



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting held on Wednesday, 1st November 2023 at 7.30pm in the Old School Community Centre.

Present: Cllrs Pat Burnett (Chairman), Phill Bodsworth (Vice Chairman), Jim Backus, Patricia Barber, Paul Burnett, Jackie Cheetham, David Daykin, Anila Banerjee, Jeanne Bradley and Sue Sprules.

In attendance: Jackie Deane (Clerk), Cllr Susan Barker (ECC), Cllr Mark Coletta (UDC) and 2 members of the public.

Item	Part 1 – Public Meeting
23/116	Apologies for Absence Apologies were received and accepted from Cllr Berwick.
23/117	Declarations of interests Cllr Pat Burnett declared a pecuniary interest for a grant request to the Happy Circle.
23/118	Public Forum None.
23/119	Minutes of the Last Full Council Meeting The minutes of the Full Council meeting held on 4 th October 2023, were agreed as a true record of the meeting (proposed by Cllr Backus and seconded by Cllr Paul Burnett).
23/120	Ward Councillor/County Councillor Reports Cllr Barker gave an update on the forthcoming Minerals consultation in 2024. Colletta spoke on the forthcoming Local Plan consultation and gave suggestions on ways to engage with the public.
23/121	Councillor Reports on External Meetings Members discussed the successful traffic count on the Four Ashes junction, which took place on Thurs 26 th October. It was suggested that another traffic count should be arranged for May 2024. A report on the findings was received from Mr Peter Hewett and thanks were noted for arranging the project.
23/122	The New Local Plan a) The Clerk gave a briefing on proposals in the Public Consultation. b) Members to agreed to give feedback to the Clerk, to assist with public awareness and to support the planning committee in its response. c) RECOMMENDATIONS from the Planning Committee to Finance Committee:



TAKELEY PARISH COUNCIL

Full Council Meeting

	<ul style="list-style-type: none"> • It was RESOLVED for the Finance Committee to set an increased ringfenced reserve for planning professional advice for submissions to the Local Plan consultations, if required (proposed by Cllr Daykin and seconded by Cllr Paul Burnett). • It was RESOLVED to send out a press release on the local plan to object to proposed boundary changes to the CPZ (proposed by Cllr Pat Burnett and seconded by Cllr Jeanne Bradley). • It was RESOLVED for the Chairman to call an extraordinary meeting on Wed 15th November at 7pm, to invite neighbouring parish councils to discuss local plan allocations and any other matters of joint interest, including other sites in the call for sites. <p>d) There was a general discussion on the key implications for Takeley.</p>
23/123	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none"> a) A consultation on UDC spending priorities should be for 2024/25 – deadline 5th November was noted. b) A letter of thanks received from Home Start Essex for the grant of £150. c) The Takeley Rotary Club sent in a report on a litter-pick around Takeley, around the Four Ashes Junction and in Priors Green Area. The most littered area was Bennet Canfield where most seems to be from parked cars. They raised a suggestion regarding parking restrictions. d) Feedback was received on the Bus Service Consultation with results to be published in the New Year. Changes to services will be advised on email. e) A consultation on retaining the Recycling Centre Bookings process at Essex recycling centres is now live and runs to Sunday 19th November was noted. f) A Zero Carbon Communities Grant Scheme is open to community groups, town, parish councils for grants from 1k - £35k on projects that reduce carbon emissions or these can be natural/biodiversity projects. The closing date is 4th December. g) A UDC sports facilities grant is open to constituted clubs and could be suitable for the sports field. h) It was agreed with the Chairman to put in an order for a new gate to be installed at the Recreation Ground.
23/124	<p>Councillor Vacancies</p> <p>The Clerk gave an update on applications for co-option and it was agreed</p>



