



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council held on Wednesday 11th June 2025 at 7.30pm at The Old School Community Centre

Council Members Present: Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chairman), James Banks, Patricia Barber, John Boyle, Paul Burnett, Jackie Cheetham, David Daykin and Sue Sprules.

In Attendance: Jackie Deane (Clerk to the Council), Cllr Geoff Bagnall (UDC) and 3 members of the public.

Item	
25/25	Apologies for Absence Apologies for absence were received and accepted from Cllrs Backus and Carter.
25/26	Declarations of interests None.
25/27	Public Forum and County Councillor Report <ul style="list-style-type: none">A resident from Garnetts requested Parish Council support for a document to ask local businesses to help fund streetlights for homes in Garnetts. She thanked Cllr Paul Burnett and Cllr Susan Barker for their help and advice so far. The costs to be funded were in the region of £15-20,000. The Chairman asked the resident to put her request in writing, for the council to consider. A resident of Parsonage Road raised the issue of further problems with on-street parking which could be airport-related.Cllr Barker offered to make enquiries on the existing parking restrictions application submitted by Stansted Airport, with a request from the Parish Council to increase the original area of their application. Action: The Clerk will liaise with Cllr Barker regarding the current application and a potential new application to be dealt with directly with Essex County Council.David Turner, Trustee of the Priors Green Community Hall, reported on potentially losing trustees and that those trustees are currently carrying out the roles of bookings secretary and hall management. He explained that the trustees would prefer to have voluntary help rather than employing staff directly, which the trustees are reluctant to do. Cllr Daykin, as the parish council representative, has reported that there is a need for trustees, including someone that would be comfortable with employing people. Action: The Clerk agreed to liaise with Mr Turner regarding planning agreements and CVSU to source new trustees.Cllr Barker agreed to liaise with the Clerk on matters raised in the forum. She asked members to send her any details of potholes that need to be repaired. Cllr Sprules expressed concerns regarding hedge cutting along Highways verges in the parish.



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	<p>Action: The Clerk was asked to send details to Cllr Barker of specific areas that need to be cut.</p>
25/28	<p>Minutes of the Last Meetings</p> <ol style="list-style-type: none"> The minutes of the Annual Full Council meeting held on 14th May 2025 were approved as a true record (proposed by Cllr Banks and seconded by Cllr Moore). The minutes of the Extraordinary Meeting held on 2nd June 2025 were approved as a true record of the meeting (proposed by Cllr Moore and seconded by Cllr Banks).
25/29	<p>Ward Councillor and County Councillor Reports</p> <p>Following residents' concerns raised over airport-related car parking and HGV usage of Parsonage Road, Cllr Bagnall commented that he feels the Parish Council should document the current HGV usage by having a new traffic count, to collate data demonstrating the harm being done currently. This would help with responding to new applications and to Essex County Council's consultations on future gravel extraction arrangements.</p> <p>Action: Cllr Bagnall agreed to liaise with the resident at The Street regarding the additional costs for their new parking permit scheme.</p>
25/30	<p>Councillor Reports</p> <p>None.</p>
25/31	<p>Clerk's Report and Correspondence</p> <ol style="list-style-type: none"> On-street parking in Parsonage Road – There has been an increase in the volume of cars parking along the road in currently unrestricted areas. Sever residents have contacted the Parish Council and information has been given on where these reports should be lodged. Results of UDC's parking consultation outcomes, which were specifically on roads in Takeley and Little Canfield, were not able to support any specific schemes except a permit holder scheme at The Street. Update on financial contributions – The Clerk has made enquiries with the district council's Section 106 Monitoring and Enforcement Officer and has been informed that funds are being held by UDC, some of which might be suitable for payment of works to the Molehill Green Village Hall or for other community and sports expenditure in the Takeley parish. Discussions are ongoing. The new Weston Homes industrial estate development in Parsonage Road has planning conditions which included a 5-year option for a new Health Centre on the development. The Parish Council has been informed that the NHS has declined the health building due to unacceptable access arrangements. There is a current planning application to consider a new warehouse on the land to replace the health building, which is no longer required by the NHS. Sports field update – The portacabins are being used by the football club or access to the toilets, kitchen and storage areas. Work has yet to be invoiced because the contractor has ordered new materials to repair the porches. The drainage pipes to the rear of the portacabins have been covered, as requested. The Assistant Clerk is waiting for feedback from members before seeking quotes



