



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Full Council meeting held on Wednesday, 3rd July 2024 at 7.30pm in the Old School Community Centre

Present: Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chairman), Jim Backus, Patricia Barber, Paul Burnett, Jackie Cheetham, David Daykin, Samantha Moore, Hugh D'Alton and John Boyle.

In attendance: Jackie Deane (Clerk), Cllrs Susan Barker, Geoff Bagnall and Mark Coletta. There were no members of the public

Item	Part 1 – Public Meeting
24/43	Apologies for Absence Apologies were received and accepted from Cllrs James Banks, Sue Sprules and Helen Carter.
24/44	Declarations of interests Cllr Bodsworth declared a pecuniary interest in the defibrillator item 24/51 as he is a director of the company providing the equipment.
24/45	Public Forum and County Councillor Report Cllr Susan Barker gave a progress report on the road faults that are in the system for repairs. The M11 will be resurfaced for a number of weeks and Priors Green resurfacing is due to be carried out very shortly. Essex County Council has grants available for youth projects, levelling up and climate change. She reported that the Stansted Airport community grant fund is also open for smaller grants up to £5,000 and larger projects up to £50,000. Cllr Cheetham passed on residents' thanks to the Parish Council for helping get red line parking restrictions in place along the B1256 opposite The Pastures.
24/46	Minutes of the Last Meeting The Full Council Minutes of the meeting held on 5 th June 2024 were approved as a true record (proposed by Cllr Backus and seconded by Cllr Moore).
24/47	Ward Councillor Reports Cllr Coletta gave information on the timetable of Local Plan meetings and explained where to locate the publication of background papers for the meetings. Cllr Bagnall asked about having a separate lorry count. Cllr Cheetham agreed to liaise with Peter Hewett regarding the survey. Action: Clerk to chase the traffic survey at the Four Ashes junction. Action: Clerk to send details of the new community police constable for Takeley, with an invitation to meet him. Action: Clerk to send details of Midwifery Clinic contact regarding liaison with



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	UDC on the Weston Homes new-build health facility.
24/48	<p>Councillor Reports on External Meetings and Working Groups</p> <p>Cllr Cheetham reported on the last STACC meeting, which discussed their response on the night flights consultation and sourcing a new technical advisor for the committee.</p> <p>Cllr Bodsworth reported on attendance at the last UDC Parish Forum, which discussed water quality, parish initiatives for river improvements and UDC's work on a Community Infrastructure Levy (CIL), which, once implemented would benefit parish councils by receiving a 15% contribution. He drew attention to the uplift in this contribution for those parishes with a neighbourhood plan, which increases the contribution to 25%.</p>
24/49	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none">- Airport parking – Clerks from Takeley and Lt Canfield have requested an update from UDC on their consultant's report for a solution to issues explored in detail last November.- Recreation ground drainage ditch – Having met on site with a representative from the Cricket Club, there is no connection between the two ditches and further investigation is needed to find a solution to poor drainage. <p>Action: The Clerk was asked to make more enquiries regarding flows to the westerly ditch, with the landowner to the north of the site.</p>
24/50	<p>Website and Email Addresses</p> <ul style="list-style-type: none">a) Members discussed the need for further information before discussing the merits of changing to a .gov domain for the website and/or paying for dedicated email addresses for councillors. It was RESOLVED for the Clerk to source information for a decision at a future meeting and to include costs in the next Precept claim.b) To consider establishing a working group to suggest changes to the content on the Council's website – deferred to a future meeting.
24/51	<p>Replacement Defibrillator Equipment</p> <p>The equipment at the Priors Green Hall and Silver Jubilee Hall is nearing the end of its guaranteed cover and a quote has been received from Defib UK to replace both units and add new pads. The new updated machines have a switch to change the setting to convert them for adults and children:</p> <p>2 x new units at £1,028.00 each 2 x pairs of pads (adult and child) £58.80 each pair</p> <p>With a 5% discount the cost would be net cost £2,070.80, which would be paid from a ringfenced reserve.</p> <p><i>Cllr Bodsworth left the room for this item.</i></p> <p>Action: The Clerk was asked to liaise with Cllr Barker on a request for grant funding to purchase the two machines.</p>



