



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council held on
Wednesday 10th January 2024 at 7.30pm at The Old School Community Centre

MEMBERS: Pat Burnett (Chairman), James Banks, Patricia Barber, Paul Burnett, Jackie Cheetham, David Daykin, Samantha Moore and Sue Sprules.

PRESENT: Cllr Susan Barker (ECC), Cllr Geoff Bagnall (UDC), Jackie Deane (Clerk) and 5 members of the public.

Item	Part 1 – Public Meeting
23/162	Apologies for Absence Apologies were received and accepted from Cllrs Phill Bodsworth and Jim Backus. Cllr Maggie Sutton (UDC) also sent her apologies.
23/163	Declarations of interests There were no declarations of interest for matters on the agenda.
23/164	Public Forum A resident raised concerns over illegally imported tobacco and a disused community building which he felt could be a source of charitable income. Cllr Bagnall agreed to follow up his contact with UDC officers regarding the tobacco reports and he confirmed that UDC owns the former Day Centre building.
23/165	Minutes of the Last Meeting The minutes of the Full Council meeting held on 6 th December 2023 were approved as a true record (proposed by Cllr Paul Burnett and seconded by Cllr James Banks).
23/166	Councillor Resignations Resignations were received from Jeanne Bradley and Darren Berwick. UDC's notice has been published with respect to Jeanne Bradley and a further notice will be received and advertised in due course.
23/167	Councillor Co-option Two applications were received for the casual vacancy following the resignation of Anila Banerjee. The applicants were present in the public forum but left ahead of the vote. Action: The Clerk was asked to notify both parties of the outcome of the vote. It was RESOLVED to co-opt Helen Carter (proposed by Cllr Pat Burnett and seconded by Cllr Cheetham).



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23/168	<p>Saffron Hall – Takeley Together and Together in Sound</p> <p>Thomas Hardy and Angela Dixon introduced their projects and gave an update on:</p> <ol style="list-style-type: none">1) The Together in Sound project, which could take place in Takeley in April, subject to a new proposal being considered. The project would take place after café closing on Thursdays, for a 10-week course.2) Takeley Together, to take place from Friday 23rd February to Sunday 25th February. Members had received details ahead of the meeting and there was a general discussion on the type of creative events which could be offered, to support people to make new connections. <p>It was RESOLVED for Cllrs Samantha Moore and Pat Burnett to liaise with Thomas Hardy, to co-ordinate the weekend programme of events (proposed by Cllr Cheetham and seconded by Cllr Banks).</p> <p>Action: Administrator to liaise with the hirer and Caretaker as required.</p>
23/169	<p>Ward Councillor/County Councillor Reports</p> <p>Action: The Clerk agreed to be mindful of timing for Cllr Barker to report to the Council, allowing her to attend multiple parish meetings.</p> <p>Cllr Susan Barker:</p> <ul style="list-style-type: none">• The County Council tax increase will be 4.9%, to cover inflationary costs.• A forthcoming Minerals and Waste Plan online meeting will take place on 30th January which the Clerk has agreed to attend.• The Boundary Commission has set new divisions for County Council, whereby the Takeley division covers neighbouring parishes through to High Easter and there will be a new division for Great Dunmow and Felsted.• The County Council response to UDC’s Regulation 18 consultation included comments objecting to the proposed location of a new all-through school located in Takeley, and a request for assessed need for early years schooling provision in areas earmarked for major development. There was also a request for more robust Transport modelling for the M11 and B1256 routes. <p>Cllr Bagnall gave an update on UDC’s 5-year housing supply, following a change of government requirements for a larger buffer related to housing delivery. This will bring continued speculative development pressure to the district.</p>
23/170	<p>Councillor Reports on External Meetings</p> <p>None.</p>



