



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 15th January 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: 9th January 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
24/163	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
24/164	Declarations of interests Members to declare interests for matters on the agenda.
24/165	Public Forum and County Councillor Report Up to 15 minutes for public questions and statements, 3 minutes for individuals and a report from Cllr Barker (Essex County Council).
24/166	Ward Councillor Reports To receive reports.
24/167	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 11 th December 2025.
24/168	Clerk's Report and Correspondence <ul style="list-style-type: none">a) A letter of thanks has been received from Essex & Herts Air Ambulance.b) UDC has approved a grant to the Council of £10,000 to fund improvements to the café patio area and pergola.



TAKELEY PARISH COUNCIL

Full Council Meeting

- 24/169 **Councillor Reports on External Meetings and Working Groups**
To receive reports not covered elsewhere on the agenda.
- 24/170 **Priors Green Hall**
Trustee Chairman David Turner to give an update on hall operations and to request temporary support.
- 24/171 **UDC Parking Consultation**
To receive further details on two pop-up events at the Priors Green Hall and the Old School, and any required assistance with a leaflet drop in the week commencing 13th January.
a) To consider arrangements for a response to the UDC consultation, which closes on 14th February.
b) To agree arrangements for resident support with information and encouragement to respond to the consultation.
- 24/172 **SLCC Membership Renewal**
To consider membership annual renewal of the Society of Local Council Clerks.
- 24/173 **Rialtas Close-down End of Year Cost**
To consider costs for Gold/Silver/Bronze end of financial year closedown services as follows:
 - 5 Year contract – Platinum £864 + VAT pa
 - 3 Year contract – Gold £872 + VAT pa
 - 2 Year contract – Silver £885 + VAT paSingle – Bronze £912 + VAT for the year 2024-25
To consider a recommendation from the Finance Committee to enter a 5-year contract at £864 + VAT.
- 24/174 **Finance**
a) To approve the monthly finance report (tabled at the meeting).
b) To note the balance on accounts on 1st January 2025 was £120,927.79.
c) To note the minutes of the December finance meeting.
d) To receive a report for the finance meeting held on 7th January.
f) Community Café expenditure – To consider a recommendation from the finance committee, to set a spending limit on café purchases of £50 for single non-food purchases.
g) To consider payments tabled at the meeting.
- 24/175 **Love Your Bus Grant Fund**
Members to consider a recommendation from the Planning Committee on an initiative to provide Parish and Town Councils with the opportunity to secure grants of up to £50,000 for projects aimed at increasing bus patronage and enhancing local services.
The fund will support innovative projects that:



TAKELEY PARISH COUNCIL

Full Council Meeting

- Increase passenger numbers.
 - Improve service frequency and coverage.
 - Attract new users through community engagement and marketing.
- The application deadline is 14th February 2025 at 5pm.

24/176

Budget and Precept

- a) To consider a budget for the financial year 2025-26 of £215,000.
- b) To consider the Finance Committee recommendation for a Precept of £200,000, which will increase the Parish Council portion of Council Tax Band D by 9.1%.
- c) To approve for the Clerk and Chairman to sign the Precept claim for UDC, for the year 2025-26.

24/177

Grant Application from the SOS Hub (Social Outreach Service)

UDC request a grant of £816.00 to fund hall hire for their outreach service for Takeley residents on the first or third Wednesday of each month, from 9am to 1pm throughout the year.

Note: the first session took place on 8th January, arranged at short notice and had no attendees. The hire cost for this session would be £68 (4 hours x £17).

24/178

Banner Request

Save Takeley Street residents group request for agreement in principle to erect a banner on the green when the forthcoming industrial estate at the street has been lodged with UDC, to cover the period when residents can comment on the proposals).

24/179

Sports Field Repairs

- a) To consider in principle the quote received for repair costs for the portacabins, with the first quote provided:
 - floors in both porta cabins £2,840.00 + VAT
 - Supply and fit 2 storm shelters for the entrance doors £1,394.00 + VAT
 - Excavate and bury existing pipes £1,740.00 + VAT.

- b) To consider a specification for additional quotes

To consider a recommendation from the Finance Committee – for the Clerk to make enquiries for costs to rent a portacabin as an interim measure, to consider this cost instead of refurbishment of the existing portacabins.

24/180

Matters to Note and Future Meetings

To note actions from the agenda.

24/181

Date of the Next Meeting

The next Full Council meeting is scheduled to take place on Wednesday, 12th February 2025 at 7.30pm in the Old School Community Centre.



TAKELEY PARISH COUNCIL

Full Council Meeting

PART 2

Confidential Items Exclusion of the Public and Press

24/182

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.

24/183

Staffing Matters

To note the resignation of the Council's administrator and discuss arrangements for the staffing committee to carry out recruitment of a new member of staff.