



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the meeting held on Wednesday 14th August 2024 at 7.30pm at The Old School Community Centre

PRESENT: Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chairman), Jim Backus, Patricia Barber, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin, Samantha Moore, Sue Sprules, Hugh D'Alton and John Boyle.

IN ATTENDANCE: Jackie Deane (Clerk), Cllrs Susan Barker (ECC), Cllr Mark Coletta (UDC), Cllr Maggie Sutton (UDC), Cllr Geoff Bagnall (UDC) and two members of the public.

Item	Part 1 – Public Meeting
24/62	Apologies for Absence Apologies were received and accepted from Cllr Banks.
24/63	Declarations of interests Cllrs Jackie Cheetham and David Daykin declared non-pecuniary interests on item 68 considering outreach nursing arranged by the church. Cllr John Boyle declared a non-pecuniary interest regarding in his queries and priorities expressed on the Local Plan, focussing on the employment site at Taylor's Farm, The Street. <i>The Clerk explained her advice to Cllr Boyle, regarding her opinion that his declared interests should be to declare a pecuniary interest with respect to a potential loss of amenity to his home from the proposal for an industrial site in the Regulation 19 Local Plan. The Clerk also gave information to members on forthcoming Code of Conduct training provided by Uttlesford District Council.</i>
24/64	Public Forum and County Councillor Report A resident expressed concern about new security measures the Council should take at the Sports Field, to prevent travellers gaining access there in the future. Bollards were specifically mentioned, and concerns were expressed that a height restriction barrier would not be appropriate because any measures that require users to lock up after use would make them liable for damage, should the area not be locked up after use. There was mention of the resident being in touch with a dedicated police officer and wishing to pass on those contact details. Essex County Councillor Susan Barker reported spoke first on her vote against the release of the Regulation 19 Local Plan consultation, in her capacity as a district councillor. She raised a concern over the location of a new secondary school and adjacent primary school in the Takeley allocation, where the location could cause a problem with parents dropping off and collecting their children by car, having an impact on road access to the housing development beyond.



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	<p>Cllr Barker gave an update on road repairs, including a faulty drain cover at The Street. Hornbeam Crescent's airport car parking issues have been followed up. She expressed her concern that UDC has not progressed their strategy for a parking restriction strategy for the whole area.</p> <p>Cllr Cheetham requested clearance of a drainage gully at the Smiths Green junction with the B1256.</p> <p>Cllr Barker was thanked for Highways repairs in Bambers Green. The Chairman raised safety concerns about road markings at the B1256/M11 junction.</p>
24/65	<p>Minutes of the Last Meeting</p> <p>It was RESOLVED to approve the Full Council minutes of the meeting held on 3rd July 2024 as a true record of the meeting (proposed by Cllr Moore and seconded by Cllr Daykin).</p>
24/66	<p>Ward Councillor Reports</p> <p>Cllr Coletta explained the timescale on the Regulation 19 Local Plan consultation and asked if public awareness was being considered. Cllr Bagnall suggested that the nursing outreach proposed by the church could be facilitated in the new Weston Homes health building.</p> <p>Members asked for clarification on UDC's decision on Priors Green car charging points and their impact on neighbouring residents.</p> <p>Cllr Sutton said that she will attend the café during its opening times and any other times the Parish Council might need her, to help with resident awareness of the UDC Local Plan consultation.</p>
24/67	<p>Local Plan Update – Public Consultation on Regulation 19</p> <p>a) Information from UDC was circulated to members ahead of the meeting.</p> <p>b) The Clerk gave a verbal update on the key issues affecting the parish in the Regulation 19 consultation and how the draft local plan has already changed in response to representations made during the Regulation 18 stage.</p> <p>c) There was a general discussion about opportunities to raise public awareness of the consultation and to liaise with Little Canfield Parish Council. A concern was raised as a priority, over loss of open agricultural land to be allocated for employment land at Takeley Street was considered a priority.</p> <p>Action: A resident present at the meeting said that the Sports and Social Club would be happy to display maps and other documents. It was agreed that the Members could work on a Takeley Parish Council leaflet and display information on the website, social media and in the café. There was interest expressed in delivering a leaflet to homes in the parish, to tell residents how to get UDC information and support from the parish council. It was agreed that it is important that residents are aware that the parish council will be</p>



