



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council which will be held on
Wednesday 7th February 2024 at 7.30pm at The Old School Community Centre

Council Members: Pat Burnett (Chairman), Phill Bodsworth (Vice Chairman), Jim Backus, James Banks, Patricia Barber, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin, Samantha Moore and Sue Sprules.

In attendance: Jackie Deane (Clerk), Cllr Geoff Bagnall (UDC), Cllr Susan Barker (ECC) and 9 members of the public.

Item	Part 1 – Public Meeting
23/186	Apologies for Absence There were no apologies for absence.
23/187	Declarations of interests Members to declare interests for matters on the agenda.
23/188	Public Forum and County Councillor Report A Takeley Street resident gave an update on their parking permit application for consideration by NEPP. There had been no decision when the Parking Partnership met in Clacton at the next meeting, held in Colchester on 1 st February, this scheme was not being supported by UDC. Members expressed their gratitude for the residents' efforts in trying to get a parking restriction established. The Parish Council could see no reason for UDC waiting for an overarching parish-wide scheme before dealing with the issue in the lay-by in this location. Residents from Garnetts presented a petition for streetlights to Cllr Susan Barker. The Chairman said that the Parish Council would support the residents in their request to the County Council for one or two lights and the lights should be switched off after midnight to protect wildlife and the countryside setting. Residents raised concerns about HGVs on the local roads in Takeley. Cllr Barker reported that potholes outside Weston Homes have been repaired and that Smiths Green will be closed for surface patch repairs.
23/189	Minutes of the Last Meeting It was RESOLVED to approve the Full Council Minutes of the meeting held on 10 th January 2024 (proposed by Cllr Banks and seconded by Cllr Cheetham).
23/190	Ward Councillor Reports Cllr Bagnall reported that he will follow up on the parking partnership application with UDC Cllr Hargreaves. He also agreed to chase up the query with UDC waste services to request that UDC collect dog and litter bins on the Takeley part of Priors Green, as this is already done for the



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	<p>area within the Lt Canfield Parish. He said that there is now an interim license for bin collections so the collections should go back to the usual schedule. It will be raised at the UDC scrutiny committee meeting to establish how long the interim license will be in place and when it will become permanent. He will also ask for publication on the paid for garden waste service.</p>
<p>23/191</p>	<p>Councillor Reports on External Meetings Cllr Cheetham reported from the Airport STACC meeting that there will be a new consultation in February on night noise and night exemptions.</p>
<p>23/192</p>	<p>Clerk's Report and Correspondence Noted:</p> <ul style="list-style-type: none"> • The District Council has provided regular resident updates on their waste collection service. • Stansted TouchPoint has been running a free female-only fitness class to coincide with the FoodShare on Thursdays. This might be discontinued through lack of local interest. • The hall chairs are due to be steam-cleaned on 9th February. • The Old School House has been booked for 2nd May 2024 Police, Fire and Crime Commissioner elections. The building will be used on the day for exclusively for the elections, from 06.45 – 22:15. • Two casual vacancies will be advertised on the Parish Council website, FaceBook and local venues. • Correspondence has been received from a resident on a potential planning procedural complaint. • Casual vacancies – UDC has advised that the Council is free to advertise two parish councillor vacancies and to co-opt new councillors. Members agreed to advertise the councillor vacancies until 6th March, for consideration at the April meeting. • Airport Parking – The Clerk continues to assist residents in reporting fly-parking on the Stansted Airport website and on the North Essex Parking Partnership website. A meeting was due to be held to consider the applications for new restrictions in late January. The Clerk is awaiting an update from UDC. • Cllr Daykin is thinking about arranging a litter pick in March. • The Clerk was asked for an update on the Land Registration for the Recreation Ground to the rear of the Silver Jubilee Hall – Action: The Clerk was asked to chase the solicitor for an update.



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23/193	<p>Saffron Hall – Takeley Together</p> <p>The Takeley Together, project is due to take place from Friday 23rd February to Sunday 25th February. The project is intended to provide creative events which could support people to make new connections. At the December meeting, Cllrs Samantha Moore and Pat Burnett agreed to liaise with Thomas Hardy, to co-ordinate the weekend programme of events. Cllr Moore gave an update on advertising and preparation for the event.</p>
23/194	<p>Banner Requests</p> <p>Takeley Sports & Social Club request permission to use the Village Green to advertise their Family Night events.</p> <p>It was RESOLVED to approve for the banners to be displayed on the village green on the following dates: 24th February (17th- 24th Feb), 27th April (21st April – 27th April), 27th July (21st July – 27th July) and 26th October (20th Oct – 26th Oct). This was proposed by Cllr Banks and seconded by Cllr Sprules.</p>
23/195	<p>Grants to Local Groups and Charities</p> <p>a) It was RESOLVED to approve a grant to Prior’s Wood Court James/Jackie to the sum of £200 (proposed by Cllr Banks and seconded by Cllr Cheetham).</p> <p>b) Members noted the balance on account for future grants to other local groups and charities.</p>
23/196	<p>Finance</p> <p>a) The monthly finance report for January was tabled at the meeting and approved (proposed by Cllr Banks and seconded by Cllr Pat Burnett).</p> <p>b) The balance on account on 31st January 2024 was £99,151.55.</p> <p>c) As the Finance committee meeting could not go ahead due to it not being quorate, members RESOLVED to agree the following:</p> <ol style="list-style-type: none">I. A new earmarked reserve allocation, transferred from general reserves, for play equipment to the sum of £1,500.II. A new earmarked reserve allocation, transferred from general reserves, for elections to the sum of £1,500.III. A new earmarked reserve allocation, transferred from general reserves, for IT to the sum of £1,500.IV. A new earmarked reserve allocation, transferred from general reserves, for planning advice to the sum of £20,000. (Proposed by Cllr Bodsworth and seconded by Cllr Banks.) Phill/James <p>d) Members discussed the need for additional new bank signatories for payment authorisation. It was RESOLVED to agree that Cllr</p>



