



TAKELEY PARISH COUNCIL

Full Council Meeting Minutes

Minutes of the Ordinary meeting of Takeley Parish Council
Held on 11th January at 7:30pm
At the Old School House

Present Cllrs: Pat Burnett (Chair), Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Phill Bodsworth, Jackie Cheetham, Paul Burnett, Dom Roque, Sue Sprules, Linda Steer and Terry Good.

In attendance: Jackie Deane (Clerk) and one member of the public.

Item	
1.	Apologies for Absence Cllr Pratt was absent.
2.	Declarations of interests None.
3.	Public Forum A resident of Garnetts raised several parking and road safety issues and requested that the Parish Council follow up on her correspondence with Essex County Council and Uttlesford District Council. <ul style="list-style-type: none">• The lay-by adjacent to four homes in Garnetts is in constant use by taxi-drivers when waiting for airport custom. Anti-social behaviour has been reported and the North Essex Parking Partnership (NEPP) has been contacted to request enforcement of the parking restrictions• Anti-social behaviour and drug use has been reported to Essex Police• HGVs have also been parked at this location overnight• The residents would request a change of use for the lay-by, to as visitor parking for Garnetts if that could be arranged.• The resident also requested clarification on the Local Highways Panel (LHP) proposed works for Parsonage Road, to confirm if it is for traffic calming in the vicinity of High House Nursery or elsewhere on Parsonage Road, near Weston Homes and at the Four Ashes junction..• Pedestrian safety issues were also raised regarding the walking route to Stansted Airport. Enquiries were requested with Stansted Airport and Essex County Council to improve the footpath from Parsonage Road to Stansted airport as this is regularly used by airport employees and commuters using the railway station. <p>Action: The Clerk was asked to follow up the points raised and to contact residents to see if they would be to complete a log of a week's parking activities.</p> <p>Action: Cllr Cheetham agreed to raise the issue of taxis and other airport parking along Parsonage Road at the next STACC meeting and to ask MAG to put a sign up to advise their mid-stay free drop-off and waiting area in their car park.</p>



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	<p>Action: Clerk to follow up on the highways safety mitigation proposals with the parish council representative for the LHP.</p>
4.	<p>Minutes of the Last Full Council Meeting</p> <p>The Full Council Minutes of the meeting held on 7th December 2023 were approved as a true record of the meeting (proposed by Cllr Backus and seconded by Cllr Bodsworth).</p>
5.	<p>Ward Councillor/County Councillor Reports</p> <p>Cllr Bagnall gave an update on a planning enforcement matter regarding drainage causing issues for neighbouring properties at The Street.</p>
6.	<p>Councillor Reports on External Meetings</p> <p>Cllr Good reported on the Meeting with Cllr Barber from Essex County Council, which took place on Saturday, 17th September.</p> <p>Action: It was noted by the Clerk that outstanding Highways issues will be followed up and a Local Highways Panel request will be made.</p>
7.	<p>Clerk's Report</p> <p>a) Employment contracts have been updated to reflect pay and holiday arrangements as agreed in the December meeting.</p> <p>b) An appointment has been made for Gigaclear to assess the location of the Broadband hub and connection with the internal building Wi-Fi.</p> <p>c) The Clerk has requested banking authority as agreed at the last meeting and this is pending with the bank.</p> <p>d) Invoices for UDC grants will be sent to UDC for reimbursement of youth club equipment in the community centre and to validate all other monies received for the current financial year. Two benches have been ordered as funds were received from UDC from the Jubilee grant.</p> <p>e) The Clerk attended a meeting with ECC Cllr Lewis Barber regarding highways safety in Parsonage Road and Station Road and he will assist with details to include in Local Highways Panel requests, if required.</p> <p>f) The next UDC Parish Forum for the Dunmow area will be held on Zoom on 15th February at 7pm.</p> <p>g) An updated calendar of meetings has been circulated.</p> <p>h) Item 11 is withdrawn as UDC has informed parish councils that the service will discontinue at the end of the financial year.</p>



