



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the meeting held on Wednesday 11th March 2026 at 7.30pm at The Old School Community Centre

Council Members Present: Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chairman), Jim Backus, Patricia Barber, John Boyle, Paul Burnett, Jackie Cheetham, Richard Ridley, Steven Moore and Sue Sprules.

In attendance: Jackie Deane (Clerk), Cllr Susan Barker (ECC), Cllrs Coletta, Bagnall and Sutton (UDC) and two members of the public.

Item	
25/178	Apologies for Absence Apologies were received and accepted from Cllrs Banks, Carter and Daykin.
25/179	Declarations of interests Members to declare interests for matters on the agenda.
25/180	Public Forum and County Councillor Report Cllr Susan Barker gave an update on the parking restrictions proposal for Parsonage Road and Hall Road. The delay to implementation of the scheme has been resolved by the County Council approving a slight revision to the scheme, with a combination of red and yellow line restrictions. The change requires re-advertisement of the Temporary Traffic Regulation Order (TTRO), prior to implementation as soon as possible after the consultation period ends.
25/181	Ward Councillor Reports Cllr Sutton reported that councillor training is available to help recognise signs of domestic violence in the community and any members wishing to take up the training are asked to contact the Clerk. UDC also seeks Neighbourhood Watch volunteers in Takeley and asks that this is publicised locally. As notified to members, the Vehicle Activated Signs (VAS) will soon be available to councils including Takeley who have agreed to be part of the UDC scheme. Cllr Coletta reminded members that on 25 th March, UDC will hold an extraordinary meeting where there will be a vote for the adoption of the new Local Plan. Cllr Bagnall reported that UDC has committed to contact Thames Water with advisory correspondence regarding their notification about the lack of foul water services in Takeley. Cllr Bagnall suggested that the Parish Council might make a request to Stansted Airport to cover the cost incurred from erecting new posts and fixing VAS speed signs as part of the Uttlesford Scheme.



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25/182	Minutes of the Last Meeting The Full Council Minutes of the meeting held on 11th February 2026 were agreed as a true record (proposed by Cllr Sprules and seconded by Cllr Samantha Moore).
25/183	Councillor Reports Cllr Cheetham spoke on behalf of the Parish Council at Essex CC County Hall, to request that they expedite the red lines parking restriction scheme proposed for Parsonage Road.
25/184	Clerk's Report and Correspondence <ul style="list-style-type: none">a) Litter-pick – Saturday, 14th 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 welcome to attend.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 Flitch Way. The Parish Council has had the opportunity to select appropriate signage designs and locations.
25/185	Sports Field Potential new Facility 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. Lease arrangements:



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- 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.

It was noted that an invoice has been issued to the Football Club for utilities costs, 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 for a period of 15 years, with proposal details for 6 x padel courts on part of the Sports Field. Their agent, Danny Farley, was present to answer members' questions.

Mr Farley works as a consultant to find sports sites. The investment would be in the region of £750,000. This would be a public facility with mainly online bookings to the club, although it would be possible to reserve in person on the day, and to hire equipment. There would be an element of community usage, for example, to be made available for schools, and there would be a possibility to have subsidised sessions. Mr Farley agreed to share the results of local surveys to help understand the demand in our area.

Each court would be 20m x 10m, and 4 padel courts on 3 tennis courts and the sport is for 4 people. In Harlow, new courts are being put into an area.

The opening hours would be dependent on planning permission, and it could be open until 9pm. The padel court scheme would require planning permission and it would be essential for the area to have floodlights, which would be LED, attached to the courts. If floodlights were not permitted, the consultant believes that it would make the project unviable.

A concern was raised that the car park is full on Saturdays and Sundays with parents for the youth football teams. The representative from Takeley Football Club asked if there was a plan to extend the car park for extra parking spaces and Mr Farley responded that they might come to an arrangement for a car park extension, subject to other users contributing to the costs.

The padel court facility would provide its own toilet and changing facilities.

It was stated that the long-term goal for the football club would be to have an all-weather football pitch and that they would need to have a much longer lease with the parish council for the Club to attract funding for a project on the parish council land.

Members expressed general support for diversifying on the sports field to cater for multiple sporting activities. Concern was raised