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23/171	<p>Clerk's Report and Correspondence</p> <p>Noted: Correspondence circulated on email from UDC for setting the Precept (see finance), UCAN (see agenda item), Saffron Hall (see agenda item), UDC Planning Policy with information on the Secretary of State intervention, Herts and Essex Air Ambulance with thanks for grant and updates from Essex Police and EALC. TouchPoint Stansted gave thanks and an update on local funding in their Children's Christmas appeal.</p>
23/172	<p>SLCC Membership Renewal</p> <p>It was RESOLVED to renew the Clerk's membership of the Society of Local Council Clerks to the sum of £288 (proposed by Cllr Cheetham and seconded by Cllr Banks).</p>
23/173	<p>Grapevine Joint Project – Deferred Item</p>
23/174	<p>Hall Hires and Cleaning in Old School House</p> <p>There was a general discussion on the need to change adapt the cleaning roster around café and other hires. Members would be supportive of additional temporary or permanent key holders so long as security arrangements are not affected.</p> <p>The Clerk reported that the Caretaker has agreed to change his regular days to Mondays and Thursdays, to respond to hirer and cleaning needs. He has also agreed to attend early for Saturday bookings so that the building can be cleaned ahead of approved weekend hires.</p>
23/175	<p>Buy Nothing New Month</p> <p>Cllr Daykin is keen to publicise Keep Britain Tidy initiatives, which in January encourages local authorities to support 'buy nothing new – bar the essentials – for just one month' and to let residents know what the Council already does, for example, the Thursday FoodShare gives the opportunity for reducing food waste and the men's shed re-uses building materials. Members raised general concerns about keeping the parish tidy, and Cllr Sprules has recently spoken with shop-owners regarding litter outside their premises.</p> <p>Action: The Clerk was asked to contact UDC to request a litter pick along the B1256 and Cllr Burnett agreed to liaise with the Scouts and Brownies.</p>
23/176	<p>UCAN – Mobile Service</p> <p>UCAN would like to visit parishes on a regular basis and work in tandem with community partners, to deliver information on a range of services that could enhance the lives of Uttlesford residents. Email circulated. Members to consider an appropriate location in Takeley for the mobile hub.</p>



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	<p>Action – to respond to the UCAN enquiry suggesting that Priors Green car park would be the best location.</p>																				
23/177	<p>Finance</p> <p>a) There was no finance committee meeting recommendation due to the scheduled meeting not being quorate. The Chairman of the Finance Committee had emailed his support for the draft budget and precept recommendation, which was circulated to all members ahead of the meeting. It was RESOLVED to approve the annual budget, as circulated with the meeting papers.</p> <p>b) It was RESOLVED to approve a Precept request to the sum of £177,000 for the financial year ending 31 March 2025. It was noted that the sum is a 4.2 increase on the current year and Band D Council Tax. (Proposed by Cllr Sue Sprules and seconded by Cllr Pat Burnett).</p> <p>c) Noted: The balance on account on 31st December 2023 was £102,870.86.</p> <p>d) Members agreed the payments listed below (proposed by Cllr Sprules and seconded by Cllr James). Action: The Clerk was asked to speak with Mr Starr regarding future Youth Club refreshment costs as these have previously been funded by UDC.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Payeee</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Total</th> <th style="text-align: left;">Net Cost</th> <th style="text-align: left;">VAT</th> </tr> </thead> <tbody> <tr> <td>J Starr</td> <td>Youth club expenses</td> <td>£48</td> <td></td> <td></td> </tr> <tr> <td>SLCC</td> <td>Membership renewal</td> <td>£288</td> <td></td> <td></td> </tr> <tr> <td>M Letch</td> <td>Clerk training on finance package</td> <td>£150</td> <td></td> <td></td> </tr> </tbody> </table>	Payeee	Description	Total	Net Cost	VAT	J Starr	Youth club expenses	£48			SLCC	Membership renewal	£288			M Letch	Clerk training on finance package	£150		
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23/178	<p>Planning Committee</p> <p>a) It was noted that there was no meeting in December 2023.</p> <p>b) Cllr Cheetham gave a report on the meeting held on 10th January, domestic and major planning applications covered..</p> <p>c) Members noted that the committee membership has reduced as a result of councillor resignations. It was RESOLVED for Cllrs Moore and Banks to join the Planning Committee (proposed by Cllr Pat Burnett and seconded by Cllr Sprules).</p>																				



