



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council held on Wednesday,
11th December 2024 at 7.30pm at The Old School Community Centre.

Members Present: Cllrs Phill Bodsworth (Chairman), (Vice Chairman), Jim Backus, Patricia Barber, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin, Sue Sprules, Hugh D'Alton and John Boyle.

In Attendance: Jackie Deane (Clerk), Cllrs Bagnall (UDC), Susan Barker (ECC), Cllr Coletta (UDC) and 12 members of the public

Item	Part 1 – Public Meeting
24/142	Apologies for Absence Apologies were received and accepted from Cllrs James Banks and Samantha Moore.
24/143	Declarations of interests. Cllr Jackie Cheetham declared a non-pecuniary interest in the membership renewal of UALC as she represents them organisation on the STACC committee. Cllr Carter declared a pecuniary interest in grant request for Citizens' Advice.
24/144	Public Forum and County Councillor Report Residents raised the following points: <ul style="list-style-type: none">• Airport car parking - Car collision incident on Parsonage Road possibly linked with airport parking. Residents complain that 1-4 cars are parked causing an obstruction for up to 2 weeks at a time. - Concern that other residents are offering their own drives for hire online and that enforcement should do something about it. NEPP has not been effective in issuing tickets or with response to resident complaints.• Action: a request for UDC Street cleaning to remove the debris from the pavement following the collision.• A resident requested a litter bin to be installed at the bus stop near Garnetts.• A Takeley Street resident requested that the Council considers a review of its confidentiality policy as they would like to receive meeting notes from a confidential pre-application meeting with a developer and for this information to be made publicly available.• Trustees of Molehill Green Village Hall requesting assistance with grant funding for the refurbishment of the 18C building.• The Chairman of Takeley FC raised a concern about the lack of toilet facilities at the Sports Field, since they have been closed for repairs.• A representative of a resident group asked the Parish Council to object to the UDC Cllr motion for a road access feasibility study



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	<p>relating to a Local Plan employment site allocation at Land North of Taylor's Farm.</p> <p>Cllr Barker reported on upcoming local government reforms and she raised concern that local government is losing control over investment of pension funds including Essex County Council.</p> <p>She gave details of the forthcoming consideration of combined authorities or unitary authorities and the prospect of the County Council having an elected mayor.</p>
24/145	<p>Ward Councillor Reports</p> <p>Cllr Bagnall gave an update on a current planning appeal for the change of use of employment units at the Weston Homes Seven Acres industrial estate off Parsonage Road.</p>
24/146	<p>Minutes of the Last Meeting</p> <p>The Full Council Minutes of the meeting held on 13th November 2024 were approved as a true record (proposed by Cllr Cheetham and seconded by Cllr Barber).</p>
24/147	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none">a) Correspondence received from the Police, Fire and Crime Commissioner, Roger Hirst, with an invitation to a Rural Crime Summit on Friday, 6th December 2024 from 10 AM to 1 PM at the EYFC Centre, Whitbreads Farm Lane, Little Waltham, Essex, CM3 3LQ.b) Representatives of Takeley and Lt Canfield Parish Councils attended an online meeting with UDC in preparation for a UDC parking restriction consultation due to start in January. Feedback from residents will be sought on their support for either yellow line or permit bay restrictions for selected streets in Takeley and Little Canfield.c) Parish Council representatives attended a UDC Enforcement training session and slides from the presentation have been circulated to all members.d) An approved domain name registrar has started the process for Takeley to have a '.gov.uk' domain name and to provide new councillor email addresses.e) Cllr Sutton continues to assist the Parish Council in obtaining a grant from UDC to fund a covered patio area as agreed at the last meeting.f) Plumbing works conditionally approved for the Sports Field portacabins are on hold pending further investigation of the overall condition of the units and possible alternatives.g) The insurance settlement for play equipment is held in an earmarked reserve pending a timetable for the replacement equipment to be installed.



