



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 11th December 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: 5th December 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
24/142	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting. Note: apologies have been received from Cllr Banks.
24/143	Declarations of interests Members to declare interests for matters on the agenda.
24/144	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).
24/145	Ward Councillor Reports To receive reports.
24/146	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 13 th November 2024.
24/147	Clerk's Report and Correspondence a) Correspondence received from the Police, Fire and Crime Commissioner, Roger Hirst, with an invitation to a Rural Crime



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	<p>Summit on Friday, 6th December 2024 from 10 AM to 1 PM at the EYFC Centre, Whitbreads Farm Lane, Little Waltham, Essex, CM3 3LQ.</p> <ul style="list-style-type: none">b) Representatives of Takeley and Lt Canfield Parish Councils attended an online meeting with UDC in preparation for a UDC parking restriction consultation due to start in January. Feedback from residents will be sought on their support for either yellow line or permit bay restrictions for selected streets in Takeley and Little Canfield.c) Parish Council representatives attended a UDC Enforcement training session and slides from the presentation have been circulated to all members.d) An approved domain name registrar has started the process for Takeley to have a '.gov.uk' domain name and to provide new councillor email addresses.e) Cllr Sutton continues to assist the Parish Council in obtaining a grant from UDC to fund a covered patio area as agreed at the last meeting.f) Plumbing works conditionally approved for the Sports Field portacabins is on hold pending further investigation of the overall condition of the units and possible alternatives.g) The insurance settlement for play equipment is held in an earmarked reserve pending a timetable for the replacement equipment to be installed.h) The Chairman is working up a grant application for remote CCTV at the recreation ground and at the sports field entrance.i) Information has been circulated on the <u>London Stansted Airport Draft Sustainable Development Plan</u>, which has implications on future passenger numbers.j) The National Association of Local Councils has published an anti-terror checklist developed by the Martyn's Law Steering Group on their new website. The checklist outlines actions that parish and town councils of all sizes can take to enhance their preparedness for local terrorism risks.
24/148	<p>Councillor Reports on External Meetings and Working Groups To receive reports not covered elsewhere on the agenda.</p>
24/149	<p>Potential locations for New Defibrillators in Takeley To consider a proposal from Cllr Daykin establish additional locations for defibrillators in the village and to source appropriate grant funding.</p>
24/150	<p>Old School House Security At the last Staffing Committee meeting, there was a general discussion over a need for a policy to cover the Council's out of hours alarm activations procedure. This is currently an informal arrangement with the caretaker and staff, sometimes assisted by councillors if they have access to keys.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>Occasionally the administrator and Clerk have needed to attend when it has been reported on social media that the building alarm has been activated but there are no out-of-hours or sole working policies to cover these callouts.</p> <p>a) To consider if there is a need for councillors to hold keys for the building and if so, how those members might be covered by a policy and insurance, if they were to attend the building without prior booking or to attend out-of-hours alarm activations.</p> <p>b) Members to consider bullet-points and priorities for a policy to set out management of out-of-hours security cover and for publication of contact details on the exterior of the building and on the Council’s website.</p> <p>c) To consider seeking quotes from external contractors for attendance on out-of-hours callouts OR</p> <p>d) To consider actions to include caretaker/relief caretaker cover this of out-of-hours responsibility.</p>
<p>24/151</p>	<p>Salt Bag Partnership Scheme</p> <p>The scheme is intended for Parish Councils to make salt available to residents, either in the salt bins purchased by the Parish Council (currently located at the Four Ashes junction and at the B1256/Roding Drive junction) or for delivery to residents with risk assessment advice.</p> <p>a) Members are asked to discuss advertising and distribution of salt currently held by the Council</p> <p>b) To consider relocating bins two parish council-owned bins</p> <p>c) To consider if there is a need for additional salt for the winter scheme.</p>
<p>24/152</p>	<p>War Memorial Cleaning</p> <p>To consider quotes circulated on email.</p>
<p>24/153</p>	<p>Acoustic Measures for Old School Community Centre</p> <p>a) To consider Cllr Burnett’s proposal to seek quotes for acoustic measures in the hall, with a view to sourcing an appropriate grant for fully funding any purchase.</p> <p>b) If quotes to be sought, to agree the specification required.</p>
<p>24/154</p>	<p>Grant Requests</p> <p>Members to consider the following requests to be paid from the s137 grants budget:</p> <p>a) Priors Wood Court – A grant of £200 has been requested, to help fund their Christmas events. Correspondence was received to thank the Parish Council for the support given by the Parish Council in previous years.</p> <p>b) Citizens Advice – Unspecified sum for supporting their service across the district, which in the past year has helped 3,952 people with 16,223 separate issues, 195 clients from Takeley. Note: One of their</p>



