



# TAKELEY PARISH COUNCIL

## Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council held on  
Wednesday 6<sup>th</sup> September 2023 at 7.30pm at The Old School Community Centre

### PRESENT:

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

### IN ATTENDANCE:

Jackie Deane (Clerk), County Councillor Susan Barker, UDC Cllrs Maggie Sutton and Mark Colletta and 15 members of the public.

Items	
23/76	<b>Apologies for Absence</b> The Clerk informed members of Terry Good's resignation due to work commitments and of Cllr Daykin's apologies, which were accepted. Apologies were also received from Cllr Geoff Bagnall (UDC).
23/77	<b>Declarations of interests</b> Cllr Cheetham declared a pecuniary interest in a grant application for the village fireworks display, as she is a member of the PCC, organisers of the community event.
23/78	<b>Public Forum</b> Residents raised issues about damage to parked cars opposite the Pastures, problems with speeding vehicles along the B1256 and speeding HGVs along the main routes through the village. It was suggested that additional speed cameras might help to solve the problem. Cllr Susan Barker put forward a suggestion from the County Council officers, for a parish-wide parking restriction and this was discussed with members and residents. It was thought that a restriction of 1-hour per day Mondays to Fridays would be the most suitable restriction and this would not be subject to a resident petition to prove that the majority of residents were in favour of the new measures. It was noted that a Stansted Airport representative was supportive of funding, should they be approached by Essex County Council Highways with a parish-wide proposal. Cllr Cheetham asked if any residents present would be interested in restarting the community speedwatch and there was some support in principle. Cllr Coletta said that he will distribute information as there is an active Speedwatch team in Gt Hallingbury.

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23/79	<b>Minutes of the Last Full Council Meeting</b> The minutes of the meeting held on 2 <sup>nd</sup> August 2023 were approved as a true record of the meeting (proposed by Cllr Berwick and seconded by Cllr Cheetham).
23/80	<b>Ward Councillor/County Councillor Reports</b> Cllr Barker gave an update on the unsafe concrete in school buildings and a new initiative to promote better take-up of the domestic food waste collections. Essex County Council Children's Services have maintained the 'Good' status in a recent Ofsted inspection. Advertised roadworks in Parsonage Road are on schedule. Members raised queries on potholes, if Essex residents are still permitted to use the recycling centre in Bishops Stortford and if residence can still purchase compost from Essex recycling centres. Cllr Barker agreed to respond on email.
23/81	<b>Councillor Reports on External Meetings</b> None.
23/82	<b>Clerk's Report</b> a) A response has been sent on the UDC Design Code Consultation. b) Information has been received to consider at Planning Committee for a response to the Stansted Airport Night Noise Consultation. c) Photographs have been taken of congestion, lay-by parking and increased HGV usage on Parsonage Road, for use when responding on planning applications and parking restrictions. d) The Clerk explained how the increased HGV use of routes to Elsenham Quarry are being monitored on weigh-bridge records by Essex County Council and daily trips are still within approved limits. e) The land registry of the Recreation Ground is still being processed. f) The next Local Councils Forum will be held in the UDC Council Chamber in Saffron Walden on Tuesday, 12 <sup>th</sup> September at 7pm. This meeting is for parish councils to take part in a workshop on the new Uttlesford Local Plan.
23/83	<b>Airport Parking</b> The standing item for updates on fly-parking was covered during the public forum.
23/84	<b>Outside Tap for the Community Centre</b> Cllr Sprules has requested agreement for the caretaker to arrange installation for an outside tap for the Community Centre. Cllr Paul Burnett offered to see if this was something he could do free of charge, which was





