



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 13th November 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, Samantha Moore, Sue Sprules, Hugh D'Alton and John Boyle.

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

Date of publication: 7th November 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 to be Chaired by Cllr Samantha Moore
24/118	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
24/119	Declarations of interests Members to declare interests for matters on the agenda.
24/120	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).
24/121	Ward Councillor Reports To receive reports.
24/122	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 9 th October 2024.
24/123	Clerk's Report and Correspondence <ol style="list-style-type: none">The Clerk is seeking quotes for changing the website domain.Recreation Ground update - An insurance claim has been submitted for the fire damaged play equipment at the Recreation Ground and



TAKELEY PARISH COUNCIL

Full Council Meeting

further reports have been made to the police of criminal damage and antisocial behaviour at this location. The community policing team has agreed to carry out daily patrols of the Recreation Ground.

- c) Update on missing defibrillators – One of the defibrillators is back in the Priors Green Hall, after being handed in at a public house. The second has been located in Harlow Hospital and should be returned shortly.
- d) Crocus bulbs have been planted on the Green by the Four Ashes, as agreed at the last meeting.
- e) Cllr Sprules has again worked with the cubs to refill flower planters for a winter display.
- f) The Takeley Football Club Chairman has been advised that locks are being changed on the portacabins at the Sports Field and health and safety works will be carried out as soon as possible. The signed lease has been returned.
- g) Essex County Council will be launching their Winter Food Support Fund on Monday 4th November 2024 – they will be making £80,000 available for community supermarkets and a further £250,000 for food support groups, via food pantries, community-based organisations, voluntary groups and food banks. Applications will be accepted for up to £2,500 for food provision, based on the number of people being helped. More information and the application form can be found at this link from Monday 4th November and grants awarded must be spent by 31st March 2025.
For further information see <https://ealc.gov.uk/food-support-fund/>
- h) The Woodland Trust tree/hedge packs have been ordered, for delivered in early 2025 and Stansted Airport liaison have arranged for a volunteer group of approximated 6 volunteers to plant them in the Sports Field.

24/124

Councillor Reports on External Meetings and Working Groups

To receive reports not covered elsewhere on the agenda.

24/125

Old School Purchases

- a) The café working group has identified a need for an industrial specification dishwasher as soon as possible, to be purchased by the Parish Council, unless partial or full grant funding is available from UDC ward councillors.

To consider purchasing a dishwasher for the Old School kitchen, to the specification circulated to members, at a cost of £1.145.00, if grant funding cannot be secured.

For further details, see

<https://www.industrial-warewashers.com/kingfisher-commercial-dishwasher-500mm-deluxe.html>



TAKELEY PARISH COUNCIL

Full Council Meeting

- b) Members responded to the Clerk ahead of the meeting in favour of purchasing a motorised café awning/patio canopy from UDC grant funding, as arranged by Cllr Sutton.

To discuss specification details for a motorised awning for use in the café patio area, should the grant be secured from UDC.

24/126

Dog Waste and Litter Bins

- a) The Clerk has followed up on a resident request for a new dog bin location and, having discussed locations and funding with both UDC and ECC, the County Council has agreed to provide an additional bin for the Flitch Way.

Members are asked to consider an additional weekly dog bin collection costs for a new dog bin that Essex County Council has agreed to provide for the Flitch Way, on the footpath access from the Cooper Smith development. The cost per collection is £2.80 + VAT.

- b) There are recurring problems at the large, uncovered litter bin by the bus stop opposite the Four Ashes Public House, which is being filled with bottles, excess household and industrial waste. Twice weekly collections are not adequate for this type of refuse because the bins are too heavy for the collection service funded by the Parish Council.

Members are asked to consider replacing the bin with a smaller covered bin at this location.

To supply and install the new bin with fixings into the concrete ground the cost would be £310.06 + VAT.

To remove and dispose of the existing open litter bin the cost would be £25.00 + VAT.

24/127

Grant requests

- a) Request from Essex and East Herts Air Ambulance - A letter has been received for consideration as a grant which would be included in the annual s137 budget allowance.
- b) Request from TouchPoint – Christmas Toy appeal for consideration, with all funds to be allocated to pupils of the two Takeley primary schools for consideration as a grant which would be included in the annual s137 budget allowance.

24/128

Key Dates for Precept Setting 2025/26

Early December 2024 - Government issues provisional Local Government Finance Settlement



TAKELEY PARISH COUNCIL

Full Council Meeting

- 05 December 2024 - The LCTS scheme for 2025/26 following public consultation is to be presented to Cabinet on the 5 December for approval (Council approval 17th December 2024)
- 06 December 2024 - Taxbase figures and ready reckoner will be issued to town/parish clerks. The ready reckoner will enable you to model the Council Tax figures for each band and percentage increase for whichever precept levels you are considering
- Mid-January 2025 - Government issues the final Local Government Finance Settlement
- 22nd January 2025 - Deadline to submit formal precept notification to the district council
- 25 February 2025 - Uttlesford District Council formally sets the Council Tax Resolution
- Early-mid March 2025 Council Tax bills issued.

- a) Members to note the Precept and Council Tax timetable issued by UDC.
- b) Members to raise any matters relevant to the Finance Committee meeting, to be held on 2nd December, where the recommendation will be made to Full Council on the budget and the precept claim for 2025-26.

