



# TAKELEY PARISH COUNCIL

## Full Council Meeting

Minutes of the meeting held on Wednesday 12<sup>th</sup> February 2025 at 7.30pm at The Old School Community Centre

**Councillors Present:** Samantha Moore (Vice Chairman), Jim Backus, James Banks, Patricia Barber, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin and John Boyle.

**In Attendance:** Jackie Deane (Clerk), Cllr Geoff Bagnall (UDC), Cllr Mark Coletta (UDC) and 4 members of the public.

Cllr Moore chaired the meeting in the Chairman's absence.

Item	Part 1 – Public Meeting
24/184	<b>Apologies for Absence</b> Apologies were received and accepted from Cllrs Bodsworth, Sprules and D'Alton. Cllr Susan Barker also sent her apologies.
24/185	<b>Declarations of interests</b> Members to declare interests for matters on the agenda. Cllr John Boyle declared a pecuniary interest in any matters relating to the Takeley Street employment site proposals.
24/186	<b>Public Forum and County Councillor Report</b> Two representatives from Takeley Street presented supporting information for application for a parking permit area in a lay-by which serves as car parking for them and neighbouring properties. Two residents from The Pastures requested permission to hold a table-top sale on the green and offered to make a donation to the community café. Members were generally supportive of this request and when a date is known, the residents were asked to contact the Clerk for permission for this to take place on the green.
24/187	<b>Ward Councillor Reports</b> Cllr Bagnall gave an update on a UDC planning committee decision for Takeley and gave an update on the current parking restrictions consultation. He also gave details of liaison with North Essex Parking Partnership (NEPP) regarding their working relationship with UDC and the service they provide to residents. Cllr Cheetham stated that there had been a lack of consistency with leafleting the residents and several key areas had been missed in publicising the consultation. She had herself delivered leaflets in Smiths Green. Cllr Coletta reported on the recent Stansted Airport Advisory Panel meeting where the proposed airport expansion and sound insulation grants were discussed. He asked if the parish council is planning to carry out another traffic survey with resident volunteers. There was a general discussion on the merits of quantifying permitted traffic flows versus employing a



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	<p>consultant to respond on specific proposals for new applications. The Clerk explained that the Council is currently employing a transport consultant to respond on its behalf for a planning application and the Local Plan where the Four Ashes Junction would be affected. This junction is a permitted route for quarry traffic and the Council has commented on the draft Minerals Local Plan, where those permissions could be extended.</p>
24/188	<p><b>Minutes of the Last Meeting</b>          The Minutes of the Full Council Meeting held on 15<sup>th</sup> January 2025 were approved as a true record of the meeting (proposed by Cllr Backus and seconded by Cllr Daykin).</p>
24/189	<p><b>Clerk's Report and Correspondence</b></p> <ul style="list-style-type: none"> <li>a) Recreation ground – the swings have been installed to replace fire-damaged play-equipment, and the works have been invoiced, to be paid from funds received from the insurance claim.</li> <li>b) Sports Field entrance height barrier progress report – due to contractor illness, these works have been delayed, and it is hoped that works will be completed in the next 2 weeks.</li> <li>c) The transition to dedicated councillor email addresses and website new domain name takeley-pc.gov.uk has been completed and works invoiced.</li> <li>d) Councils are being asked to sign up to the 10th Great British Spring Clean which will take place from 21 March - 6 April 2025.  <b>Action:</b> The Clerk was asked to add this to the next agenda.</li> <li>e) Grit bins – existing bins are partially filled, and they can be provided in the new locations as agreed previously, subject to approval from landowners.</li> <li>f) The Essex Council elections will not take place in May 2025 as matters progress with the Greater Essex Devolution.</li> <li>g) Further information on an opportunity to fund a dedicated PCSO will be discussed at an online meeting which will be held at 10am on Thursday 27<sup>th</sup> February. A link to this meeting will be circulated to members.</li> <li>h) Stansted Airport is holding an information event on their forthcoming planning application to increase airport capacity to 51mppa. There are briefings arranged for parish council representatives on Wednesday 26<sup>th</sup> February at either 2pm or 6pm in the Old School Community Centre.</li> </ul>
24/190	<p><b>Councillor Reports on External Meetings and Working Groups</b>          Cllr Boyle said that he has been unsuccessful in arranging a working group meeting for the Sports Field.          Cllr Cheetham attended the Stansted Airport Consultative Committee (STACC) meeting and gave background information on the forthcoming</p>



