



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council held on Wednesday 12th March 2025 at 7.30pm at The Old School Community Centre

Council Members Present: Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chairman), Jim Backus, Patricia Barber, Paul Burnett, Jackie Cheetham, Helen Carter, Sue Sprules, and John Boyle.

In Attendance: Jackie Deane (Clerk), Amanda Collins-Klimcke (Assistant Clerk) and 2 members of the public.

Item	Part 1 – Public Meeting
24/208	Apologies for Absence Apologies were received and accepted from Cllrs James Banks and David Daykin. Cllr D’Alton was absent.
24/209	Declarations of interests Members to declare interests for matters on the agenda.
24/210	Public Forum and County Councillor Report None.
24/211	Ward Councillor Reports None.
24/212	Minutes of the Last Meeting The Full Council Minutes of the meeting held on 12 th February 2025 were approved as a true record (proposed by Cllr Barber and seconded by Cllr Moore).
24/213	Appointment of the Assistant Clerk <ul style="list-style-type: none">a) It was RESOLVED to approve the appointment of Amanda Collins-Klimcke as Assistant Clerk, to work 20 hours a week (Monday to Thursday) on SCP 18, starting on 10th March 2025 (proposed by Cllr Moore and seconded by Cllr Cheetham).b) It was RESOLVED to approve enrolment of Amanda Collins-Klimcke to the Essex Local Government Pension Scheme effective from 10th March 2025 (proposed by Cllr Moore and seconded by Cllr Cheetham).c) It was RESOLVED to agree a budget of £1500 for the purchase of a laptop for office use, with IT support for the set-up on the network. This should be funded from the £2,000 IT earmarked reserve



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	(proposed by Cllr Cheetham and seconded by Cllr Moore).
24/214	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none"> a) Sports Field entrance height barrier progress report. b) Grit bins – permission has been given for placing a bin on manorial land in Bambers Green. c) The Clerk has attended a briefing from EALC regarding the forthcoming devolution. d) The Annual General Meeting of Uttlesford Citizens Advice, which will be held at 12 pm on Wednesday 19th March at Barnards Yard, Saffron Walden, CB11 4EB. Refreshments will be served from 11.30am. Following the formal business, they will give a short presentation exploring the issues currently affecting our community. e) A report has been circulated regarding items 216 and 219.
24/215	<p>Councillor Reports on External Meetings and Working Groups</p> <p>Cllrs Cheetham and Backus attended a parish council briefing from Stansted Airport on their airport expansion plans to 51mppa. There is no planned increase in flights and extra passengers would be from having larger aircraft, it is hoped that most passengers will use public transport. There are no more night flights planned.</p>
24/216	<p>Bin Collections</p> <ul style="list-style-type: none"> a) The dog bin on the triangular green at Smiths Green (D5) has a fortnightly collection and requires a weekly collection. It was RESOLVED to increase bin collections to weekly at the dog bin D5 in Smiths Green (proposed by Cllr Moore and seconded by Cllr Carter). b) Recreation ground has 2 x oil drums that need to be replaced by covered bins (as recently ordered for the sports field) It was RESOLVED to replace 2 x oil drums L1 and L18 on the Recreation Ground with covered bins (proposed by Cllr Cheetham and seconded by Cllr Moore). c) The Clerk reported that a dog bin in Jacks Lane, at the junction with Bambers Green Road bin has been burnt out. It was RESOLVED not to replace the bin and take the bin off the list (proposed by Cllr Moore and seconded by Cllr Carter).
24/217	<p>Bus Service</p> <p>The current operator on the 133 bus route has given notice to discontinue the service on 1st June.</p> <p>It was RESOLVED to send comments about the 133 bus route to Essex County Council, Stansted Airport Transport Forum and Kemi Badenoch MP, to ensure that whichever contractor takes on the service provides a service at least</p>