TAKELEY PARISH COUNCIL

Full Council Meeting

	to arrange co-options at the December meeting.
23/125	<p>Airport Parking</p> <p>There was a general discussion on the forthcoming multi-agency meeting scheduled for 2nd November, arranged by UDC and hosted by Elsenham Parish Council</p> <p>Parish-wide restriction without further consultation with the residents.</p>
23/126	<p>Saffron Hall Events for Takeley</p> <p>Saffron Hall would like to expand the community events they currently offer in Saffron Walden and hold these events at the Old School House. Consideration of hire charges for the upcoming events, which would include:</p> <p>Takeley Together – A creative event during the February 2024 half-term, modelled on the highly successful residency in Saffron Walden.</p> <p>Together in Sound – A music therapy project for people living with dementia and their carers, this would be a regular event held on weekdays with timing details to be confirmed.</p> <p>Generally supportive to these groups hiring the facilities and the finance committee should consider a community reduced rate in the future.</p>
23/127	<p>Sports Field</p> <p>Outstanding work needs to be agreed:</p> <ol style="list-style-type: none"> a) It was RESOLVED to hire a skip to clear rubbish at the Sports Field (proposed by Cllr Cheetham and seconded by Cllr Paul Burnett). b) An industrial clean is also needed in both portacabins and it was noted that the Football Club has agreed to carry out. c) There was a general discussion on the need for the Clerk to be assisted by a working group to support the work on grant applications. It was RESOLVED for Cllrs Anila Banerjee, Jeanne Bradley and Paul Burnett will form a working group to work on the Sports Field grant applications (Proposed by Cllr Cheetham and seconded by Cllr Bodsworth).
23/128	<p>Grant Requests</p> <ol style="list-style-type: none"> a) Essex and Herts Air Ambulance – A letter has been circulated, requesting a contribution to have a direct impact on maintaining and improving this vital life-saving service for the local community. In 2022 the total number of missions recorded for the region was 2,582.



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>It was noted that the Parish Council previously agreed a grant of £250 which was paid in November 2022.</p> <p>It was RESOLVED to grant £350 to Essex and Herts Air Ambulance (Proposed by Cllr Bodsworth and seconded by Cllr Banerjee, the decision was unanimous).</p> <p>b) A letter was received from the Ladies Circle requesting a grant towards the Christmas Fayre.</p> <p><i>Cllr Pat Burnett left the room for this decision item, due to pecuniary interests being declared.</i></p> <p>It was RESOLVED to grant the sum of £150 to the Ladies Circle (proposed by Cllr Cheetham and seconded by Cllr Backus, the decision was unanimous).</p> <p>c) A grant request was received from TouchPoint Stansted for a Children’s Christmas Appeal.</p> <p>It was RESOLVED to grant TouchPoint Stansted the sum of £1,250 (proposed by Cllr Bodsworth and seconded by Cllr Paul Burnett, the decision was unanimous. It was noted that members would appreciate the anonymised feedback if possible after the event.</p>
	<p><i>At 9.30pm, members agreed to suspend standing orders to continue with the meeting (proposed by Cllr Pat Burnett and seconded by Cllr Cheetham).</i></p>
<p>23/129</p>	<p>Banners on The Green</p> <p>The Rotary Club of Takeley are going to hold two events during the month of November and they invite Parish Council participation to attend their meeting on the 10th of November and to enter a quiz team:</p> <p>a) A wine and Cheese Evening at the Old School House Community Centre on the 10th of November 7.00 - 9.00 pm. The purpose is to inform about Rotary and what they do, and to potentially attract new members.</p> <p>b) A Quiz Night at the Priors Green Community Centre on Friday 18th November at 6.30 for 7.00 pm. Banners on the green near the Four Ashes, one week beforehand – This was approved.</p> <p>c) The Ladies Circle requested permission to erect a banner on the green for 2 weeks prior to the Christmas Fayre. This was approved.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>d) The Church banner approval was agreed for the Fireworks Display prior to the meeting.</p> <p>All items were proposed by Cllr Cheetham and seconded by Cllr Backus.</p> <p>Note: Due to other banners being already agreed, the banner for the Christmas Fayre can only go up one week prior to the event, unless two are permitted at the same time.</p>																									
23/130	<p>Policies to Review and Adopt</p> <p>Members to review the model policies, which have been circulated. Comments to be received on the model policies for adoption:</p> <ul style="list-style-type: none"> a) Equality and Diversity and b) Expense Claims – need to include 10p per mile for electric vehicles on this form. <p>It was RESOLVED to adopt both policies (proposed by Cllr Backus and seconded by Cllr Paul Burnett).</p>																									
23/131	<p>Finance</p> <ul style="list-style-type: none"> a) The minutes of the 5th October finance committee meeting were noted. b) The balance on account on 1st November 2023 was £159,904.56 It was resolved to approve the balance (proposed by Cllr Paul Burnett and Cllr Bodsworth). c) The following payments were agreed (proposed by Cllr Paul Burnett and seconded by Cllr Bodsworth). <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Payeee</th> <th>Description</th> <th>Total</th> <th>Net Cost</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>TBS</td> <td></td> <td>353.28</td> <td>-</td> <td>-</td> </tr> <tr> <td>Hygiene</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Circle Plus</td> <td>Plumbing</td> <td>353.28</td> <td>-</td> <td>-</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payeee	Description	Total	Net Cost	VAT	TBS		353.28	-	-	Hygiene					Circle Plus	Plumbing	353.28	-	-					
Payeee	Description	Total	Net Cost	VAT																						
TBS		353.28	-	-																						
Hygiene																										
Circle Plus	Plumbing	353.28	-	-																						
23/132	<p>Planning Committee</p> <p>The minutes from the October meeting were noted and Cllr Cheetham gave a report on the November meeting and major planning applications.</p>																									
	<p><i>Cllr Bradley left the meeting at 9.45pm</i></p>																									
23/133	<p>Items to Note and for Future Meetings</p> <p>Actions and future agenda items to note. Cllr Daykin will be happy to draft the documents for the café agreement to</p>																									