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23/179	<p>Neighbourhood Plan Update</p> <p>The Steering Group members contributed topic-based comments for submission to the UDC Local Plan consultation.</p> <p>Michelle Gardiner has left RCCE and the new contact is Jan Stobart. RCCE has previously assisted the Steering Group in carrying out a Housing Needs Survey and they have been asked to advise on next steps to constructively move the plan forward, in tandem with the UDC Local Plan. The next Steering Group meeting will be held on Tuesday, 6th February at 7pm.</p>
23/180	<p>Local Plan Update</p> <p>The Clerk gave a summary of 12 submissions to the Regulation 18 Consultation, which included a joint letter with neighbouring parishes in objection to proposed boundary changes to the Countryside Protection Zone boundary.</p>
	<p><i>At 9.30, it was resolved to suspend standing orders and continue with the items on the agenda (proposed by Cllr Pat Burnett and seconded by Cllr Cheetham.)</i></p>
23/181	<p>Matters to Note and Future Meetings</p> <p>Grapevine Joint Project – Hugh Macetti would like an item on the next agenda for the Parish Council to consider a joint project to produce the Grapevine in paper form again. Mrs Mascetti would be happy to coordinate and to liaise with the Parish Council on Parish Council and receive updates or monthly newsletters for the online addition. Further information is required on funding and resourcing the printing and distribution.</p>
23/182	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is due to take place on Wednesday, 7th February 2024 at 7.30pm in the Old School Community Centre.</p>
23/183	<p>Part 2 – Exclusion of the Press and Public</p> <p>It was RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 (proposed by Cllr Cheetham and seconded by Cllr Sprules).</p>
23/184	<p>External Complaint Procedure</p> <p>Members were reminded of the Parish Council complaints procedure, as a member of the public could choose to make a complaint in relation to their</p>



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objection to the Parish Council process for the Conservation Area designation.

The resident requested consideration of a boundary change to the designated boundary of the Smiths Green Conservation Area, as designated in November 2023. Alternatively, the resident could raise a complaint directly with the Parish Council and/or contact the Local Authority Ombudsman. Information on the complaints procedure was circulated to members ahead of the meeting.

There was a general discussion to confirm members' understanding of the three stages towards establishing the Conservation Area:

- 1) Work towards the Neighbourhood Plan which included commissioning Brighter Planning to undertake a heritage assessment of the Takeley Parish. This identified three areas with boundaries to meet the criteria for conservation area status. The final document was approved by Takeley Parish Council.
- 2) Place Services was appointed to carry out an independent appraisal for a conservation area at Smiths Green and all work towards the final document, for consideration by UDC for designation. The final document was approved by Takeley Parish Council.
- 3) UDC carried out a public consultation, including a drop-in consultation in the Old School Community Centre on Saturday, 9th September 2023, which was hosted by the UDC Planning Manager and a Place Services consultant.
 - The public drop-in consultation was attended by members of the public, including the resident now querying the process, members of the Parish Council Planning Committee and the Clerk.
 - All public comments to the consultation received by UDC during August and September 2023 were published on their website.
 - A UDC officer also emailed the comments to Takeley Parish Council and these comments were viewed by members.
 - Place Services had access to all comments to the consultation and gave feedback directly to members of the public at their discretion.
 - No parish councillors requested a change to the boundaries which had been set by Place Services and remained unchanged from those published in the public consultation.
 - Takeley Parish Council make a written submission to the consultation, with wording approved by members.
 - Place Services made minor modifications to the document prior to submission. There was no recommendation from Place Services to amend boundaries.