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8.	<p>Eligibility for Membership of the Local Government Pension Scheme</p> <p>A notice has been published on the Council's website and notice board on 22nd December 2022. This follows a decisions made by the Parish Council to join the Local Government Pension Scheme (LGPS) operated by Essex County Council for eligible existing and future employees and for the new Parish Clerk, Jackie Deane to be admitted to the Local Government Pension Scheme effective from 1st December 2022.</p> <p>Previous decisions are recorded in the Parish Council Minutes as follows:</p> <p>1) Future admission of staff to the LGPS was agreed at Full Council meeting on 5th October 2022, item 10. Staffing Committee Recommendations, it was RESOLVED to change to the Essex County Council Local Government Pension Scheme.</p> <p>2) It was agreed at the Full Council meeting on 7th December 2022, item 8. Appointment of Clerk and RFO, It was RESOLVED to admit Jackie Deane to the Local Government Pension Pension Scheme effective from 1st December 2022.</p> <p>a) RESOLVED that, following publication of the legal notice on 22nd December 2022, Jackie Deane, Clerk to the Council, is nominated to be admitted to the Local Government Pension Scheme (LGPS) with effect from 1st December 2022 (proposed by Cllr Cheetham and seconded by Cllr Paul Burnett).</p> <p>b) RESOLVED that all employees of Takeley Parish Council are eligible to become members of the LGPS, which is operated by Essex County Council (proposed by Cllr Cheetham and seconded by Cllr Paul Burnett).</p> <p><u>Note:</u> Two members of staff are eligible for auto-enrolment to a pension scheme.</p>
9.	<p>Membership of the Society of Local Council Clerks</p> <p>Annual subscription to SLCC for the Clerk is £279. There is an additional £15 joining fee for new and lapsed members.</p> <p>It was RESOLVED to pay the annual subscription and joining fee to SLCC, for the Clerk to become a member (proposed by Cllr Paul Burnett and seconded by Cllr Good).</p>
10.	<p>Website Updates</p> <p>There was a general discussion on feedback from the Clerk and the working group. It was agreed that Cllrs Good and Backus will liaise with the Clerk on additional information for the website, to include a calendar of meetings, useful links, a more informative on parish council home page and welcome message. Any suggestions from other members should be emailed to the Clerk as soon as possible. It was suggested that a councillor group photo could be added to the council page of the website, rather than including individual councillor photos.</p>



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11.	<p>Funding the UDC Highways Rangers Service</p> <p>This item was withdrawn as UDC announced that the service will not be renewed for the new financial year.</p>
12.	<p>Finance</p> <p>a) The monthly finance report was approved (proposed by Cllr Cheetham and seconded by Cllr Backus) – Appendix 1.</p> <p>Action – To confirm that the last gas bill was a quarterly charge</p> <p>Action – Clerk to liaise with Takeley football club on utilities charges, to include standing charges</p> <p>Action – Cllr Bagnall agreed to follow up on emails to UDC regarding their collection from dog bins in Priors Green and the Parish Council request for them to be collected in both parishes.</p> <p>b) The latest budget Vs actuals report was noted.</p> <p>c) The minutes of the last finance committee meeting held on 13th December and recommendations were noted. These included a recommendation to raise the Precept to £169,000 which is an increase of 2.9% on Band D, equivalent to £2.39 per household.</p> <p>d) No additional expenditure items were considered.</p> <p>Action: Cllr Cheetham suggested getting a viability assessment carried out for installing solar panels onto the outbuilding and/or main building roof and investigate grants for the purpose.</p> <p>e) It was RESOLVED to request a Precept of £169,000 (proposed by Cllr Cheetham and seconded by Cllr Backus).</p> <p>f) The Clerk and Chairman signed the Precept request form, to be sent to the District Council.</p>
13.	<p>Planning Committee Report and Recommendations</p> <p>a) The Planning Committee minutes from the meeting held on 7th December was noted.</p> <p>b) Updates were given on the meeting held on 11th January a meeting held with Weston Homes on 5th January and a meeting with Nigel Brown held on 10th January.</p> <p>Action: The Clerk agreed to circulate potential dates for a Neighbourhood Plan meeting and send in additional comments on the Weston Homes planning application.</p> <p>Action: Cllr Bagnall to receive a report on matters discussed with Nigel Brown at the meeting held on 10th January.</p>
14.	<p>New Model Code of Conduct</p> <p>Members RESOLVED to adopt the new UDC Code of Conduct (proposed by Cllr Cheetham, seconded by Cllr Bodsworth, the decision was unanimous).</p>
15.	<p>20's Plenty for Us</p> <p>A campaign is publicised to make 20 mph the default speed limit to where people and motor vehicles which could help mitigate help reduce intimidatory and anti-social driving,</p>



