



# 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 12<sup>th</sup> February 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, 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: 7<sup>th</sup> February 2025

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
24/184	<b>Apologies for Absence</b> Members to approve apologies sent to the Clerk ahead of the meeting.
24/185	<b>Declarations of interests</b> Members to declare interests for matters on the agenda.
24/186	<b>Public Forum and County Councillor Report</b> Up to 15 minutes for public questions and statements, 3 minutes for individuals and a report from Cllr Barker (Essex County Council).
24/187	<b>Ward Councillor Reports</b> To receive reports.
24/188	<b>Minutes of the Last Meeting</b> To consider approval of the Full Council Minutes of the meeting held on 14 <sup>th</sup> January 2025.
24/189	<b>Clerk's Report and Correspondence</b> <ol style="list-style-type: none"><li>Recreation ground swings have been installed to replace fire-damaged equipment.</li><li>Sports Field entrance height barrier progress report.</li></ol>



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- c) The transition to dedicated councillor email addresses and website new domain name takeley-pc.gov.uk complete.
- d) Councils are being asked to sign up to the 10th Great British Spring Clean which will take place from 21 March - 6 April,
- e) Grit bins – existing bins are partially filled, and they can be provided in the new locations as agreed previously, subject to approval from landowners.
- f) To note that Essex Council elections will not take place in May 2025 as matters progress with devolution.

24/190

### **Councillor Reports on External Meetings and Working Groups**

To receive reports not covered elsewhere on the agenda.

24/191

### **Parking Restrictions Consultation**

- a) To consider the Council's response to the UDC consultation, including any restrictions required within and adjacent to the Smiths Green Conservation Area
- b) To consider any resident requests for parking restrictions or permits
- c) To note Stansted Airport's Local Highways Panel request for a red route along Parsonage Road and a request from the Parish Council to extend the restrictions to the Four Ashes Crossroads.

24/192

### **Sports Field**

- a) To consider quotes for repairs to the portacabins – details to follow on email.
- b) To consider any works to the earth bunds required before tree planting, with the help of Stansted Airport volunteers, as previously agreed.

24/193

### **Landline digital switchover for the council and residents**

- a) To consider arrangements for switching the Council's landline provider, if required – current cost £36 per month.
- b) To consider if guidance and/or support should be offered to residents regarding the digital switchover for telephone landlines.

24/194

### **Litter Bins**

- a) To consider a new bin and collection at the bus stop near Garnetts at a cost in the region of £200 + VAT plus a weekly collection cost of £2.80 per weekly collection.
- b) To consider purchasing a covered bin and removal of existing receptacles at the Sports Field, at a cost of £355 + VAT.

24/195

### **Chairman's Report for the Website**

Members to agree points for the Chairman's report for the website and the Grapevine magazine.

24/196

### **Love Your Bus Grant Fund**

At the last meeting, members resolved to set up a working group to consider making an application to the fund. Members to consider any ideas put forward and if there is a suitable project to take forward.



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24/197

### V E Day -80th Anniversary – 8<sup>th</sup> May 2025

On Thursday 8th May 2025 the lighting of Beacons will take place at 9.30pm. Other events happening during the day could include the raising of a unique VE Day flag at 9am and holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls and pubs. Any events can be registered with the Pageant Master. Members to consider any participation and registration of involvement.

24/198

### Microphone & Acoustic Panel Quotes

To note and comment on quotes received, subject to a future grant application.

24/199

### Hall Hire Agreement

To consider changes to the agreement.

24/200

### Planning

- a) To note the minutes of the January meeting
- b) To receive a report from the February meeting
- c) To receive an update on the new Local Plan and Uttlesford's housing supply
- d) To receive a report on the Neighbourhood Plan.

24/201

### Finance

- a) To approve the monthly finance reports for December and January.
- b) To note that the balance on accounts on 1<sup>st</sup> February 2025 was £124,777.00
- c) To note the minutes of the January finance committee meeting.
- d) To agree an increased credit limit request for the Council's credit card.
- e) To agree the following payments:

Payee	Description	Net Cost £	Total £
CPRE	Subscription renewal	60.00	60.00
RT Tec	Transfer of emails and files for new domain	656.88	788.25
RT Tec	Avast renewal	50.00	60.00
*SLCC	Membership fee	300.00	300.00
J Deane for HC	J Deane expenses – card payment - safety wire cage	285.00	342.00
Slingsby Plc	for gas meter		
J Deane	Café and maintenance	1,743.82	1,743.82



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		items – card payments		
	*Lloyds Bank re corporate card	Payment prior to direct debit – credit limit issue	900.00	900.00
	*Herts Association of Parish Councils	Advertising vacancy	35.00	35.00
	J Deane	6 months mobile phone plus postage	81.61	81.61
24/202	<b>Internal Auditor Appointment</b>			
	To approve appointment of Per Pro Services Ltd (Judith Lawson) for the annual internal audit with an estimated cost of £140 (charged at £35 per hour).			
24/203	<b>CPRE Membership Renewal</b>			
	To consider annual membership renewal at a cost of £60.			
24/204	<b>Matters to Note and Future Meetings</b>			
	To note actions from the agenda.			
24/205	<b>Date of the Next Meeting</b>			
	The next Full Council meeting is scheduled to take place on Wednesday, 12 <sup>th</sup> March 2025 at 7.30pm in the Old School Community Centre.			

### **PART 2**

#### **Confidential Items Exclusion of the Public and Press**

24/206	<b>Exclusion of the Public and Press</b>			
	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.			
24/207	<b>Staffing matters</b>			
	To receive a recruitment update and agree delegated authority for the Chairman and Chair of Staffing Committee.			