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	<p>Susan Sprules, James Banks and Helen Carter should have authority for authorisation of online banking (proposed by Cllr Cheetham and seconded by Cllr Barber).</p> <p>e) The following payments were agreed:</p> <table border="1" data-bbox="517 449 1264 902"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Total</th> <th>Net Cost</th> </tr> </thead> <tbody> <tr> <td>RTTEC</td> <td>Laptop software repair</td> <td>£50</td> <td>£41.67</td> </tr> <tr> <td>Circle Plus/Christopher Baker</td> <td>Boiler Service</td> <td>£180</td> <td>£180</td> </tr> <tr> <td>Circle Plus/Christopher Baker</td> <td>Heating repairs</td> <td>£120</td> <td>£120</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost	RTTEC	Laptop software repair	£50	£41.67	Circle Plus/Christopher Baker	Boiler Service	£180	£180	Circle Plus/Christopher Baker	Heating repairs	£120	£120				
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23/197	<p>Planning Committee</p> <p>a) The minutes of the last meeting were noted.</p> <p>b) A report was received from the Chairman of the Committee. UDC Planning Committee consideration of the 40 homes North of Jacks Lane was discussed, and the 10 residents spoke eloquently in objection to the application. There were over 20 residents to observe the meeting. The application was refused and the applicant has already state that the decision will be appealed. There will also be a hearing on the tandem application on 13th February. This is an identical same application to be considered by the Planning Inspectorate.</p> <p>c) It was agreed that the Planning Committee should formulate a response to the Essex County Council Minerals Local Plan consultation.</p>																				
23/198	<p>Neighbourhood Plan Update</p> <p>Cllr Cheetham reported on the recent meeting and explained that the next meeting would be in the form of a workshop to review the format for the Neighbourhood Plan booklet and to look at sites in the UDC 2021 call for sites.</p>																				
23/199	<p>Local Plan Update</p> <p>The Clerk gave a report on the timetable and next matters for consideration.</p>																				
23/200	<p>Matters to Note and Future Meetings</p> <p>A public drop-in session has been arranged by UDC for the Priors Wood Court consultation for redevelopment and future use of the former day centre.</p>																				



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23/201	Date of the Next Meeting The next Full Council meeting is due to take place on Wednesday, 6 th March 2024 at 7.30pm in the Old School Community Centre.
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The meeting closed at 9.25pm.

Signed by the Chairman

Date

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Unity Current A/c 024

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/12/2023	DD	5,668.62		5,668.62		R	Public Works Loans Board
15/12/2023	BACS	-5,668.62		-5,668.62		R	Public Works Loans Board
02/01/2024	SO	42.00		42.00		R	Active Digital Marketing
08/01/2024	DD	13.25		13.25		R	TV Licensing
10/01/2024	DD	30.19		30.19		R	XLN Business Services
10/01/2024	0124		120.00	120.00		R	Receipt(s) Banked
15/01/2024	DD	641.01		641.01		R	Public Works Loans Board
15/01/2024	BACS	48.00		48.00		R	JOHN STARR
15/01/2024	BACS	112.98		112.98		R	Sterling Washroom Services Ltd
15/01/2024	BACS	150.00		150.00		R	Letchwood
15/01/2024	BACS	60.00		60.00		R	Window Wash UK
15/01/2024	BACS	480.96		480.96		R	TBS Hygiene
15/01/2024	BACS	10.08		10.08		R	TBS Hygiene
15/01/2024	BACS	200.00		200.00		R	Stacey Haley
16/01/2024	DD	137.17		137.17		R	Lloyds Credit Card
16/01/2024	cafe grant		451.53	451.53		R	Receipt(s) Banked
17/01/2024	BACS	47.83		47.83		R	G Panayi
17/01/2024	BACS	5,879.63		5,879.63		R	JM Payroll Services
17/01/2024	BACS	0.01		0.01		R	JM Payroll Services
18/01/2024	DD	43.38		43.38		R	E-ON NEXT
18/01/2024	DD	71.72		71.72		R	NPower Business Solutions
18/01/2024	0724		172.00	172.00		R	Receipt(s) Banked
19/01/2024	DD	1,391.39		1,391.39		R	SSE
19/01/2024	0425		30.00	30.00		R	Receipt(s) Banked
19/01/2024	0324		45.00	45.00		R	Receipt(s) Banked
22/01/2024	sse hire		45.00	45.00		R	Receipt(s) Banked
25/01/2024	BACS	451.53		451.53		R	Sue Humphries
29/01/2024	1802		18.00	18.00		R	Receipt(s) Banked
30/01/2024	DD	12.03		12.03		R	RT Tec
30/01/2024	2304		45.00	45.00		R	Receipt(s) Banked
31/01/2024	sjh		5,618.85	5,618.85		R	Receipt(s) Banked
		<u>9,823.16</u>	<u>6,545.38</u>				

Clerk/RFO:

Name Signed Date

Chair of Finance:

Name Signed Date