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	<p>about how do you prevent criminal damage of the courts.</p> <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</p> <p>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.</p> <p>It was RESOLVED to give 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 (proposed by Cllr Steven Moore and seconded by Cllr Sprules. There was one abstention.</p>								
25/187	<p>Banner Requests</p> <p>It was RESOLVED to permit Takeley Sports and Social Club to erect a banner on the green at the Four Ashes for the following dates: 28th March, 18th of July, 17th of October and 28th of November (proposed by Cllr Cheetham and seconded by Cllr Samantha Moore).</p>								
25/188	<p>Terms of Reference for the Hall and Amenities Committee</p> <p>Members considered the recommendation from the Hall and Amenities Committee. It was RESOLVED to adopt the Hall and Amenities Committee Terms of Reference, which includes delegated authority for expenditure of up to £5,000 (proposed by Cllr Backus and seconded by Cllr Samantha Moore).</p>								
25/189	<p>Planning Committee</p> <p>a) The minutes of the planning committee meeting held on 11th February were noted.</p> <p>b) Cllr Cheetham gave a report on the meeting held on 11th March.</p>								
25/190	<p>Finance</p> <p>a) It was noted that the balance on account on 1st March 2026 was £87,384.63.</p> <p>b) The February finance report was approved (proposed by Cllr Sprules and seconded by Cllr Backus).</p> <p>c) The payments presented at the meeting were approved (proposed by Cllr Cheetham and seconded by Cllr Sprules)</p>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Payee</th> <th style="width: 35%;">Description</th> <th style="width: 15%;">Net Cost (£)</th> <th style="width: 25%;">Total (£)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Payee	Description	Net Cost (£)	Total (£)				
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		Rural Community Council of Essex	Annual parish council Subscription renewal	£71.50	£85.50	
		J H Cleaning solutions	Building quarterly deep clean	£532	£532	
	<p>d) It was noted that the Clerk has received a fee estimate for internal audit services and Rialtas support has been arranged for the year-end financial records.</p>					
25/191	<p>Matters for a Future Agenda Cllr Burnett reported flooding on the Recreation Ground and Sports Field.</p>					
25/192	<p>Date of the Next Meeting The next meeting is scheduled for Wednesday, 8th April 2026 at 7.30pm at the Old School Community Centre.</p>					
Part 2						
25/193	<p>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. There were no members of the public present.</p>					
25/194	<p>Sports Field Consideration of potential lease arrangements, legal and financial implications. There was further discussion on the padel court proposals and members agreed that further information would be needed, and that this might be best considered as part of a more cohesive plan. It was RESOLVED that the Council requests a detailed proposal and scale plan should be requested from the agent to be considered for a recommendation from the Hall and Amenities Committee (proposed by Cllr Cheetham and seconded by Cllr Samantha Moore).</p>					

Meeting closed at 9.29pm

Signed by the Chairman

Date

Bank Reconciliation up to 28/02/2026 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>
02/02/2026	DD	195.81		195.81		R <input checked="" type="checkbox"/>	Everflow
02/02/2026	SJH loan		5,618.85	5,618.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	2572 hire		68.00	68.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	cafe card		34.90	34.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2026	2571 hire		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/02/2026	BACS	316.00		316.00		R <input checked="" type="checkbox"/>	Society of Local Council Clerk
03/02/2026	BACS	222.00		222.00		R <input checked="" type="checkbox"/>	Ecolec Installations Ltd
03/02/2026	BACS	532.00		532.00		R <input checked="" type="checkbox"/>	J H Cleaning Services
03/02/2026	BACS	93.97		93.97		R <input checked="" type="checkbox"/>	J DEANE
03/02/2026	BACS	68.50		68.50		R <input checked="" type="checkbox"/>	A Collins-Klimcke
03/02/2026	166 cafe		97.40	97.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/02/2026	DD	45.60		45.60		R <input checked="" type="checkbox"/>	Active Digital Marketing
06/02/2026	cafe card		40.10	40.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/02/2026	DD	5,618.85		5,618.85		R <input checked="" type="checkbox"/>	Public Works Loans Board
09/02/2026	DD	14.95		14.95		R <input checked="" type="checkbox"/>	TV Licensing
09/02/2026	2574cinema		37.00	37.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/02/2026	cafe card		54.10	54.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/02/2026	DD	34.67		34.67		R <input checked="" type="checkbox"/>	Daisy Communications Ltd
12/02/2026	168 cafe		124.92	124.92		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/02/2026	2578 hire		1,000.00	1,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/02/2026	DD	26.49		26.49		R <input checked="" type="checkbox"/>	FDMS XLN
13/02/2026	cafe card		55.90	55.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/02/2026	2577 hire		408.00	408.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2026	DD	808.60		808.60		R <input checked="" type="checkbox"/>	Lloyds Credit Card
16/02/2026	cafe card		25.10	25.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2026	DD	17.64		17.64		R <input checked="" type="checkbox"/>	E-ON NEXT
17/02/2026	169 cafe		96.40	96.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/02/2026	2573		45.00	45.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/02/2026	DD	618.04		618.04		R <input checked="" type="checkbox"/>	E-ON NEXT
18/02/2026	DD	468.56		468.56		R <input checked="" type="checkbox"/>	E-ON NEXT
18/02/2026	BACS	7,792.05		7,792.05		R <input checked="" type="checkbox"/>	JM Payroll Services
18/02/2026	BACS	100.00		100.00		R <input checked="" type="checkbox"/>	Gemma Garwood
18/02/2026	BACS	90.00		90.00		R <input checked="" type="checkbox"/>	RT Tec
18/02/2026	BACS	780.00		780.00		R <input checked="" type="checkbox"/>	Ecolec Installations Ltd
18/02/2026	BACS	0.55		0.55		R <input checked="" type="checkbox"/>	United Tools & Fixings
18/02/2026	2584		76.50	76.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/02/2026	2581		76.50	76.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/02/2026	cafe card		15.90	15.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/02/2026	cafe card		32.80	32.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/02/2026	Feb paymen		5,000.00	5,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	BACS	240.00		240.00		R <input checked="" type="checkbox"/>	J H Cleaning Services
25/02/2026	BACS	302.40		302.40		R <input checked="" type="checkbox"/>	TBS Hygiene
25/02/2026	BACS	59.50		59.50		R <input checked="" type="checkbox"/>	A Collins-Klimcke
25/02/2026	BACS	25.23		25.23		R <input checked="" type="checkbox"/>	J DEANE
25/02/2026	hiregrant		400.00	400.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/02/2026	2580 hire		25.50	25.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/02/2026	cafe card		56.00	56.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/02/2026	DD	13.50		13.50		R <input checked="" type="checkbox"/>	Unity Bank

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		<u>18,484.91</u>	<u>13,508.87</u>				

Clerk/RFO:

NameSignedDate

Chair of Finance:

NameSignedDate