



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council held on Wednesday 13th August 2025 at 7.30pm at The Old School Community Centre

Councillors present: Samantha Moore (Vice Chairman), James Banks, Patricia Barber, John Boyle, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin and Sue Sprules.

In attendance: Jackie Deane (Clerk) and 4 members of the public.

	<i>In Cllr Bodsworth's absence, Cllr Moore chaired the meeting</i>
25/61	Apologies for Absence Apologies were received and accepted from Cllr Bodsworth and Cllr Backus. Apologies were also received from ward and county councillors.
25/62	Declarations of interests Cllr Burnett declared a pecuniary interest in item 73 because he is a member of the Takeley 10k committee requesting grant funding for a community event.
25/63	Public Forum and County Councillor Report A resident of Garnetts thanked councillors and the Clerk for their support in pushing forward the parking restrictions scheme in Parsonage Road. A resident reported that bus shelters in Parsonage Road have been damaged and that bins have been pulled off their fixings. There was a report of anti-social behaviour from taxi drivers whilst waiting in the local area, associated with airport transfer business. Action: The Clerk was asked to liaise with Stansted Airport's community representative to ask if taxis can be made exempt from the 1-hour restriction at the mid-stay car park, where litter and public toilet facilities are available. A representative of the Takeley 10k event gave an overview of the costs activities for the community event and explained how a grant of £1,000 would contribute towards their costs and that any contribution would be gratefully received.
25/64	Minutes of the Last Meetings The Full Council Minutes of the meeting held on 9 th July 2025 were agreed as a true record of the meeting, excepting that agenda numbering required amendment (proposed by Cllr Banks and seconded by Cllr Moore, the decision was unanimous).
25/65	Ward Councillor and County Councillor Reports None.
25/66	Councillor Reports None.
25/67	Clerk's Report and Correspondence <ul style="list-style-type: none">Contractors completed a deep clean of kitchen and Old School building on 12th August



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	<ul style="list-style-type: none">• Correspondence was received from a resident regarding airport parking in Parsonage Road• Individual members received correspondence from a developer with a planning proposal for Crumps Farm in Little Canfield. Resident correspondence was also circulated to members on email. The Planning Committee will be responding to the application.• Works have been ordered for the sports field and quotes have been sought for safety maintenance issues highlighted in the annual inspections.• Members were asked to note the new Assistant Clerk mobile number 07539 064578• The XLN Card reader machine has been approved and delivery arranged. The XLN additional mobile phone SIM has been cancelled, as it was not working in the new phone. The Assistant Clerk has agreed a SIM only contract with her own provider and will reclaim the monthly cost on expenses.• The Clerk has made an application to UDC for a government-funded wayfinding project.• Molehill Green Village Hall – an invoice has been received for the works the Council has previously agreed to support and the paid invoice details will be sent to UDC regarding potential to reclaim from developer s106 contributions held by UDC. The Trustees are very pleased with the standard of the work and it gets them another step closer completing the refurbishment of the village hall. The Trustees are planning an open evening and intend to invite representatives of the Parish Council to view the progress they have made. They wish to record thanks to the Parish Council for the financial support for their project.
25/68	<p>Annual Pay Award Notification has been received of the annual NJC pay scale increases.</p> <p>It was RESOLVED to approve the NALC banding pay increase of 3.2% for all three members of staff, effective 1st April 2025 (proposed by Cllr Banks and seconded by Cllr Daykin, the decision was unanimous).</p> <p>Action: Cllr Banks has requested that the staffing committee considers if 3.2% is the appropriate increase as it is below inflation.</p>
25/69	<p>Training</p> <p>It was RESOLVED to approve the Assistant Clerk's attendance on the New Clerk's course held at EALC offices in Great Dunmow, to the sum of £150.</p> <p>It was RESLOVED to approve SLCC registration for the Assistant Clerk for the online ILCA training to the sum of £144 (proposed by Cllr Banks and seconded by Cllr Cheetham, the decision was unanimous).</p>