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	<p>It was RESOLVED to accept the recommendation of the finance committee to purchase two new defibrillator machines, with the help of grant funding if it is available (proposed by Cllr Cheetham and seconded by Cllr Moore).</p>
<p>24/52</p>	<p>Recreation Ground Maintenance and Equipment</p> <p>a) The Clerk reported on the recent criminal damaged and graffiti at the Recreation Ground, the worst of which was reported to the police because the replacement cost of a gate might require an insurance claim. Action: Clerk to ask the new Community Police Officer to instigate regular patrols of this area.</p> <p>b) The Clerk explained that the Finance Committee did not have time at its last meeting to discuss responses to:</p> <ul style="list-style-type: none"> • Cllr Burnett’s request for clarification on details of previously approved works for maintenance, repairs and new gates <p>The Clerk responded to Cllr Burnett’s request for clarification on the process for addressing items identified in the annual RoSPA inspections and information was circulated to members ahead of the meeting.</p> <p><i>Cllr Burnett was unhappy with the responses he received from the Chairman and the Clerk and he left the meeting.</i></p> <p>c) The Clerk gave an update on the potential opportunity to purchase a new item of play equipment, with a quote having been circulated on email ahead of the meeting. There was a general discussion on the need for an additional item, as was previously requested by primary school children and a parent of a child with additional needs. Note: Cllr Barker gave information in the public forum of new grants available from Stansted Airport and Essex County Council.</p> <p>It was RESOLVED For the Clerk to apply for a grant cover the costs of purchasing a metal framed cradle swing and safety surface and to purchase the equipment in liaison with the Chairman (proposed by Cllr Backus and seconded by Cllr Moore, the decision was unanimous).</p> <p>d) There was a general discussion on other requirements for the play area and on information received regarding grants that might be available. It was RESOLVED for the Clerk to source quotes and apply for a grant funding for two metal benches for the recreation ground, if grant funding for these items is available (proposed by Cllr Backus and seconded by Cllr Moore, the decision was unanimous).</p>
<p>24/53</p>	<p>Sports Field Grant Works</p> <p>Cllr Bodsworth reported on the need for involving interested parties, including the football club and running club, youth club and Essex Boys and Girls Club.</p>



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	<p>The next meeting will be held on Tuesday, 30th July at 3.30pm in the Old School Community Centre and representatives of the user groups will be invited.</p>
24/54	<p>Review of Terms of Reference</p> <p>The terms of reference were reviewed for the following committees (as had been circulated on email):</p> <ol style="list-style-type: none">Finance CommitteePlanning Committee andStaffing committee. <p>It was RESOLVED to adopt the terms of reference for the committees with no changes (proposed by Cllr Backus and seconded by Cllr Bodsworth).</p>
24/55	<p>Grant Application in Lieu of Hall Hire</p> <p>TouchPoint Stansted requested a grant to the sum of £780 to go directly to hall hire costs at the Old School House for a chair-based fitness/yoga class for 12 months.</p> <p>It was RESOLVED to grant TouchPoint the sum of £390 for an equivalent of 6-months hall hire at the Old School House for a chair-based fitness/yoga class to be granted from the s137 allocation for the year on a 6-month trial period and during that time for the organisers are asked to provide proof that at least 50% of the participants live in the parish of Takeley.</p>
24/56	<p>Finance</p> <ol style="list-style-type: none">The monthly finance report was approved (proposed by Cllr Barber and seconded by Cllr Backus).The balance on account on 1st July 2024 was noted as £120,750.34.Recommendations from the Finance Committee on 2nd July were accepted:<ol style="list-style-type: none">It was RESOLVED to accept quote No. 51838, to the sum of £2,484.96 inclusive of VAT for two new defibrillators (proposed by Cllr Sprules and seconded by Cllr Daykin) – see item 24/51.It was RESOLVED to adopt the risk management strategy for 2024-25 (proposed by Cllr Sprules and seconded by Cllr Backus).It was RESOLVED to accept the quote for a replacement battery and rewiring for the fire safety roller-shutters to the sum of £430 (proposed by Cllr Sprules and seconded by Cllr Daykin).Additional members for the committee were agreed:<p>It was RESOLVED for Cllrs John Boyle and Hugh D’Alton to join the finance committee (proposed by Cllr Moore and seconded by Cllr Backus).</p>The following payment was approved:



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	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 25%;">Payee</th> <th style="width: 35%;">Description</th> <th style="width: 20%;">Total</th> <th style="width: 20%;">Net Cost</th> </tr> </thead> <tbody> <tr> <td>Royal Industrial Doors</td> <td>Backup battery</td> <td style="text-align: right;">£430</td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost	Royal Industrial Doors	Backup battery	£430													
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Royal Industrial Doors	Backup battery	£430																			
24/57	At 9.30pm members agreed to suspend standing orders and continue with the meeting for the items on the agenda (proposed by Cllr Backus and seconded by Cllr Bodsworth).																				
24/58	<p>Planning Committee</p> <p>a) The minutes of the June meeting were noted.</p> <p>b) The Clerk reported on the meeting held on 3rd July which included comments on planning conditions for the Jacks Field 40 homes approved site and the Seven Acres approved industrial site. The Clerk was also asked to follow up on details submitted for the new Seven Acre application.</p>																				
24/59	<p>Neighbourhood Plan Update</p> <p>Cllr Bodsworth reported on the recent Steering Group meeting and how the group needs to become more focussed to make progress.</p> <p>Action: Cllrs Hugh D’Alton and David Daykin agreed to join the Steering Group for its next meeting on Monday, 12th August at 7pm.</p>																				
24/60	<p>Local Plan Update</p> <p>To receive an update from the Clerk on the timetable. Arrangements for reading and responding to the supporting documents for the local plan.</p>																				
24/61	<p>Matters to Note and Future Meetings</p> <p>A new member of the staffing committee should be considered at the next meeting.</p> <p>Note: Responses to the advertisement for a new councillor should be considered for co-option at a future meeting.</p>																				
24/62	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is scheduled to take place on Wednesday, August 14th at 7.30pm in the Old School Community Centre.</p>																				

The meeting closed at 9.50pm

Signed by the Chairman



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Date

Bank Reconciliation up to 30/06/2024 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>
17/05/2024	BACS	455.14		455.14		<input checked="" type="checkbox"/>	S Sprules
22/05/2024	BACS					<input type="checkbox"/>	J DEANE
03/06/2024	STD ORD	42.00		42.00		<input checked="" type="checkbox"/>	Active Digital Marketing
04/06/2024	3024		120.00	120.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
06/06/2024	3124		45.00	45.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
06/06/2024	3124		-45.00	-45.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
06/06/2024	3124		22.00	22.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
10/06/2024	DD	13.25		13.25		<input checked="" type="checkbox"/>	TV Licensing
10/06/2024	DD	32.58		32.58		<input checked="" type="checkbox"/>	XLN Business Services
10/06/2024	2262		45.00	45.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
17/06/2024	DD	179.20		179.20		<input checked="" type="checkbox"/>	Castle Water
17/06/2024	BACS	27.00		27.00		<input checked="" type="checkbox"/>	Rialtas Business Solutions
17/06/2024	BACS	3,516.00		3,516.00		<input checked="" type="checkbox"/>	Broadmead Leisure Ltd
17/06/2024	BACS	120.00		120.00		<input checked="" type="checkbox"/>	FNC Ltd
17/06/2024	BACS	11.25		11.25		<input checked="" type="checkbox"/>	G Panayi
17/06/2024	BACS	282.00		282.00		<input checked="" type="checkbox"/>	Royal Industrial Doors Ltd
17/06/2024	DD	100.57		100.57		<input checked="" type="checkbox"/>	Lloyds Credit Card
17/06/2024	June txfer		5,000.00	5,000.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
18/06/2024	DD	49.50		49.50		<input checked="" type="checkbox"/>	Castle Water
20/06/2024	BACS	297.60		297.60		<input checked="" type="checkbox"/>	Marstan Facilities Ltd
20/06/2024	BACS	1,417.58		1,417.58		<input checked="" type="checkbox"/>	Fyfe Wilson Ltd
20/06/2024	BACS	360.00		360.00		<input checked="" type="checkbox"/>	Essex Association of Local Cou
20/06/2024	BACS	1,000.00		1,000.00		<input checked="" type="checkbox"/>	Silver Jubilee Hall Fundraisin
20/06/2024	BACS	6,042.99		6,042.99		<input checked="" type="checkbox"/>	JM Payroll Services
20/06/2024	Cafe June		495.73	495.73		<input checked="" type="checkbox"/>	Receipt(s) Banked
20/06/2024	JunPayment		7,000.00	7,000.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
25/06/2024	BACS	495.73		495.73		<input checked="" type="checkbox"/>	Sue Humphries
25/06/2024	2304		35.00	35.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
30/06/2024	DD	29.55		29.55		<input checked="" type="checkbox"/>	Unity Bank
		<u>14,471.94</u>	<u>12,717.73</u>				

Clerk/RFO:

NameSignedDate

Chair of Finance:

NameSignedDate