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	<p>responding to the consultation that it is important for individuals to have their say. It was stressed that there will not be another opportunity for residents to make comments.</p> <p>Action: Councillors were keen to make a door-to-door leaflet drop of a Parish Council leaflet, perhaps to include other topics such as the Neighbourhood Plan and information on the sports field. The Chairman agreed to set up a rota for members to be available in the café on Thursdays and Fridays, to liaise with members on an ongoing basis regarding distribution of information and to liaise with UDC councillors and Little Canfield councillors.</p> <p>d) Arrangements for the Parish Council response by the Clerk would be similar to those for the previous consultation. The Planning Committee’s recommendation for passing on members’ views and agreeing topics to be covered and for the Clerk to liaise with expert consultants on the previously agreed support and budget set for their services.</p> <p>It was RESOLVED to accept the Planning Committee recommendation regarding arrangements for the Parish Council consultation response, as stated in the draft minutes of the meeting held on 14th August (proposed by Cllr Moore and seconded by Cllr Cheetham).</p> <p>e) The appointment of Rialton TPC Ltd transport consultants was approved by the Planning Committee, with the budget having been agreed in principle by Full Council, with a brief to undertake a site visit and produce a draft and final Regulation 19 consultation report on transport matters affecting the parish, to the sum of £2,450 plus expenses in the region of £150.</p>
24/68	<p>Nursing Scheme at the Church</p> <p>Rev. Colin Fairweather was present to answer questions on information circulated to members ahead of the meeting, seeking the assistance of the Parish Council in setting up a Nursing scheme to be run from Holy Trinity Church in Takeley. In response to members’ questions, it was explained that a parish nurse would not prescribe medication like a GP, but they would be able to identify health needs, adopt a plan of action for service users and help navigate the healthcare system where needed.</p> <p>It was RESOLVED for Cllr Sprules to liaise with the church and give an update at future meetings (proposed by Cllr Moore and seconded by Cllr Backus).</p>
24/69	<p>Clerk’s Report and Correspondence</p> <ol style="list-style-type: none"> 1. Airport car parking – UDC has been chased for an update. 2. Councillor co-option vacancy - there have been no applicants so far for the and the advertising period will need to be extended. 3. Fly tipping to the rear of the Recreation Ground has been reported to the landowner.



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4. The Supporting People, Health, Wellbeing and Independence, Creating Sustainable Places and Communities and Connecting People, Places and Businesses. new Community Police Sergeant who also lives in Takeley has visited the parish office and café. He has liaised with the Clerk on current issues, including a request for patrols of the Recreation Ground regarding the recent criminal damage to play equipment, fence and gates.
5. Annual hall chair-cleaning update – the chairs were last cleaned in February 2024 and a budget of £250 has been allocated within the overall maintenance budget for annual cleaning in future years.
6. Locality Fund Grant – Cllr Susan Barker assisted in getting £1,000 awarded to the Parish Council towards the agreed purchase of replacement defibrillators at the Silver Jubilee Hall and Priors Green Hall.
7. Stansted Airport grant for sports equipment – the previous resolution to purchase equipment for the Recreation Ground will be actioned by making grant applications.
8. Molehill Green Village Hall Committee correspondence was circulated ahead of the meeting. There was a general discussion on the need to keep all parts of the parish and to encourage involvement. There was awareness of ongoing drainage and maintenance issues, and this could be followed up by the ward councillors.
Action: The Clerk was asked if it would be possible to get access to the Molehill Green notice board and to advertise the councillor vacancy advert as well as details for public awareness of the Local Plan. New FaceBook posts should be shared with the Molehill Green FaceBook page.
9. Recreation Ground Land Registry - The Clerk reported on a recent on-site meeting at the Recreation Ground where the Clerk and Chairman met with a representative of the landowner Trust who originally gifted the Recreation Ground to the Parish Council. There is a minor boundary dispute which has been raised during the registration process and this was discussed on site, to establish boundaries on the ground are true to those in the plan which was submitted by the Council's solicitor.
10. Traffic survey at the Four Ashes – The Clerk explained that data from the councillor and resident survey had not been compiled as it had been done on previous occasions. Members noted that they will need to make alternative arrangements to carry out any traffic surveys in the future.
11. Domain changes and website changes – quotes have been sought for changing the website domain to .gov, for additional email addresses and for an option to completely rebuild the website, if this is required. It was agreed that Cllrs Carter, Banks and Boyle will review the list of quotes that have been received and give their feedback on how this information should be presented for consideration at the next meeting.
12. Essex County Council Highways Transport Strategy Consultation – Correspondence has been received and circulated, and comments should be agreed by the planning committee on the topics of: The deadline for