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	<p>hourly 7 days a week to support airport workers and to liaise with parish councils along the route. The letter should mention the emphasis on sustainable transport in the local plan, and that all developments approved since 2021 have included a bus service developer contribution (proposed by Cllr Sprules and seconded by Cllr Carter).</p>
24/218	<p>Sports Field</p> <ol style="list-style-type: none">The Clerk circulated an update ahead of the meeting.Cllr Moore reported that the trees were delivered from the Woodland Trust, and they were too small to be planted on the Sports Field. Cllr Moore and Cllr Sprules will arrange for them to plant 10 to a trough and the troughs will be kept in the grounds of the Old School until they are large enough to plant out.There was no change to the previous agreed location for tree planting.To consider the specification of metal fence and gates – Action: This matter was deferred to the next meeting.Quotes for two sets of goal posts were unavailable for the meeting. Action: Cllr Boyle agreed to send to the Clerk information that was received from the Takeley Juniors team regarding recommended suppliers, for consideration at the next meeting.
24/219	<p>Funding a Dedicated PCSO for Takeley</p> <p>Cllr Burnett's proposal to contribute to funding a dedicated PCSO for the Takeley area in 2025-26 was discussed. Cllr Carter asked if the parish could give priorities could be directed to PCSO time dedicated to those issues. Although they are seeking funding, members asked for clarification on accountability, to cover the shortfall in funding.</p> <p>Action: The Clerk should contact the police representative. If we do not subscribe, will we get less coverage that we do presently and if we do subscribe, how much control the parish could have. Also check what Elsenham PC's arrangement is with their designated PCSO. Which other parishes currently fund a PCSO and which grants would be available.</p>
24/220	<p>Consultation - Establishing a Mayoral Combined County Authority across Essex, Thurrock and Southend-on-Sea</p> <ol style="list-style-type: none">The Clerk's report on a briefing from EALC on devolution was noted.Noted - General information was given but no detailed changes have been agreed regarding individual council departments and functions. It is possible that some land and building responsibilities might be passed to parishes in the future. Further information can be found online -



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	<p>https://www.gov.uk/government/consultations/greater-essex-devolution</p> <p>c) Comments were agreed for the consultation - members felt that the Council should respond to strongly disagree to all questions (proposed by Cllr Carter and seconded by Cllr Moore).</p>
24/221	<p>Chairman's Report for the Website</p> <p>It was agreed that a Chairman's report should be added to the home page of the Council's website and the same information should be published in the Parish Magazine.</p> <p>Action: Points were agreed for the Chairman's report on the Council's website as follows: Reasons for increasing the precept Planned expenditure this year Providing a community café Upgrading the Takeley Sports Field Providing litter and dog bin collections Community events Making representations on behalf of the village on planning applications and the Local Plan Information page on TPC website - Local Councils: Who does what?</p> <p>Note: The deadline for the next online edition of the Grapevine is 14th April.</p>
24/222	<p>British Spring Clean Day</p> <p>Councils are being asked to sign up to the 10th Great British Spring Clean which will take place from 21 March - 6 April 2025.</p> <p>It was agreed to arrange a litter-pick for Saturday, 29th March at 11am, to meet at the Community Café (which will open for light refreshments).</p> <p>Action: To contact local groups and the Rotary Club for them to join and promote the village litter-pick.</p>
24/223	<p>V E Day - 80th Anniversary – 8th May 2025</p> <p>On Thursday 8th May 2025 the lighting of Beacons will take place at 9.30pm. Other events happening during the day could include the raising of a unique VE Day flag at 9am and holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls and pubs.</p> <p>It was RESOLVED to light the Parish Council beacon at 9.30pm.</p> <p>Action: To register the beacon-lighting with the Pageant Master.</p> <p>Action: Members agreed that the café will stay open for longer in the daytime of 8th May, with further details to be arranged including siting and lighting the gas beacon at 9.30pm.</p>



