



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 5th June 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), 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: 30th May 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
24/23	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
24/24	Declarations of interests Members to declare interests for matters on the agenda.
24/25	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).
24/26	Correspondence To consider matters relating to correspondence received by the Clerk.
24/27	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 1 st May 2024.
24/28	Ward Councillor Reports To receive reports.
24/29	Councillor Reports on External Meetings and Working Groups a) To receive an update on the twinning opportunity.



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	b) To receive reports not covered elsewhere on the agenda.
24/30	Councillor Resignation a) To note the resignation of Pat Burnett. b) To note the process for advertising a casual vacancy. c) To consider arrangements for advertising a vacancy and co-option of a new councillor.
24/31	Appointment of Vice Chairman for the Civic Year 2024-25 Following the resignation of Pat Burnett, consideration should be given to appointing a Vice Chairman of the Council.
24/32	Clerk's Report To receive a report on matters not covered elsewhere on the agenda, a) Parking restrictions and airport parking b) An update on Land Registration of the Recreation Ground c) Feedback on a recent meeting with Essex Highways d) New councillor contact details and editing the group emails list for councillors and committees
24/33	Policies for Adoption a) 2024 Financial Regulations – to consider adoption, in line with recommendations from the Finance Committee. b) Updated Grants Policy – To consider adoption, in line with recommendations from the Finance Committee c) To review the conditions of hire and consider any changes necessary.
24/34	Grant Requests a) Takeley Scouts Grant Request for Summer Fete - A grant request has been received, to the sum of £381,50. This will cover costs of hiring an inflatable slide and generator, along with an operator, for a Community Summer Fete to be held on Saturday 29th June 10-4. The event is to raise money for the whole section, including their Explorers who are raising money for their international trip to Bulgaria this summer. b) Takeley 10K Run Grant Request - This will be the 14th year for the 10K run. The committee requests a grant to the sum of £1,000. c) To mark the 80 th anniversary of D-Day, Cllr Backus has requested consideration of a grant to the Royal British Legion, to the sum of £300. d) Food Share Cooking Lessons - To ratify a grant awarded in lieu of hire costs for a second course of the TouchPoint initiative, to the sum of £150 and to note thanks received from the organiser.



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24/35	<p>Sports Field and Recreation Ground</p> <ul style="list-style-type: none"> a) To receive a report from the working group meeting held on 3rd June. b) To agree wording for the Clerk to write to UDC in confirmation of the details they have requested for their agreement on the grant awarded for the Sports Field. c) To consider next steps. 												
24/36	<p>Councillor Training</p> <ul style="list-style-type: none"> a) Consideration of councillors' requests to join new councillor training modules 1-4, which is split over 2 days, at a cost of £100 + VAT per day. b) To consider new requests for training, including Chairman training. 												
24/37	<p>External Audit - Annual Governance and Accountability Return (AGAR) 2023/24</p> <ul style="list-style-type: none"> a) To receive the Annual Internal Audit Report and to approve the recommendations from the internal auditor. b) Section 1 of the AGAR – to review and agree the Annual Governance Statement 2023/24, to be signed by the Chairman and Clerk/RFO at the meeting. c) Section 2 of the 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. d) To agree details for the notification of the dates of the period for the exercise of public rights from Monday 3rd June – Friday 12th July 2024. 												
24/38	<p>Finance</p> <ul style="list-style-type: none"> a) To approve the monthly finance report (tabled at the meeting). b) To note the balance on account on 1st June 2024. c) To receive a report from the finance committee meeting on the meeting held on 27th May. d) To consider recommendations from the Finance Committee. e) To consider appointing a new member to the Finance Committee. f) To consider changes to bank signatories following the resignation of a councillor. g) To consider payments for approval: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; width: 60%;"> <thead> <tr> <th style="text-align: left;">Payeee</th> <th style="text-align: left;">Description</th> <th style="text-align: center;">Total</th> <th style="text-align: center;">Net Cost</th> </tr> </thead> <tbody> <tr> <td>S Sprules</td> <td>Expenses - plants for planters</td> <td></td> <td></td> </tr> <tr> <td>Broadmead Leisure</td> <td>Safety repairs on</td> <td></td> <td></td> </tr> </tbody> </table>	Payeee	Description	Total	Net Cost	S Sprules	Expenses - plants for planters			Broadmead Leisure	Safety repairs on		
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			play equipment			
		RoSPA	Play equipment inspections (paid in advance of the meeting)			
24/39	Planning Committee a) To note the minutes of the May meeting. b) To receive a report on the meeting held on 3 rd June.					
24/40	Neighbourhood Plan Update To receive an update from a member of the Steering Group.					
24/41	Local Plan Update To receive an update from the Clerk.					
24/42	Matters to Note and Future Meetings Committee Terms of Reference to be reviewed at individual committee meetings.					
24/43	Date of the Next Meeting The next Full Council meeting is scheduled to take place on Wednesday, 3 rd July at 7,30pm in the Old School Community Centre. Future meetings will be held on the second week of every month, including August and December.					
Part 2						
Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information.						
<ol style="list-style-type: none"> 1. To receive a legal update on a planning matter. 2. To consider seeking a fee quote for professional advice, on recommendation of the Planning Committee. 						