



TAKELEY PARISH COUNCIL

Annual Full Council Meeting

Minutes of the Annual Meeting of Takeley Parish Council held on **Wednesday 14th May 2025 at 7.30pm at The Old School Community Centre**

Members Present: Cllrs Phill Bodsworth, Samantha Moore, Jim Backus, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin, Sue Sprules and John Boyle.

In Attendance: Jackie Deane (Clerk), Cllr Maggie Sutton (UDC) and one member of the public.

Item	Part 1 – Public Meeting
25/1	Election of Chairman for Civic Year 2025-26 Cllr Bodsworth was proposed by Cllr Cheetham, seconded by Cllr Sprules and duly elected. Cllrs John Boyle and Paul Burnett abstained.
25/2	Appointment of Vice Chairman for the Civic Year 2025-26 Cllr Moore was proposed by Cllr Carter, seconded by Cllr Cheetham and duly elected. Cllr Burnett abstained.
25/3	Apologies for Absence Apologies were received and accepted from Cllrs Barber, Banks and D’Alton. Apologies were also received from Cllrs Mark Coletta and Geoff Bagnall (UDC) and Cllr Susan Barker (ECC).
25/4	Declarations of interests None.
25/5	Public Forum and County Councillor Report A representative from the Molehill Green Community Centre spoke regarding their grant request, which the Chairman agreed to consider in the finance item.
25/6	Ward Councillor and County Councillor Reports Cllr Sutton gave an update on UDC’s next steps towards devolution.
25/7	Clerk’s Report and Correspondence <ul style="list-style-type: none">a) Sport field update – the height restriction barrier has been installed at the entrance and works on the portacabins are almost complete. A quote has been requested to provide wire mesh around exposed drainage pipes. The toilets have been made available for the clubs to use.b) Molehill Green Village Hall Committee correspondence – see finance item.c) Meetings calendar – the updated calendar was circulated to members.d) New mobile phone number for the office – a new SIM has been received from our phone supplier, for use by office staff and caretaker.



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	<p>e) The Assistant Clerk updated members on the range of quotes received for the acoustic panels, for reference when grant funding is available.</p> <p>f) UDC grant officers were very positive in their feedback on how well the pergola has been used and met the terms of the grant.</p>
25/8	<p>Minutes of the Last Meeting</p> <p>a) Noted - The Minutes of the 2024 Annual meeting were approved in June 2024.</p> <p>b) It was RESOLVED to approve the Full Council Minutes of the meeting held on 9th April 2025 (proposed by Cllr Moore and seconded by Cllr Sprules).</p>
25/9	<p>Committee Terms of Reference</p> <p>a) Planning Committee – there was a general on the requirements of larger applications with associated financial contributions and facilities in mitigation of the proposals. A recommendation from the Planning Committee for changes to the Terms of Reference was noted.</p> <p>It was RESOLVED to change the Terms of Reference in include the responsibility for decisions on play equipment associated with new housing developments to be made by the Planning Committee and authority for payments to be increased to £5,000, for expenditure within the overall budget and earmarked reserve. It was agreed to adopt the updated Terms of Reference (proposed by Cllr Cheetham and seconded by Cllr Moore. Cllr Burnett abstained).</p> <p>b) Finance Committee – no changes have been suggested.</p> <p>It was RESOLVED to adopt the Finance Committee Terms of Reference (proposed by Cllr Sprules and seconded by Cllr Moore. Cllr Burnett abstained).</p>
25/10	<p>Vexatious Complaints Policy & Complaints Procedure</p> <p>There is no change to the complaints procedure and vexatious complaints are covered within that policy, however the model SLCC procedure has a separate policy, giving greater detail on this matter, which should be considered.</p> <p>It was RESOLVED TO adopt the Vexatious Complaints Policy and the Complaints Procedure (proposed by Cllr Cheetham and seconded by Cllr Carter. Cllr Boyle abstained).</p>
25/11	<p>Councillor Representatives, Committee Membership and Working Groups</p> <p>a) It was agreed for Cllr Boyle to join the Planning Committee.</p> <p>b) It was agreed for Cllr Boyle to leave the Finance Committee and for Cllr Carter to join the finance committee.</p> <p>c) There were no changes to the Staffing Committee.</p> <p>d) Changes to the councillor representatives were agreed as follows: Cllr Daykin should be listed as the representative for Prior’s Green Community Hall.</p>