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	air, and noise pollution and improve road safety. Members were not minded to support the initiative for Takeley.
16.	Correspondence None.
17.	Items to Note and for Future Meetings The Clerk's report will report on actions noted on this agenda. The Clerk was asked to get an update on the Land Registry application for the Recreation Ground. The Clerk was asked to request with Essex County Council a query on the bus stop opposite the Old School in the Dunmow Road where there is some distance between bus stop and the bus shelter.
18.	Date of the Next Meeting The next Full Council meeting is due to take place on Wednesday, 1 st February 2023 at 7.30pm in the Old School.

Being no further business, the meeting closed at 9.20pm.

Signed by the Chairman

Date

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DECEMBER FINANCE REPORT

Business Current Account									
Date	Payee		Detail	Gross £	RECEIPTS £	EXPENSES (net) £	VAT £	R	Bud get Ref
B/FWD				87401.86					
30/11/2022	DD	EON	Sportsfield Electricity	-26.14		26.14			x
01/12/2022	DD	Southern Electric	Old School electricity	6.27		-6.27			x
01/12/2022	DD	PLWB	Silver Jubilee Hall Loan	-5668.62		5668.62			x
01/12/2022	DD	Active Web Design	Webhosting	-42.00		35.00	7.00		x
02/12/2022	DD	RTTEC	Microsoft 365 license	-12.03		10.02	2.01		x
04/12/2022	BACS	Excite Audio Visual Ltd	Old School Green & Projector	-3941.15		3284.29	656.86		x
04/12/2022	BACS	Excite Audio Visual Ltd	Old School Audio System	-3491.01		2909.18	581.83		x
04/12/2022	BACS	Anglia Fire Protection	Old School Fire Extinguisher maintenance	-98.64		82.20	16.44		x
05/12/2022	BACS	Andrea Cameron	Hall Hire inv 2258	45.00	45.00				x
07/12/2022	BACS	PHF Electrical	Old School Fire Alarm maintenance	-132.00		110.00	22.00		x
12/12/2022	DD	XLN Business	Old School Broadband & phone	-36.01		36.01			x
15/12/2022	DD	TV Licensing	Old School TV license	-26.50		26.50			x
15/12/2022	BACS	TBS Hygiene Ltd	Inv 3240 - Litter & Dog Bin Collections	-456.00		380.00	76.00		x
15/12/2022	BACS	Fields in Trust	Membership Renewal	-65.00		65.00			x
16/12/2022	BACS	Mediacoms	Inv 1025731 - Reconnect & reprogramme CCTV & WiFi	-144.00		120.00	24.00		x
19/12/2022	BACS	HMRC	Tax & NI December 2022	-472.51		472.51			x
19/12/2022	BACS	Employee 006	December salary	-2532.74		2532.74			x
19/12/2022	BACS	Employee 005	December salary	-550.60		550.60			x
19/12/2022	BACS	Employee 004	December salary	-1466.79		1466.79			x
19/12/2022	BACS	K Sewell	Hall Hire - Deposit Refund re inv 2244	-100.00	-100.00				x
22/12/2022	CR	Tees Solicitors	Clr Trevor Allen bequeathed to Ols School fund	1000.00	1000.00				x
22/12/2022	TS	ACCT TRANSFER	Clr Trevor Allen bequeathed to Old School fund	-1000.00	-1000.00				x
22/12/2022	DD	EON	Sportsfield Electricity	-24.88		24.88			x
29/12/2022	DD	SSE Gas	Old School Gas	-1074.45		1074.45			x
29/12/2022	DD	Unity Trust Bank	Fees	-2.90		2.90			x
TOTAL				67089.16	-55.00	18871.56	1386.14		

Grant
Grant

Bal 87178.45

Grants Receipts & Expenditure highlighted

B/Fwd	87401.86
Receipts	-55.00
Expenses	18871.56
VAT	1386.14
	67089.16
Current Acct Bank Statement	67089.16
Defib Account	4601.12
School House Account	34364.34
Total Cash held	106054.62

includes £1k bequeathed by Clr T Allen

All accounts balanced to 29/12/2022