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>agents, Adrian, is based in the Old School House most Thursdays in face-to-face meetings with Takeley residents.</p> <p>c) Home-Start for Children in Essex - Their service can provide stability and hope to families in crisis, helping them build a better future. Demand for our services has surged by 134% since the pandemic. Last year, they supported 1,900 children and 922 families, many of whom have nowhere else to turn. Note: in September 2023, the Parish Council donated £150.</p> <p>d) Molehill Green Village Hall – Unspecified request to support their next steps to upgrade the electrics, plumbing and sewerage works in their refurbishment project.</p>
24/155	<p>UALC Subscription Members to consider renewal with an annual subscription on £5.00.</p>
24/156	<p>Rialtas Close-down End of Year Cost To consider costs for Gold/Silver/Bronze end of financial year closedown services as follows:</p> <ul style="list-style-type: none">• 5 Year contract – Platinum £864 + VAT pa• 3 Year contract – Gold £872 + VAT pa• 2 Year contract – Silver £885 + VAT pa• Single – Bronze £912 + VAT for the year 2024-25 <p>Note: this sum will be in the 'general professional services and advice' budget.</p>
24/157	<p>Sports Field</p> <p>a) To receive an update from the working group on their meeting to discuss a potential extension to the car parking area, and how that would impact on the position of agreed tree and hedge planting to be carried out in the New Year.</p> <p>b) To note the online purchase price of a steel height barrier is £1,455 + VAT.</p> <p>Members are asked to consider a contractor quote to supply and install new steel height barrier to the sum of £2,255 + VAT, which the council has previously resolved to approve the works in principle and the cost will form part of an approved UDC grant.</p>
24/158	<p>Finance</p> <p>a) To approve the monthly finance report.</p> <p>b) To note that the balance on accounts on 1st December was £135,810.35.</p> <p>c) To note the minutes of the October finance meeting.</p>



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>d) To receive a report for the finance meeting held on 2nd December and the next meeting date of 7th January, for a budget and precept recommendation.</p> <p>e) To consider payments as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Total</th> <th style="text-align: right;">Net Cost</th> </tr> </thead> <tbody> <tr> <td>R Buxton Solicitors</td> <td>Legal fees</td> <td style="text-align: right;">TBC</td> <td style="text-align: right;">£900</td> </tr> <tr> <td>Royal Industrial Doors</td> <td>Repairs to café fire shutters</td> <td></td> <td style="text-align: right;">£1,272</td> </tr> <tr> <td>Rialton TPC Ltd</td> <td>Transport consultant planning objection</td> <td></td> <td style="text-align: right;">£1,965.50</td> </tr> <tr> <td>Window Wash UK</td> <td>Playground graffiti removal</td> <td></td> <td style="text-align: right;">£240</td> </tr> <tr> <td>Joe The Lock Ltd</td> <td>Locksmith services (portacabins)</td> <td></td> <td style="text-align: right;">£210</td> </tr> <tr> <td>Buzz Catering Supplies*</td> <td>Industrial washing machine (resolved up to £1,500 at the November Meeting)</td> <td style="text-align: right;">£1,590</td> <td style="text-align: right;">£1325</td> </tr> <tr> <td>Buzz Catering Supplies*</td> <td>Installation and instructions briefing</td> <td></td> <td style="text-align: right;">£150</td> </tr> </tbody> </table> <p>*Invoice paid on quotes previously agreed by resolution or annual schedule, to be ratified at the meeting.</p>	Payee	Description	Total	Net Cost	R Buxton Solicitors	Legal fees	TBC	£900	Royal Industrial Doors	Repairs to café fire shutters		£1,272	Rialton TPC Ltd	Transport consultant planning objection		£1,965.50	Window Wash UK	Playground graffiti removal		£240	Joe The Lock Ltd	Locksmith services (portacabins)		£210	Buzz Catering Supplies*	Industrial washing machine (resolved up to £1,500 at the November Meeting)	£1,590	£1325	Buzz Catering Supplies*	Installation and instructions briefing		£150
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24/159	<p>Planning Committee</p> <p>a) To note the minutes of the meeting held on 12th November.</p> <p>b) To receive a report on the meeting held on 11th December.</p> <p>c) To receive an update from the Clerk on next steps for the Local Plan.</p>																																
24/160	<p>Neighbourhood Plan Update</p> <p>To receive an update from a member of the Steering Group from the meeting held on 9th December.</p>																																
24/161	<p>Matters to Note and Future Meetings</p> <p>To note actions from the agenda or raised by members.</p>																																
24/162	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is scheduled to take place on Wednesday, 15th January 2025 at 7.30pm in the Old School Community Centre.</p>																																