24/129

Consultation on Allowing Councillors to Attend Meetings Remotely

The National Association of Local Councils has been campaigning since the Covid restrictions were in place for a change in legislation to allow the option for decisions to be taken at local council meetings being held remotely. This has now formed part of a consultation, which members are requested to consider a response to be submitted ahead of the deadline on 19th December.

[Enabling remote attendance and proxy voting at local authority meetings - GOV.UK](https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings)

24/130

UDC Proposals for Parking Restrictions

To consider UDC's report on proposals to prevent airport-related car parking. Note: Inclusion of this item depends on the availability of UDC documents for the next UDC Cabinet meeting.

24/131

Pre-Winter Heating Service

The next boiler service at the Old School is due to be carried out in February and at the last service it cost £180.

Members are asked to consider a quote from the heating engineer, to carry out a heating/hot water system pre-winter test at the Old School, at a cost of £350, which will include servicing the boiler.

24/132

Request for a Banner on the Village Green

Takeley Ladies Circle request permission to put a banner on Village Green for



TAKELEY PARISH COUNCIL

Full Council Meeting

1 week prior to their Xmas Fayre on 30th November.

24/133

Recreation Ground and Sports Field Works

a) Recreation Ground - The insurance claim for replacement swings is for a like-for-like replacement of two traditional swings, however it is possible to pay an additional cost (tbc) to include the new round basket/cradle swing in this installation.

Note: The Council has previously resolved to acquire the new type of swing as a separate piece of equipment, to be funded by a grant application and this can still be actioned on the previous resolution.

Members are asked to consider the following:

- To replace the traditional swing-set on a like-for-like basis OR
- To apply for grant funding to pay the additional cost to add the new type of swing with a single traditional swing on the same piece of equipment OR
- To apply for grant funding to pay the additional cost to add the new type of swing with two traditional swings on the same piece of equipment.

b) The Sports Field - There has been vandalism at the rear of the portacabins, causing damage to the soil pipe. On inspection, a plumber has said that the pipe should have been fitted internally and has quoted for this work to be carried out. The current state of the pipe would allow rats to enter the portacabin therefore a repair is recommended as soon as possible.

To consider reinstating the soil pipe internally in the portacabins as soon as possible, at a cost of £1,490.

c) The Sports Field - The plumber has also been asked to quote for a tap which can be used for a hose pipe and pressure washer in the future. To consider plumbing works to fit an additional tap in one of the portacabins for exterior use, at a cost of £120.

d) Sports Field portacabins replacement toilets and basins, to consider in principle the works which would be funded by the UDC grant, to provide a more hygienic amenities for users at a cost tbc.

Note: Additional quotes for other upgrades will be considered in due course, including repairs to flooring and works to extend the car parking area ahead of tree and hedge planting.

24/134

Annual Pay Review

The annual cost of living increase is supported in principle by the Parish Council and the three members of staff have their pay linked to the published pay scales. There is a budgetary implication, however, the Finance



TAKELEY PARISH COUNCIL

Full Council Meeting

Committee sets a payroll budget in the knowledge that an annual cost of living increase is anticipated. The 2024-25 pay scales have been published by the National Association of Local Councils (NALC), to be backdated to 1st April 2024.

Members are asked to consider approval of the NALC 2024-25 pay review.

24/135

Finance

- To approve the monthly finance report.
- To note the balance on account on 1st November 2024 was £164,827.13.
- To consider payments for approval:

Payee	Description	Total	Net Cost
HRJ Tree Surgery*	Hedge cutting at The Pastures	£2,400	£2,000
Rialton TPC Ltd*	Transport Report for Local Plan	£2,556.65	£2,556.65
Ecolec*	Annual emergency lighting and 5yr electricity testing	£680.00	£816.00
Richard Buxton Solicitors	Legal Advice	£,1680	£1,400
Cerda Planning Ltd	Consultant Report Local Plan	TBC	TBC
MKA Ecology	Ecology survey re planning committee	£1,026	£855
Broadmead Leisure	Playground repairs	£360	£300
GA Coleman	Grass cutting half year	£6303.36	£5,252.80
Window Wash UK	Play equipment and safety surface jetwash at The Pastures	£425	£425
Window Wash UK	Jetwash moss clearance at the Old School	£150	£150

*Quotes previously agreed by resolution or annual schedule, to be ratified at the meeting.

24/136

Planning Committee

- To note the minutes of the meeting held on 9th October.



TAKELEY PARISH COUNCIL

Full Council Meeting

b) To receive a report from the Chair of the Committee from the meeting held on 12th November (note change of date for this meeting).

c) To receive an update from the Clerk on next steps for the Local Plan.

24/137

Neighbourhood Plan Update

To receive an update from a member of the Steering Group from the meeting held on 11th November.

24/138

Matters to Note and Future Meetings

To note actions from the agenda or raised by members.

24/139

Date of the Next Meeting

The next Full Council meeting is scheduled to take place on Wednesday, 11th December 2024 at 7.30pm in the Old School Community Centre.

PART 2

Confidential Items Exclusion of the Public and Press

24/140

Exclusion of the Public and Press

To resolve that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

24/141

Staffing Matters

Recommendations from the Staffing Committee require full council decisions. Any confidential information will be circulated separately to members ahead of the meeting and must not be discussed by members on email ahead of the meeting.

- a) Caretaker considerations
- b) Clerk considerations
- c) Existing and future staffing needs.