



# 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> March 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: 6<sup>th</sup> March 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
24/208	<b>Apologies for Absence</b> Members to approve apologies sent to the Clerk ahead of the meeting.
24/209	<b>Declarations of interests</b> Members to declare interests for matters on the agenda.
24/210	<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).
24/211	<b>Ward Councillor Reports</b> To receive reports.
24/212	<b>Minutes of the Last Meeting</b> To consider approval of the Full Council Minutes of the meeting held on 12 <sup>th</sup> February 2025.
24/213	<b>Appointment of the Assistant Clerk</b> a) To approve the appointment of Amanda Collins-Klimcke as Assistant Clerk, to work 20 hours a week (Monday to Thursday) on SCP 18, starting on 10 <sup>th</sup> March 2025.



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- b) To approve enrolment of Amanda Collins-Klimcke to the Essex Local Government Pension Scheme effective from 10<sup>th</sup> March 2025.
- c) To agree a budget for the purchase of a laptop for office use, using funds in the £2,000 IT earmarked reserve.

24/214

### **Clerk's Report and Correspondence**

- a) Sports Field entrance height barrier progress report.
- b) Grit bins – permission has been given for placing a bin on manorial land in Bambers Green.
- c) The Clerk has attended a briefing from EALC regarding the forthcoming devolution.
- d) The Annual General Meeting of Uttlesford Citizens Advice, which will be held at 12 pm on Wednesday 19th March at Barnards Yard, Saffron Walden, CB11 4EB. Refreshments will be served from 11.30am. Following the formal business, they will give a short presentation exploring the issues currently affecting our community.
- e) A report has been circulated regarding items 216 and 219.

24/215

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

To receive reports not covered elsewhere on the agenda.

24/216

### **Bin Collections**

The dog bin on the triangular green at Smiths Green has a fortnightly collection and requires a weekly collection.

To consider increasing the bin collections to weekly at the dog bin in Smiths Green D5.

24/217

### **Bus Service**

The current operator on the 133 route has given notice to discontinue the service on 1<sup>st</sup> June. To consider sending comments to Essex County Council.

24/218

### **Sports Field**

- a) To note an update from the Clerk (see separate report).
- b) To receive a report from Cllr Moore on the tree delivery from the Woodland Trust and arrangements with volunteers from Stansted Airport.
- c) To consider any change required to the previous agreement on the location for tree planting at the Sports Field.
- d) To consider the specification of metal fence and gates.
- e) To consider quotes (if available) for two sets of goal posts.

24/219

### **Funding a Dedicated PCSO for Takeley**

To consider Cllr Burnett's proposal to contribute to funding a dedicated PCSO for the Takeley area in 2025-26.



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24/220

### **Consultation - Establishing a Mayoral Combined County Authority across Essex, Thurrock and Southend-on-Sea**

a) To note that the Clerk recently attended a briefing from EALC on devolution where general information was given but no detailed changes have been agreed regarding individual council departments and functions. It is possible that some land and building responsibilities might be passed to parishes in the future.

**Action:** The Locum Clerk was asked to circulate details of the current parish and town council consultation on devolution in Essex.

Further information can be found online

<https://www.gov.uk/government/consultations/greater-essex-devolution>

b) To note the questions for the consultation previously circulated and to agree the Council's response.

24/221

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

a) To agree points for the Chairman's report on the Council's website

b) To agree arrangements for an entry in the June Grapevine magazine and consider monthly online updates.

24/222

### **British Spring Clean Day**

Councils are being asked to sign up to the 10th Great British Spring Clean which will take place from 21 March - 6 April 2025.

To consider if the Council will arrange a litter-pick. If so, which areas should be included, for example the hedge boundaries/ditches at the Recreation Ground and Sports Field.

24/223

### **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 are asked to consider any Parish Council participation and registration of involvement.

24/224

### **Microphone & Acoustic Panel Quotes**

To discuss quotes received as templates for a specification for additional quotes, subject to future grant funding:

a) Microphones for meetings – 3 quotes received

b) Acoustic panels for the main hall – if quote is available

24/225

### **Finance**

a) To approve the monthly finance report for February.



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b) To note that the total balance on accounts on 1st March 2025 was £92,979.47.

f) To agree the following payments:

Payee	Description	Net Cost £	Total £
TBS Hygiene	Bin collections – mixed waste left at bus stops	11.20	13.44
TBS Hygiene	Bin collections Feb	193.60	232.32
TBS Hygiene	Bin installation Four Ashes	320.25	304.30
Window Wash	Old School windows	60.00	60.00

24/226

### Planning

- To note the minutes of the February meeting.
- To receive a report from the March meeting.
- To receive an update on the new Local Plan.
- To receive a report on the Neighbourhood Plan.

24/227

### Matters to Note and Future Meetings

To consider matters to note.

24/228

### Date of the Next Meeting

The next Full Council meeting is scheduled to take place on Wednesday, 9<sup>th</sup> April 2025 at 7.30pm in the Old School Community Centre.

## PART 2

### Confidential Items Exclusion of the Public and Press

24/229

### 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.

24/230

### Staffing Matters

- To receive a report from the Chair of the Staffing Committee on the exit interview for the former administrator.



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- b) To note the staffing committee's recommendations and approve advertising the post of administrator for 8 hours per week, at SCP range 9-12.
- c) To delegate authority to the staffing committee and the Clerk for the recruitment process including interviews of suitable candidates during the week commencing 31<sup>st</sup> March.
- d) To delegate authority to the Chairman and Chair of the Staffing Committee to make an offer of employment to a suitable candidate.