



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the meeting held on Wednesday 8th October 2025 at 7.30pm at The Old School Community Centre

Council Members Present: Samantha Moore (Vice Chairman), Jim Backus, Patricia Barber, John Boyle, Paul Burnett, Jackie Cheetham and David Daykin

In Attendance: Jackie Deane (Clerk), Cllr Susan Barker (ECC), Cllr Geoff Bagnall (UDC) and one member of the public.

	<i>In Cllr Bodsworth's absence, Cllr Moore chaired the meeting</i>
25/96	Apologies for Absence Apologies from Cllrs Bodsworth, Banks, Carter and Sprules were received and accepted.
25/97	Declarations of interests Cllrs Cheetham and Daykin declared pecuniary interests for the fireworks grant application which the Chairman agreed to add to the finance item 25/110. During item 25/106, Cllr Burnett declared a pecuniary interest in matters relating to his and his wife's hall hire arrangements.
25/98	Public Forum and County Councillor Report Cllr Susan Barker (ECC) gave an update on the current Crumps Farm planning application. Cllr Barker requested that a representative from the Council speak at the forthcoming ECC Full Council meeting regarding delays on red lines to be implemented in Parsonage Road and on the County Council's proposal for a Temporary Traffic Regulation Order (TTRO), with a target of the second quarter of 2026 for implementation. Cllr Backus agreed to attend the County Council meeting on 14 th October, and to liaise with the Clerk regarding the statement to be read out. It was noted that members considered it unnecessary to extend a TTRO beyond Molehill Green. Cllr Cheetham stated that the way cars are currently parked, nose to tail, in Parsonage Road, it seems that a parking firm is using Parsonage Road for their airport parking business. Cllr Backus reported to Cllr Barker an outstanding pedestrian crossing light repair outside Takeley Primary School.
25/99	Ward Councillor and County Councillor Reports The have been put forward to the Cllr Bagnall (UDC) gave an update on the devolution progress, where the four options for the unitaries, and UDC's preference for five unitary councils has been put to the government for their decision.



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25/100	<p>Minutes of the Last Meeting</p> <p>The Full Council Minutes of the meeting held on 10th September 2025 were approved as a true record (proposed by Cllr Backus and seconded by Cllr Moore).</p>
25/101	<p>Councillor Reports</p> <p>None.</p>
25/102	<p>Clerk's Report and Correspondence</p> <p>a) Airport parking update – this was covered by Cllr Susan Barker.</p> <p>b) Local councils' forum presentation from 29th September – details were circulated with updates on the emerging Local Plan and a consultation on a new Community Infrastructure Levy.</p> <p>c) UDC local parish council forum – minutes of the meeting were circulated, which included advice that the devolution process could have an impact on Town and Parish Councils, for more services to be passed down to parishes/volunteer groups over time. UDC advised, 'Town and Parish Councils should therefore look to fully engage in the consultation process, and to begin to consider their appetite for growing in the range of services and functions they might be prepared to consider taking over – e.g. taking over responsibility for parks and open spaces, public conveniences, maybe even libraries, as well as softer functions,</p> <p>Cllr Cheetham commented that the Parish Council might be happy to take on additional responsibilities but that we must have the money to pay staff to take on the responsibilities.</p> <p>Cllr Bagnall added that there is a cross-party member working group to consider how towns and parish councils might need to change in the future as a result of devolution.</p> <p>d) Hall hire update – new bookings have been received from hirers seeing updates publicised on the Council's website, including regular business training sessions.</p>
25/103	<p>Recruitment of Apprentice Administrator</p> <p>The appointment of Harriet Moore was approved, effective 29th September 2023 (proposed by Cllr Backus and seconded by Cllr Cheetham).</p> <p>Note: Employment for the Apprenticeship scheme ends on 29th December 2026.</p>
25/104	<p>Standards Training</p> <p>a) Training session: Members were reminded of UDC's arrangements for the standards training for Parish and Town Councillors, to be held on 16th October.</p>