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	<p>h) The Chairman is working up a grant application for remote CCTV at the recreation ground and at the sports field entrance.</p> <p>i) Information has been circulated on the London Stansted Airport Draft Sustainable Development Plan, which has implications on future passenger numbers.</p> <p>j) The National Association of Local Councils has published an anti-terror checklist developed by the Martyn's Law Steering Group on their new website. The checklist outlines actions that parish and town councils of all sizes can take to enhance their preparedness for local terrorism risks.</p>
24/148	<p>Councillor Reports on External Meetings and Working Groups</p> <p>Cllr Carter gave an update on the Community Café, and she reported that the dishwasher is now in full working order. Advertisements have been circulated to recruit for volunteers. The café is still very busy.</p> <p>Cllr Cheetham reported on her attendance at the recent STACC meeting – Stansted Airport intends to submit a planning application to increase capacity from 48mppa to 51ppa for larger planes rather than additional flights or night flights. Their development plan consultation will be open for comments in the New Year and comments will be considered at the January Planning Committee meeting.</p> <p>Cllr Daykin reported on the success of the latest hard copy issue of the Grapevine Magazine and that the Church would appreciate a report from the Parish Council in March for the Easter edition.</p>
24/149	<p>Potential locations for New Defibrillators in Takeley</p> <p>There was a general discussion on potential new locations for defibrillators in the village.</p> <p>Action: It was agreed that Cllr Daykin will research potential sites for a future agenda item.</p>
24/150	<p>Old School House Security</p> <p>At the last Staffing Committee meeting, there was a general discussion over a need for a policy to cover the Council's out of hours alarm activations procedure. This is currently an informal arrangement with the caretaker and staff, sometimes assisted by councillors if they have access to keys. Occasionally the administrator and Clerk have needed to attend when it has been reported on social media that the building alarm has been activated but there are no out-of-hours or sole working policies to cover these callouts.</p> <p>a) There was a general discussion over the need for councillors to hold keys for the building and if so, how those members might be covered by a policy and insurance, if they were to attend the building without prior booking or to attend out-of-hours alarm activations. Cllr Paul Burnett stated that he has a set of keys for the building.</p>



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	<p>b) Deferred - Members to consider bullet-points and priorities for a policy to set out management of out-of-hours security cover and for publication of contact details on the exterior of the building and on the Council's website.</p> <p>c) Deferred - To consider seeking quotes from external contractors for attendance on out-of-hours callouts OR</p> <p>d) To consider actions to include caretaker/relief caretaker cover this of out-of-hours responsibility.</p> <p>Action – Matters to be researched before this matter is considered at a future meeting:</p> <ol style="list-style-type: none"> 1) What is the cost implication on the insurance policy of not having an alarm – there would be an increase in the premium; 2) Quotes for callout charges for a contractor to attend and the expected response time for callouts. For next available meeting.
24/151	<p>Salt Bag Partnership Scheme</p> <p>The scheme is intended for Parish Councils to make salt available to residents, either in the salt bins purchased by the Parish Council (currently located at the Four Ashes junction and at the B1256/Roding Drive junction) or for delivery to residents with risk assessment advice.</p> <ol style="list-style-type: none"> a) Members did not consider advertising for additional distribution of salt for this winter scheme. b) It was RESOLVED to try to move the two grit bins from their current locations, which are both on bus routes to new locations on Bambers Green Road and at the corner of Roseacres. If they are not in a good enough condition to move, it was agreed that two new bins should be purchased for the two new locations, up to a cost of £500 (proposed by Cllr Bodsworth and seconded by Cllr Cheetham).
24/152	<p>War Memorial Cleaning</p> <p>Three quotes were received and considered. It was RESOLVED to accept a quote from Clarke Memorials for the cleaning and reinstatement of lettering to the sum of £1,440 (proposed by Cllr Carter and seconded by Cllr Sprules).</p>
24/153	<p>Acoustic Measures for Old School Community Centre</p> <ol style="list-style-type: none"> a) Deferred - To consider Cllr Burnett's proposal to seek quotes for acoustic measures in the hall, with a view to sourcing an appropriate grant for fully funding any purchase. b) If quotes are to be sought, to agree the specification required. Action: Cllr Backus to research acoustic measures and provide a specification for quotes. Action: To source quotes for a microphone system to be used at Council meetings.



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24/154	<p>Grant Requests</p> <p>Members to consider the following requests to be paid from the s137 grants budget:</p> <ul style="list-style-type: none">a) Priors Wood Court – RESOLVED to give a grant of £200 to help fund their Christmas events (proposed by Cllr Cheetham and seconded by Cllr Sprules).b) Citizens' Advice – RESOLVED to give a grant of £150 to support their service across the district, with 195 clients from Takeley (proposed by Cllr Cheetham and seconded by Cllr Sprules).c) Home-Start for Children in Essex – RESOLVED to give a grant of £150 to support their work to provide stability and hope to families in crisis, helping them build a better future (proposed by Cllr Cheetham and seconded by Cllr Sprules).d) Molehill Green Village Hall – There was an unspecified request to support their next steps to upgrade the electrics, plumbing and sewerage works in their refurbishment project. There was a general discussion over support from the parish council. It was agreed that the Chairman and Chair of the Finance Committee should speak with the Trustees to consider ways the Parish Council could assist the Trustees (proposed by Cllr Carter and seconded by Cllr Sprules).
24/155	<p>UALC Subscription</p> <p>Members RESOLVED to approve renewal of the annual subscription to the sum of £5.00 (proposed by Cllr Carter and seconded by Cllr Sprules).</p>
24/156	<p>Rialtas Close-down End of Year Cost</p> <p>DEFERRED to the January meeting:</p> <p>To consider costs for Gold/Silver/Bronze end of financial year closedown services as follows:</p> <ul style="list-style-type: none">• 5 Year contract – Platinum £864 + VAT pa• 3 Year contract – Gold £872 + VAT pa• 2 Year contract – Silver £885 + VAT pa• Single – Bronze £912 + VAT for the year 2024-25 <p>Note: this sum will be in the 'general professional services and advice' budget.</p> <p>Proposal to suspend time limit 15 minutes Cheetham/Carter</p>
	<p>At 9.30pm it was RESOLVED to suspend standing orders and continue the meeting for an extra 15 minutes.</p>



