



# TAKELEY PARISH COUNCIL

## Full Council Meeting Agenda

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 7<sup>th</sup> June 2023 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:** Pat Burnett (Chairman), Phill Bodsworth (Vice Chairman), Jim Backus, Anila Banerjee, Patricia Barber, Darren Berwick, Paul Burnett, Jackie Cheetham, David Daykin, Terry Good and Sue Sprules.

**Signed:** *Jackie Deane*  
(Clerk to the Council)

**Date of publication: 1<sup>st</sup> June 2023**

Members of the public and press are welcome to attend in person. There is no requirement to register in advance to attend but notification of your intention to attend is appreciated.

### AGENDA

Item	
23/22	<b>Apologies for Absence</b> Members' apologies sent to the Clerk ahead of the meeting.
23/23	<b>Declarations of interests</b> Members to declare interests for matters on the agenda.
23/24	<b>Public Forum</b> Up to 15 minutes for public questions and statements, 3 minutes for individuals.
23/25	<b>Minutes of the Last Full Council Meeting</b> To approve the Full Council Minutes of the meeting held on 10th May 2023 as a true record of the meeting.
23/26	<b>Councillor Co-option</b> a) Members to consider co-opting a new member. Correspondence from an applicant to be circulated to members ahead of the meeting. b) Arrangements for filling the remaining casual vacancy on the Parish Council.
23/27	<b>Ward Councillor/County Councillor Reports</b> To receive reports and questions.



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23/28	<b>Councillor Reports on External Meetings</b> To receive reports from members.																																				
23/29	<b>Clerk's Report</b> <ul style="list-style-type: none"><li>a) The TouchPoint volunteer group in Stansted has launched its FoodShare initiative as a 'pop-up' on Thursday mornings 10-11am, along with a free fitness class.</li><li>b) Cllr Sutton has met with interested parties regarding a fundraising project for improvements on the Sports Ground. An agenda item has been set to consider establishing a new parish council committee for Open Spaces.</li><li>c) The Smiths Green Conservation Area draft appraisal has been approved for public consultation in liaison with UDC and Essex County Council.</li><li>d) The Clerk has received correspondence from the National Trust at Hatfield Forest in support of a potential Parish Council initiative to create a new woodland in Smiths Green, should land become available.</li><li>e) Policies for renewal and adoption will be circulated with the July agenda.</li><li>f) Terms of reference for the Staffing Committee have been circulated for agreement and terms of reference for the other committees will be circulated with the July agenda.</li></ul>																																				
23/30	<b>Finance</b> <ul style="list-style-type: none"><li>a) To note the current balance is £92,190.80</li><li>b) To approve the May finance report.</li><li>c) To approve the following payments:<table border="1" data-bbox="343 1176 1412 1579"><thead><tr><th>Payee</th><th>Details</th><th>Net cost £</th><th>VAT £</th></tr></thead><tbody><tr><td>J Bridgeman</td><td>Expenses (drum)</td><td>82.42</td><td>98.90</td></tr><tr><td>M Jarrett</td><td>Repairs</td><td>-</td><td>140.00</td></tr><tr><td>TBS Hygiene</td><td>Inv 3783</td><td>305.60</td><td>366.72</td></tr><tr><td>I Brown</td><td>Inv TPC/IB/2023\012</td><td>-</td><td>99.90</td></tr><tr><td>SLCC</td><td>Training</td><td>120.00</td><td>144.00</td></tr><tr><td>Window Wash</td><td>Cleaning</td><td>-</td><td>60.00</td></tr><tr><td>TBS Hygiene</td><td>Inv 3901</td><td>305.60</td><td>366.72</td></tr><tr><td>TBS Hygiene</td><td>Inv 3784</td><td>28.00</td><td>33.60</td></tr></tbody></table></li><li>d) To consider maintenance quotes received from Window Wash UK<ul style="list-style-type: none"><li>- £100 every 3 months to wash away debris from 3 x bus stops on Parsonage Rd/Dunmow Rd</li><li>- Graffiti removal £170 for 3 x bus stops (as required)</li><li>- Recreation Ground jet-wash rubber safety surface and general moss and debris removal £300.</li></ul></li></ul>	Payee	Details	Net cost £	VAT £	J Bridgeman	Expenses (drum)	82.42	98.90	M Jarrett	Repairs	-	140.00	TBS Hygiene	Inv 3783	305.60	366.72	I Brown	Inv TPC/IB/2023\012	-	99.90	SLCC	Training	120.00	144.00	Window Wash	Cleaning	-	60.00	TBS Hygiene	Inv 3901	305.60	366.72	TBS Hygiene	Inv 3784	28.00	33.60
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23/31	<b>External Audit - Annual Governance and Accountability Return 2022/23</b> <ul style="list-style-type: none"><li>a) To receive recommendations from the Finance Committee</li></ul>																																				