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	<p>consultation with parish councils. Expansion plans do not include changes to the night flight regime and there are no current plans for a second runway. Currently, 50% of passengers arrive at the airport by public transport. Cllr Cheetham also gave an update on the progress of implementation of the approved changes to the terminal, to replace shuttle trains with moving walkways and giving Ryanair a larger dedicated area in the terminal.</p>
24/191	<p><b>Parking Restrictions Consultation</b></p> <p>Members agreed the following points for Parish Council comments to UDC (proposed by Cllr Banks and seconded by Cllr Carter):</p> <p>a) Comments on the proposed restrictions -</p> <ul style="list-style-type: none"><li>• Bus routes – red route wherever possible on both sides of the road and on one side of the road where combined with a 1-hour restriction in residential areas.</li><li>• Residential areas should have a 1-hour restriction unless there is a special case for resident permits.</li><li>• There should be no red or yellow line restrictions in or close to the Smiths Green Conservation Area.</li></ul> <p>b) The Street – members agreed to support the parking permit request for the lay-by, which currently serves as a resident parking area (proposed by Cllr Banks and seconded by Cllr Cheetham).</p> <p>c) It was noted that the Parish Council has commented on Stansted Airport’s Local Highways Panel request to replace the Clearway with a red route in Parsonage Road. The Parish Council has requested additional red lines to extend the restriction towards the Four Ashes junction.</p>
24/192	<p><b>Sports Field</b></p> <p>a) It was <b>RESOLVED</b> to accept a quote from GE &amp; AF Silvester Ltd for works to repair the portacabins, to be funded by the UDC grant as follows:</p> <ul style="list-style-type: none"><li>• To repair the floors in both changing rooms and fit new flooring throughout one changing room £2,840.00 plus VAT (Proposed by Cllr Carter and seconded by Cllr Cheetham)</li><li>• To supply and instal two number shelters to entrance doors £1,394.00 plus VAT (proposed by Cllr Boyle and seconded by Cllr Burnett).</li><li>• To excavate and bury existing drainage pipes £1,740.00 plus VAT (Proposed by Cllr Carter and seconded by Cllr Cheetham)</li></ul>



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	<p>b) Members were asked to consider if any works would be needed to the earth bunds before tree planting in the agreed location, with the help of Stansted Airport volunteers. This item was deferred to the next meeting so that members could have the opportunity to visit the Sports Field prior to making their comments.</p> <p>c) Cllr Burnett reported that he and Cllr Boyle visited the Sports Field as members of the working group. Cllr Burnett reported their concerns about the location for tree planting, as follows:</p> <ul style="list-style-type: none"> <li>• Saplings should not be planted on top of the bund as the car park might need to be extended in the future</li> <li>• Planting sapling along the boundary to Takeley Park would benefit the residents by giving them more privacy.</li> </ul> <p>Other points in his report were:</p> <ul style="list-style-type: none"> <li>• Rabbit fencing needs to be installed/repared as soon as possible due to damage being caused to the pitches</li> <li>• The portacabins should be repaired as soon as possible because the toilets are of paramount importance</li> <li>• The council should consider a public works loan to fund extending the car park, installing solar lighting and building a new pavilion.</li> </ul> <p><b>Action:</b> A plan of the Sports Field will should be circulated to members prior to the next meeting.</p> <p><b>Action:</b> Members should visit the Sports Field and form an opinion on whether the car park should be extended and if that would impact on the agreed position of the tree planting.</p>
	<p><i>At 9.30 it was agreed to suspend standing orders to continue with the business on the agenda (proposed by Cllr Cheetham and seconded by Cllr Carter.</i></p>
24/193	<p><b>Landline digital switchover for the council and residents</b> This item was deferred to a future meeting.</p>
24/194	<p><b>Litter Bins</b></p> <p>a) It was <b>RESOLVED</b> to purchase a new bin for weekly collection at the bus stop near Garnetts, at a cost in the region of £200 + VAT plus a weekly collection cost of £2.80 per week (proposed by Cllr Banks and seconded by Cllr Carter).</p> <p>b) It was <b>RESOLVED</b> to purchase a covered bin and remove existing receptacles at the Sports Field, at a cost of £355 + VAT (proposed by Cllr Banks and seconded by Cllr Carter).</p>



