcing the survey. There was an update on a cycle and footway from Birchanger to the airport and how there was an intention to join it up with parts of Takeley. There is a planning condition requiring bus terminal upgrade and they are currently looking at designs. They are looking for more routes to improve connectivity from Hertfordshire. Contactless checkouts have been installed on the railway station. Additional works are planned for the Birchanger roundabout.</p> <p>Cllr Daykin gave an update on the hall bookings and other management arrangements at the Priors Green Community Hall, which is currently not let to its potential capacity. Works would need to be done to improve the fabric of the building, and some quotes have been received for kitchen and lighting improvements. Funding is available once UDC is in receipt of suitable works estimates and the management will liaise with the Clerk regarding access to the funding.</p>
25/119	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none">a) Airport parking update – Cllrs Cheetham, Moore and the Clerk will attend a meeting with ECC Cllr Tom Cunningham - Cabinet Member for Highways, Infrastructure and Sustainable Transport on 21st November regarding the red lines parking restriction application for Parsonage Road.b) The District Council has reimbursed the Council's payment to cover expenses on the Molehill Green Village Hall toilets. Further funding is available for improvements to Priors Green Community Hall and for sports or recreation facilities.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, to be done in the Spring.d) Electricity is currently not working in the Community Centre, and a quote is being sought for the works. Members were supportive in principle for the works to be done.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.



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	<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>An updated report with options for future management of the community café was circulated as an appendix to the agenda. There was a general discussion on the options and only option 3 found support.</p> <p>a) It was RESOLVED for the Council to progress with option 3 for future Community Café management arrangements, as specified in the report from the internal auditor. Further advice should be sought for next steps to assist the Community Café group in becoming a Community Interest Company and obtaining its own bank account (proposed by Cllr Cheetham and seconded by Cllr Daykin). Action: The Clerk was asked to seek advice on the next steps and to establish the costs and works required to be undertaken by council staff, in supporting the Community Café during its transition, by May 2026.</p> <p>b) There was a general discussion on setting up a new committee, as it had been previously agreed for a new committee to be responsible for decisions on the community café. To take forward the changes to progress with 'option 3' it was advised that the Council should set up a new Hall Committee which also has responsibility for providing amenities for community groups. It was RESOLVED to set terms of reference for a new Hall and Amenities Committee, to include support functions for community groups (proposed by Cllr Cheetham and seconded by Cllr Moore, the decision was unanimous). Action: Membership for the new committee should be agreed at the December meeting.</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 hall area.</p> <p>a) Members agreed that the Assistant Clerk should seek quotes for works for the hall and kitchen area, to provide a dedicated refreshment space and look for suitable grants.</p> <p>b) Members agreed to seek grants for fitting acoustic panels in the hall, either as a separate project or combined with other hall upgrades.</p>
25/122	<p>Hall Hire Arrangements</p> <p>Points deferred from the last meeting were considered.</p>



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	<p>a) It was RESOLVED to add a hire charge of £10 per hour for the external covered area and car park, with access to the kitchen and toilets. This charge should be added to the hire agreement form (proposed by Cllr Cheetham and seconded by Cllr Moore).</p> <p>Action: Concerns were raised over car park congestion if there is more than one hirer using the building and requested a review in April 2026 of the new charge and use of the outside area.</p> <p>b) Members considered introducing an extra charge to guarantee exclusive hire of the building.</p> <p>It was RESOLVED not to guarantee exclusive hire of the building, or to charge an additional fee (proposed by Cllr Cheetham and seconded by Cllr Daykin).</p> <p><i>Cllr Moore left the room for the following two items.</i></p> <p>c) It was RESOLVED that the new board games group should receive a £2 per hour discount on hall hires (proposed by Cllr Boyle and seconded by Cllr Cheetham).</p>
25/123	<p>Banner Requests</p> <p>a) It was RESOLVED to approve a banner on the railings, to advertise a new board games group, for a 3-month period to attract new membership, from mid-December.</p> <p><i>Cllr Moore returned to the meeting</i></p> <p>b) 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 for a period of 3 weeks.</p> <p>c) It was RESOLVED to approve 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 (proposed by Cllr Cheetham and seconded by Cllr Barber).</p> <p>d) It was agreed for Takeley Primary School to place a banner on the green until the morning of 22nd November 2025 to advertise a school event which is open to the community on 21st November.</p>
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 3-5pm, 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> <p>a) It was RESOLVED that the Assistant Clerk should seek a donated Christmas tree for the outside of the community building and to add new lights and decorations. It was agreed that the Council should provide free refreshments at the community Xmas event, to be funded from</p>