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	<p>Cllr Backus should be listed as the representative for public transport.</p> <p>e) It was RESOLVED to form a new Community Café Committee (proposed by Cllr Bodsworth and seconded by Cllr Carter. There was one abstention.</p> <p>Action: It was agreed for draft Terms of Reference to be prepared for the first Community Café Committee meeting.</p> <p>Action: It was agreed that the two working groups should be reviewed at the next meeting, by referring to the resolution database and previous minutes for information on the 'start and finish' tasks agreed for the sports field working group and the outbuilding working group (Assistant Clerk).</p> <p>Action: To consider disbanding of working groups at a future meeting.</p> <p>Action: The Assistant Clerk was asked to update committee membership and responsibilities sheet, to add representatives (as above) and amend contact lists and templates for the Planning Committee and Finance Committees.</p>
25/12	<p>Banner Request</p> <p>a) It was RESOLVED to approve a banner request from Takeley and Little Canfield Churches for their Art Exhibition to be advertisement at the Four Ashes from 6th June for 10 days (proposed by Cllr Carter and seconded by Cllr Moore.</p> <p>b) It was RESOLVED to approve a banner request at the Four Ashes for Family Nights to be held at the Sports and Social Club, on 20th July, 19th October and 30th November (proposed by Cllr Carter and seconded by Cllr Bodsworth).</p>
25/13	<p>Councillor Training</p> <p>It was RESOLVED to approve Cllr Moore's Chairman training days booking at EALC (proposed by Cllr Bodsworth and seconded by Cllr Carter).</p>
25/14	<p>Sports Field</p> <p>Quotes have been received for two sets of goal posts, one full-sized and one for 9-a-side. The Chairman has attended a site visit to indicate preferences on the fence arrangements and the pitches to be upgraded as a priority, however, further information has been sought from the club on their preferred location for installing the new goal posts.</p> <p>It was RESOLVED to accept Broadmead Leisure quote for the purchase and installation of two sets of goal posts to be in either steel or aluminium, within an overall budget of £5,500 (proposed by Cllr Carter and seconded by Cllr Moore).</p>
25/15	<p>Finance</p> <p>a) It was RESOLVED to approve the monthly finance report (proposed by Cllr Sprules and seconded by Cllr Backus).</p>



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- b) Noted - The balance on account on 1st May was £164,683.72.
- c) The payment below was approved (proposed by Cllr Cheetham and seconded by Cllr Carter):

Payee	Description	Net Cost	Total
J Deane expenses Lock Stock and Barrell	Key cutting	207.88	207.88

- d) *This item was added on permission of the Chairman and was discussed in the public forum, following correspondence received.*
- e) The representative from the Molehill Green Village Hall Trustees explained that the Village Hall requires works on toilets to enable additional works to go ahead and for grants received (including from Stansted Airport) to be spent.
- It was **RESOLVED** for the Clerk to respond to J Morrell and Sons and accept the estimate received for works to Molehill Green Village Hall toilets, to the **sum of £4,980 + VAT** and for the funds to be allocated from general reserves to the s137 grants budget in readiness for completion of the works (proposed by Cllr Cheetham and seconded by Cllr Carter, the decision was unanimous.
- Cllr Burnett gave his congratulations to the team of Molehill Green Village Hall trustees, for their hard work on the hall refurbishment and fundraising project.

25/16

Planning Committee

- a) The minutes of the meeting held on 16th April were noted.
- b) Cllr Cheetham gave a report on the meeting held at 9.45am on 14th May. This included an explanation of a recommendation agreed for Full Council regarding steps to request a parish boundary change to include an approved housing site west of Station Road.

It was **RESOLVED** to support a boundary change and for the clerk to start the process towards a Community Governance review for a parish boundary change with Hatfield Broad Oak (proposed by Cllr Carter and seconded Cllr Cheetham, to vote was unanimous).

It was noted that the first step is to seek agreement with Hatfield Broad Oak Parish Council and to propose that the boundary west of Station Road extends level with the end of the Sports Field and to the PRoW to the west.

Action: The Clerk to liaise with UDC and Hatfield Broad Oak Parish Council regarding a potential parish boundary change.



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	<p>c) Local Plan – The Clerk gave an update on matters the Parish Council intends to raise at the Examination in Public.</p> <p>Members were asked to ‘spread the word’ in the community for attending in the public gallery at the UDC Council offices on Thursday, 12th June, starting at 2pm, when the South Uttlesford Strategy will be discussed.</p> <p>It was noted that UDC has said that it hopes to adopt the new Local Plan in April 2026.</p> <p>Action: The Clerk agreed to circulate details of documents recently submitted to the Planning Inspectorate in preparation for the hearings in June.</p>
25/17	<p>Matters to Note and Future Meetings</p> <p>For the next meeting, details of the previously resolved information on working groups should be on the agenda, including consideration of disbanding working groups.</p>
25/18	<p>Date of the Next Meeting</p> <p>The next meeting is scheduled for 11th June 2025 at 7.30pm at the Old School Community Centre.</p>

Meeting closed at 9.12pm

Signed by the Chairman

Date