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	<ul style="list-style-type: none"> • The final document was approved by Takeley Parish Council, to be considered at a UDC Cabinet meeting on • 2nd November 2023. The Cabinet approved designation of the Smiths Green Conservation Area at that meeting. <p>The Clerk invited questions on the information received from the resident, a request from the resident for the Parish Council to reconsider the Conservation Area boundary and the letter from the resident previously sent to Peter Holt at UDC.</p> <p>Members confirmed that that they had received all information provided to the UDC consultation prior to their designation of the Conservation Area and no member had raised a request to change the boundary for any of the reasons raised in responses to the consultation.</p> <p>Members were in agreement that they could see no grounds for complaint regarding the Parish Council's process.</p> <p>Action: The Clerk was asked to forward the minutes of the meeting to the resident.</p>
23/185	<p>Personnel</p> <p>There was a general discussion on employment matters.</p>

Meeting closed at 9.45pm

Signed by the Chairman

Date

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Unity Current A/c 024

<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>
01/12/2023	DD	1,265.52		1,265.52		R <input type="checkbox"/>	SSE
01/12/2023	SO	42.00		42.00		R <input type="checkbox"/>	Active Digital Marketing
05/12/2023	2352		60.00	60.00		R <input type="checkbox"/>	Receipt(s) Banked
06/12/2023	DD	256.71		256.71		R <input type="checkbox"/>	SSE
06/12/2023	2353		380.00	380.00		R <input type="checkbox"/>	Receipt(s) Banked
07/12/2023	ECC		67.50	67.50		R <input type="checkbox"/>	Receipt(s) Banked
08/12/2023	DD	13.25		13.25		R <input type="checkbox"/>	TV Licensing
08/12/2023	Cafe grant		903.06	903.06		R <input type="checkbox"/>	Receipt(s) Banked
08/12/2023	transfer		20,000.00	20,000.00		R <input type="checkbox"/>	Receipt(s) Banked
11/12/2023	DD	30.19		30.19		R <input type="checkbox"/>	XLN Business Services
11/12/2023	BACS	18.38		18.38		R <input type="checkbox"/>	G Panayi
11/12/2023	BACS	90.56		90.56		R <input type="checkbox"/>	J DEANE
11/12/2023	BACS	474.00		474.00		R <input type="checkbox"/>	TBS Hygiene
11/12/2023	BACS	111.54		111.54		R <input type="checkbox"/>	PAFG LTD Anglia Fire Protectio
11/12/2023	BACS	222.00		222.00		R <input type="checkbox"/>	Ecolec Installations Ltd
14/12/2023	BACS	192.00		192.00		R <input type="checkbox"/>	Ian Holmes Ltd
14/12/2023	BACS	9,785.82		9,785.82		R <input type="checkbox"/>	JM Payroll Services
14/12/2023	cafe grant		451.53	451.53		R <input type="checkbox"/>	Receipt(s) Banked
14/12/2023	transfer		10,000.00	10,000.00		R <input type="checkbox"/>	Receipt(s) Banked
18/12/2023	DD	171.23		171.23		R <input type="checkbox"/>	Lloyds Credit Card
18/12/2023	2343		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
19/12/2023	DD	70.93		70.93		R <input type="checkbox"/>	E-ON NEXT
21/12/2023	BACS	100.00		100.00		R <input type="checkbox"/>	Onyekwelu
21/12/2023	BACS	90.00		90.00		R <input type="checkbox"/>	P Shaad
21/12/2023	BACS	474.00		474.00		R <input type="checkbox"/>	TBS Hygiene
22/12/2023	BACS	451.53		451.53		R <input type="checkbox"/>	Sue Humphries
28/12/2023	DD	12.03		12.03		R <input type="checkbox"/>	RT Tec
29/12/2023	DD	5,668.62		5,668.62		R <input type="checkbox"/>	Public Works Loans Board
31/12/2023	DD	30.15		30.15		R <input type="checkbox"/>	Unity Bank
		<u>19,570.46</u>	<u>31,907.09</u>				

Clerk/RFO:

NameSignedDate

Chair of Finance:

NameSignedDate