



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting held on Wednesday 15th January 2025 at 7.30pm at The Old School Community Centre

Council Members Present: Cllrs Samantha Moore (Vice Chairman), Jim Backus, Patricia Barber, Paul Burnett, David Daykin, Sue Sprules, Hugh D'Alton and John Boyle.

In Attendance: Jackie Deane (Clerk), Cllr Geoff Bagnall (UDC) and 2 members of the public

Part 1 – Public Meeting

The meeting was chaired by Cllr Moore

24/163

Apologies for Absence

Apologies were received and accepted from Cllrs Bodsworth, Banks, Carter and Cheetham. Apologies also received from Cllr Susan Barker (ECC).

24/164

Declarations of interests

Cllr Boyle declared a non-pecuniary interest in the banner request on item 24/178 as he is a Takeley Street resident.

24/165

Public Forum and County Councillor Report

Up to 15 minutes for public questions and statements, 3 minutes for individuals and a report from Cllr Barker (Essex County Council).

24/166

Ward Councillor Reports

Cllr Bagnall reported on UDC the consultation on their parking restrictions consultation. He said that he would request an extension to the deadline of 14th February if the parish council would like more time to respond. He reported that Little Canfield is having issues with cars parking opposite bus stops and he suggests that this should be included in the parking restriction consultation. The drop-in sessions have not been advertised in the leaflets. On other matters, Cllr Bagnall has followed up on the road sweeper to have more frequent service in Takeley. He also gave an update on following up on concerns on an enforcement issue.

24/167

Minutes of the Last Meeting

It was **RESOLVED** to approve the Full Council Minutes of the meeting held on 11th December 2025 (proposed by Cllr Backus and seconded by Cllr Sprules).

Cllrs Burnett and Boyle disagree with the minute item 24/157a in that they do not recall any mention of the extension of the car park or position of the trees to be planted.

Cllr Moore stated that she would like noted at this meeting that she would like a response from the working group on their opinion any change needed to the position of the earth bund or an extension of the car parking



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area.

24/168

Clerk's Report and Correspondence

- a) A letter of thanks has been received from Essex & Herts Air Ambulance.
- b) UDC has approved a grant to the Council of £10,000 to fund improvements to the café to have a covered patio area with a pergola and new tables and chairs.
- c) The Council website has changed to www.takeley-pc.gov.uk and email addresses have changed to the same domain name. Councillors will have the opportunity to attend a drop-in session on Friday 10am-11am to get assistance with setting up email addresses on personal devices. Council information will no longer be sent to councillors' personal email addresses.
- d) Sports Field – the contractor has advised that the height restricted entry barrier will be installed in front of the gates next week.
- e) Bins at the sports field have been causing a hygiene issue as the large receptacles cannot be fully emptied at each visit and they are uncovered, which rainwater adding to issues.
Action: The Clerk was asked to get quotes for covered new bins to be installed.

24/169

Councillor Reports on External Meetings and Working Groups

None.

24/170

Priors Green Hall

Priors Green Community Hall Trustee Chairman, David Turner, requested support as two of the long-term health issues and are unable to carry out the work they have previously done for the running of the hall. Specific roles could be addressed by employing a bookings secretary and a handyman/caretaker.

Cllr Daykin has agreed to join the committee and to liaise with the Parish Council on any ongoing resource issues.

Action: The Clerk agreed to contact the UDC ward councillors for their advice on an issue with car park lighting charges and to assist with the hall resourcing needs.

24/171

UDC Parking Consultation

Details were noted for the two pop-up events at the Priors Green Hall and the Old School.

Action: Members agreed to attend and any required assistance with a leaflet drop in the week commencing 13th January.

Members agreed to consider points for the Parish Council submission at the next meeting, which might include:

A yellow line 1-hour parking restriction would be the preferable option, with red routes on the bus routes.

It was noted that MAG has previously agreed to fund yellow and red line



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restrictions, if support is given for those options.

Action: Additional leaflets should be requested to be available in the café. The Parish Council will advertise the consultation and the drop-in sessions on the website and on social media. Members agreed to try to attend at least one of the drop-in sessions and make themselves available for resident support.

24/172

SLCC Membership Renewal

It was **RESOLVED** to renew the Clerk's membership of the Society of Local Council Clerks to the sum of £320 (proposed by Cllr Barber and second by Cllr Backus).