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	<p>the consultation is 22nd September 2024. This consultation is open to the public and individual councillors are free to make their own representations.</p> <p>13. Takeley 10k Race – the committee has requested a banner to be displayed on the Green for two weeks prior to the race.</p> <p>Action: It was agreed to include this on the schedule for banners on the green from 31st August 2023, for the race to take place on 8th September 2024.</p>
24/70	<p>Councillor Reports on External Meetings and Working Groups</p> <p>None.</p>
24/71	<p>Recreation Ground Maintenance and Equipment</p> <p>The Clerk gave an update on outstanding maintenance costs and repairs at the Recreation Ground.</p> <p>The Clerk reported on wording in the draft minutes for the finance committee meeting held on 13th August and it was noted:</p> <p>23/58 b) Members reviewed the play equipment quotes and caretaker's report on works pending. This included the installation of an additional gate instead of fence repairs and the Clerk's authority to instruct the works. The process was reviewed, and it was considered to be satisfactory.</p> <p><i>The Clerk circulated copies of the adopted Financial Regulations for members' information folders.</i></p>
24/72	<p>Sports Field Grant Working Group</p> <p>a) The Chairman gave a verbal report on the recent working group meeting.</p> <p>b) It was reported that work will be requested on the existing grant funded items, with quotes to be presented at future meetings.</p> <p>c) Members were asked to consider an agreement in principle for further work for the group to research long-term plans.</p> <p>It was RESOLVED to support work towards an initiative for a larger project, over a period of at least two years and in consultation with the Sports Council (proposed by Cllr Carter and seconded by Cllr Cheetham).</p> <p>Note: Future consideration should be given for use of s106 money, when available, to employ a consultant to advise on the changes that should be made for a large project.</p> <p>d) There was general agreement that a date should be set for visiting sports areas in other parishes.</p> <p>Action: A date should be set for a working group meeting or visit to other parishes.</p>



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	<p>At 9.30pm it was agreed to suspend the standing orders for the meeting to continue until 9.50pm (proposed by Cllr Bodsworth and seconded by Cllr Cheetham). <i>Cllr Backus left the meeting.</i></p>
24/73	<p>Community Café</p> <p>a) A report was received from Cllr Carter on the way the café is currently running and how it will need to be organised to create a CIO as a separate entity. This will include employing a new café manager. A draft application has been drawn up and trustees are being sought. Cllr Carter would be happy to take on the work on the setting up of the new charitable organisation.</p> <p>b) Interim management arrangements at the café – a date will be put in the diary for the next volunteer.</p> <p><i>The Clerk gave advice to Cllr Burnett not to disclose personal and employment information in a public meeting or to generally circulate such material to other councillors.</i></p> <p><i>The Clerk reminded all members that they are not permitted to discuss an individual's personal or employment information in a public meeting.</i></p> <p>c) It was RESOLVED for Cllr Carter to progress the next steps in advertising for a new volunteer supervisor at the café (proposed by Cllr Cheetham and seconded by Cllr Moore).</p>
24/74	<p>Hedge Trimming</p> <p>Members discussed general grounds maintenance issues and RESOLVED for the Clerk to seek quotes for hedge cutting at The Pastures to the previous specification and for part of the hedge to be reduced in height at the Takeley Sports Field, to the left of the entrance gate, to improve visibility onto the public open space (proposed by Cllr Moore and seconded by Cllr Sprules). It was noted that other areas needing maintenance should be considered at a future meeting.</p>
24/75	<p>Finance</p> <p>a) The monthly finance report was approved (proposed by Cllr Sprules and second by Cllr Bodsworth).</p> <p>b) It was noted that the balance on account on 31st July 2024 was £105,026.56.</p> <p>c) Recommendations from the Finance Committee meeting were noted.</p> <p>d) The following payments were approved (proposed by Cllr Cheetham and seconded by Cllr Moore):</p>