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24/224	<p>Microphone & Acoustic Panel Quotes</p> <p>Contractors have supplied a range of quotes for microphone systems for consideration. A second supplier for acoustic sound boards has made a site visit with their quote to follow for the next meeting.</p> <p>a) It was RESOLVED not to pursue getting a microphone system (proposed by Cllr Bodsworth and seconded by Cllr Carter).</p> <p>b) Acoustic panels for the main hall – it was agreed that a 3rd quote would be needed before a decision could be made, for a grant application.</p> <p>Action: To seek a 3rd quote for acoustic absorbers and the matter will be considered at a future meeting.</p>																																
24/225	<p>Finance</p> <p>a) To approve the monthly finance report for February (proposed by Cllr Cheetham and seconded by Cllr Barber).</p> <p>b) Noted - The total balance on accounts on 1st March 2025 was £92,979.47.</p> <p>c) It was RESOLVED to approve the following payments (proposed by Cllr Moore and seconded by Cllr Sprules):</p> <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>TBS Hygiene</td> <td>Bin collections – mixed waste left at bus stops</td> <td style="text-align: right;">11.20</td> <td style="text-align: right;">13.44</td> </tr> <tr> <td>TBS Hygiene</td> <td>Bin collections Feb</td> <td style="text-align: right;">193.60</td> <td style="text-align: right;">232.32</td> </tr> <tr> <td>TBS Hygiene</td> <td>Bin installation Four Ashes</td> <td style="text-align: right;">304.30</td> <td style="text-align: right;">320.25</td> </tr> <tr> <td>Window Wash</td> <td>Old School windows</td> <td style="text-align: right;">60.00</td> <td style="text-align: right;">60.00</td> </tr> <tr> <td>TBS Hygiene</td> <td>Bin collections March</td> <td style="text-align: right;">193.60</td> <td style="text-align: right;">232.32</td> </tr> <tr> <td>J Deane</td> <td>Expenses – Tesco food order 2nd February</td> <td style="text-align: right;">90.28</td> <td style="text-align: right;">90.28</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Payee	Description	Net Cost £	Total £	TBS Hygiene	Bin collections – mixed waste left at bus stops	11.20	13.44	TBS Hygiene	Bin collections Feb	193.60	232.32	TBS Hygiene	Bin installation Four Ashes	304.30	320.25	Window Wash	Old School windows	60.00	60.00	TBS Hygiene	Bin collections March	193.60	232.32	J Deane	Expenses – Tesco food order 2 nd February	90.28	90.28				
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24/226	<p>Planning</p> <p>a) Noted - the minutes of the February meeting.</p> <p>b) Cllr Cheetham gave a report on the March meeting. It is likely that the Industrial development proposal planning application will be submitted within the next two months.</p> <p>A letter was sent to UDC following the hearing on 96 homes in Smiths Green which subsequently got approval from the Planning Inspectorate. The Clerk was asked to chase up a response to the letter and follow-up emails.</p>																																



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	<p>Approval was given to instruct a transport consultant to act for the Council for the Local Plan Examination.</p> <p>c) The Clerk reminded members of the link for Local Plan examination updates: https://www.localplanservices.co.uk/uttlesfordlpexamination</p>
	<p>At 9.30pm it was RESOLVED to suspend standing orders and continue the meeting past two hours, to conclude matters on the agenda (proposed by Cllr Cheetham and seconded by Cllr Carter).</p> <p><i>Cllr Moore left the meeting.</i></p>
24/227	<p>Matters to Note and Future Meetings None.</p>
24/228	<p>Date of the Next Meeting The next Full Council meeting is scheduled to take place on Wednesday, 9th April 2025 at 7.30pm in the Old School Community Centre.</p>
	<p>PART 2 Confidential Items Exclusion of the Public and Press</p>
24/229	<p>Exclusion of the Public and Press To resolve 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 Cheetham and seconded by Cllr Backus).</p>
24/230	<p>Staffing Matters</p> <p>a) The Chair of the Staffing Committee reported on the exit interview for the former administrator.</p> <p>b) It was RESOLVED to approve the staffing committee's recommendations and approve advertising the post of administrator for 8 hours per week, at SCP range 9-12 (proposed by Cllr Sprules and seconded by Cllr Backus).</p> <p>c) It was RESOLVED to delegate authority to the staffing committee and the Clerk for the recruitment process including interviews of suitable candidates during the week commencing 31st March (proposed by Cllr Carter and seconded by Cllr Backus).</p>



