



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting held on Wednesday 9th October 2024 at 7.30pm at The Old School Community Centre

Council Members Present:

Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chairman), Jim Backus, James Banks, Patricia Barber, Paul Burnett, Helen Carter, Sue Sprules, Hugh D'Alton and John Boyle.

In Attendance: Jackie Deane (Clerk), Cllr Sutton (UDC) and Cllr Barker (ECC). There were no members of the public present.

Item	
24/101	Apologies for Absence Apologies were received and accepted from Cllrs Cheetham and Daykin.
24/102	Declarations of interests Members to declare interests for matters on the agenda.
24/103	Public Forum and County Councillor Report Cllr Susan Barker reported that UDC has not yet published information on their airport parking review. Details were circulated ahead of the meeting on a parking restrictions request from Stansted Airport for part of Parsonage Road, where red lines have been suggested to prevent airport car parking on the verge. Members would be supportive of these measures and the Chairman confirmed that the Parish Council would have no objection to the Local Highways Panel request from Stansted Airport and he asked Cllr Barker to pass on a request that if the measures go in, funded by Stansted Airport, the Parish Council would appreciate it if they lines could be extended further down Parsonage Road. Cllr Sutton reported that UDC is planning another multi-agency airport parking meeting. Cllr Barker gave details of a grant she awarded to the Takeley Park Residents Association. She also reported that the Essex CC pension fund won an award for the pension fund of the year.
24/104	Minutes of the Last Meeting The minutes of the Full Council meeting held on 11 th September 2024 were approved as a true record of the meeting (proposed by Cllr Moore and seconded by Cllr Carter).
24/105	Ward Councillor Reports Cllr Sutton spoke about the ongoing work on airport parking restrictions, and she suggested that the new Local Plan also needs to take the airport car parking matters into account.



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	<p>She reported on her work to assist elderly residents at UDC-owned accommodation at Priory Court where works are due in several units, to have baths replaced with shower enclosures.</p>
24/106	<p>Councillor Reports on External Meetings and Working Groups</p> <p>Cllr Backus reported on his contact with the Community Speedwatch organisers as he still has equipment which will need to be returned, as the Takeley Group is no longer active.</p> <p>Cllrs Cheetham and Barber attended the Parish Forum, and a report was circulated on email ahead of the meeting.</p>
24/107	<p>Clerk's Report and Correspondence</p> <p>a) Stansted Airport resident discount card for drop-off – the Airport is 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 contractor.</p> <p>e) Hedge cutting has been arranged with a contractor 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. This is also being chased up by the ambulance service.</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. The application deadline is 2nd December.</p>



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	<p>h) Land Registration of the Council's Recreation Ground, behind the Silver Jubilee Hall has been completed.</p>
24/108	<p>Website Domain Change and Councillor Email Accounts</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) There was a general discussion on the merits of changing the domain name to takeleyparishcouncil.gov.uk or something similar, using a dedicated 'helper service' and there was a preference to have a slightly shorter domain name, if possible.</p> <p>It was RESOLVED for the Clerk to make arrangements to change the domain name, if possible, to takeley-pc.gov.uk, or something similar (proposed by Cllr Carter and seconded by Cllr Banks).</p> <p>b) It was RESOLVED to agree a one-off budget of £700 with delegated authority for the Clerk to carry out the required changes, including website accessibility adjustments (proposed by Cllr Banks and seconded by Cllr Carter).</p> <p>c) Budgetary and precept considerations were discussed, for costs to cover the first year and subsequent years Microsoft exchange accounts for individual councillor email addresses.</p> <p>It was RESOLVED for the Clerk to purchase Microsoft exchange accounts for all councillors, with costs of approximately £780 a year, plus one-off set-up cost at £60 per hour from the Council's IT Support RTTec in addition to the budget agreed above for domain name and website changes (proposed by Cllr Banks and seconded by Cllr D'Alton).</p> <p>It was <u>noted</u> that RTTEC will charge £60 per hour for councillor appointment support at the Council's offices and that the email accounts would remain the property of the Parish Council at all times, being suspended whenever members leave the Council, to be re-allocated to new members.</p> <p>Action: The Clerk was asked to ensure that the Parish Council retains the existing domain name for at least a year after the change has been made.</p>
24/109	<p>PCC Grant Application for the Community Firework Event</p> <p>Members to consider details previously circulated for a grant to support the firework display, to take place on Friday 1st November.</p> <p>It was RESOLVED to grant £500 from the s137 towards the community firework event (proposed by Cllr Banks and seconded by Cllr Sprules).</p>