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	Payee	Description	Total £	Net Cost £
	DeFib UK	2 x replacement defibrillators	2477.90	2064.92
	Camguard	Faulty detector replaced	117.56	19.59
	Window Wash UK	Graffiti removal in play area and bus shelters	380.00	380.00
24/76	Planning Committee a) The minutes of the July meeting were noted. b) Cllr Cheetham gave a report on the meeting held on 14 th August.			
24/77	Neighbourhood Plan Update Cllr Cheetham gave an update on the last Steering Group meeting.			
24/78	Matters to Note and Future Meetings Clerk advised that she would need to take leave in the future for a personal matter and this could coincide with future council meetings. Should the Clerk be unavailable for any Full Council meetings, Locum Clerk cover has been arranged. Cllr Burnett asked for more information and an explanation was given.			
24/79	Date of the Next Meeting The next Full Council meeting is scheduled to take place on Wednesday, 11 th September at 7.30pm in the Old School Community Centre.			

The meeting closed at 9.50pm.

Signed by the Chairman

Date

Bank Reconciliation up to 31/07/2024 for Cashbook No 1 - Unity Current A/c 680

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/05/2024	BACS					<input type="checkbox"/>	J DEANE
01/07/2024	DD	13.13		13.13		R <input checked="" type="checkbox"/>	RT Tec
01/07/2024	DD	5,668.62		5,668.62		R <input checked="" type="checkbox"/>	Public Works Loans Board
01/07/2024	DD	50.00		50.00		R <input checked="" type="checkbox"/>	Uttlesford District Council
01/07/2024	SO	42.00		42.00		R <input checked="" type="checkbox"/>	Active Digital Marketing
01/07/2024	3624		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/07/2024	DD	35.00		35.00		R <input checked="" type="checkbox"/>	Information CommissionerOffice
03/07/2024	3724		45.00	45.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/07/2024	DD	13.25		13.25		R <input checked="" type="checkbox"/>	TV Licensing
08/07/2024	3824		35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/07/2024	DD	32.58		32.58		R <input checked="" type="checkbox"/>	XLN Business Services
11/07/2024	DD	671.01		671.01		R <input checked="" type="checkbox"/>	SSE
11/07/2024	DD	-53.12		-53.12		R <input checked="" type="checkbox"/>	SSE
11/07/2024	paymentsJu		7,000.00	7,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/07/2024	BACS	6,298.56		6,298.56		R <input checked="" type="checkbox"/>	GA Coleman
12/07/2024	BACS	60.00		60.00		R <input checked="" type="checkbox"/>	Window Wash UK
12/07/2024	BACS	163.20		163.20		R <input checked="" type="checkbox"/>	Geosphere Ltd
12/07/2024	BACS	381.50		381.50		R <input checked="" type="checkbox"/>	Ist Takeley Scout GRoup
12/07/2024	BACS	112.98		112.98		R <input checked="" type="checkbox"/>	Sterling Washroom Services Ltd
12/07/2024	BACS	60.63		60.63		R <input checked="" type="checkbox"/>	JM Deane
12/07/2024	BACS	232.32		232.32		R <input checked="" type="checkbox"/>	TBS Hygiene
12/07/2024	BACS	108.00		108.00		R <input checked="" type="checkbox"/>	Security Network Ltd
15/07/2024	DD	628.91		628.91		R <input checked="" type="checkbox"/>	Public Works Loans Board
16/07/2024	DD	309.90		309.90		R <input checked="" type="checkbox"/>	Lloyds Credit Card
16/07/2024	DD	48.32		48.32		R <input checked="" type="checkbox"/>	Castle Water
17/07/2024	DD	59.44		59.44		R <input checked="" type="checkbox"/>	NPower Business Solutions
22/07/2024	BACS	54.96		54.96		R <input checked="" type="checkbox"/>	United Tools & Fixings
22/07/2024	payments		7,000.00	7,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/07/2024	BACS	302.88		302.88		R <input checked="" type="checkbox"/>	TBS Hygiene
23/07/2024	BACS	42.00		42.00		R <input checked="" type="checkbox"/>	JM Payroll Services
23/07/2024	BACS	5,764.74		5,764.74		R <input checked="" type="checkbox"/>	JM Payroll Services
23/07/2024	BACS	495.73		495.73		R <input checked="" type="checkbox"/>	Sue Humphries
29/07/2024	DD	13.13		13.13		R <input checked="" type="checkbox"/>	RT Tec
31/07/2024	SJH refurb		5,618.85	5,618.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>21,609.67</u>	<u>19,818.85</u>				

Clerk/RFO:

Name Signed Date

Chair of Finance:

Name Signed Date