



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting Held on Wednesday 10th September 2025 at 7.30pm at The Old School Community Centre

Council Members Present: Cllrs Samantha Moore (Vice Chairman), Jim Backus, Patricia Barber, Paul Burnett, Jackie Cheetham, David Daykin and Sue Sprules.

In Attendance: Jackie Deane (Clerk), Cllr Susan Barker (ECC) and Cllr Geoff Bagnall (UDC). There were no members of the public present.

Item	In Cllr Bodsworth's absence, Cllr Moore chaired the meeting
25/80	Apologies for Absence Apologies were received and accepted from Cllrs Phill Bodsworth, Helen Carter, James Banks and John Boyle.
25/81	Declarations of interests Cllr Moore declared a pecuniary interest in Part 2 25/93.
25/82	Public Forum and County Councillor Report Cllr Susan Barker (ECC) reported that at least one objection has been received for the Traffic Regulation Order, therefore the objections need to be considered. There were no objections to the High House Nursery Local Highways Panel application. Cllr Barker has liaised with members of the public to follow up on repairs to bollards in Takeley Street, which have now been completed. Regarding Crumps Farm, Cllr Barker advised that there is an opportunity to have an online meeting with Essex County Council. Action: The Clerk was asked to contact Little Canfield Parish Council to receive details on the meeting arrangements regarding Crumps Farm.
25/83	Minutes of the Last Meetings The minutes of the meeting held on 13th August 2025 were approved as a true record (proposed by Cllr Cheetham and seconded by Cllr Paul Burnett).
25/84	Ward Councillor and County Councillor Reports Cllr Bagnall gave details on the four business cases for council reorganisation, including UDC's promoted option for 5 unitary authorities. Members will consider options to create 3, 4 or 5 unitary authorities. An extraordinary UDC meeting has been arranged for 23 rd September.
25/85	Councillor Reports None.
25/86	Clerk's Report and Correspondence a) Airport parking – an update on the red lines on Parsonage Road was given by Cllr Barker. The Clerk is responding to several resident enquiries and will pass on any updates on the new timescale.



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	<p>b) Open space inspections – members were reminded of the planned inspections on Tuesday, 16th September, to meet at 5pm at the rear of the Silver Jubilee Hall.</p> <p>c) Correspondence has been received from the Stansted Airport Watch Foundation, seeking parish councillors who might be interested in becoming CIC directors, to gradually take over management of the funds held for a future campaign against a second runway at Stansted Airport.</p> <p>d) The Parish Council has been successful in being allocated funding by UDC, from the Rural England Prosperity Fund, in response to an expression of interest for a Wayfinding and Signposting Project in Takeley.</p> <p>e) UDC has approved funding from s106 developer contributions to cover the cost of the Molehill Green Village Hall toilet refurbishment.</p> <p>f) It was noted that the October litter-pick date has not been set. Action: Cllr Moore agreed to liaise with the Assistant Clerk to make arrangements for the next litter-pick.</p> <p>g) An email was received requesting that the Old School car park can be used for the Takeley 10 overflow parking. Members agreed to the request.</p>
25/87	<p>Community Café</p> <p>There was a general discussion about additional information that members have requested to be added to the briefing note. Members requested that the report should state how many covers were currently being served at the café on Thursdays and Fridays.</p> <p>Action: The Clerk was asked to inform the auditor of the changes already requested, so that the updated report can be put to members for consideration at the next Full Council meeting.</p>
25/88	<p>Hall Hire Arrangements</p> <p>The hall is only currently available for public hire when the caretaker can be present to open and close, unless another keyholder takes responsibility for the booking. To enable hall hires when the caretaker is unavailable, alternative keyholder arrangements would be needed and emergency contact details will be required.</p> <p>a) Members considered fixing a lockbox to the metal railings/gate post, however there was no support this option.</p> <p>b) Members considered the contact details which are published on booking forms and if other details should be agreed for when the caretaker is unavailable. Cleaning requirements were also discussed. No additional contact details were agreed.</p> <p>Action: The Clerk was asked to contact members to seek additional keyholders, to lock and unlock the building when the caretaker is not available.</p>



