



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 9th October 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, Sue Sprules, Hugh D'Alton and John Boyle.

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

Date of publication: 3rd October 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
24/101	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
24/102	Declarations of interests Members to declare interests for matters on the agenda.
24/103	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).
24/104	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 11 th September 2024.
24/105	Ward Councillor Reports To receive reports.
24/106	Councillor Reports on External Meetings and Working Groups To receive reports not covered elsewhere on the agenda.
24/107	Clerk's Report and Correspondence a) The Stansted Airport resident discount card for drop-off – the Airport is



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>contacting all residents on their scheme to update their database, ahead of a new system for up to 2 cars per household, which is likely to use ANPR.</p> <p>b) Information trailer – at the last meeting, it was resolved in principle to acquire an information trailer from Stansted Airport Watch (SAW), subject to questions for our insurance company’s guidance. Unfortunately, the trailer is no longer available as another interested party has agreed to purchase it from SAW.</p> <p>c) Insurance claim – the Council’s insurance company has been informed of the arson and other damage at the recreation ground. The Clerk is liaising with them over replacement swings and repair costs for wooden play equipment.</p> <p>d) Hedge cutting has been carried out on the front boundary of Sports Field by our grass cutting firm.</p> <p>e) Hedge cutting has been arranged for works at the Pastures to take place on 14th and 15th October.</p> <p>f) Defibrillators at Priors Green Community Hall – There was a temporary defibrillator at this location while new equipment was on order. Having been used, it was not returned by the ambulance service in August, and it is still being chased for its return. Last week, the new equipment was removed from the same location and has not been returned.</p> <p>g) UDC reopened its Zero Carbon Communities Grant Fund - Grants of between £1,000 and £20,000 are available for projects ranging from solar panel installations and LED street lighting to rewilding and biodiversity or other initiatives that promote sustainable lifestyle choices – deadline 2nd December.</p>
24/108	<p>Website Domain Change and Councillor Email Accounts (see separate report for more details)</p> <p>Parish Councils are being advised to change to a more secure domain (.gov.uk), as best practise, and on recommendation from the Council’s internal auditor.</p> <p>a) To consider changing the domain name to takeleyparishcouncil.gov.uk or something similar, using a dedicated ‘helper service’.</p> <p>b) To consider a one-off budget of £700 for work required for the changes, including website accessibility adjustments.</p> <p>c) To consider a budgetary (and potential precept) increase to cover the first year and subsequent years Microsoft exchange accounts for individual councillor email addresses.</p> <p>Microsoft license costs of approximately £780 a year, plus one-off set-up cost at £60 per hour from the Council’s IT Support RTTec. The accounts would remain the property of the Parish Council and would be suspended whenever members leave the Council, to be re-allocated to new members.</p> <p><u>Note:</u> RTTec is willing to hold half-hour sessions in the Old School for individual members needing set-up support.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting

24/109	<p>PCC Grant Application for the Community Firework Event Members to consider details previously circulated for a grant to support the firework display, to take place on Friday 1st November.</p>												
24/110	<p>Community Café Cllr Carter to give an update.</p>												
24/111	<p>War Memorial Cleaning Quotes have been sought for cleaning of the war memorial at the Silver Jubilee Hall. Members to consider quotes received.</p>												
24/112	<p>Outbuilding Works</p> <p>a) Members to consider tasking the working group to prepare a grant request and source quotes for the next Stansted Airport major grant issue for up to £50,000, for works to make the building watertight and make internal and external improvements. It is suggested that the works would enable it to be used as an additional meeting room.</p> <p>b) Interim grant funding of a lesser amount might be available for initial remedial repairs to bring the outbuilding into more effective community use. Members are also asked to consider if the interim funding would be needed and, if that is the case, to instruct the Clerk to make the appropriate request, in liaison with the Chairman.</p>												
24/113	<p>Finance</p> <p>a) To approve the monthly finance report.</p> <p>b) To note the balance on account on 30th September 2024 was £174,025.56, which includes receipt of the second-half precept.</p> <p>c) To note the satisfactory conclusion of the annual external audit, with no recommendations.</p> <p>d) To consider recommendations from the Finance Committee meeting held on 8th October.</p> <p>e) To consider payments for approval, to be tabled at the meeting:</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> </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								
Payee	Description	Total	Net Cost										
24/114	<p>Planning Committee</p> <p>a) To note the minutes of the meeting held on 11th September.</p> <p>b) To receive a report on the meeting held on 9th October.</p> <p>c) To note: No comments were made on the Essex Highways consultation because there were no objections to the themes set out for future policies. There will be further consultation in due course on the proposed policies.</p>												



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>d) To note: The Clerk responded to the National Planning Policy Framework consultation, based on bullet points discussed at the previous planning committee meeting.</p> <p>d) To receive an update on the Parish Council response to the UDC Local Plan Regulation 19 Consultation, which will primarily be in the form of two consultant reports on Transport and Planning matters, to be submitted by the Clerk ahead of the deadline on 14th October.</p>
24/115	<p>Neighbourhood Plan Update</p> <p>To receive an update from a member of the Steering Group.</p>
24/116	<p>Matters to Note and Future Meetings</p> <p>To note actions from the agenda or raised by members.</p>
24/117	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is scheduled to take place on Wednesday, 13th November at 7.30pm in the Old School Community Centre.</p>