



TAKELEY PARISH COUNCIL

Full Council Meeting

Meeting Notice

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 3rd July 2024 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: Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chairman), Jim Backus, James Banks, Patricia Barber, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin, Samantha Moore, Sue Sprules, Hugh D'Alton and John Boyle.

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

Date of publication: 27th June 2024

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	Part 1 – Public Meeting
24/43	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
24/44	Declarations of interests Members to declare interests for matters on the agenda.
24/45	Public Forum and County Councillor Report Up to 15 minutes for public questions and statements, 3 minutes for individuals and a report from Cllr Barker (Essex County Council).
24/46	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 5 th June 2024.
24/47	Ward Councillor Reports To receive reports.
24/48	Councillor Reports on External Meetings and Working Groups To receive reports not covered elsewhere on the agenda.



TAKELEY PARISH COUNCIL

Full Council Meeting

24/49	Clerk's Report and Correspondence To receive a report including an update airport parking and parking restrictions.
24/50	Website and Email Addresses a) Members to consider if the Council should source quotes and further information on the merits of changing to a .gov domain for the website and/or funding dedicated email addresses for councillors. b) To consider establishing a working group to suggest changes to the content on the Council's website.
24/51	Replacement Defibrillator Equipment The equipment at the Priors Green Hall and Silver Jubilee Hall is nearing the end of its guaranteed cover and a quote has been received from Defib UK to replace both units and add new pads. The new updated machines have a switch to change the setting to convert them for adults and children: 2 x new units at £1,028.00 each 2 x pairs of pads (adult and child) £58.80 each pair With a 5% discount the cost would be net cost £2070.80, which would be paid from a ringfenced reserve.
24/52	Recreation Ground Maintenance and Equipment a) To receive an update from the Clerk on recreation ground repairs following several instances of criminal damage and graffiti, the worst of which was reported to the police, as the replacement cost of a gate might require an insurance claim. b) To receive clarification from the Clerk on enquiries made by Cllr Burnett: <ul style="list-style-type: none">• Cllr Burnett has requested clarification on details of previously approved works for maintenance, repairs and new gates• Cllr Burnett has requested clarification on the process for addressing items identified in the annual RoSPA inspections• Cllr Burnett has requested clarification on quotes received for a new piece of play equipment. c) To receive and update from the Clerk on the potential opportunity to purchase a new item of play equipment, as previously requested by a parent and children from the local primary school. Note: No quotes for play equipment will be considered at this meeting due to confusion on the purpose of grant money previously received, which requires further investigation.
24/53	Sports Field Grant Works To receive a report from the working group on its next meeting and intended discussion on a longer-term plan for the Sports Field.



TAKELEY PARISH COUNCIL

Full Council Meeting

24/54	<p>Review of Terms of Reference</p> <p>To review the terms of reference for finance, planning and staffing committees.</p>																				
24/55	<p>Grant Application in Lieu of Hall Hire</p> <p>Touch Point has request a grant to the sum of £780 to go directly to hall hire costs at the Old School House for a chair-based fitness/yoga class for 12 months. The hall availability would be for Monday mornings but this booking is yet to be agreed.</p> <p>Note: The group currently runs She’s Ready at the School House which is a free bootcamp class outside and a free yoga class inside the building on a Thursday morning as part of Food Share.</p>																				
24/56	<p>Finance</p> <p>a) To approve the monthly finance report (tabled at the meeting). b) To note the balance on account on 1st July 2024. c) To consider recommendations from the Finance Committee. d) To consider additional members for the committee. e) To consider payments for approval:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Total</th> <th>Net Cost</th> </tr> </thead> <tbody> <tr> <td>Royal Industrial Doors</td> <td>Backup battery</td> <td>£430</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost	Royal Industrial Doors	Backup battery	£430													
Payee	Description	Total	Net Cost																		
Royal Industrial Doors	Backup battery	£430																			
24/57	<p>Planning Committee</p> <p>a) To note the minutes of the June meeting. b) To receive a report on the meeting held on 3rd July.</p>																				
24/58	<p>Neighbourhood Plan Update</p> <p>To receive an update from a member of the Steering Group.</p>																				
24/59	<p>Local Plan Update</p> <p>To receive an update from the Clerk.</p>																				
24/60	<p>Matters to Note and Future Meetings</p> <p>To note actions from the agenda or raised by members.</p>																				
24/61	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is scheduled to take place on Wednesday, August 14th at 7.30pm in the Old School Community Centre.</p>																				



TAKELEY PARISH COUNCIL

Full Council Meeting