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	<p>b) Nolan Principles – the seven principles of public life were noted, which are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.</p> <p>c) Email etiquette – the Clerk advised that members should have a standard template for their email correspondence on their parish council email addresses, which includes ‘Hi ...’ (with the name of whoever the email is addressed to), and a signature with a minimum of ‘kind regards’ and to state who the email is from. The Clerk further advised that it is very important that emails should be only sent to those intended to receive it, rather than replying to all.</p>
25/105	<p>Future Management of the Community Café</p> <p>This item was for discussion only, pending an updated report from the internal auditor. The Clerk explained that one of the changes being made to the report is for it to be clear that the option for parish council supporting services to the café cannot include banking arrangements.</p>
25/106	<p>Hall Hire Arrangements</p> <p>The hall rates have been compared to similar sized halls, and there was a general discussion on the comparison table provided by the Assistant Clerk.</p> <p>Cllr Burnett, as a trustee at the Silver Jubilee Hall (SJH), said that there is no daily rate set at the SJH and that they are considering increasing their rates at their next meeting.</p> <p>Cllr Burnett declared a pecuniary interest in this item, due to his own hall hire monthly hire of the hall for monthly cinema nights and his wife’s hire for the Ladies’ Circle which meets fortnightly. Both have discounted local club rates, which are not published on the Conditions of Hire document.</p> <p><u>Note:</u> It was previously resolved for local groups and clubs to receive a £2 per hour discount and any changes to their terms would be agreed with them independently.</p> <p>a) It was RESOLVED to keep the hourly weekday rate at £17 per hour Mon-Thurs and to increase the weekend rate to £20 per hour (proposed by Cllr Moore and seconded by Cllr Daykin).</p> <p>b) There was a general discussion on the opportunities for more than 1 group to use the building at the same time – which is already happening for some regular hires. There was consideration of extending this arrangement to other hires and if this would include private functions. It was considered that the biggest stumbling block would be safeguarding if the building being used for adults and children and that the Council does not currently have a safeguarding policy.</p>



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	<p>Action: It was agreed that a new safeguarding policy should be considered for adoption at the next meeting.</p> <p>It was RESOLVED to agree in principle to make changes to the hire agreement as presented in draft, along with the points raised during the meeting, subject to the updated agreement being circulated to all members on email as soon as possible after the meeting (proposed by Cllr Backus and seconded by Cllr Cheetham).</p> <p>c) A £10 nominal charge was suggested for hire of the outside space. It was RESOLVED TO DEFER a decision on applying a separate charge to use the outside space, car park, toilets and kitchen/refreshment facilities.</p> <p>It was further RESOLVED TO DEFER a decision on charging an additional £2 per hour to hire the building exclusively, and for both matters to be considered at the next meeting.</p> <p>d) The arrangements with charitable and grant-funded hires were debated, as these have been agreed for a trial period and agreements have not been formally renewed after the trial period has lapsed.</p> <p>It was RESOLVED that local groups and clubs and all charitable grant-funded/free hires should be issued with a quarterly hire agreement to be signed by the hirer and returned to the Parish Council, to confirm their required dates and their conditions of hire (proposed by Cllr Moore and seconded by Cllr Barber).</p>
25/107	<p>Planning</p> <p>a) The minutes of the planning committee meeting held on 10th September were noted.</p> <p>b) Cllr Cheetham gave a report on matters considered at the September meeting.</p> <p>c) The Clerk gave an update on transport matters for the Water Circle, Crumps Farm and Stansted Airport applications, where objections and consultant reports have been submitted.</p> <p>d) Cllr Cheetham gave a report on the protected Village Green verges in Smiths Green, where Weston Homes was granted permission to remove a section of the registered verge for access to an approved development and to provide a replacement parcel of registered village green within its housing development.</p> <p>e) Community Governance Review – the Clerk explained that the parish boundary with Hatfield Broad Oak cannot change because Hatfield Broad Oak Parish Council has resolved to retain the existing boundaries.</p>