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24/110	<p>Community Café</p> <p>Cllr Carter reported that the café working group is not inclined to apply for CIC status at this stage and instead work is ongoing to produce a mission statement.</p> <p>It was noted that Mrs Ruth Bodsworth has joined the working group. The group was unsuccessful in recruiting a new paid supervisor and they will need to consider changes to the specification before the role can be readvertised.</p> <p>In the meantime, one of the volunteers has agreed to be the supervisor until January next year.</p> <p>A sum of £3,000 café income has been paid to the Parish Council and ringfenced. Future income will be banked to this ringfenced reserve and the Finance Committee will consider the amount remaining from the Day Centre contribution in the Old School Reserve, for some of this to be transferred to the café reserve.</p> <p>Cllr Sutton recorded her thanks all the volunteers for the job they do.</p> <p>Action: The Clerk was asked to inform the District Council about the café and any other groups or activities that could be included on the Warm Hub Scheme.</p>
24/111	<p>War Memorial Cleaning</p> <p>Quotes have been received for cleaning of the war memorial at the Silver Jubilee Hall. Members requested a price to reinstate the lettering at the same time, where required.</p> <p>Action: The Clerk was asked to refresh the quotes for war memorial cleaning and to reinstate the lettering where required.</p>
24/112	<p>Outbuilding Works</p> <p>a) Members agreed for an extraordinary meeting to be scheduled for next spring to discuss future grant applications for the outbuilding or an alternative space, perhaps in May 2025.</p> <p>b) It was RESOLVED not to apply for an interim refurbishment grant as there was no agreement on how this money would be effectively used at this stage (proposed by Cllr Sprules and seconded by Cllr Carter).</p>
24/113	<p>Finance</p> <p>a) The monthly finance report was approved (proposed by Cllr Sprules and seconded by Cllr Bodsworth).</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) It was noted that the annual external audit has been concluded, with no recommendations.</p>



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	<p>d) Cllr Sprules reported on the committee meeting held on 8th October. It was noted that the internal audit was successfully completed and a recommendation for posting information on the website has already been actioned.</p> <p>e) The Chairman recorded thanks from members to the Clerk/RFO for all her work and for successfully completing internal and external audits.</p> <p>f) The following payment was approved (proposed by Cllr Carter and seconded by Cllr Banks):</p> <table border="1" style="margin-left: auto; margin-right: auto; 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>Nockolds Solicitors</td> <td>Legal fees for registration of the</td> <td style="text-align: right;">£804.40</td> <td style="text-align: right;">£703.00</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost	Nockolds Solicitors	Legal fees for registration of the	£804.40	£703.00				
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24/114	<p>Planning Committee</p> <p>a) The minutes of the meeting held on 11th September were noted.</p> <p>b) Cllr Backus reported on new applications and larger proposals covered at the meeting held on 9th October.</p> <p>c) It was noted that it was not necessary to comment on the consultation circulated by Essex Highways as 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> <p>d) It was noted that the Clerk responded to the National Planning Policy Framework consultation, based on bullet points discussed at the previous planning committee meeting.</p> <p>d) The Clerk gave a progress report on work towards the professional reports and on individual comments.</p> <p>Cllr Boyle asked if the two consultant reports on Transport and Planning matters will be available for members to read before they are submitted. The Clerk responded that they would not be available and that she will submit the reports and additional comments in line with the agreed bullet points. The final consultants' reports would only be available for members to read after they have been submitted to the Regulation 19 consultation for the deadline on 14th October.</p> <p><i>Cllr Boyle left the room at 9.21pm.</i></p> <p>The Clerk reported on advice given to individual residents and liaison with neighbouring parish councils regarding their own submissions. In summary of the points being made on behalf of the Parish Council, the Clerk explained that evidence indicates that the scale of housing and industrial development in Takeley and Lt Canfield would be unsustainable, particularly in combination with the approved airport expansion, and that forecast road</p>												



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	congestion could restrict future access routes to the airport.
24/115	Neighbourhood Plan Update No meeting has taken place due to the timing of the Local Plan Reg 19 consultation deadline.
24/116	Matters to Note and Future Meetings None.
24/117	Date of the Next Meeting The next Full Council meeting is scheduled to take place on Wednesday, 13 th November at 7.30pm in the Old School Community Centre.