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	agreed.
23/85	<p><b>Play Area Quotes for Repairs</b></p> <p>a) Members considered quotes from Broadmead Leisure to carry out repairs of various items noted on the annual RoSPA inspections. It was <b>RESOLVED</b> to accept the quotes for individual repair items for equipment, benches and gates for ref: TAKE41 28<sup>th</sup> August (proposed by Cllr Bodsworth and seconded by Cllr Pat Burnett).</p> <p>b) It was <b>RESOLVED</b> to replace the grass matting play surface with bonded rubber, proposed by Cllr Bodsworth and seconded by Cllr Pat Burnett, the decision was unanimous).</p> <p>c) Broadmead Leisure had also quoted for quarterly inspections, however this was not thought necessary as weekly caretaker inspections were thought to be adequate.</p>
23/86	<p><b>Takeley Sports &amp; Social Club Request Banner on the Green</b></p> <p>A request has been received for an event on 28th October. It was agreed to approve that the banner will be erected on 22<sup>nd</sup> October and taken down on the 29<sup>th</sup> October (proposed by Cllr Bodsworth and seconded by Cllr Sprules).</p>
23/87	<p><b>Grant Requests:</b></p> <p>a) <u>PCC Fireworks Display</u></p> <p><i>Cllr Cheetham Pecuniary interest and left the room</i></p> <p>Revd. Colin Fairweather's grant request, on behalf of the PCC, was considered to support the community firework display to be held on Friday 3<sup>rd</sup> November. He reported that last year's event was more popular than ever and brought the whole community together. Previous years' grants were in September 2018 (£500) and September 2022 (£350).</p> <p>It was resolved to grant £350 Takeley and Little Canfield Church, to support the community event (proposed by Cllr Paul Burnett and seconded by Cllr Backus).</p> <p>b) <u>Home Start Essex</u></p> <p>It was <b>RESOLVED</b> to grant Home-Start Essex the sum of £150 (proposed by Cllr Sprules and seconded by Cllr Pat Burnett).</p>
23/88	<p><b>Litter Bins</b></p> <p>a) <u>Priors Green Community Hall</u></p> <p>TBS Hygiene suggest increasing the collection from the bin outside the community hall from weekly to twice weekly due to the bin</p>

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	<p>regularly spilling over with excess rubbish. Action: It was agreed to defer this item to the next meeting, for confirmation of the collection cost.</p> <p>b) <u>General update</u> A third at the Sports Field has also been added to the list, 2 other bins at the location are already being emptied but the additional bin is also used regularly. The dog bin at Jacks Lane in Bambers Green has recently had some fire damage but it can still be used. The dog bin at Sports Field has been damaged and it will be relocated on the left-hand side of the entrance to avoid further problems. <b>Action</b> to ask Cllr Bagnall to chase UDC on previous enquiries to see if agreement can be reached for UDC to collect from Priors Green.</p>																				
23/89	<p><b>Bus Service Consultation</b> Members had received consultation details ahead of the meeting and have no comments to make as there are no local routes under threat.</p>																				
23/90	<p><b>Finance</b></p> <p>a) <b>RESOLVED:</b> The Terms of Reference for the Finance Committee were agreed (proposed by Cllr Bodsworth and seconded by Cllr Sprules).</p> <p>b) It was noted that the Clerk has completed work to migrate the current financial year to the Rialtas System and records are up-to-date.</p> <p>c) Noted: The balance on account on 31<sup>st</sup> October was £95,985.61.</p> <p>d) <b>RESOLVED</b> to approve the monthly finance reports for July and August (proposed by Cllr Sprules and seconded by Cllr Bodsworth).</p> <p>e) <b>Noted:</b> That the external audit is complete, with no recommendations.</p> <p>f) The following payments were agreed:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Total</th> <th style="text-align: right;">Net Cost</th> <th style="text-align: right;">VAT</th> </tr> </thead> <tbody> <tr> <td>Essex County Council</td> <td>Conservation Area Appraisal</td> <td style="text-align: right;">£6,600</td> <td style="text-align: right;">£5,500</td> <td style="text-align: right;">1,100</td> </tr> <tr> <td>PKF Littlejohns</td> <td>External Audit fee</td> <td style="text-align: right;">£756.00</td> <td style="text-align: right;">£630</td> <td style="text-align: right;">£126</td> </tr> <tr> <td>Active Web Design</td> <td>Convert the website to Wordpress platform</td> <td style="text-align: right;">£118.80</td> <td style="text-align: right;">£99</td> <td style="text-align: right;">£19.80</td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost	VAT	Essex County Council	Conservation Area Appraisal	£6,600	£5,500	1,100	PKF Littlejohns	External Audit fee	£756.00	£630	£126	Active Web Design	Convert the website to Wordpress platform	£118.80	£99	£19.80
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23/91	<b>Planning Committee Report and Recommendations</b> <ul style="list-style-type: none"><li>a) <b>RESOLVED</b> to agree the Planning Committee Terms of Reference, with an amendment to 1.16 as follows: To authorise payments at a planning committee meeting within the annual budget and up to the sum of £5,000 (Proposed by Cllr Cheetham and seconded by Cllr Pat Burnett).</li><li>b) Minutes of the meeting held on 6<sup>th</sup> September would be circulated for approval at the October meeting.</li><li>c) The Chairman gave an update on matters discussed by the Planning Committee.</li></ul>
23/92	<b>Neighbourhood Plan Update</b> <p>Cllr Bodsworth reported that there have been 640 responses to the resident survey. Members were reminded of the Conservation Area drop-in event on 9<sup>th</sup> September.</p>
23/93	<b>Community Café</b> <p>Cllr Cheetham gave an update on working group meetings and progress on recruiting a café supervisor for 10 hours per week.</p>
23/94	<b>Correspondence</b> <p>Grant information was received for the Coronation Living Heritage Fund, with an application deadline 26<sup>th</sup> September 2023.</p>
23/95	<b>Items to Note and for Future Meetings</b> <p>Actions and future agenda items to note. Land registry update in due course. Cllr Pat Burnett gave details of the next showing of the Cinema Night, which is run by the community café It was noted that Cllrs Pat and Paul Burnett will not be available to cover weekend hirings at the community centre in future.</p>
23/96	<b>Date of the Next Meeting</b> <p>The next Full Council meeting is due to take place on Wednesday, 4<sup>th</sup> October 2023 at 7.30pm in the Old School Community Centre.</p>