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25/89	<p>Planning</p> <p>a) The minutes of the planning committee meeting held on 13th August were noted.</p> <p>b) The committee Chair reported that a draft report has been received from the council's transport consultant regarding Crumps Farm. The report gives grounds for refusal on pedestrian safety, and impacts on the Flich Way. The developer has not provided information which can assess the impact of HGVs on the local roads and junctions, and the combined impacts of approved housing developments. Traffic from the industrial development proposal equates to a housing development of 1,000 houses. The Committee has also commissioned a transport report to quantify the harm from HGV traffic associated with a proposal at the Water Circle at Gaunts End in Elsenham.</p> <p>c) Members considered a recommendation of the planning committee not to take on responsibility for open spaces and associated with Land Known as Bull Field, which has approval for 96 new homes. It was RESOLVED to accept the planning committee recommendation to decline the offer of responsibility for open space land at Bull Field (proposed by Cllr Cheetham and seconded by Cllr Backus).</p> <p>d) The Clerk gave an update on information received from UDC on a potential Community Governance Review, provided that it gains support from Hatfield Broad Oak Parish Council. It was RESOLVED to approve the proposed new boundary line provided that a boundary change is supported by Hatfield Broad Oak Parish Council (proposed by Cllr Cheetham and seconded by Cllr Moore).</p>
25/90	<p>Finance</p> <p>Financial information was not available at the meeting therefore agreement on balances and reports was deferred to the next meeting.</p>
25/91	<p>Matters to Note and for the Next Agenda</p> <p>None.</p>
25/92	<p>Part 2</p> <p>Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, It was RESOLVED for the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information (proposed by Cllr Moore and seconded by Cllr Cheetham).</p>



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25/93	<p>Staffing Matters</p> <p>a) Members received a confidential report ahead of the meeting. <i>The Clerk left the room for this item.</i></p> <p>Members considered a recommendation from the Staffing Committee, to make a payment to the Clerk for additional hours worked over the previous 6 months.</p> <p>It was RESOLVED to pay the Clerk for 60 hours additionally worked and accrued over a 6-month period (7 votes for, 1 against).</p> <p>Note: Additional pay would be at the usual hourly rate for the Clerk's pay scale, and this would be paid with September payroll.</p> <p>b) Members received an update from the Staffing Committee on the vacancy for an administrator for 8 hours a week. A confidential report was noted, with details of an apprenticeship opportunity which has arisen for a fixed 15-month term, as an alternative to recruiting a permanent member of staff. Cllr Moore answered additional questions about the apprenticeship scheme.</p> <p><i>Cllr Moore left the room for the remainder of the item, to abstain from the vote, having declared a pecuniary interest in the apprenticeship scheme).</i></p> <p>It was RESOLVED for the Clerk to hold a trial session for the administrator role, to assess the candidate's suitability for the role. It was RESOLVED for the Clerk and Chairman to have delegated authority, dependent on the trial session, to recruit an apprentice administrator for 20 hours per week, for a fixed 15-month term contract (proposed by Cllr Spules and seconded by Cllr Cheetham, there were 6 votes for, 1 vote against).</p>
25/94	<p>Closure of a Complaint</p> <p><i>The Clerk left the room for this item.</i></p> <p>The Staffing Committee reported that a complaint from Cllr Paul Burnett had been received, the committee took appropriate professional advice, and the complaint was not upheld.</p>
25/95	<p>Date of the Next Meeting</p> <p>The next meeting is scheduled for Wednesday, 8th October 2025 at 7.30pm at the Old School Community Centre.</p>

Meeting closed at 21.39

Signed by the Vice Chairman

Date