



TAKELEY PARISH COUNCIL

Annual Full Council Meeting

Minutes of the Annual Meeting held on Wednesday 1st May 2024 at 7.30pm at The Old School Community Centre

Councillors present: Pat Burnett, Phill Bodsworth, Jim Backus, Patricia Barber, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin, Samantha Moore and Sue Sprules, John Boyle, Hugh D'Alton

In attendance: Jackie Deane (Clerk), Cllr Maggie Sutton and Cllr Geoff Bagnall (UDC) and one member of the public.

Item	Part 1 – Public Meeting
24/1	Election of Chairman for Civic Year 2024-25 Cllr Phill Bodsworth was nominated by Cllr Pat Burnett, seconded by Cllr Sue Sprules and duly elected as Chairman.
24/2	Appointment of Vice Chairman for the Civic Year 2024-25 Cllr Pat Burnett was proposed by Cllr Bodsworth, seconded by Cllr Barber and duly appointed as Vice Chairman.
24/3	Apologies for Absence Members accepted apologies received from Cllr James Banks.
24/4	Declarations of interests None.
24/5	Public Forum and County Councillor Report Charlotte Lewington, District Youth & Community Worker, Essex County Council, gave an introduction to her role and Cllr Maggie Sutton invited direct liaison regarding the youth club and any other community initiatives.
24/6	Minutes of the Last Meeting The minutes of the Full Council meeting held on 3 rd April 2024 were approved as a true record of the meeting (proposed by Cllr Pat Burnett and seconded by Cllr Carter).
24/7	Ward Councillor Reports Cllr Sutton spoke about the youth club, which is open to children from year 7 upwards. The club is held on the last Thursday of the month and is advertised on social media and in the community café. Cllr Carter asked if there could be any other opportunities for advertising and members agreed their consent for a banner to be displayed on the railings during the week before the club will run. Cllr Sutton was asked to speak with Cllr Paul Burnett for contact details for a local business to make up the banner. Cllr Bagnall reported on a list of outstanding enforcement issues and that



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	<p>UDC members have requested formal feedback from the Enforcement Department.</p> <p>The transfer Countryside Properties were due to pay UDC for them to take over the public open spaces. Cllr Backus asked Cllr Bagnall to make enquiries about a public right of way in Great Dunmow, next to High Wood, which is not currently being maintained.</p>
24/8	<p>Councillor Reports on External Meetings and Working Groups</p> <p>Cllr Cheetham attended a Stansted Airport Consultative Committee meeting regarding the current night flights consultation. She attended as a representative on Uttlesford Association of Local Councils.</p> <p>Cllr Cheetham also reported on the traffic count.</p> <p>Parish Council thanks were recorded to Peter Hewett for setting up the traffic count and is working to compile the analysis. Thanks were also extended to all the volunteers who took part in the survey.</p> <p>It was agreed in principle that a replacement gazebo will be purchased to replace the one broken in use at the traffic count.</p>
24/9	<p>Clerk's Report and Correspondence</p> <p>The following appointments have been arranged:</p> <p>8th May - Nigel Brown – UDC Planning Liaison 2pm Takeley</p> <p>8th May – Local Plan Panel – UDC 7pm – TPC speaker required</p> <p>9th May – ECC Highways – Sarah Tomalin and Cllr Susan Barker (Parsonage Road)</p> <p>15th May – Annual Parish Assembly 7pm</p> <p>20th May – UDC Planning Policy/Local Plan Liaison – Lt Canfield 12.15pm</p> <p>28th May – Additional Finance Committee Meeting at 10am</p> <p>30th May – Internal Auditor Val Evans at 1pm</p> <p>Details of the Stansted Airport community volunteering application form.</p>
24/10	<p>Committee Membership, Representation at External Meetings and Working Groups</p> <p>Changes were agreed as follows:</p> <p>Cllrs Hugh D'Alton and John Boyle to join the planning committee</p> <p>Cllr John Boyle to join the sports field/play equipment working group</p> <p>Cllr Hugh D'Alton to join the outbuilding working group</p> <p>It was agreed to discontinue the utility bills working group</p> <p>Cllr Hugh D'Alton agreed to join the Neighbourhood Plan Steering Group</p> <p>Cllrs Helen Carter and Sue Sprules to join the café working group</p> <p>Action: All working groups should set an initial date in May or early June and each meeting should agree a date for their following meeting.</p>
24/11	<p>Calendar of Meetings</p> <p>It was RESOLVED to make the following calendar changes:</p>