24/173

Rialtas Close-down End of Year Cost

Costs were considered and it was **RESOLVED** to accept the finance committee's recommendation to agree a 5-year platinum contract to the sum of £864 + VAT pa (proposed by Cllr Backus and seconded by Cllr Sprules).

24/174

Finance

a) The monthly finance report was not available and will be considered at the next meeting.

b) Noted - the balance on accounts on 1st January 2025 was £120,927.79.

c) Noted - minutes of the December finance committee meeting.

d) Cllr Sprules reported on the finance committee meeting held on 7th January including the review for the precept recommendation.

Action: members agreed that bullet points for a chairman's report on website and Grapevine magazine should be agreed at the next meeting, to include an explanation of increased planned expenditure for the increase in the precept, for the next financial year.

f) Community Café expenditure – there was a general discussion on the finance committee's recommendation for a spending limit on café non-food purchases.

It was **RESOLVED** to set a spending limit on café purchases of £75 for single non-food purchases in any month and for expenditure above this amount outside of meetings should be referred to the Chair of Finance and the Clerk for agreement (proposed by Cllr Sprules and seconded by Cllr Moore).

g) The following payments were agreed (proposed by Cllr Sprules and seconded by Cllr Backus):

Payee	Description	Total
Broadmead Leisure Ltd	Recreation Ground repairs	£277.92
TBS Hygiene	Bin purchase and erection	£402.07



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TBS	Bin collections	£277.92
Hygiene		
J Backus	Car parking for training	£4.20
EALC	Training	£156
A Clarke	Deposit for memorial	£960
Memorials	cleaning	
You're	Pergola deposit (to be reclaimed from grant received)	£1556
Furnished Ltd		
Magic Steam	Chair cleaning	£189
Christopher Baker	Boiler service	£180
Christopher Baker	Heating repairs	£180

24/175

Love Your Bus Grant Fund

Members **RESOLVED** to set up a working group to consider making an application to the fund, for a project to:

- Increase passenger numbers.
- Improve service frequency and coverage.
- Attract new users through community engagement and marketing (proposed by Cllr Moore and seconded by Cllr Backus).

Cllrs Daykin, Backus and Sprules agreed to put send comments to the Clerk, for the Clerk to make in a grant application to achieve a suitable project.

*At 9.30pm it was **RESOLVED** to suspend the standing orders beyond 2 hours and continue the meeting for consideration of items on the agenda (proposed by Cllr Barber and seconded by Cllr Backus).*

24/176

Budget and Precept

- a) It was **RESOLVED** to agree a budget of £215,000 for the financial year 2025-26 (proposed by Cllr Moore and seconded by Cllr Backus - Cllr Burnett voted against).
- b) It was **RESOLVED** to approve the Finance Committee recommendation to apply for a Precept of £200,000, which will increase the Parish Council portion Band D Council Tax by 9.1% (proposed by Cllr Daykin and seconded by Cllr Sprules - Cllr Burnett voted against).
- c) It was **RESOLVED** to approve for the Clerk and Chairman to sign the Precept claim to send to UDC, for the year 2025-26 (proposed by Cllr Daykin and seconded by Cllr Sprules - Cllr Burnett voted against).

24/177

Grant Application from the SOS Hub (Social Outreach Service)



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UDC request a grant of £816.00 to fund hall hire for their outreach service for Takeley residents on the first or third Wednesday of each month, from 9am to 1pm throughout the year.

Note: The first session took place on 8th January, arranged at short notice and had no attendees.

It was **RESOLVED** to waive the charge for the January session and for the Council to fund the next three sessions on a 3-month trial to determine if Wednesday is the best day for this service to be held and for further consideration for funding.

it was noted that the hire cost of each session would be £68 (4 hours x £17) and will be funded by the Council for February, March and April (proposed by Cllr Daykin and seconded by Cllr Barber).

24/178

Banner Request

Save Takeley Street residents group request for agreement in principle to erect a banner on the green when the forthcoming industrial estate at the street has been lodged with UDC, to cover the period when residents can comment on the proposals.

Cllr Boyle declared a non-pecuniary interest.

It was **RESOLVED** for the banner to be displayed for a 3-week period during the planning consultation period (proposed by Cllr Burnett and seconded by Cllr Daykin).

24/179

Sports Field Repairs

There was a general discussion regarding a quote received from a single contractor for works on the portacabins and it was agreed to defer this item to the next meeting, to give time to source comparable quotes for works.

