



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 10th September 2025 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, John Boyle, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin and Sue Sprules.

Signed: *Jackie Deane*
(Clerk to the Council)
Date of publication: 3rd September 2025

Members of the public and press are welcome to attend.

AGENDA

Item	In Cllr Bodsworth's absence, Cllr Moore will chair the meeting
25/80	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
25/81	Declarations of interests Members to declare interests for matters on the agenda.
25/82	Public Forum and County Councillor Report Up to 15 minutes for public questions and statements, 3 minutes for individuals. To receive a report from Cllr Susan Barker (ECC)
25/83	Minutes of the Last Meetings To consider approval of the Full Council Minutes of the meeting held on 13th August 2025.
25/84	Ward Councillor and County Councillor Reports To receive reports.
25/85	Councillor Reports Reports from members representing the Council.
25/86	Clerk's Report and Correspondence a) Airport parking update b) Councillor open space inspections on
25/87	Community Café



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	To consider additional information required for the briefing note, which has been prepared by the Council's auditor, regarding options for the future management of the Old School Community Café.
25/88	Hall Hire Arrangements The hall is only currently available for public hire when the caretaker can be present to open and close, unless another keyholder takes responsibility for the booking. To enable hall hires when the caretaker is unavailable, alternative keyholder arrangements will be needed and emergency contact details will be required. a) To consider fixing a lockbox to the metal railings/gate post b) To consider additional emergency contact details to be published on booking forms or given to hirers when the caretaker is unavailable.
25/89	Planning a) To note the minutes of the planning committee meeting held on 16th July. b) To receive a report on matters raised at the August meeting. c) To consider a recommendation of the planning committee on an opportunity to take ownership of public open spaces in Smiths Green, associated with Land Known as Bull Field with approval for 96 new homes. d) Community Governance Review – To receive a report on an application for a change to the parish boundary, which has previously been supported by resolution of the Council.
25/90	Finance a) To note the balance on account – presented at the meeting. b) To approve the monthly finance reports – presented at the meeting. c) To approve the payments presented at the meeting.
25/91	Matters to Note and Future Meetings
25/92	Part 2 Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information.
25/93	Staffing Matters a) To consider a recommendation from the Staffing Committee regarding additional remuneration b) To receive an update on work towards recruiting for the administrator vacancy and to consider a commitment to a 15-month apprenticeship scheme.



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25/94	Closure of a Complaint To note the closure of a complaint which was investigated by the Staffing Committee.
25/95	Date of the Next Meeting The next meeting is scheduled for Wednesday, 8th October 2025 at 7.30pm at the Old School Community Centre.