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24/195	<b>Chairman's Report for the Website</b> This item was deferred to the next meeting.
24/196	<b>Love Your Bus Grant Fund</b> There was a general discussion about suggestions made for publicising bus timetables and possible initiatives that would be covered for the grant. It was decided not to make an application for grant funding for the project at this time (proposed by Cllr Cheetham and seconded by Cllr Carter).
24/197	<b>V E Day - 80th Anniversary – 8<sup>th</sup> May 2025</b> This item was deferred to the next meeting.
24/198	<b>Microphone &amp; Acoustic Panel Quotes</b> This item was deferred to the next meeting.
24/199	<b>Hall Hire Agreement</b> Members agreed changes to the agreement, as circulated to members ahead of the meeting (proposed by Cllr Moore and seconded by Cllr Carter).  <b>Action:</b> A footer should be added to the documents to show the revision date.
24/200	<b>Planning</b> <ul style="list-style-type: none"><li>a) The minutes of the meeting held on 15<sup>th</sup> January were noted.</li><li>b) Cllr Cheetham reported on the matters covered at the February meeting.</li><li>c) The Clerk explained that updated information on the Local Plan Examination is now available on a dedicated website and that Uttlesford's housing supply has been recalculated against new criteria. More information is available on the Local Plan <a href="https://www.localplanservices.co.uk/uttlesfordlpexamination">https://www.localplanservices.co.uk/uttlesfordlpexamination</a></li></ul>
24/201	<b>Finance</b> <ul style="list-style-type: none"><li>a) The monthly finance reports for December and January were approved (proposed by Cllr Banks and seconded by Cllr Carter).</li><li>b) It was noted that the balance on accounts on 1<sup>st</sup> February 2025 was £124,777.</li><li>c) The minutes of the January finance committee meeting were noted.</li><li>d) It was <b>RESOLVED</b> to contact Unity Bank to request an increased credit limit on the Council's credit card, for a monthly limit of £4,000 and a transaction limit of £1,000 (proposed by Cllr Banks and seconded by Cllr Backus).</li></ul>



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e) The following payments were agreed (proposed by Cllr Banks and seconded by Cllr Moore):

Payee	Description	Net Cost £	Total £
CPRE	Subscription renewal	60.00	60.00
RT Tec	Transfer of emails and files for new domain	656.88	788.25
RT Tec	Avast renewal	50.00	60.00
*SLCC	Membership fee	300.00	300.00
J Deane for HC Slingsby Plc	J Deane expenses – card payment - safety wire cage for gas meter	285.00	342.00
J Deane	Café and maintenance items – card payments	1,743.82	1,743.82
*Lloyds Bank re corporate card	Payment prior to direct debit – credit limit issue	900.00	900.00
*Herts Association of Parish Councils	Advertising vacancy	35.00	35.00
J Deane expenses	6 months mobile phone plus postage	81.61	81.61
Glasdon	Litter bin	169.93	203.91

24/202	<p><b>Internal Auditor Appointment</b></p> <p>It was <b>RESOLVED</b> to approve the appointment Judith Lawson at Per Pro Services Ltd for the annual internal audit with an estimated cost of £140, charged at £35 per hour (proposed by Cllr Banks and seconded by Cllr Cheetham).</p>
24/203	<p><b>CPRE Membership Renewal</b></p> <p>It was <b>RESOLVED</b> to renew the CPRE annual membership at a cost of £60 (proposed by Cllr Banks and seconded by Cllr Carter).</p>
24/204	<p><b>Matters to Note and Future Meetings</b></p> <p>None.</p>



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24/205	<b>Date of the Next Meeting</b> The next Full Council meeting is scheduled to take place on Wednesday, 12 <sup>th</sup> March 2025 at 7.30pm in the Old School Community Centre.
	<b>PART 2</b> <b>Confidential Items Exclusion of the Public and Press</b>
24/206	<b>Exclusion of the Public and Press</b> It was <b>RESOLVED</b> 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 (proposed by Cllr Banks and seconded by Cllr Carter).
24/207	<b>Staffing matters</b> There was an update on recruitment for the role of Assistant Clerk. It was <b>RESOLVED</b> to agree delegated authority for the Chairman and Chair of the Staffing Committee to offer the position to a suitable candidate (proposed by Cllr Backus and seconded by Cllr Daykin).

