



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council held on Wednesday 3rd April 2024 at 7.30pm at The Old School Community

Members present: Councillors Pat Burnett (Chairman), Phill Bodsworth (Vice Chairman), Jim Backus, James Banks, Patricia Barber, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin, Samantha Moore and Sue Sprules.

In attendance: Jackie Deane (Clerk), Cllr Susan Barker, Cllr Geoff Bagnall and 9 members of the public.

Item	Part 1 – Public Meeting
23/222	Apologies for Absence None.
23/223	Declarations of interests Cllr Pat Burnett declared a pecuniary interest in the grant application item 225 for the Ladies Circle.
23/224	Public Forum and County Councillor Report Members raised various concerns related to HGVs using Parsonage Road for Elsenham and other local quarries. Action: Cllr Barker agreed to make enquiries and request that Essex Highways carry out a traffic survey along Parsonage Road. Action: The Clerk was asked to publicise the minerals and waste consultation on the Council's Facebook page. A potential planning enforcement issue was raised, relating to airport car parking. Action: The Clerk was asked to follow with the UDC enforcement team. Cllr Barker reported that she has provided signage to Takeley Primary School to help reduce on-road school car parking. She has also followed up on Kemi Badenoch MP's suggestion for resident exemption from car parking restriction charges. Cllr Barker reported that changes are being made to the Local Highways Panel process. Bigger highways schemes will go to a central panel and smaller schemes will go to the Local Highways Panel. Cllr Barker requests a list of residential streets Encourage grant applications for promoting activity through Ride London grants.
23/225	Minutes of the Last Meeting The minutes of the Full Council meeting held on 6 th March 2024 were approved as a true record (proposed by Cllr Banks and seconded by Cllr Moore). It was noted that there was an omission on the February Minutes 23/196 which did not include Cllr Samantha Moore as a signatory on the Unity Bank



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	accounts. The matter will be considered on this agenda, under separate resolution (item 236c).
23/226	<p>Co-option of New Councillors (Appendix 1 – statements from applicants)</p> <p>Three applicants to be considered for co-options to fill the two casual vacancies following resignations of Jeanne Bradley and Darren Berwick.</p> <p>1) The casual vacancy following the resignation of Darren Berwick was filled by Hugh D’Alton. Proposed by Cllr Pat Burnett and seconded by Cllr Phill Bodsworth, Hugh D’Alton was duly co-opted.</p> <p>2) The casual vacancy following the resignation of Jeanne Bradley was filled by John Boyle, in his absence. Proposed by Cllr Pat Burnett and seconded by Cllr Phill Bodsworth, John Boyle was duly co-opted.</p>
23/227	<p>Ward Councillor Reports</p> <p>Cllr Bagnall Airport gave a brief update on the UDC research into a solution for airport parking for the whole of Uttlesford.</p> <p>Cllr Bagnall suggested that an average speed camera might help resolve the problem of speeding HGVs in Parsonage Road.</p> <p>He also reported on a planning issue for electric vehicle charging units in Priors Green.</p>
23/228	<p>Banner Requests</p> <p>The following dates were agreed for banners on the green:</p> <p>Takeley Social & Sports Club 8th December to 15th December.</p> <p>Rotary Club 8th May 9.30am – 12pm for Food Bank collections</p> <p>Takeley Open Gardens event 16th – 23rd June.</p> <p>Note: Members agreed for two banners to be displayed at the same time to give publicity for community events.</p> <p>Scouts 2 weeks prior to their Summer Fete on 30th June.</p>
23/229	<p>Councillor Reports on External Meetings</p> <p>Cllr Bodsworth reported on the recent visit from Kemi Badenoch MP.</p>
23/230	<p>Clerk’s Report and Correspondence</p> <ol style="list-style-type: none"> An Essex County Council grant is open to local groups with the aim of improving the safety of residents and address violence and vulnerability – application deadline 12th May. Further information: https://www.essex.gov.uk/news/2024/ps100000-announced-community-safety-projects-essex A resident petition to request streetlights was presented to Essex County Council however no funding is available. There is no parish



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council budget for the current financial year. Members were invited to a future agenda item to consider future funding for areas where there are currently no streetlights.