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	<p>allocating a s137 grant.</p> <p>Action: Cllrs Moore and Barber agreed to assist with refreshments and crafts at the community event.</p>
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. Wording for replacement signs was considered, to welcome new users of the facilities.</p> <p>It was RESOLVED in principle to add new signs at the Sports Field and the Recreation Ground and to seek funding from the wayfinding project.</p> <p>It was further RESOLVED for the Clerk to draft wording for 2 new signs at the Recreation Ground and Sports Field, to be agreed in liaison with Cllrs Moore and Bodsworth.</p> <p>Action: The Clerk agreed to liaise with Stansted Airport on car park signs.</p>
25/126	<p>Planning Committee</p> <p>a) The minutes of the planning committee meeting held on 8th October were noted.</p> <p>b) Cllr Cheetham gave an update on matters raised at the November meeting, including agreement to fund professional consultant reports on highways and landscape aspects the new application at Land North of Taylor's Farm.</p> <p>c) The Clerk gave an update on the published timescales for adoption of a new Local Plan and explained that meetings would take place intermittently, to form plans for the allocations in Takeley.</p>
	<p><i>At 9.30pm it was RESOLVED to suspend standing orders to consider matters on the agenda (proposed by Cllr Barber and seconded by Cllr Backus).</i></p>
25/127	<p>Budget and Precept</p> <p>Members discussed suggestions for additional budgetary requirements in the next financial year.</p> <p>It was RESOLVED to make the following recommendations to the finance committee for consideration of budgetary requirements:</p> <ul style="list-style-type: none">• To consider increasing the budget for s137 grants, to include a request from Citizen's Advice, to support rural communities in 2026/27.



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	<ul style="list-style-type: none">• To consider an additional budget of £8,000 for the Hall and Kitchen cost centre, to include the provision of services to community support projects.• To increase the Planning Committee budget from £15,000 to £17,500.• To increase the Planning Professional Fees budget by £2,500.• To consider an increase of the staffing payroll by £20,000, which will be offset by the repaid public works loan.
25/128	<p>Finance</p> <p>It was noted that the balance on account on 1st November 2025 was £129,078.69.</p> <p>It was agreed to defer all other finance items to the December meeting.</p>
25/129	<p>Policy Review</p> <p>It was agreed to defer consideration of the Safeguarding and Lone Working policies to the next meeting.</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>
	<p>Part 2</p>
25/131	<p>Exclusion of Public and Press</p> <p>It was RESOLVED 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 (proposed by Cllr Cheetham and seconded by Cllr Daykin).</p>
25/132	<p>Staffing Committee report and recommendations</p> <p>Budgetary considerations -</p> <p>At the last Staffing Committee meeting, it was RECOMMENDED that the sum previously allocated for payment to the PWLB for the community centre refurbishment repayments should be allocated to staffing payroll, and the staffing budget should be increased by £20,000.</p> <p>a) It was RESOLVED for the finance committee should work the increase of £20, into the budget recommendation for the next financial year. The Staffing Committee should give a report at the next Full Council meeting, to explain proposed additional staffing needs and costs in 2025/26 (proposed by Cllr Cheetham and seconded by Cllr Moore).</p> <p>b) It was RESOLVED for the staffing committee to recruit a lettings caretaker, with costs to be covered by the increase in lettings revenue (proposed by Cllr Cheetham and seconded by Cllr Moore).</p>



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	<p>Action: The Staffing Committee was asked to prepare a report to outline staffing needs and required budget for the financial year 2026/27).</p> <p>c) Legal update The Clerk gave an update on the timetable of an ongoing legal matter.</p>
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The meeting closed at 9.55pm