TAKELEY PARISH COUNCIL

Full Council Meeting

	become a CIO, in liaison with Cllr Bodsworth and the working group.
23/134	Date of the Next Meeting The next Full Council meeting is due to take place on Wednesday, 6th December 2023 at 7.30pm in the Old School Community Centre.

Meeting closed at 9.55pm

Signed by the Chairman

Date

Bank Reconciliation up to 31/10/2023 for Cashbook No 1 - Unity Current A/c 024

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/10/2023	DD	42.00		42.00		R <input type="checkbox"/>	Active Digital Marketing
03/10/2023	DD	12.03		12.03		R <input type="checkbox"/>	RT Tec
06/10/2023	2330		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
09/10/2023	DD	13.25		13.25		R <input type="checkbox"/>	TV Licensing
09/10/2023	BACS	344.20		344.20		R <input type="checkbox"/>	P Shaad
09/10/2023	BACS	37.25		37.25		R <input type="checkbox"/>	G Panayi
09/10/2023	BACS	103.68		103.68		R <input type="checkbox"/>	Sterling Washroom Services Ltd
09/10/2023	BACS	75.00		75.00		R <input type="checkbox"/>	WillTest
09/10/2023	BACS	41.00		41.00		R <input type="checkbox"/>	S Sprules
10/10/2023	DD	30.19		30.19		R <input type="checkbox"/>	XLN Business Services
11/10/2023	2340		22.50	22.50		R <input type="checkbox"/>	Receipt(s) Banked
13/10/2023	2341		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
16/10/2023	DD	3.00		3.00		R <input type="checkbox"/>	Lloyds Credit Card
17/10/2023	2339		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
18/10/2023	DD	66.61		66.61		R <input type="checkbox"/>	E-ON NEXT
18/10/2023	DD	43.17		43.17		R <input type="checkbox"/>	NPower Business Solutions
18/10/2023	Fin commit	76,334.57		76,334.57		R <input type="checkbox"/>	Unity Deposit A/c 045
18/10/2023	BACS	90.00		90.00		R <input type="checkbox"/>	Christopher Baker
18/10/2023	cafe cost		451.53	451.53		R <input type="checkbox"/>	Receipt(s) Banked
19/10/2023	BACS	238.80		238.80		R <input type="checkbox"/>	Black Country Metal Works Ltd
19/10/2023	BACS	422.40		422.40		R <input type="checkbox"/>	TBS Hygiene
19/10/2023	BACS	5,408.90		5,408.90		R <input type="checkbox"/>	JM Payroll Services
19/10/2023	BACS	14.00		14.00		R <input type="checkbox"/>	J Bridgeman
24/10/2023	txfer cafe		52.50	52.50		R <input type="checkbox"/>	Receipt(s) Banked
24/10/2023	reverse		-52.50	-52.50		R <input type="checkbox"/>	Receipt(s) Banked
24/10/2023	2320		52.50	52.50		R <input type="checkbox"/>	Receipt(s) Banked
25/10/2023	BACS	451.52		451.52		R <input type="checkbox"/>	Sue Humphries
25/10/2023	BACS	-451.52		-451.52		R <input type="checkbox"/>	Sue Humphries
25/10/2023	BACS	451.53		451.53		R <input type="checkbox"/>	Sue Humphries
26/10/2023	DD	7.41		7.41		R <input type="checkbox"/>	Castle Water
30/10/2023	2335		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
31/10/2023	DD	12.03		12.03		R <input type="checkbox"/>	RT Tec
		<u>83,791.02</u>	<u>871.53</u>				

Clerk/RFO:

Name Signed Date

Chair of Finance:

Name Signed Date