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	<p>for a new fence, with a budget previously agreed. A meeting with the football club has been requested to discuss payment of utilities costs and their suggestion to change the pitch layout.</p> <ol style="list-style-type: none">5. Parish boundary enquiries have been made with Hatfield Broad Oak Parish Council, to consider moving the boundary to include in the Takeley parish approved housing developments west of Station Road.6. A correction was made to the online edition of the Grapevine magazine to amend a resident group's article, clarifying that there is no affiliation with the Parish Council. Members should be reminded to check the Council's policies relating to social media and other communications and whether their intended comments are in a personal or council capacity.7. The fortnightly community supermarket is getting a good level of footfall. The UDC support services monthly drop-in sessions, which were agreed as a trial on Wednesdays, however, are poorly attended. UDC has advertised the sessions to take place in the community centre on the third Wednesday of the month throughout 2025. The organisers will be attending the Community Supermarket, to try to establish this ongoing service provision in Takeley.8. The Clerk and Cllr Backus attended a planning application consultation for a commercial development in Little Canfield, which would provide privately-managed new community facilities for the local area, including soft-play, therapy pool and function rooms.9. A banner request – The Clerk was asked to circulate details of the permission request for members' comments.
25/32	<p>Councillor Resignation</p> <p>It was noted that Hugh D'Alton has resigned from the Council due to work pressures. UDC has been notified. The current vacancy is published on the Council's website and, once UDC's advises that the second vacancy can be filled, this will be amended and more widely publicised, to fill both vacancies.</p>
25/33	<p>Administrator Resignation</p> <p>The resignation of Jeanette Norfolk was noted. As this was during her probation period, she was paid one week's pay in lieu of notice.</p> <p>The Staffing Committee intends to meet in early July to discuss how the post might be filled.</p> <p>Action: It was agreed that the Staffing Committee will liaise in early July to agree the next meeting date.</p>
25/34	<p>Staffing Committee Vacancy</p> <p>It was noted that there is a vacancy on the committee that was not filled at the last meeting.</p> <p>It was RESOLVED for Cllr Banks to join the Staffing Committee</p> <p>It was RESOLVED for the Staffing Committee Terms of Reference to be updated to state that there should be at least 6 committee members (proposed by</p>



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	<p>Cllr Cheetham and seconded by Cllr Moore, the decision was unanimous).</p>
25/35	<p>Financial Regulations</p> <p>Financial Regulations were amended and adopted at the last meeting, however, due to the recent need for the Clerk to use delegated expenditure powers, it was noted that although planning committee expenditure limit was raised to £5,000, the Clerk delegated power was unchanged at £2,000.</p> <p>At the Extraordinary Meeting, Cllr Bodsworth requested reconsideration of paragraph 5.15 and raising this sum to £5,000, and the Clerk requests the authority for items below £1,000, to match the limit previously agreed on the credit card. It was RESOLVED for the Financial Regulations to be amended with changes in bold, as follows:</p> <p>5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:</p> <ul style="list-style-type: none">• <u>[the Clerk]</u>, under delegated authority, for any items below [£1,000] excluding VAT.• the Clerk, in consultation with the Chair of the Council {<u>or Chair of the appropriate committee</u>}, for any items below [£,5,000] excluding VAT.• <u>{a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}</u>• {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}• the council for all items over [£5,000]; <p>(This was proposed by Cllr Banks and seconded by Cllr Moore, the decision was unanimous.)</p>
25/36	<p>Risk Assessment</p> <p>The Finance committee recommended at the May meeting, for the Council to approve the updated risk assessment, however issues raised over one of the public works loans requires further action, to be included on the risk assessment.</p> <p>It was RESOLVED to approve the update risk assessment with additional appropriate wording to cover the risks outlined by the internal auditor in her report (proposed by Cllr Sprules and seconded by Cllr Moore, the decision was unanimous).</p> <p>Action: The Finance Committee agenda for 8th July should include an item to consider the actions required to manage the risk identified by the internal auditor</p>



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	and for those actions to be recorded on the new Risk Assessment document for 2025-25.
25/37	<p>Planning Consultant fees for the Local Plan Examination in Public held in Saffron Walden</p> <p>The Clerk gave an update on the relevant sessions of the Local Plan EiP and the recommendation from the Planning Committee to cover consultant fees. Members considered the fee estimate and RESOLVED to approve the fees for Cerda Planning:</p> <p>Each session of the EiP is estimated to incur fees of £1,750 per session for preparation and attendance – plus VAT and expenses, with four sessions to be charged the approximate sum of £7,500 plus VAT for the hearings in June (proposed by Cllr Cheetham and seconded by Cllr Moore).</p>
25/38	<p>External Audit- Annual Governance and Accountability Return (AGAR) 2024/25</p> <p>At the May finance committee meeting item 25/9, there was a general discussion on the relevance of each of the accounting statements and the committee resolved to recommend approval of the AGAR statements for Sections 2 and 3.</p> <p>The Clerk read out a report from the internal Auditor, and it was agreed to accept the recommendations therein, and that the Finance committee would discuss the recommendations in detail at the July meeting.</p> <ul style="list-style-type: none">a) Section 1 of the AGAR was reviewed, and the Annual Governance Statement 2024/25 was approved (proposed by Cllr Banks and seconded by Cllr Moore). The document was signed by the Chairman and Clerk/RFO.b) Section 2 of the AGAR was reviewed and members RESOLVED to agree the Accounting Statements for 2024/25, which were signed by the Clerk/RFO prior to the meeting (proposed by Cllr Banks and seconded by Cllr Moore). The Chairman signed Section 2 of the AGAR.c) It was RESOLVED to agree details for the notification of the dates of the period for the exercise of public rights from Tuesday 1 July – Monday 11 August 2025 (proposed by Cllr Banks and seconded by Cllr Moore).
25/39	<p>Police Speed Checks</p> <p>Cllr Burnett reported on the speed checks which were carried out in Parsonage Road and Station Road. Due to the on-road parking in Parsonage Road, no vehicles were travelling above the speed limit however the speed check in Station Road resulted in 22 tickets being issued.</p> <p>Cllr Burnett also mentioned that overhanging bushes were restricting the view of one of the speed signs in Station Road and the Clerk responded that Essex Highways is aware.</p> <p>Another day of action will be held later this year. Members thanked Cllr Burnett for his involvement in the speed checks.</p>