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25/108	<p>Sports Field</p> <p>The grant-funded works continue to make the area more accessible and details of the grant expenditure were circulated to members prior to the meeting. Cllr Burnett raised concerns over the delays to works and choices made regarding the contractors. Cllr Boyle said that he was disappointed that works were not being chased for completion in a timely manner.</p> <p>a) Following the open spaces inspections it was suggested that wildflower seed is purchased for scattering on earth bunds. It was RESOLVED to agree a budget of £250 to purchase and sow wildflower seeds for on the sports field earth bund, and any weed clearance required (proposed by Cllr Cheetham and seconded by Cllr Backus).</p> <p>b) The works on the programme was noted.</p>
	<p><i>At 9.30 it was resolved to suspend the standing orders to continue the meeting beyond 2 hours, to allow 15 minutes for the remaining business on the agenda (proposed by Cllr Cheetham and seconded by Cllr Backus).</i></p>
25/109	<p>The Pastures Maintenance</p> <p>Ownership responsibilities and the developer funded maintenance contribution were discussed. Maintenance issues were identified by members during the open space inspections on 16th September. Quotes were for repairs or replacement of fence surrounding the balancing ponds were considered.</p> <p>a) It was RESOLVED for the Clerk to instruct the contractor with the lower quoted to carry out works to replace the post and rail fence, within a budget of £2,800 (proposed by Cllr Cheetham and seconded by Cllr Daykin).</p> <p>b) Members considered if there are any new safety risks at the enclosed balancing pond area, which would require additional safety measures such as a lifebuoy ring, which were not provided by the developer. It was RESOLVED that no other equipment should be purchased.</p> <p>Action: Funding provided by the developer has been spent and an additional maintenance budget for The Pastures will need to be included in the next financial year budget and precept.</p>
25/110	<p>Finance</p> <p>a) It was noted that the balance on account on 1st October 2024 was £147,251.51.</p>



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- b) It was noted that the second half of the precept for 2025-26 was credited on 25th September.
- c) The monthly finance reports for July and August were approved (proposed by Cllr Backus and seconded by Cllr Cheetham).
- d) The following payments were approved (proposed by Cllr Backus and seconded by Cllr Cheetham):

Payee	Description	Net Cost (£)	Total (£)
Railton TPC	Transport consultant fees re Water Circle	1,850	£1,850
Railton TPC	Transport consultant fee (pending 50% refund from Lt Canfield PC)	1,250	£1,250
J Deane	Expenses – mobile phone	29.76	29.76
A Collins-Klimcke	Expenses – mobile phone and keys	39.15	39.15
TBS Hygiene	Bin collections invoice 7471	252	302.40
Anglian* Land Services LTD	Hedge Cutting	405	486
Anglian Land Services Ltd	Hedge Cutting	405	486
Window Wash UK	Graffiti removal for bus stops	380	380

*The hedge cutting was paid 50% when the order was placed.

e) **Conclusion of External Audit**

A notice has been posted on the Council's website, and actions requested by the External Auditor will be considered at the forthcoming Finance Committee meeting.



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	<p>f) Grant application – received and accepted by the Chairman as a late addition to the agenda Members considered a grant application from Takeley and Little Canfield Church for a community event.</p> <p>It was RESOLVED to grant the sum of £500 as a s137 payment to Takeley and Little Canfield Church for the community fireworks display (proposed by Cllr Moore and seconded by Cllr Burnett).</p>
25/111	<p>Expenses Policy Review It was RESOLVED to adopt the Expenses Policy, which has not changed since its previous adoption in November 2023 (proposed by Cllr Backus and seconded by Cllr Barber).</p>
25/112	<p>Date of the Next Meeting The next meeting is scheduled for Wednesday, 12th November 2025 at 7.30pm at the Old School Community Centre.</p>