Meeting closed at 9.30pm

Signed by the Chairman

Date

Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Unity Current A/c 680

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/05/2024	BACS					<input type="checkbox"/>	J DEANE
01/10/2024	SO	42.00		42.00		R <input checked="" type="checkbox"/>	Active Digital Marketing
01/10/2024	4929		67.50	67.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/10/2024	5024		197.50	197.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/10/2024	caf income		3,000.00	3,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/10/2024	4824		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/10/2024	DD	13.25		13.25		R <input checked="" type="checkbox"/>	TV Licensing
09/10/2024	5124		197.50	197.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/10/2024	DD	32.58		32.58		R <input checked="" type="checkbox"/>	XLN Business Services
10/10/2024	97		5.00	5.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/10/2024	98		563.90	563.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/10/2024	BACS	5.54		5.54		R <input checked="" type="checkbox"/>	Tesco Takeley
11/10/2024	BACS	500.00		500.00		R <input checked="" type="checkbox"/>	Takeley and Lt Canfield Church
11/10/2024	BACS	232.32		232.32		R <input checked="" type="checkbox"/>	TBS Hygiene
11/10/2024	BACS	804.40		804.40		R <input checked="" type="checkbox"/>	Nockolds Solicitors Ltd
11/10/2024	BACS	112.98		112.98		R <input checked="" type="checkbox"/>	Sterling Washroom Services Ltd
11/10/2024	precept	85,000.00		85,000.00		R <input checked="" type="checkbox"/>	Unity Deposit A/c 045
15/10/2024	cafe Oct24		103.47	103.47		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/10/2024	5224		37.50	37.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/10/2024	P Burnett		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/10/2024	DD	95.59		95.59		R <input checked="" type="checkbox"/>	E-ON NEXT
16/10/2024	DD	20.40		20.40		R <input checked="" type="checkbox"/>	Lloyds Credit Card
16/10/2024	DD	88.49		88.49		R <input checked="" type="checkbox"/>	Castle Water
17/10/2024	DD	56.38		56.38		R <input checked="" type="checkbox"/>	NPower Business Solutions
18/10/2024	refund		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2024	DD	145.42		145.42		R <input checked="" type="checkbox"/>	E-ON NEXT
22/10/2024	5324		168.00	168.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2024	100		184.85	184.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2024	payments		10,000.00	10,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2024	BACS	80.00		80.00		R <input checked="" type="checkbox"/>	WillTest
23/10/2024	BACS	60.00		60.00		R <input checked="" type="checkbox"/>	Window Wash UK
23/10/2024	BACS	5,875.87		5,875.87		R <input checked="" type="checkbox"/>	JM Payroll Services
23/10/2024	BACS	2,400.00		2,400.00		R <input checked="" type="checkbox"/>	HRJ Tree Surgery Ltd
23/10/2024	BACS	816.00		816.00		R <input checked="" type="checkbox"/>	Ecolec Installations Ltd
23/10/2024	BACS	2,556.65		2,556.65		R <input checked="" type="checkbox"/>	Rialton TPC Ltd
25/10/2024	BACS	114.40		114.40		R <input checked="" type="checkbox"/>	S Humphries
28/10/2024	SO	13.13		13.13		R <input checked="" type="checkbox"/>	RT Tec
29/10/2024	4824		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/10/2024	2304		45.00	45.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/10/2024	DD	8.25		8.25		R <input checked="" type="checkbox"/>	Unity Bank
		<u>99,073.65</u>	<u>14,870.22</u>				

Clerk/RFO:

Name Signed Date