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25/40	<p>Sports Field</p> <p>Cllr Boyle stated that he is interested in assisting Takeley Football Club in getting new posts.</p> <p>The Clerk advised Cllr Boyle that the grant awarded to the Parish Council for expenditure to increase public use of the Sports Field must not be used for the benefit of another organisation.</p> <p><i>The Clerk reiterated guidance given to all members regarding working with external groups where they need to be mindful of when they are acting as individuals and when they are acting on behalf of the Parish Council, so that members stay within the rules of their code of conduct.</i></p> <p>Cllr Boyle asked why there has been a delay in actioning the resolution of the last meeting, to instruct installation of new goal posts. The Clerk explained that this was a combination of staff absence and not being able to arrange a meeting with others, There was a general discussion on which meetings were being arranged, the purpose of those meetings and who should attend.</p> <p>It was RESOLVED that any proposed layout of the pitches that is recommended to the Council, should be agreed on delegated authority to the Clerk and the Chairman (proposed by Cllr Banks and seconded by Cllr Moore. There were two votes against).</p>																				
25/41	<p>Morrells Green</p> <p>It was RESOLVED to give permission to residents of The Pastures to hold a table-top sale on Morrell's Green at the Pastures (proposed by Cllr Cheetham and seconded by Cllr Moore).</p>																				
25/42	<p>Finance</p> <p>a) Approval of the monthly finance report was deferred to the July meeting due to information not yet received.</p> <p>b) Noted - the balance on account on 1st June was £ 131,283.09.</p> <p>c) It was RESOLVED to approve the following payments (proposed by Cllr Moore and seconded by Cllr Banks):</p> <p style="margin-left: 20px;">*paid due to renewal date 1st June</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Net Cost (£)</th> <th style="text-align: right;">Total (£)</th> </tr> </thead> <tbody> <tr> <td>Rialtas</td> <td>Software maintenance agreement</td> <td style="text-align: right;">203.00</td> <td style="text-align: right;">243.60</td> </tr> <tr> <td>EALC</td> <td>Chairman's training days 1, 2 & 3</td> <td style="text-align: right;">375.00</td> <td style="text-align: right;">450.00</td> </tr> <tr> <td>*Clear Councils</td> <td>Insurance renewal</td> <td style="text-align: right;">2,584.80</td> <td style="text-align: right;">2,584.80</td> </tr> <tr> <td>TBS Hygiene</td> <td>Bin collections - May</td> <td style="text-align: right;">328.00</td> <td style="text-align: right;">393.60</td> </tr> </tbody> </table>	Payee	Description	Net Cost (£)	Total (£)	Rialtas	Software maintenance agreement	203.00	243.60	EALC	Chairman's training days 1, 2 & 3	375.00	450.00	*Clear Councils	Insurance renewal	2,584.80	2,584.80	TBS Hygiene	Bin collections - May	328.00	393.60
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	Expenses Cllr Sprules	Plants for planters		587.80
	GA Sylvester	Portacabin repairs	5,974.00	7,168.80
	At 9.30pm it was RESOLVED to suspend standing orders, to continue with business remaining on the agenda (proposed by Cllr Cheetham and seconded by Cllr Banks).			
25/43	<p>Planning Committee</p> <p>a) The minutes of the meeting held on 14th May were noted.</p> <p>b) Cllr Cheetham reported on the committee meeting held on 11th June, where items on the agenda included a major planning application from Stansted Airport, to increase passenger numbers from 43mppa to 51mppa. She also reported on the applications from Weston Homes and Bellway, where comments will be made on behalf of the Council.</p> <p>c) Local Plan and major planning – The Clerk distributed an update to members ahead of the meeting, detailing the Council’s representations at the Examination in Public and changes to UDC’s housing supply.</p> <p>d) Further to information being received from UDC that there is no longer an option for a building on the Weston Homes industrial site to provide any healthcare provision in Takeley, it was RESOLVED for the Clerk to write to UDC with concerns over the way this potential community gain had been negotiated by UDC, and to discuss future arrangements to give a greater benefit to the parish (proposed by Cllr Moore and seconded by Cllr Barber). It was suggested that any future arrangements should have a fallback of a community building if the NHS decide not to take up buildings or land available in the future. cannot take over the building for health use.</p>			
	<i>Cllr Boyle left the meeting at 9.40pm</i>			
25/44	<p>Matters to Note and Future Meetings</p> <p>None.</p>			
25/45	<p>Date of the Next Meeting</p> <p>The next meeting is scheduled for 9th July 2025 at 7.30pm at the Old School Community Centre.</p>			

Meeting closed at 9.51pm