



TAKELEY PARISH COUNCIL

Annual Full Council Meeting

Meeting Notice

Councillors are hereby summoned to attend the **Annual Meeting** of Takeley Parish Council which will be held on **Wednesday 14th May 2025 at 7.30pm at The Old School Community Centre, Brewers End, CM22 6SB** for the purpose of transacting the business set out on the agenda below.

Council Members: Cllrs Phill Bodsworth, Samantha Moore, Jim Backus, James Banks, Patricia Barber, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin, Sue Sprules, Hugh D'Alton and John Boyle.

Signed: *Jackie Deane*
(Clerk to the Council)
Date of publication: 8th May 2025

Members of the public and press are welcome to attend.

AGENDA

Item	Part 1 – Public Meeting
25/1	Election of Chairman for Civic Year 2025-26
25/2	Appointment of Vice Chairman for the Civic Year 2025-26
25/3	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
25/4	Declarations of interests Members to declare interests for matters on the agenda.
25/5	Public Forum and County Councillor Report Up to 15 minutes for public questions and statements, 3 minutes for individuals.
25/6	Ward Councillor and County Councillor Reports To receive reports.
25/7	Clerk's Report and Correspondence <ul style="list-style-type: none">a) Sport field update - entrance gate arrangements and works to the portacabinsb) Molehill Green Village Hall Committee correspondence to consider their request for funding for refurbishment of the Village Hall. Molehill Green does not have many amenities, therefore if Takeley Parish Council can assist in this project it would benefit the whole community.c) Meetings calendard) New mobile phone number for the office.e) Further updates to be tabled at the meeting.



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25/8	<p>Minutes of the Last Meeting</p> <p>a) To note that the Minutes of the 2024 Annual meeting were approved in June 2024.</p> <p>b) To consider approval of the Full Council Minutes of the meeting held on 9th April 2025.</p>
25/9	<p>Committee Terms of Reference</p> <p>a) Planning Committee – to consider a change to the terms of reference for responsibilities for decisions on play equipment associated with new housing developments and authority for payments up to £5,000 if within the overall budget or earmarked reserve.</p> <p>b) Finance Committee – no changes have been suggested.</p>
25/10	<p>Vexatious Complaints Policy & Complaints Procedure</p> <p>There is no change to the complaints procedure and vexatious complaints are covered within that policy, however the model SLCC procedure has a separate policy, giving greater detail on this matter, which should be considered.</p> <p>To review and adopt the Vexatious Complaints Policy and the Complaints Procedure.</p>
25/11	<p>Councillor Representatives, Committee Membership and Working Groups</p> <p>a) To consider adding a new member to the Planning Committee</p> <p>b) To consider changes to representatives and working group members.</p> <p>c) To consider disbanding of working groups</p> <p>d) To consider a new committee for the community café</p>
25/12	<p>Banner Request</p> <p>a) To consider a banner request for Takeley and Little Canfield Churches Art Exhibition advertisement at the Four Ashes from 6th June for 10 days.</p> <p>b) To consider a banner request at the Four Ashes for Family Night held at the Silver Jubilee Hall, on 20th July, 19th October and 30th November.</p>
25/13	<p>Councillor Training</p> <p>To approve Cllr Moore’s training booking at EALC – Chairs and Mayors.</p>
25/14	<p>Sports Field</p> <p>Quotes have been received for two sets of goal posts, one full-sized and one for 9-a-side. The Chairman has attended a site visit to indicate preferences on the fence arrangements and the pitches to be upgraded as a priority, however, further information has been sought from the club on their preferred location for installing the new goal posts.</p> <p>To consider the purchase and installation quote from the Council’s playground contractor, fabricated in either steel or aluminium, within an overall budget of £5,500.</p>



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25/15	<p>Finance</p> <ul style="list-style-type: none">a) To approve the monthly finance report.b) To note the balance on account on 1st May was £164,683.72.c) To consider payments for approval (tabled at the meeting): <table border="1"><thead><tr><th>Payee</th><th>Description</th><th>Net Cost</th><th>Total</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Payee	Description	Net Cost	Total				
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25/16	<p>Planning Committee</p> <ul style="list-style-type: none">a) To note the minutes of the meeting held on 8th April.b) To receive a report from the committee Chairman on recent major planning decisions and comments agreed at the May meeting.c) Local Plan – to receive an update on matters the Parish Council intends to be raise at the Examination in Public and the timetable up to intended adoption in April 2026.d) To consider a fee quote from Cerda Planning for the Local Plan Examination hearings (details to be circulated on email).								
25/17	<p>Matters to Note and Future Meetings</p>								
25/18	<p>Date of the Next Meeting</p> <p>The next meeting is scheduled for 11th June 2025 at 7.30pm at the Old School Community Centre.</p>								