3. Cllr Sprules raised a concern regarding uneven pavements in front of the shops on Dunmow Road.
4. Cllr Backus raised a concern over flooding on the Flitch Way under the Station Road bridge and requested Friends of the Flitch Way and the Ranger to be contacted.
5. Airport parking – a traffic regulation order has been advertised for the junction of the Pastures and B1256, with works anticipated to complete the TRO in June or July. The wider scheme, to be supported by UDC, is still under discussion.
6. List of meetings for May 2024 which will include election of Chairman and appointment of Vice Chairman (except the Annual Parish Assembly):
 - a. Finance Committee new date agreed Tuesday 28th May at 10am, to include preparation for the external audit. Cllr Bodsworth gave his apologies for this meeting.
 - b. Full Council Wed 1st May at 7.30pm
 - c. Planning Committee Wed 1st May at 9.30am
 - d. Staffing Committee May date tbc
 - e. Neighbourhood Plan 7th May at 7pm
 - f. Annual Parish Assembly Wednesday 15th May at 7pm

7. Annual finance including internal and external audits

- a. Funding opportunities for .gov.uk domains

New for the internal audit, councils are strongly encouraged to change website domains and councillor email addresses to .go.uk Councils Cabinet Office has secured funding to help councils with the initial cost of setting up a .gov.uk domain. This is a discount of £100 + VAT which is applied at the point of purchase by those Approved Registrars taking part in the Parish Council Domains Helper Service. The aim of the funding is to make it easier for councils to move across to, and enjoy the benefits of, a .gov.uk domain.

Note: This funding is limited to helping a maximum of 1,000 councils with their move to a .gov.uk domain and is offered on a first-come first-served basis. Current funding will run until March 2025.

Note: The Parish Council website is not currently compliant for accessibility to transfer automatically to a .gov domain. There would be an additional cost an accessibility report.

A new parish council email address can be arranged for a minimal cost but there would be annual costs for additional mailboxes.



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	<ul style="list-style-type: none">b. An additional finance committee meeting will be needed in May in preparation for the external audit Annual statements.c. There will be new monthly arrangements to alternate the new bank signatories and for initialling invoices.
23/222	RCCE Membership Renewal It was RESOLVED to approve renewal of the RCCE membership to the sum of £49.57 + VAT (proposed by Cllr Cheetham and seconded by Cllr Pat Burnett). Note: Membership will now run from April and a small deduction from 2023/24 payment which ran up to July has been deducted from 2024/25 bill.
23/223	Sports Field <ul style="list-style-type: none">a) The Clerk gave an update on works to be undertaken by the community payback scheme at the Sports Field.b) The working group agreed to start a series of meetings and actions for the works on the Sports Field, with funds awarded by UDC. Action: Cllrs Bodsworth and Daykin agreed to liaise with the Clerk on the Football Club agreement and any new hire agreements.c) It was noted that the grant awarded by UDC will be held by UDC and invoices will be reimbursed for completed works.
23/224	Takeley & Little Canfield Open Gardens It was RESOLVED to allow the Takeley Rotary Club to use of the Old School House car park for event registration on Sunday, 23 rd June (proposed by Cllr Cheetham and seconded by Cllr Pat Burnett).
23/225	Grant Requests It was RESOLVED to award the following: <ul style="list-style-type: none">a) Takeley Primary School PFA- £250 for a Takeley community Easter egg hunt (proposed by Cllr Daykin and seconded by Cllr Paul Burnett).b) Support 4 Sight – Uttlesford Talking News - £300 towards help to provide local news and information in audio for the visually impaired (proposed by Cllr Paul Burnett and seconded by Cllr Cheetham).c) Ladies Circle - £250 towards the cost of coach hire for their 60th anniversary trip to Cambridge (proposed by Cllr Paul Burnett and seconded by Cllr Backus). Action: Members requested a list of grants given previously for their information folders.
23/226	MVHR Repair



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	<p>The Council has not received a quote from the previous contractor and has made enquiries to source a new contractor for the works. The Finance Committee recommended to accept a quote received from Fyfe Wilson Ltd. It was RESOLVED to accept a quote from Fyfe Wilson Ltd to replace the broken fan and service the MVHR system to the sum of £1,181.32 + VAT (proposed by Cllr Banks and seconded by Cllr Cheetham).</p>																
23/227	<p>Finance</p> <ul style="list-style-type: none"> a) To approve the monthly finance report which was tabled at the meeting. b) To note the balance on account on 31st March 2024 was £89,263.26. c) It was RESOLVED to give authority to Cllr Samantha Moore to authorise payments on Unity Trust Bank accounts (proposed by Cllr Cheetham and seconded by Cllr Banks). d) Cllr Bodsworth gave a report from the finance committee meeting. e) Finance Committee made recommendations for Hall hire charges It was RESOLVED to make increased charges from 1st May 2024 as follows: Weekday rate - £17 per hour Weekend rate (Friday evening, Saturdays and Sundays) £19.50 per hour. Damage deposits - children's parties £100 and adult parties £200 (proposed by Cllr Paul Burnett and seconded by Cllr Banks). It was RESOLVED to set a rate for community and charitable hirers as a reduction of £2 on all rates. (proposed by Cllr Paul Burnett and seconded by Cllr Banks). f) It was RESOLVED to accept the finance committee recommendation to approve the appointment of Val Evans as internal auditor and accept her fee quote of £325 plus mileage (proposed by Cllr Pat Burnett and seconded by Cllr Bodsworth). g) It was RESOLVED to agree payments (proposed by Cllr Banks and seconded by Cllr Carter): <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> </tr> </thead> <tbody> <tr> <td>Broadmead Leisure</td> <td>Play equipment at The Pastures</td> <td style="text-align: right;">£1080</td> <td style="text-align: right;">£900</td> </tr> <tr> <td>Rialtas</td> <td>Annual software support</td> <td style="text-align: right;">£230.40</td> <td style="text-align: right;">£192</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost	Broadmead Leisure	Play equipment at The Pastures	£1080	£900	Rialtas	Annual software support	£230.40	£192				
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Broadmead Leisure	Play equipment at The Pastures	£1080	£900														
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23/228	<p>Planning Committee</p> <ul style="list-style-type: none"> a) The minutes of the last meeting were noted. 																