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	<p>consider changes to scheduled meetings to allow time for monthly finance reports to be published: Starting from 1st August 2024, Full Council meetings will start at 7.30pm on the second Wednesday of the month, Planning committee meetings will start at 9.30am on the second Wednesday of the month Quarterly finance committee meetings will start at 10am on the second Tuesday of the month Neighbourhood Plan Steering Group meetings will start at 7pm on the second Tuesday of the month (proposed by Cllr Cheetham and seconded by Cllr Pat Burnett, the decision was unanimous). Action: The change will be advertised on the Council's website and Facebook.</p>
24/12	<p>Policies for Adoption It was RESOLVED to approve adoption of the following policies: Code of Conduct Standing Orders Financial Regulations (to approve with minor alterations as identified by Cllr Carter) Training Policy Complaints Procedure Grievance Procedure (proposed by Cllr Bodsworth and seconded by Cllr Carter, the decision was unanimous). Action: Finance committee agenda item to review the grants policy prior to it being considered at full council.</p>
24/13	<p>EALC Affiliation Fee It was RESOLVED to approve renewal of the EALC subscription for 2024/25 to the sum of £876.91 (proposed by Cllr Pat Burnett and seconded by Cllr Backus, the decision was unanimous).</p>
24/14	<p>Sports Field and Recreation Ground a) Noted – The Clerk gave a summary of UDC requirements for a schedule of Sports Field works so that UDC can draw up an agreement for drawing down the grant. b) Cllr Burnett agreed to circulate dates for the next working group meeting for the Sports Field in Station Road and the Recreation Ground behind the silver Jubilee Hall.</p>
24/15	<p>Food Share Cookery Lessons Members ratified their agreed to waive hire charges for a group of parents from the local primary schools to receive cookery instruction on home-prepared family meals. These sessions started on 23rd April for 5 weeks.</p>



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	<p>There is now demand for a second to start on 11th June, for a further 5 weeks.</p> <p>Action: Members requested information on the funding arrangements and the hall hire cost to be circulated for consideration in between meetings. It was agreed that the hire cost equivalent should be considered as a grant instead of free hall hire, in fairness to other local groups and initiatives.</p>																
24/16	<p>Takeley Scouts 1st Cubs</p> <p>The group has requested permission to replant the Parish Council planters ready for the summer at the Old School House, if the Parish Council provides funding for the plants and compost. This will help to engage the younger residents of Takeley and enable them to achieve their gardening badge. The project could be an ongoing arrangement for the Spring and Summer months.</p> <p>It was RESOLVED for the Takeley Scouts and Cubs to replant the Parish Council planters at the Old School, and for Cllr Sprules to liaise with the group leader (proposed by Cllr Sprules and seconded by Cllr Bodsworth).</p> <p>Action: Cllr Sprules agreed to purchase two small flowering cherry trees to be planted at either side of the entrance door, as previously resolved.</p>																
24/17	<p>Finance</p> <ul style="list-style-type: none"> a) Due to the timing of the meeting, the monthly finance report was unavailable. b) The balance on account on 30th April 2024 was £176,996.17. c) There was no finance committee report. d) There were no recommendations from the Finance Committee. e) It was RESOLVED to approve the following payments (proposed by Cllr Backus and seconded by Cllr Paul Burnett). <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Description</th> <th>Total</th> <th>Net Cost</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Clear Councils Insurance (formerly BHIB)</td> <td style="text-align: left;">Annual Insurance Cover</td> <td>£2,279.74</td> <td>£2,279.74</td> </tr> <tr> <td style="text-align: left;">JH Cleaning Services</td> <td style="text-align: left;">Deep clean of the portacabins</td> <td>£400</td> <td>£400</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost	Clear Councils Insurance (formerly BHIB)	Annual Insurance Cover	£2,279.74	£2,279.74	JH Cleaning Services	Deep clean of the portacabins	£400	£400				
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24/18	<p>Planning Committee</p> <ul style="list-style-type: none"> a) The minutes of the April meeting were noted. 																



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	b) Cllr Cheetham reported on the May meeting.
24/19	Neighbourhood Plan Update Cllr Cheetham reported that the last meeting was devoted to preparation for presentations at the Annual Parish Assembly at 7pm on 15 th May and the Church heritage day on Saturday, 25 th of May, 2-5pm.
24/20	Local Plan Update Cllr Barber has agreed to speak at the next Local Plan Panel meeting on behalf of the Parish Council, with points agreed at the Planning Committee meeting relating to proposed boundary and policy changes to the Countryside Protection Zone.
24/21	Matters to Note and Future Meetings Hall Hire conditions on the published hire agreement to be reviewed at the next meeting. Committee Terms of Reference to be reviewed at individual committee meetings. Cllr Pat Burnett has agreed to make arrangements for a small celebration in the cafe and beacon lighting on Thursday, 6 th June, to commemorate the 80 th anniversary of D-Day.
	<i>At 9.30pm it was RESOLVED to suspend standing orders to continue the meeting beyond two hours (proposed by Cllr Cheetham and seconded by Cllr Moore.</i>
24/22	Date of the Next Meeting The next Full Council meeting date and the Calendar of Meetings to be agreed at this meeting 5 th June.
Part 2	
Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information.	
It was RESOLVED to enter Part 2 of the meeting (proposed by Cllr Bodsworth and seconded by Cllr Pat Burnett)	
The Clerk gave a legal update on a planning matter.	

Meeting closed at 9.37pm

Signed by the Chairman

Date