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24/157	<p>Sports Field</p> <p>a) The working group had been requested to hold a meeting to discuss a potential extension to the car parking area, and how that would impact on the position of agreed tree and hedge planting to be carried out in the New Year.</p> <p>Cllr Boyle reported on the working group meeting regarding the priority list which he and Cllr Burnett considers needs revising. The group was previously unaware of the use of the sports field and there is a new priority for a toilet facility.</p> <p>Action: Cllr Boyle has agreed to meet with a contractor at the Sports Field regarding repairs and potential temporary toilet facilities.</p> <p>b) It was RESOLVED to approved a quote from Essex Steel to supply and install new steel height barrier to the sum of £2,255 + VAT, following a previous resolution in principle for the works with costs to be reclaimed from the UDC grant (proposed by Cheetham and seconded by Cllr Carter).</p>																												
24/158	<p>Finance</p> <p>a) It was RESOLVED to approve the monthly finance report.</p> <p>b) The balance on accounts on 1st December was £135,810.35.</p> <p>c) The minutes of the October Finance Committee meeting were noted.</p> <p>d) Cllr Sprules reported on the finance meeting held on 2nd December and advised that the next meeting will take place on 7th January, for a budget and precept recommendation.</p> <p>e) The following payments were approved:</p> <table border="1" data-bbox="535 1212 1290 1937"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Total</th> <th>Net Cost</th> </tr> </thead> <tbody> <tr> <td>R Buxton Solicitors</td> <td>Legal fees</td> <td>£1,080</td> <td>£900</td> </tr> <tr> <td>Royal Industrial Doors</td> <td>Repairs to café fire shutters</td> <td></td> <td>£1,272</td> </tr> <tr> <td>Rialton TPC Ltd</td> <td>Transport consultant planning objection</td> <td></td> <td>£1,965.50</td> </tr> <tr> <td>Window Wash UK</td> <td>Playground graffiti removal</td> <td></td> <td>£240</td> </tr> <tr> <td>Joe The Lock Ltd</td> <td>Locksmith services (portacabins)</td> <td></td> <td>£210</td> </tr> <tr> <td>J Deane expenses - reimbursement for credit card payment to Buzz Catering Supplies*</td> <td>Industrial washing machine (resolved up to £1,500 at the November Meeting)</td> <td>£1,590</td> <td>£1,325</td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost	R Buxton Solicitors	Legal fees	£1,080	£900	Royal Industrial Doors	Repairs to café fire shutters		£1,272	Rialton TPC Ltd	Transport consultant planning objection		£1,965.50	Window Wash UK	Playground graffiti removal		£240	Joe The Lock Ltd	Locksmith services (portacabins)		£210	J Deane expenses - reimbursement for credit card payment to Buzz Catering Supplies*	Industrial washing machine (resolved up to £1,500 at the November Meeting)	£1,590	£1,325
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	Buzz Catering Supplies* TBS Hygiene	Installation and instructions briefing Bin collections	179.99 232.32	£149.99 £193.60
	UALC	Membership renewal		£5.00
	Essex Steel	Height barrier 50%		£1,335
	*Invoice paid on quotes previously agreed by resolution or annual schedule, to be ratified at the meeting. Cheetham/Carter f) Cllr Carter advised that the Café needs to purchase a new fridge and they need a deep clean of the kitchen. It was agreed for the Clerk to make these payments, and for costs to be transferred from the ringfenced café income, which is held on account (proposed by Cllr Sprules and seconded by Cllr Cheetham).			
24/159	Planning Committee a) Noted - minutes of the meeting held on 12 th November. b) Cllr Cheetham gave a report on the meeting held on 11 th December. c) The Clerk gave an update on next steps for the Local Plan.			
24/160	Neighbourhood Plan Update Cllr Cheetham gave an update from Steering Group meeting held on 9 th December.			
24/161	Matters to Note and Future Meetings None.			
24/162	Date of the Next Meeting The next Full Council meeting is scheduled to take place on Wednesday, 15 th January 2025 at 7.30pm in the Old School Community Centre.			