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25/70	<p>Community Café</p> <p>Members noted a briefing from the Council’s auditor and there was a general discussion on additional information required before a decision could be made on the options for the future management of the Old School Community Café.</p> <p>It was agreed that members would send their comments to the Clerk, where more information is required on the options, with a deadline of 28th August.</p> <p>Action: The briefing should include an option 4 of not having the café at all.</p>
25/71	<p>Litter Pick</p> <p>Members considered having regular litter-pick dates throughout the year, on Saturdays.</p> <p>It was RESOLVED to hold two litter-picks a year, in the spring and autumn (proposed by Cllr Moore and seconded by Cllr Banks.</p> <p>Action: Cllr Moore agreed to liaise with the Rotary Club and seek support from the Assistant Clerk for a litter-pick event in the autumn.</p> <p>Action: The Clerk was asked to contact Cllr Sutton to arrange street cleaning for the gutters on main roads through the village.</p>
25/72	<p>Dates for Councillor Open Spaces Inspections</p> <p>Members agreed that it would be helpful to have the opportunity to walk the open spaces on an annual basis.</p> <p>Action: A date was set for a councillor inspection of open spaces for Tuesday 9th September at 5pm, with a reserve date of Tuesday 16th September at 5pm.</p> <p>Action: Assistant Clerk to diarise and send reminders to members.</p>
25/73	<p>Takeley 10K Run on 14th September 2025</p> <p><i>The Chairman allowed this item to be brought to the top of the agenda, to allow the event representative to be present for the item. It was considered after item 64.</i></p> <p>Members asked the event representative for additional information regarding the profit made in previous years, how this was spent and how the chip-timing was used at the event.</p> <p><i>Cllr Burnett left the room.</i></p> <p>It was RESOLVED to grant £1,000 from the s137 budget to support the community event (proposed by Cllr Banks and seconded by Cllr Moore).</p>



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	<i>Cllr Burnett returned to the meeting.</i>																
25/74	<p>Public consultation on Essex transport strategy Correspondence was received from Essex Highways on their consultation on the new strategy: 'A Better-Connected Essex' with responses to be received by Wednesday 24th September.</p> <p>Action: Planning Committee agenda should include consideration of a response to the consultation: https://consultations.essex.gov.uk/essex-highways/better-connected-essex/</p>																
25/75	<p>Adoption of Council Policies It was RESOLVED to review and adopt the policies below (proposed by Cllr Banks and seconded by Cllr Moore, the decision was unanimous),</p> <ul style="list-style-type: none"> a) Gifts and Hospitality Policy b) Expenses policy – defer to the next meeting <p>Action: The updated policies should be posted on the Council's website.</p>																
25/76	<p>Finance</p> <ul style="list-style-type: none"> a) Noted - The balance on account on 1st August was £83,991.15. b) It was RESOLVED to approve the monthly finance reports for May, June and July (proposed by Cllr Banks and seconded by Cllr Sprules, the decision was unanimous). c) It was RESOLVED to approve the following payments including those marked with a star, where payments were made in between meetings (proposed by Cllr Banks and seconded by Cllr Sprules): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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 Ltd</td> <td>Part-payment transport consultant (of £1,500 fee proposal accepted previously)</td> <td style="text-align: right;">1,000</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>I Morrell & Sons</td> <td>Works to Molehill Green Hall (s137 grant)</td> <td style="text-align: right;">4,980</td> <td style="text-align: right;">5,976</td> </tr> <tr> <td>Per Pro Services</td> <td>Café management report</td> <td style="text-align: right;">120</td> <td style="text-align: right;">120</td> </tr> </tbody> </table>	Payee	Description	Net Cost (£)	Total (£)	Railton TPC Ltd	Part-payment transport consultant (of £1,500 fee proposal accepted previously)	1,000	1,000	I Morrell & Sons	Works to Molehill Green Hall (s137 grant)	4,980	5,976	Per Pro Services	Café management report	120	120
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		*Essex Association of Local Councils	Training	£125	150	
		*Broadmead Leisure	New play surface	2,870	3,444	
		*Ecolec Installations	Pergola heaters and external power	2,270	2,724	
		*Society of Local Council Clerks	Training	120	144	
25/77	<p>Planning Committee</p> <p>a) Noted - minutes of the meeting held on 16th July.</p> <p>b) A report on matters raised at the August meeting was given by Cllr Cheetham. She requested an agenda item at the next full council meeting to consider a recommendation from the Planning Committee relating to the future management of an area of public open space in Smiths Green, as part of a development of 96 homes.</p> <p>c) Noted – A consultant has been appointed for transport objections for two planning applications.</p> <p>Action: The Clerk was asked to contact Cllr Susan Barker (ECC) for information on how toxic waste would be removed from the Crumps Farm site and if there would be an impact on the local community.</p>					
25/78	<p>Matters to Note and Future Meetings</p> <p>Planning item to consider a recommendation on future maintenance responsibility of open space in Smiths Green for Land Known as Bull Field (96 homes).</p>					
25/79	<p>Date of the Next Meeting</p> <p>The next meeting is scheduled for Wednesday, 10th September 2025 at 7.30pm at the Old School Community Centre.</p>					

Meeting closed at 21.04

Signed by the Chairman (Cllr Moore – Vice Chair)

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Date