It was **RESOLVED** for the Clerk to make enquiries for the rental and installation costs to replace the portacabins as an interim measure, instead of carrying out the required repairs on the existing structures (proposed by Cllr Sprules and second by Cllr Barber).

24/180

Matters to Note and Future Meetings

None.

24/181

Date of the Next Meeting

The next Full Council meeting is scheduled to take place on Wednesday, 12th February 2025 at 7.30pm in the Old School Community Centre.

PART 2

Confidential Items Exclusion of the Public and Press

24/182

Exclusion of the Public and Press



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It was **RESOLVED** 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 Moore and seconded by Cllr Sprules).

24/183

Staffing Matters

The resignation of the Council's administrator was noted.

It was agreed for the staffing committee to carry out recruitment of a new member of staff.

Meeting closed at 22.04

Signed by the Chairman

Date

Bank Reconciliation up to 31/12/2024 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
01/12/2024	SO	42.00		42.00		R <input checked="" type="checkbox"/>	Active Digital Marketing
02/12/2024	6224		52.50	52.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/12/2024	106		131.90	131.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2024	5524		68.00	68.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2024	6024		54.00	54.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/12/2024	DD	15.00		15.00		R <input checked="" type="checkbox"/>	TV Licensing
10/12/2024	DD	32.58		32.58		R <input checked="" type="checkbox"/>	XLN Business Services
10/12/2024	107		177.30	177.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2024	6124		60.00	60.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2024	VAT		7,304.83	7,304.83		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/12/2024	Dec pmts		20,000.00	20,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2024	BACS	210.00		210.00		R <input checked="" type="checkbox"/>	Joe The Lock
13/12/2024	BACS	200.00		200.00		R <input checked="" type="checkbox"/>	Priors Wood Court
13/12/2024	BACS	7.40		7.40		R <input checked="" type="checkbox"/>	J Bridgeman
13/12/2024	BACS	1,965.50		1,965.50		R <input checked="" type="checkbox"/>	Rialton TPC Ltd
13/12/2024	BACS	232.32		232.32		R <input checked="" type="checkbox"/>	TBS Hygiene
13/12/2024	BACS	5.00		5.00		R <input checked="" type="checkbox"/>	UALC
13/12/2024	BACS	1,335.00		1,335.00		R <input checked="" type="checkbox"/>	Essex Steel & Gates Ltd
13/12/2024	BACS	240.00		240.00		R <input checked="" type="checkbox"/>	Window Wash UK
16/12/2024	DD	623.30		623.30		R <input checked="" type="checkbox"/>	Lloyds Credit Card
16/12/2024	BACS	150.00		150.00		R <input checked="" type="checkbox"/>	Home Start Essex Ltd
16/12/2024	BACS	1,080.00		1,080.00		R <input checked="" type="checkbox"/>	Richard Buxton Solicitors
16/12/2024	BACS	1,590.00		1,590.00		R <input checked="" type="checkbox"/>	Buzz Supplies Ltd
16/12/2024	BACS	7,985.07		7,985.07		R <input checked="" type="checkbox"/>	JM Payroll Services
17/12/2024	DD	136.68		136.68		R <input checked="" type="checkbox"/>	E-ON NEXT
17/12/2024	DD	324.28		324.28		R <input checked="" type="checkbox"/>	E-ON NEXT
17/12/2024	DD	77.78		77.78		R <input checked="" type="checkbox"/>	Castle Water
17/12/2024	BACS	1,272.00		1,272.00		R <input checked="" type="checkbox"/>	Royal Industrial Doors Ltd
17/12/2024	BACS	150.00		150.00		R <input checked="" type="checkbox"/>	Uttlesford Citizens Advice
24/12/2024	DD	191.92		191.92		R <input checked="" type="checkbox"/>	E-ON NEXT
30/12/2024	DD	13.13		13.13		R <input checked="" type="checkbox"/>	RT Tec
30/12/2024	DD	5,668.62		5,668.62		R <input checked="" type="checkbox"/>	Public Works Loans Board
30/12/2024	DD	12.82		12.82		R <input checked="" type="checkbox"/>	Castle Water
31/12/2024	DD	11.50		11.50		R <input checked="" type="checkbox"/>	Unity Bank
31/12/2024	DD	11.40		11.40		R <input checked="" type="checkbox"/>	Unity Bank
		<u>23,583.30</u>	<u>27,848.53</u>				

Clerk/RFO:

Name jned Date

Chair of Finance:

Name jned Date