Meeting closed at 9.53pm.

Signed by the Chairman

Date

Bank Reconciliation up to 30/11/2024 for Cashbook No 1 - Unity Current A/c 680

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/05/2024	BACS					<input type="checkbox"/>	J DEANE
23/10/2024	DDR	38.00		38.00		R <input checked="" type="checkbox"/>	The Poppy Appeal
01/11/2024	SO	42.00		42.00		R <input checked="" type="checkbox"/>	Active Digital Marketing
01/11/2024	101 cafe		117.37	117.37		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/11/2024	102 cafe		156.70	156.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/11/2024	DD	835.62		835.62		R <input checked="" type="checkbox"/>	E-ON NEXT
08/11/2024	DD	13.25		13.25		R <input checked="" type="checkbox"/>	TV Licensing
08/11/2024	5924		37.50	37.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/11/2024	DD	32.58		32.58		R <input checked="" type="checkbox"/>	XLN Business Services
12/11/2024	103		119.40	119.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/11/2024	DD	594.34		594.34		R <input checked="" type="checkbox"/>	Lloyds Credit Card
18/11/2024	DD	55.47		55.47		R <input checked="" type="checkbox"/>	Castle Water
18/11/2024	ADJ ENTRY	-1.00		-1.00		R <input checked="" type="checkbox"/>	Castle Water
18/11/2024	ECC 41177		1,000.00	1,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/11/2024	DD	199.69		199.69		R <input checked="" type="checkbox"/>	E-ON NEXT
19/11/2024	DD	181.81		181.81		R <input checked="" type="checkbox"/>	E-ON NEXT
19/11/2024	104		173.40	173.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/11/2024	Aviva ins		14,293.41	14,293.41		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/11/2024	DD	22,009.21		22,009.21		R <input checked="" type="checkbox"/>	Public Works Loans Board
20/11/2024	FNC Nov 24		272.00	272.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/11/2024	Nov 24 txf		22,000.00	22,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/11/2024	BACS	489.60		489.60		R <input checked="" type="checkbox"/>	PAFG LTD Anglia Fire Protectio
25/11/2024	BACS	350.00		350.00		R <input checked="" type="checkbox"/>	Essex Herts Air Ambulance
25/11/2024	BACS	331.33		331.33		R <input checked="" type="checkbox"/>	S Sprules
25/11/2024	BACS	6,303.36		6,303.36		R <input checked="" type="checkbox"/>	GA Coleman
25/11/2024	BACS	1,680.00		1,680.00		R <input checked="" type="checkbox"/>	Richard Buxton Solicitors
25/11/2024	BACS	302.88		302.88		R <input checked="" type="checkbox"/>	TBS Hygiene
25/11/2024	BACS	3,000.00		3,000.00		R <input checked="" type="checkbox"/>	Cerda Planning Ltd
25/11/2024	BACS	100.00		100.00		R <input checked="" type="checkbox"/>	L H Towsw
25/11/2024	BACS	575.00		575.00		R <input checked="" type="checkbox"/>	Window Wash UK
25/11/2024	BACS	1,026.00		1,026.00		R <input checked="" type="checkbox"/>	MKA Ecology Ltd
25/11/2024	BACS	250.20		250.20		R <input checked="" type="checkbox"/>	Ecolec Installations Ltd
25/11/2024	BACS	100.00		100.00		R <input checked="" type="checkbox"/>	Chloe Mecham
25/11/2024	BACS	5,826.19		5,826.19		R <input checked="" type="checkbox"/>	JM Payroll Services
25/11/2024	BACS	750.00		750.00		R <input checked="" type="checkbox"/>	TouchPoint
26/11/2024	105 cafe		177.50	177.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/11/2024	DD	13.13		13.13		R <input checked="" type="checkbox"/>	RT Tec
28/11/2024	BACS	360.00		360.00		R <input checked="" type="checkbox"/>	Broadmead Leisure Ltd
29/11/2024	5624		102.00	102.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/11/2024	DD	11.40		11.40		R <input checked="" type="checkbox"/>	Unity Bank
		<u>45,470.06</u>	<u>38,449.28</u>				

Clerk/RFO:

NameSignedDate