



TAKELEY PARISH COUNCIL

Annual Full Council Meeting

Minutes of the Annual Meeting of Takeley Parish Council will be held on Wednesday 13th May 2026 at 7.30pm at The Old School Community Centre

Council Members Present: Cllrs Phill Bodsworth, Samantha Moore, James Banks, Patricia Barber, John Boyle, Jackie Cheetham, David Daykin and Sue Sprules.

In Attendance: Jackie Deane (Clerk), Cllr Maggie Sutton (UDC), Cllr Geoff Bagnall (ECC) and one member of the public.

Item	
26/1	Election of Chairman Cllr Bodsworth was proposed by Cllr Jackie Cheetham, seconded by Cllr Sue Sprules and duly elected as Chairman for the civic year 2026-27.
26/2	Appointment of Vice Chairman Cllr Samantha Moore was proposed by Cllr Sprules, seconded by Cllr Patricia Barber and duly appointed as Vice Chairman for the civic year 2026-27.
26/3	Apologies for Absence Apologies were received and accepted from Cllrs Richard Ridley, Jim Backus, Paul Burnett, Steven Moore and Helen Carter.
26/4	Declarations of interests Members to declared interests for matters on the agenda: <ul style="list-style-type: none">• Cllr Boyle declared a non-pecuniary interest in the Planning item 15 regarding the impact of the Takeley Street planning application on his home address• Cllrs Cheetham and Daykin declared non-pecuniary interests for the Church banner request• Cllr Cheetham declared a non-pecuniary interest in item 14 as her UALC membership is dependent on being a member of EALC.
26/5	Public Forum and County Councillor Report A representative of Takeley Scouts spoke regarding their grant request and the future of the Takeley group, which is uncertain, due to loss of leaders and too few scouts. They are hoping that the fete will demonstrate the fun that can be had in the group and that publicity will help to recruit new Scouts and volunteers.
26/6	Ward and County Councillor Reports Congratulations were conveyed to Cllr Bagnall, who has been elected as the County Councillor for Takeley. Action: Members agreed to write a letter to thank Cllr Susan Barker for time she served as Takeley's Councillor.



TAKELEY PARISH COUNCIL

Annual Full Council Meeting

	<p>Cllr Bagnall stated that his priority is to pursue the proposed red lines traffic regulation order.</p> <p>Cllr Sutton reported on recent UDC Planning Committee outcomes for Takeley, which included the refusal of the Water Circle industrial site application.</p> <p>Cllr Bagnall reported that a proposal in Clarendon Road which the Takeley and Little Canfield have objected to has been deferred.</p> <p>Cllr Sutton reported that Harlow District Council has announced that it is opposing the Local Government Re-organisation plans.</p>
26/7	<p>Minutes of the Last Meeting</p> <p>The minutes of the meeting held on 8th April 2026 were approved as a true record of the meeting (proposed by Cllr Samantha Moore and seconded by Cllr Cheetham).</p>
26/8	<p>Councillor Reports</p> <p>None.</p>
26/9	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none">a) The update from Essex County Council on the proposed red line scheme in Parsonage Road was discussed in the public forum. Cllr Bagnall will follow up on the request for a temporary restriction, which should expedite the process.b) A feasibility study has been carried out on a potential alternative access point to the employment allocation at Land North of Taylor's Farm. The Council's transport consultant has been commissioned to comment on the study as part of updated comments on the current planning application.c) Vehicle Activated Speed Sign Scheme – locations have been sent to Essex County Council for a suitability review.d) Public consultation - As part of the airport's "Local Voices" commitments within the 'MAG Sustainability Strategy 2025 – Creating a Sustainable Future for all' the community is consulted on annually. The current consultation London Stansted Airport Community Trust Survey closes on Monday 1 June 2026.
26/10	<p>Appointment of Additional Caretaker</p> <p>The Staffing Committee has recruited an additional caretaker on delegated authority.</p> <p>It was RESOLVED to appoint Victoria Lindsay as Caretaker for a minimum of 4 hours per week, on the salary scale SCP3, with a starting date of 8th May 2026 (proposed by Cllr Banks and seconded by Cllr Samantha Moore).</p>



