



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 3rd April 2024 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: 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.

Signed: *Jackie Deane*
(Clerk to the Council)

Date of publication: 27th April 2024

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
23/222	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
23/223	Declarations of interests Members to declare interests for matters on the agenda.
23/224	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.
23/225	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 6 th March 2024. To note that there was an error on the February Minutes 23/196 which stated that it was agreed for Cllr Helen Carter to be a signatory on the Unity Bank accounts. The correct resolution is as follows: 23/196 d) It is RESOLVED that Cllrs Susan Sprules, James Banks and Samantha Moore should have authority for authorising online banking payments (proposed by Cllr Cheetham and seconded by Cllr Barber).



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23/226	Co-option of New Councillors (Appendix 1 – statements from applicants) Three applicants to be considered for co-options to fill the two casual vacancies following resignations of Jeanne Bradley and Darren Berwick.
23/227	Ward Councillor Reports To receive reports.
23/228	Banner Request Takeley Social & Sports Club request permission to erect a banner on the green from 8 th December to 15 th December. Rotary Club requests: 18 th May 9.30am – 12pm for Food Bank collections. Takeley Open Gardens event 16 th – 23 rd June.
23/229	Councillor Reports on External Meetings To receive reports, including a recent meeting with Kemi Badenoch MP.
23/230	Clerk's Report and Correspondence Airport parking – a traffic regulation order has been advertised for the junction of the Pastures and B1256, with works anticipated to complete the TRO in June or July. The wider scheme, to be supported by UDC, is still under discussion.
23/231	RCCE Membership Renewal To approve renewal of RCCE membership to the sum of £49.57 + VAT. Note: Membership will now run from April and a small deduction from 2023/24 payment which ran up to July has been deducted from 2024/25 bill.
23/232	Sports Field <ol style="list-style-type: none">Works to be undertaken by the community payback scheme at the Sports Field.To consider a schedule of meetings and actions for the working group.To note that the grant awarded by UDC will be held by UDC and invoices will be reimbursed for completed works.
23/233	Takeley & Little Canfield Open Gardens To consider a request from the Takeley Rotary Club for use of the Old School House car park for event registration on Sunday, 23 rd June.
23/234	Grant requests <ol style="list-style-type: none">Takeley Primary School PFA- £400 for a Takeley community Easter egg hunt.Support 4 Sight – Uttlesford Talking News - £500 towards help to provide local news and information in audio for the visually impaired.



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	<p>c) Ladies Circle - £485 requested for the cost of coach hire for their 60th anniversary trip to Cambridge. Note - Members are paying for the refreshments at Fen Drayton Railway.</p>												
23/235	<p>HMVR Repair The Council has not received a quote from the previous contractor and has made enquiries to source a new contractor for the works. Members are asked to consider a quote received from Fyfe Wilson Ltd to replace broken fan and service the complete system to the sum of £1,181.32 + VAT.</p>												
23/236	<p>Finance</p> <p>a) To approve the monthly finance report (tabled at the meeting). b) To note the balance on account on 1st April 2024. c) Unity Bank – In a correction to 23/196, to confirm that it is RESOLVED for Samantha Moore to authorise Unity Bank payments. d) To receive a report from the finance committee meeting. e) To consider recommendations from the Finance Committee. f) To approve the appointment of an internal auditor. g) To consider payments for approval:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Total</th> <th>Net Cost</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost								
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23/237	<p>Planning Committee</p> <p>a) To note the minutes of the last meeting. b) To receive a report from the Chairman of the Committee. c) To note details of the current Essex Minerals Local Plan consultation.</p>												
23/238	<p>Neighbourhood Plan Update To receive an update.</p>												
23/239	<p>Local Plan Update To receive an update from the Clerk.</p>												
23/240	<p>Opportunity for Twinning with a Spanish Town – Appendix 2 A proposal has been circulated for consideration of parish council support and consideration of any arrangements which would be needed to take the project forward.</p>												
23/241	<p>Matters to Note and Future Meetings To note.</p>												
23/242	<p>Date of the Next Meeting The next Full Council meeting is due to take place on Wednesday, 1st May 2024 at 7.30pm in the Old School Community Centre.</p>												