Meeting closed at 9.50pm.

Signed by the Chairman .....

Date .....

Bank Reconciliation up to 31/01/2025 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
17/12/2024	BACS	84.00		84.00		R <input checked="" type="checkbox"/>	Ecolec Installations Ltd
02/01/2025	SO	42.00		42.00		R <input checked="" type="checkbox"/>	Active Digital Marketing
03/01/2025	108		168.35	168.35		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/01/2025	2501		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/01/2025	DD	15.00		15.00		R <input checked="" type="checkbox"/>	TV Licensing
08/01/2025	2502		45.00	45.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/01/2025	DD	32.58		32.58		R <input checked="" type="checkbox"/>	XLN Business Services
13/01/2025	UDC GRANT		10,000.00	10,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/01/2025	109		165.50	165.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/01/2025	DD	616.82		616.82		R <input checked="" type="checkbox"/>	Public Works Loans Board
16/01/2025	DD	225.39		225.39		R <input checked="" type="checkbox"/>	Lloyds Credit Card
17/01/2025	DD	18.34		18.34		R <input checked="" type="checkbox"/>	E-ON NEXT
17/01/2025	DD	421.01		421.01		R <input checked="" type="checkbox"/>	E-ON NEXT
17/01/2025	BACS	432.00		432.00		R <input checked="" type="checkbox"/>	Broadmead Leisure Ltd
17/01/2025	BACS	277.92		277.92		R <input checked="" type="checkbox"/>	TBS Hygiene
17/01/2025	BACS	402.07		402.07		R <input checked="" type="checkbox"/>	TBS Hygiene
17/01/2025	BACS	60.00		60.00		R <input checked="" type="checkbox"/>	Window Wash UK
17/01/2025	BACS	4.20		4.20		R <input checked="" type="checkbox"/>	J Backus
17/01/2025	BACS	112.98		112.98		R <input checked="" type="checkbox"/>	Sterling Washroom Services Ltd
17/01/2025	BACS	156.00		156.00		R <input checked="" type="checkbox"/>	Essex Association of Local Cou
17/01/2025	BACS	960.00		960.00		R <input checked="" type="checkbox"/>	A Clarke Memorials
17/01/2025	BACS	1,556.00		1,556.00		R <input checked="" type="checkbox"/>	You're Furnished Ltd
17/01/2025	BACS	189.00		189.00		R <input checked="" type="checkbox"/>	PA Drvall T/A Magic Steam
17/01/2025	BACS	180.00		180.00		R <input checked="" type="checkbox"/>	Christopher Baker
17/01/2025	BACS	180.00		180.00		R <input checked="" type="checkbox"/>	Christopher Baker
17/01/2025	6324		45.00	45.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2025	DD	73.83		73.83		R <input checked="" type="checkbox"/>	NPower Business Solutions
20/01/2025	DD	78.57		78.57		R <input checked="" type="checkbox"/>	Castle Water
20/01/2025	BACS	6,501.46		6,501.46		R <input checked="" type="checkbox"/>	JM Payroll Services
20/01/2025	2507		37.50	37.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/01/2025	DD	198.42		198.42		R <input checked="" type="checkbox"/>	E-ON NEXT
21/01/2025	110		141.20	141.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/01/2025	DD	7.14		7.14		R <input checked="" type="checkbox"/>	Castle Water
24/01/2025	2506		255.00	255.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/01/2025	DD	76.76		76.76		R <input checked="" type="checkbox"/>	RT Tec
31/01/2025	DD	10.80		10.80		R <input checked="" type="checkbox"/>	Unity Bank
31/01/2025	SJH loan		5,618.85	5,618.85		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/01/2025	111		160.10	160.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>12,912.29</u>	<u>16,756.50</u>				

Clerk/RFO:

Name ..... Signed ..... Date .....