TAKELEY PARISH COUNCIL

Annual Full Council Meeting

26/11	<p>Banner Requests</p> <ul style="list-style-type: none">a) Rotary Open Gardens - Banner at Four Ashes from 14th June until 21st June - APPROVEDb) Takeley & Little Canfield Churches – Art & Ceramics Exhibitions - Banner request at the Four Ashes from 6th June until 14th Junec) Scouts fete banner, date tbc, was approved <p>These were proposed by Cllr Banks and seconded by Cllr Sam Moore. The vote was unanimous.</p>
26/12	<p>Training</p> <p>It was RESOLVED to approve the following (proposed by Cllr Cheetham and seconded by Cllr Banks):</p> <ul style="list-style-type: none">a) Cllr Carter HR training with Council Wise £60 + VATb) Clerk HR training with Council Wise £60 + VATc) Clerk planning training Council Wise £60 + VAT
26/13	<p>Grant Request</p> <p>This item was discussed after the public forum, for the convenience of the member of the public.</p> <p>1st Takeley Scouts are hosting a community Summer Fete on Saturday 20th June 12-4pm, raising money for the whole scout section. A grant will help them to provide an attraction for the local community to enjoy and for the Scouts to keep the cost to a minimum for everyone.</p> <p>It was RESOLVED to award a grant of £312.00 to Takeley Scouts, to cover the cost of hiring an inflatable slide (proposed by Cllr Sam Moore and seconded by Cllr Banks, the decision was unanimous.</p>
26/14	<p>EALC and NALC Affiliation Fees 2026/27</p> <p>It was RESOLVED to renew the combined EALC and NALC subscriptions to the sum of £979.83 (proposed by Cllr Banks and seconded by Cllr Sam Moore).</p>
26/15	<p>Planning Committee</p> <p>Cllr Cheetham reported on the Water Circle application which was refused. UDC planning committee has now settled for their meetings to be the second Wednesday of the month so the committee members will consider changing their dates, to the third Wednesday of the month.</p>
26/16	<p>Annual Finance</p> <ul style="list-style-type: none">a) It was RESOLVED to appoint an independent internal auditor and accept the fee estimate from Per Pro Services of £300 (proposed by Cllr Banks and seconded by Cllr Sprules, the decision was unanimous).



TAKELEY PARISH COUNCIL

Annual Full Council Meeting

	b) It was noted - To note that the Public Rights Inspection period MUST include the first two weeks of July.																
26/17	<p>Finance</p> <p>a) Noted - the balance on account on 30st April 2026 was £168,626.03.</p> <p>b) The March finance report was approved (proposed by Cllr Banks and seconded by Cllr Sprules, the decision was unanimous)</p> <p>c) To approve payments presented at the meeting and one payment marked* to be ratified (proposed by Cllr Banks and Seconded by Cllr Sprules).</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Net Cost (£)</th> <th>Total (£)</th> </tr> </thead> <tbody> <tr> <td>EALC</td> <td>Affiliation Fees</td> <td>979.83</td> <td>979.83</td> </tr> <tr> <td>CouncilWise</td> <td>Cllr Carter training</td> <td>60.00</td> <td>70.00</td> </tr> <tr> <td>*Eurotec FM</td> <td>Priors Green Community Hall kitchen refurbishment 50% deposit (reimbursed by UDC)</td> <td>25,917.50</td> <td>31,101.00</td> </tr> </tbody> </table>	Payee	Description	Net Cost (£)	Total (£)	EALC	Affiliation Fees	979.83	979.83	CouncilWise	Cllr Carter training	60.00	70.00	*Eurotec FM	Priors Green Community Hall kitchen refurbishment 50% deposit (reimbursed by UDC)	25,917.50	31,101.00
Payee	Description	Net Cost (£)	Total (£)														
EALC	Affiliation Fees	979.83	979.83														
CouncilWise	Cllr Carter training	60.00	70.00														
*Eurotec FM	Priors Green Community Hall kitchen refurbishment 50% deposit (reimbursed by UDC)	25,917.50	31,101.00														
26/18	<p>Matters for a Future Agenda</p> <p>AGAR external audit statements and internal audit reports will be on the next agenda.</p> <p>Action: to ensure that the Hall and Amenities committee will be a standing item for monthly updates.</p>																
26/19	<p>Date of the Next Meeting</p> <p>The next meeting is scheduled for Wednesday, 10th June 2026 at 7.30pm at the Old School Community Centre.</p>																

Meeting closed at 8.27pm.