Meeting closed at 9.37pm

Signed by the Chairman.....

*P. Burnett*

Date ..... *4/10/23* .....



Bank Reconciliation up to 31/08/2023 for Cashbook No 1 - Unity Current A/c 024

<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>
01/08/2023	DD	12.03		12.03		R <input type="checkbox"/>	RT Tec
01/08/2023	SO	42.00		42.00		R <input type="checkbox"/>	Active Digital Marketing
07/08/2023	overpayment		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
08/08/2023	DD	5,618.85		5,618.85		R <input type="checkbox"/>	Public Works Loans Board
08/08/2023	DD	13.25		13.25		R <input type="checkbox"/>	TV Licensing
08/08/2023	DD	30.19		30.19		R <input type="checkbox"/>	XLN Business Services
11/08/2023	BACS	20.09		20.09		R <input type="checkbox"/>	J Bridgeman
11/08/2023	BACS	200.00		200.00		R <input type="checkbox"/>	Bronwyn Pound
11/08/2023	BACS	40.26		40.26		R <input type="checkbox"/>	Castle Water
11/08/2023	2324		97.50	97.50		R <input type="checkbox"/>	Receipt(s) Banked
14/08/2023	2317		54.00	54.00		R <input type="checkbox"/>	Receipt(s) Banked
15/08/2023	2327		240.00	240.00		R <input type="checkbox"/>	Receipt(s) Banked
16/08/2023	DD	158.18		158.18		R <input type="checkbox"/>	Lloyds Credit Card
17/08/2023	2325		67.50	67.50		R <input type="checkbox"/>	Receipt(s) Banked
17/08/2023	Youth Club		1,700.00	1,700.00		R <input type="checkbox"/>	Receipt(s) Banked
18/08/2023	BACS	100.00		100.00		R <input type="checkbox"/>	Window Wash UK
18/08/2023	DD	87.48		87.48		R <input type="checkbox"/>	NPower Business Solutions
21/08/2023	2323		540.00	540.00		R <input type="checkbox"/>	Receipt(s) Banked
21/08/2023	2326		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
25/08/2023	BACS	790.00		790.00		R <input type="checkbox"/>	HMRC
25/08/2023	BACS	1,132.11		1,132.11		R <input type="checkbox"/>	Essex Pensions Fund
25/08/2023	BACS	3,415.06		3,415.06		R <input type="checkbox"/>	Personnel
30/08/2023	BACS	1,000.00		1,000.00		R <input type="checkbox"/>	Silver Jubilee Hall Fundraisin
30/08/2023	DD	12.03		12.03		R <input type="checkbox"/>	RT Tec
		<u>12,671.53</u>	<u>2,867.00</u>				

Clerk/RFO:

Name .....Signed .....Date .....

Chair of Finance:

Name .....Signed .....Date .....