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	<p>b) A report was received from Cllr Cheetham.</p> <p>c) Noted - The extended deadline of 9th April for the Essex Minerals Local Plan consultation.</p> <p>d) Noted – The Planning Committee will respond on the current airports nightflights consultation.</p>
23/229	<p>Neighbourhood Plan Update</p> <p>Cllr Cheetham gave an update.</p>
	<p><i>At 9.30pm, it was agreed to suspend the Council's standing orders and continue the meetings for business on the agenda (proposed by Cllr Pat Burnett and seconded by Cllr Cheetham).</i></p>
23/230	<p>Local Plan Update</p> <p>It was noted that Cllr Cheetham agreed to speak at the Local Plan Panel Meeting at UDC on 10th April.</p>
23/231	<p>Opportunity for Twinning with a Spanish Town</p> <p>A proposal was circulated for consideration of parish council support and consideration of any arrangements which would be needed to take the project forward.</p> <p>It was RESOLVED for Cllr Banks to engage with the wider community at our annual village meeting and liaise with the with other twinning societies in the district for more information (proposed by Cllr Cheetham and seconded by Cllr Bodsworth).</p>
23/232	<p>Matters to Note and Future Meetings</p> <p>a) To review hall hire conditions on the published hire agreement.</p> <p>b) To consider holding the monthly meetings on 2nd Wednesday of the month.</p>
23/233	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is due to take place on Wednesday, 1st May 2024 at 7.30pm in the Old School Community Centre.</p>

Meeting closed at 9.41pm

Signed by the Chairman

Date

Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Unity Current A/c 024

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/03/2024	DD	13.13		13.13		R	RT Tec
01/03/2024	SO	42.00		42.00		R	Active Digital Marketing
04/03/2024	BACS	22.00		22.00		R	P Burnett
04/03/2024	2024		22.00	22.00		R	Receipt(s) Banked
04/03/2024	1324		45.00	45.00		R	Receipt(s) Banked
04/03/2024	cxl error		22.00	22.00		R	Receipt(s) Banked
05/03/2024	BACS	100.00		100.00		R	Miss L L Brown
05/03/2024	BACS	43.28		43.28		R	G Panayi
05/03/2024	BACS	100.00		100.00		R	Window Wash UK
05/03/2024	1824		120.00	120.00		R	Receipt(s) Banked
08/03/2024	DD	13.25		13.25		R	TV Licensing
09/03/2024	DD	-1,192.59		-1,192.59		R	SSE
09/03/2024	DD	1,192.59		1,192.59		R	SSE
11/03/2024	DD	32.58		32.58		R	XLN Business Services
12/03/2024	DD	25.31		25.31		R	Castle Water
13/03/2024	DD	1,192.59		1,192.59		R	SSE
18/03/2024	DD	483.22		483.22		R	Lloyds Credit Card
21/03/2024	DG Life360		236.00	236.00		R	Receipt(s) Banked
21/03/2024	Cafe staff		451.53	451.53		R	Receipt(s) Banked
22/03/2024	BACS	45.00		45.00		R	Council for Voluntary Serv Utt
22/03/2024	BACS	8.67		8.67		R	G Panayi
22/03/2024	BACS	42.00		42.00		R	JM Payroll Services
22/03/2024	BACS	5,809.03		5,809.03		R	JM Payroll Services
22/03/2024	BACS	472.80		472.80		R	TBS Hygiene
22/03/2024	BACS	100.00		100.00		R	Kath Clayton
22/03/2024	BACS	590.00		590.00		R	Takeley and Lt Canfield Church
22/03/2024	BACS	2.75		2.75		R	J DEANE
25/03/2024	BACS	451.53		451.53		R	Sue Humphries
27/03/2024	2307		45.00	45.00		R	Receipt(s) Banked
31/03/2024	DD	30.45		30.45		R	Unity Bank
		<u>9,619.59</u>	<u>941.53</u>				

Clerk/RFO:

Namened Date

Chair of Finance:

Namened Date