Signed by the Chair

Date

Bank Reconciliation up to 31/10/2025 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>
01/10/2025	2548		120.00	120.00		R ■	Receipt(s) Banked
02/10/2025	147		32.22	32.22		R ■	Receipt(s) Banked
02/10/2025	148		59.00	59.00		R ■	Receipt(s) Banked
03/10/2025	DD	253.58		253.58		R ■	E-ON NEXT
03/10/2025	2538		34.00	34.00		R ■	Receipt(s) Banked
03/10/2025	FDMS		12.00	12.00		R ■	Receipt(s) Banked
06/10/2025	DD	45.60		45.60		R ■	Active Digital Marketing
06/10/2025	2546		45.00	45.00		R ■	Receipt(s) Banked
06/10/2025	2547		37.00	37.00		R ■	Receipt(s) Banked
06/10/2025	2545		193.25	193.25		R ■	Receipt(s) Banked
07/10/2025	149		160.85	160.85		R ■	Receipt(s) Banked
08/10/2025	DD	15.00		15.00		R ■	TV Licensing
09/10/2025	2550		100.00	100.00		R ■	Receipt(s) Banked
10/10/2025	DD	34.67		34.67		R ■	XLN Business Services
10/10/2025	DD	56.96		56.96		R ■	NPower Business Solutions
10/10/2025	FDMS		13.60	13.60		R ■	Receipt(s) Banked
13/10/2025	precept	80,000.00		80,000.00		R ■	Unity Deposit A/c 045
13/10/2025	FDMS		20.60	20.60		R ■	Receipt(s) Banked
14/10/2025	DD	25.59		25.59		R ■	FDMS XLN
14/10/2025	BACS	1,850.00		1,850.00		R ■	Railton TPC Ltd
14/10/2025	BACS	20.00		20.00		R ■	Active Digital Marketing
14/10/2025	BACS	500.00		500.00		R ■	Takeley and Lt Canfield Church
14/10/2025	BACS	380.00		380.00		R ■	Window Wash UK
14/10/2025	BACS	302.40		302.40		R ■	TBS Hygiene
14/10/2025	BACS	39.15		39.15		R ■	A Collins-Klimcke
14/10/2025	BACS	116.37		116.37		R ■	Sterling Washroom Services Ltd
14/10/2025	BACS	29.76		29.76		R ■	J DEANE
14/10/2025	BACS	106.00		106.00		R ■	Christopher Baker
14/10/2025	BACS	1,250.00		1,250.00		R ■	Railton TPC Ltd
14/10/2025	BACS	486.00		486.00		R ■	Anglian Land Services Ltd
14/10/2025	BACS	9,449.60		9,449.60		R ■	Broadmead Leisure Ltd
14/10/2025	2551		136.00	136.00		R ■	Receipt(s) Banked
15/10/2025	DD	14.40		14.40		R ■	Daisy Communications Ltd
16/10/2025	DD	72.22		72.22		R ■	E-ON NEXT
16/10/2025	DD	377.18		377.18		R ■	Castle Water
16/10/2025	DD	979.99		979.99		R ■	Lloyds Credit Card
17/10/2025	DD	33.45		33.45		R ■	E-ON NEXT
17/10/2025	FDMS		32.50	32.50		R ■	Receipt(s) Banked
20/10/2025	DD	804.60		804.60		R ■	E-ON NEXT
20/10/2025	DD	10.23		10.23		R ■	Castle Water
20/10/2025	BACS	32.00		32.00		R ■	Wholesome Charity
20/10/2025	BACS	7,796.80		7,796.80		R ■	JM Payroll Services
20/10/2025	BACS	42.00		42.00		R ■	JM Payroll Services
20/10/2025	2552		222.50	222.50		R ■	Receipt(s) Banked
20/10/2025	151		82.85	82.85		R ■	Receipt(s) Banked
20/10/2025	FDMS		30.40	30.40		R ■	Receipt(s) Banked
23/10/2025	152		130.70	130.70		R ■	Receipt(s) Banked
24/10/2025	DD	14.40		14.40		R ■	Daisy Communications Ltd

Bank Reconciliation up to 31/10/2025 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>
24/10/2025	DD	-14.40		-14.40		R <input checked="" type="checkbox"/>	Daisy Communications Ltd
28/10/2025	Rialto2537		625.00	625.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/10/2025	cxl entry		-625.00	-625.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/10/2025	rialto2537		625.00	625.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/10/2025	DD	114.02		114.02		R <input checked="" type="checkbox"/>	RT Tec
31/10/2025	DD	11.70		11.70		R <input checked="" type="checkbox"/>	Unity Bank
31/10/2025	UDC grant		4,980.00	4,980.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>105,249.27</u>	<u>7,067.47</u>				

Clerk/RFO:

NameSignedDate

Chair of Finance:

NameSignedDate