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	d) It was RESOLVED to delegate authority to the Chairman and Chair of the Staffing Committee to make an offer of employment to a suitable candidate (proposed by Cllr Cheetham and seconded by Cllr Backus).
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The meeting closed at 9.45pm

Signed by the Chairman

Date

Bank Reconciliation up to 28/02/2025 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
03/02/2025	SO	42.00		42.00		<input checked="" type="checkbox"/>	Active Digital Marketing
06/02/2025	2509		51.00	51.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
07/02/2025	BACS	300.00		300.00		<input checked="" type="checkbox"/>	Society of Local Council Clerk
07/02/2025	BACS	900.00		900.00		<input checked="" type="checkbox"/>	Lloyds Credit Card
07/02/2025	BACS	35.00		35.00		<input checked="" type="checkbox"/>	HAPTC
07/02/2025	112		165.32	165.32		<input checked="" type="checkbox"/>	Receipt(s) Banked
10/02/2025	DD	5,618.85		5,618.85		<input checked="" type="checkbox"/>	Public Works Loans Board
10/02/2025	DD	15.00		15.00		<input checked="" type="checkbox"/>	TV Licensing
10/02/2025	DD	32.58		32.58		<input checked="" type="checkbox"/>	XLN Business Services
10/02/2025	2510		120.00	120.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
10/02/2025	2511		45.00	45.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
10/02/2025	2508		37.50	37.50		<input checked="" type="checkbox"/>	Receipt(s) Banked
11/02/2025	113		137.62	137.62		<input checked="" type="checkbox"/>	Receipt(s) Banked
13/02/2025	Feb paymen		5,000.00	5,000.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
13/02/2025	fridge		350.00	350.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
14/02/2025	BACS	788.25		788.25		<input checked="" type="checkbox"/>	RT Tec
14/02/2025	BACS	203.91		203.91		<input checked="" type="checkbox"/>	Glasdon UK Ltd
14/02/2025	BACS	60.00		60.00		<input checked="" type="checkbox"/>	RT Tec
14/02/2025	BACS	81.61		81.61		<input checked="" type="checkbox"/>	J DEANE
14/02/2025	BACS	1,743.82		1,743.82		<input checked="" type="checkbox"/>	J DEANE
14/02/2025	BACS	60.00		60.00		<input checked="" type="checkbox"/>	CPRE
17/02/2025	DD	10.25		10.25		<input checked="" type="checkbox"/>	Lloyds Credit Card
17/02/2025	DD	81.26		81.26		<input checked="" type="checkbox"/>	Castle Water
18/02/2025	DD	18.82		18.82		<input checked="" type="checkbox"/>	E-ON NEXT
18/02/2025	DD	522.65		522.65		<input checked="" type="checkbox"/>	E-ON NEXT
18/02/2025	BACS	31.40		31.40		<input checked="" type="checkbox"/>	United Tools & Fixings
18/02/2025	BACS	4,902.28		4,902.28		<input checked="" type="checkbox"/>	JM Payroll Services
18/02/2025	BACS	16,954.09		16,954.09		<input checked="" type="checkbox"/>	Wicksteed Leisure Ltd
18/02/2025	Payments		20,000.00	20,000.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
20/02/2025	DD	8.37		8.37		<input checked="" type="checkbox"/>	Castle Water
20/02/2025	114		119.80	119.80		<input checked="" type="checkbox"/>	Receipt(s) Banked
21/02/2025	DD	158.29		158.29		<input checked="" type="checkbox"/>	E-ON NEXT
26/02/2025	115		178.82	178.82		<input checked="" type="checkbox"/>	Receipt(s) Banked
28/02/2025	DD	76.76		76.76		<input checked="" type="checkbox"/>	RT Tec
28/02/2025	DD	11.40		11.40		<input checked="" type="checkbox"/>	Unity Bank
		<u>32,656.59</u>	<u>26,205.06</u>				

Clerk/RFO:

NameSignedDate

Chair of Finance:

NameSignedDate