



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 8th October 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: 2nd October 2025

Members of the public and press are welcome to attend.

AGENDA

Item	In Cllr Bodsworth's absence, Cllr Moore will chair the meeting
25/96	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
25/97	Declarations of interests Members to declare interests for matters on the agenda.
25/98	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)
25/99	Ward Councillor and County Councillor Reports To receive reports.
25/100	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 10th September 2025.
25/101	Councillor Reports Reports from members representing the Council.
25/102	Clerk's Report and Correspondence a) Airport parking update b) Local councils forum presentation from 29 th of September has been circulated with updates on the emerging Local Plan and a consultation on a new Community Infrastructure Levy.



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25/103	Recruitment of Apprentice Administrator To approve the appointment of Harriet Moore as an Apprentice Administrator on a 15-month scheme to end on 29 th December 2026.
25/104	Standards Training <ul style="list-style-type: none">a) To note arrangements for the training taking place on the 16th October for Parish and Town Councillorsb) Nolan Principles – to note the seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.c) Email etiquette – to agree a template for email correspondence.
25/105	Future Management of the Community Café Members have given their feedback to update a report on the options for future management of the community café, which has been prepared by the Council's auditor. The report is being updated and if available, the matter should be considered as follows: <ul style="list-style-type: none">a) To consider options presented in the reportb) To agree actions to take forward changes in the management of the Community Café.
25/106	Hall Hire Arrangements The hall rates have been compared to similar sized halls, to check for consistency. <ul style="list-style-type: none">a) To consider the comparison table for local halls.b) To consider changes to the hire agreement.c) To consider the Assistant Clerk's recommendations
25/107	Planning <ul style="list-style-type: none">a) To note the minutes of the planning committee meeting held on 10th September.b) To receive a report on matters raised at the September meeting.c) To receive an update on transport matters for the Water Circle, Crumps Farm and Stansted Airport applications.d) To receive a report on the protected Village Green verges in Smiths Green.e) Community Governance Review – to receive an update regarding the parish boundary with Hatfield Broad Oak.
25/108	Sports Field The works continue to make the area more accessible with grant funding agreed by UDC. An update has been circulated prior to the meeting and invoices have been submitted for most recent works.



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	<ul style="list-style-type: none"> a) Following the open spaces inspections it has been suggested that wildflower seed is purchased for scattering on earth bunds. b) To note the works on the programme and agree next steps. 																				
25/109	<p>The Pastures Maintenance</p> <p>The Council has responsibility for maintaining two areas on the housing development and these were visited by members during the open spaces inspections on 16th September. Members identified works to maintain the wooden fence surrounding the balancing pond and remedial works were instructed, in liaison with the Chairman, to be carried out at the same time as the scheduled hedge cutting.</p> <p>Hedge cutting has been completed and invoiced, however the fence posts were in a worse condition than had been anticipated, therefore quotes have been received for remedial works.</p> <ul style="list-style-type: none"> a) To consider quotes received for fence repairs at The Pastures balancing pond. b) A resident has requested a lifebuoy ring to be available at the side of the balancing pond, as this had not been provided by the developer. Members were asked to consider additional safety equipment for the balancing pond. 																				
25/110	<p>Finance</p> <ul style="list-style-type: none"> a) To note the balance on account on 1st October 2024 was £147,251.51. b) To note that the second half of the precept for 2025-26 was credited on 25th September. c) To approve the monthly finance reports for July and August. d) To approve the payments presented at the meeting <table border="1" data-bbox="525 1335 1262 2031" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Description</th> <th style="text-align: right;">Net Cost (£)</th> <th style="text-align: right;">Total (£)</th> </tr> </thead> <tbody> <tr> <td>Railton TPC</td> <td>Transport consultant fees re Water Circle</td> <td style="text-align: right;">£1,850</td> <td style="text-align: right;">£1,850</td> </tr> <tr> <td>Railton TPC</td> <td>Transport consultant fee (pending 50% refund from Lt Canfiled PC)</td> <td style="text-align: right;">£1,250</td> <td style="text-align: right;">£1,250</td> </tr> <tr> <td>J Deane</td> <td>Expenses – mobile phone</td> <td style="text-align: right;">29.76</td> <td style="text-align: right;">29.76</td> </tr> <tr> <td>A Collins-Klimcke</td> <td>Expenses – mobile phone and keys</td> <td style="text-align: right;">39.15</td> <td style="text-align: right;">39.15</td> </tr> </tbody> </table>	Payee	Description	Net Cost (£)	Total (£)	Railton TPC	Transport consultant fees re Water Circle	£1,850	£1,850	Railton TPC	Transport consultant fee (pending 50% refund from Lt Canfiled PC)	£1,250	£1,250	J Deane	Expenses – mobile phone	29.76	29.76	A Collins-Klimcke	Expenses – mobile phone and keys	39.15	39.15
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		TBS Hygiene	Bin collections invoice 7471	252	302.40	
		Anglian* Land Services LTD	Hedge Cutting	405	486	
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		Window Wash UK	Graffiti removal for bus stops	380	380	
		<p>*paid prior to the meeting.</p> <p>e) Conclusion of External Audit - To note the documents which have been posted on the Council's website, with actions to be considered at the forthcoming Finance Committee meeting.</p>				
25/111	<p>Expenses Policy Review To consider adoption of the Expenses Policy, which has not changed since its previous adoption in November 2023.</p>					
25/112	<p>Date of the Next Meeting The next meeting is scheduled for Wednesday, 12th November 2025 at 7.30pm at the Old School Community Centre.</p>					