Signed by the Chairman

Date

Bank Reconciliation up to 30/04/2026 for Cashbook No 1 - Unity Current A/c 680

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2026	2599 hire		200.00	200.00		R <input type="checkbox"/>	Receipt(s) Banked
02/04/2026	176 cafe		68.90	68.90		R <input type="checkbox"/>	Receipt(s) Banked
07/04/2026	Cafe card		95.20	95.20		R <input type="checkbox"/>	Receipt(s) Banked
08/04/2026	DD	45.60		45.60		R <input type="checkbox"/>	Active Digital Marketing
08/04/2026	DD	14.95		14.95		R <input type="checkbox"/>	TV Licensing
08/04/2026	TFC sports		1,906.00	1,906.00		R <input type="checkbox"/>	Receipt(s) Banked
09/04/2026	DD	1,302.78		1,302.78		R <input type="checkbox"/>	Everflow
10/04/2026	DD	37.14		37.14		R <input type="checkbox"/>	Daisy Communications Ltd
10/04/2026	cafe card		55.90	55.90		R <input type="checkbox"/>	Receipt(s) Banked
13/04/2026	2596 hire		22.50	22.50		R <input type="checkbox"/>	Receipt(s) Banked
13/04/2026	2596 hire		37.00	37.00		R <input type="checkbox"/>	Receipt(s) Banked
13/04/2026	cafe card		24.80	24.80		R <input type="checkbox"/>	Receipt(s) Banked
13/04/2026	2525 hire		90.00	90.00		R <input type="checkbox"/>	Receipt(s) Banked
15/04/2026	DD	14.40		14.40		R <input type="checkbox"/>	Daisy Communications Ltd
15/04/2026	DD	26.61		26.61		R <input type="checkbox"/>	Clover FDMS
15/04/2026	hire 2578		200.00	200.00		R <input type="checkbox"/>	Receipt(s) Banked
16/04/2026	DD	416.47		416.47		R <input type="checkbox"/>	E-ON NEXT
16/04/2026	DD	350.82		350.82		R <input type="checkbox"/>	Lloyds Credit Card
16/04/2026	BACS	100.00		100.00		R <input type="checkbox"/>	Steven Humphrey
16/04/2026	BACS	108.00		108.00		R <input type="checkbox"/>	Security Network Ltd
16/04/2026	BACS	252.00		252.00		R <input type="checkbox"/>	Rialtas Business Solutions
16/04/2026	BACS	116.37		116.37		R <input type="checkbox"/>	Sterling Washroom Services Ltd
16/04/2026	BACS	2,431.00		2,431.00		R <input type="checkbox"/>	Roger Hyde Wood Floor Speciali
17/04/2026	DD	25.52		25.52		R <input type="checkbox"/>	E-ON NEXT
17/04/2026	DD	80.10		80.10		R <input type="checkbox"/>	NPower Business Solutions
17/04/2026	cafe 177		34.87	34.87		R <input type="checkbox"/>	Receipt(s) Banked
17/04/2026	cafe 178		58.77	58.77		R <input type="checkbox"/>	Receipt(s) Banked
17/04/2026	cafe card		55.80	55.80		R <input type="checkbox"/>	Receipt(s) Banked
20/04/2026	cafe card		25.70	25.70		R <input type="checkbox"/>	Receipt(s) Banked
21/04/2026	BACS	7,816.25		7,816.25		R <input type="checkbox"/>	JM Payroll Services
21/04/2026	Apr paym		5,000.00	5,000.00		R <input type="checkbox"/>	Receipt(s) Banked
23/04/2026	UDC		25,917.50	25,917.50		R <input type="checkbox"/>	Receipt(s) Banked
24/04/2026	Precept		106,000.00	106,000.00		R <input type="checkbox"/>	Receipt(s) Banked
24/04/2026	179 cafe		72.41	72.41		R <input type="checkbox"/>	Receipt(s) Banked
24/04/2026	cafe card		55.40	55.40		R <input type="checkbox"/>	Receipt(s) Banked
27/04/2026	cafe card		38.20	38.20		R <input type="checkbox"/>	Receipt(s) Banked
29/04/2026	BACS	978.00		978.00		R <input type="checkbox"/>	Broadmead Leisure Ltd
29/04/2026	BACS	235.20		235.20		R <input type="checkbox"/>	TBS Hygiene
29/04/2026	BACS	31,101.00		31,101.00		R <input type="checkbox"/>	Eurotec FM Ltd
29/04/2026	BACS	1,114.80		1,114.80		R <input type="checkbox"/>	Rialtas Business Solutions
29/04/2026	BACS	28.63		28.63		R <input type="checkbox"/>	J DEANE
29/04/2026	BACS	11.51		11.51		R <input type="checkbox"/>	A Collins-Klimcke
29/04/2026	precept tr	90,000.00		90,000.00		R <input type="checkbox"/>	Unity Deposit A/c 045
30/04/2026	DD	120.27		120.27		R <input type="checkbox"/>	RT Tec
30/04/2026	DD	14.50		14.50		R <input type="checkbox"/>	Unity Bank

Bank Reconciliation up to 30/04/2026 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>
30/04/2026	180 cafe		126.88	126.88		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>136,741.92</u>	<u>140,085.83</u>				

Clerk/RFO:

NameSignedDate

Chair of Finance:

NameSignedDate