Meeting closed 9.52pm

Signed by the Chairman

Date

Bank Reconciliation up to 30/09/2025 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>
01/09/2025	144		137.40	137.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/09/2025	FDMS		20.70	20.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/09/2025	2543		25.50	25.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/09/2025	2539		87.75	87.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/09/2025	145		123.90	123.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/09/2025	DD	45.60		45.60		R <input checked="" type="checkbox"/>	Active Digital Marketing
04/09/2025	2541		150.00	150.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/09/2025	FDMS		33.30	33.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/09/2025	DD	15.00		15.00		R <input checked="" type="checkbox"/>	TV Licensing
08/09/2025	DD	34.67		34.67		R <input checked="" type="checkbox"/>	XLN Business Services
08/09/2025	2542		67.50	67.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/09/2025	FDMS		15.10	15.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/09/2025	DD	128.16		128.16		R <input checked="" type="checkbox"/>	NPower Business Solutions
12/09/2025	DD	2.45		2.45		R <input checked="" type="checkbox"/>	XLN Business Services
12/09/2025	2544		37.00	37.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/09/2025	DD	35.30		35.30		R <input checked="" type="checkbox"/>	XLN Business Services
16/09/2025	DD	334.60		334.60		R <input checked="" type="checkbox"/>	Castle Water
16/09/2025	BACS	372.33		372.33		R <input checked="" type="checkbox"/>	Lloyds Credit Card
16/09/2025	2540		102.00	102.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/09/2025	DD	19.82		19.82		R <input checked="" type="checkbox"/>	E-ON NEXT
18/09/2025	BACS	29.52		29.52		R <input checked="" type="checkbox"/>	United Tools & Fixings
18/09/2025	BACS	100.00		100.00		R <input checked="" type="checkbox"/>	Active Digital Marketing
18/09/2025	BACS	60.00		60.00		R <input checked="" type="checkbox"/>	Window Wash UK
18/09/2025	BACS	22.62		22.62		R <input checked="" type="checkbox"/>	A Collins-Klimcke
18/09/2025	BACS	486.00		486.00		R <input checked="" type="checkbox"/>	Anglian Land Services Ltd
18/09/2025	BACS	1,560.00		1,560.00		R <input checked="" type="checkbox"/>	Richard Buxton Solicitors
18/09/2025	BACS	100.00		100.00		R <input checked="" type="checkbox"/>	Catherine Reid
18/09/2025	2536	100.00		100.00		R <input checked="" type="checkbox"/>	Wholesome Charity
18/09/2025	BACS	9,240.30		9,240.30		R <input checked="" type="checkbox"/>	JM Payroll Services
18/09/2025	Sep 25		5,000.00	5,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/09/2025	FDMS		11.30	11.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/09/2025	BACS	756.00		756.00		R <input checked="" type="checkbox"/>	PKF Littlejohn LLP
22/09/2025	BACS	850.00		850.00		R <input checked="" type="checkbox"/>	Colchester City Council
22/09/2025	146		84.82	84.82		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/09/2025	FDMS		3.80	3.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/09/2025	PRECEPT		100,000.00	100,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/09/2025	DD	6.15		6.15		R <input checked="" type="checkbox"/>	Castle Water
26/09/2025	FDMS		50.50	50.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/09/2025	DD	114.02		114.02		R <input checked="" type="checkbox"/>	RT Tec
29/09/2025	FDEL		9.50	9.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/09/2025	DD	14.00		14.00		R <input checked="" type="checkbox"/>	Unity Bank
30/09/2025	DD	10.80		10.80		R <input checked="" type="checkbox"/>	Unity Bank
		<u>14,437.34</u>	<u>105,960.07</u>				

Clerk/RFO:

NameSignedDate

Bank Reconciliation up to 30/09/2025 for Cashbook No 1 - Unity Current A/c 680

Chair of Finance:

NameSignedDate