



TAKELEY PARISH COUNCIL

Full Council Meeting Agenda

Meeting Notice

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 10th May 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, Paul Burnett, Jim Backus, Patricia Barber, Darren Berwick, Phill Bodsworth, Jackie Cheetham, David Daykin and Sue Sprules.

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

Date of publication: 26th April 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	
23/1	Election of the Chairman for the Civic Year 2023-24 Elected Chairman to sign a declaration of acceptance of office.
23/2	Appointment of a Vice Chairman for the Civic Year 2023-24 Members to appoint a Vice Chairman for the civic year 2023-24.
23/3	Apologies for Absence Members' apologies received by the Clerk.
23/4	Councillor Co-option To consider co-opting Terry Good onto the Council.
23/5	Members' Acceptance of Office and Declaration of Interests Clerk to witness acceptance of office and to advise on members' interests.
23/6	Declarations of interests Members to declare interests for matters on the agenda.
23/7	Public Forum Up to 15 minutes for public questions and statements, 3 minutes for individuals.
23/8	Minutes of the Last Full Council Meeting To approve the Full Council Minutes of the meeting held on 5 th April 2023, as a true record of the meeting.



TAKELEY PARISH COUNCIL

Full Council Meeting Agenda

23/9	<p>Ward Councillor/County Councillor Reports To receive reports and members' questions.</p>
23/10	<p>Councillor Reports on External Meetings To receive reports and members' questions.</p>
23/11	<p>Clerk's Report</p> <ul style="list-style-type: none"> a) Councillor induction with the clerk and EALC training is available in line with the Council's policy. Please request all training via the Clerk. Training on the adopted UDC Code of Conduct is available from UDC (see correspondence for details). b) Potential new play equipment has been costed by a supplier, for initial review by the working group. The path in the Recreation Ground has been flooded recently and is being monitored. c) Gigaclear has completed works to move the broadband router from the meeting hall to the Parish Council office. d) Broadmead Leisure has agreed to quote for playground equipment repair items following the May ROSPA inspections. e) The Clerk missed the deadline for the specific coronation celebratory tree grant and will look to alternative grant funding for this item. f) Mike Letch, the Council's appointed internal auditor, has issued a positive report following his inspection on 21st April. Several minor adjustments will be made on his recommendation, including numbering agenda/minute items sequentially throughout the civic year, with separate sequences for the committee minutes. It was noted that a donation had been minuted in December, which should have been recorded as a grant. g) Committee Terms of Reference – These will be considered at the first committee meetings to take place after the May Full Council meeting. The internal auditor suggested consideration of delegated authority to the planning committee for a sum of expenditure, within the overall planning budget. Recommendations from each committee for adoption or changes to the Terms of Reference will be returned to the next available Full Council meeting for a decision. h) Informally, the Internal Auditor recommended that the Council contract out staff salary and pensions payments and agreed to send details of a recommended company. Other councils can be contacted for their recommendations. This will be discussed at the next finance committee, for a recommendation. i) Clerk to update members on the FoodShare initiative to commence in the Community Centre.
23/12	<p>Policies for Adoption</p> <ul style="list-style-type: none"> a) Updated standing orders (adapted from the NALC model, revised April 2022) b) Financial Regulations (unchanged – see member information pack) c) Training policy (unchanged) d) Media and Press policy (updated) e) Civility and Respect Pledge (renewal – unchanged)
23/13	<p>Appointment of Clerk/RFO/Proper Officer The Council's internal auditor recommends that the previous resolution in</p>



TAKELEY PARISH COUNCIL

Full Council Meeting Agenda

	December 2022, to appoint the Clerk/RFO, be confirmed by resolution to appoint Jackie Deane as the Clerk, RFO and Proper Officer of the Council, effective from 1 st December 2022.																
23/14	Committees and Member Responsibilities Current membership has been circulated for updating with members' current interests and availability.																
23/15	Finance a) To approve March and April finance reports and note the current balance on account. Note: the April report will be tabled at the meeting. b) To approve the payments below, in addition to contractual items and those agreed on an annual basis: <table border="1" data-bbox="413 833 1412 1153"><thead><tr><th>Payee</th><th>Details</th><th>Net cost £</th><th>VAT £</th></tr></thead><tbody><tr><td>Castle Water</td><td>Balance on account</td><td>1,559.27</td><td>63.75</td></tr><tr><td>Letchwood</td><td>Internal auditor fee</td><td>£150</td><td></td></tr><tr><td>BHIB</td><td>Insurance renewal (3-year agreement)</td><td>£2229.48</td><td></td></tr></tbody></table> c) Minutes of the meeting held on 21 st April committee meeting to note. d) Transition to Rialtas - A quote has been received for Rialtas to upload annual data and for an appointment to start the new system in June. Members are asked to consider the recommendation of the finance committee to approve payment to the sum of £535 + VAT for consultancy to upload annual data and training to commence data inputting on the new Rialtas accounting system in June. e) To consider a quote from Mike Letch for half-day Rialtas training to consolidate the initial training session, to the sum of £250 + VAT. f) To note that the next meeting of the finance committee will be held on Tuesday, 6 th June at 10am. This will include matters for the external audit and for the committee to update the Council's risk assessment. Members will also be asked to make a recommendation for using the separate instant access account for hall bookings management.	Payee	Details	Net cost £	VAT £	Castle Water	Balance on account	1,559.27	63.75	Letchwood	Internal auditor fee	£150		BHIB	Insurance renewal (3-year agreement)	£2229.48	
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23/16	Planning Committee Report and Recommendations a) To receive the Planning Committee minutes from 12 th April 2023.																



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Full Council Meeting Agenda

	<p>b) To note the Clerk and Cllr Cheetham will attend UDC training on 30th May 2023 at 4pm in UDC's Lt Canfield premises.</p> <p>c) The Clerk to give a verbal update on ECC land ownership within the parish.</p> <p>d) The Clerk to give an update on permitted health provision at the approved Weston Homes site.</p> <p>e) The Clerk to give an update on the Parsonage Road safety audit and HGV planning conditions for the Elsenham landfill facility.</p>
23/17	<p>Neighbourhood Plan Update To receive an update on progress and meeting dates from the Steering Group.</p>
23/18	<p>Grant Requests</p> <p>a) Friends of the Flitch Way The volunteer group, Friends of Flitch Way, has been working along the Flitch Way at Stane Street Halt and found that the existing bench has deteriorated and needs replacing. They would like to purchase a wooden sleeper bench with metal legs from a supplier recommended by Essex Country Parks. The group requests a grant of £300-£400 to purchase a bench, which they would install.</p> <p>b) Takeley Primary School Takeley Primary School PFA request a grant towards the cost of medals for the King's Coronation. The total cost is £365.75 and the grant requested is £183.00.</p>
23/19	<p>Correspondence UDC has circulated available dates to book for Parish Standards Training as follows: Friday 16th June at 2pm (Train the Trainer), Monday 19th June at 2pm, Monday 19th June at 6pm and Monday, 24th July at 6pm.</p>
23/20	<p>Items to Note and for Future Meetings Actions and future agenda items to be noted.</p>
23/21	<p>Date of the Next Meeting The next Full Council meeting is due to take place on Wednesday, 7th June 2023 at 7.30pm in the Old School. Annual Parish Assembly will be held on Wednesday 17th May at 7pm.</p>