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	<ul style="list-style-type: none"><li>b) To receive the Annual Internal Audit Report and to approve the recommendations from the internal auditor.</li><li>c) Section 1 of AGAR – to review and agree the Annual Governance Statement 2022/23, to be signed by the Chairman and Clerk/RFO at the meeting.</li><li>d) Section 2 of AGAR - to review and agree the Accounting Statements for 2022/23, which have been signed by the Clerk/Responsible RFO. The Chairman to sign Section 2 at the meeting.</li><li>e) To agree details for the notification of the dates of the period for the exercise of public rights from Monday 3 July – Friday 11 August 2023.</li></ul>
23/32	<b>Planning Committee Report and Recommendations</b> <ul style="list-style-type: none"><li>a) To receive the Planning Committee minutes from 10th May 2023</li><li>b) To receive an update from the Chairman of the Planning Committee.</li></ul>
23/33	<b>Staffing Committee</b> <ul style="list-style-type: none"><li>a) To agree Terms of Reference for the Committee</li><li>b) To set a date for the next meeting, to discuss matters from recent annual appraisals.</li></ul>
23/34	<b>Open Spaces Committee</b> <p>A group of interested parties has been meeting with UDC representatives to consider future improvements to the football pitches and fundraising for an all-weather football pitch. Members are asked to consider setting up a new Open Spaces Committee with terms of reference to manage current facilities, equipment and services. This committee could also consider improvements, fundraising projects and liaison with stakeholders for football and other sports. If members are supportive of the new committee, the new committee members should establish terms of reference for agreement at the July meeting.</p> <p><u>Note:</u> Decisions on the change of use and long-term projects could be taken by the committee or by the full council, if stated in the terms of reference. The terms of reference could also include an expenditure budget.</p> <ul style="list-style-type: none"><li>a) To consider establishing a new committee responsible for maintaining and renewing play equipment and future projects on the Council’s open spaces.</li><li>b) To consider Terms of Reference for the committee.</li><li>c) To agree membership of the committee and meeting dates.</li></ul>
23/35	<b>Neighbourhood Plan</b> <p>To receive an update from the Steering Group.</p>
23/36	<b>Grant to Takeley Primary School – PFA Summer Fete</b>



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	<p>Request for a grant of £246 towards their summer fete &amp; circus community event on 10th June 2023 which will be used to pay for a Helter Skelter.</p>
23/37	<p><b>Bottle Bank – Priors Green Local Centre</b> TBS Hygiene has reported a large amount of glass from bottles being left by the bin outside Priors Green Community Hall. The ask that the Parish Council considers installing a bottle bank at the location.</p>
23/38	<p><b>Commemoration Plaque</b> Correspondence has been received from Jennifer Tolhurst, HM Lord-Lieutenant of Essex with details of a plaque to commemorate the King's Coronation. Members are asked to consider the purchase of a plaque, to erect on the Community Centre building. The plaque is made from 3D Deluxe stainless steel and measures 500mm in diameter and 3mm in thickness. Each plaque costs £199.00, including delivery.</p>
23/39	<p><b>Correspondence</b> Grant funding opportunities have been circulated to members.</p>
23/40	<p><b>Items to Note and for Future Meetings</b> Actions and future agenda items to note.</p>
23/41	<p><b>Date of the Next Meeting</b> The next Full Council meeting is due to take place on Wednesday, 5<sup>th</sup> July 2023 at 7.30pm in the Old School.</p>