



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the meeting held on Wednesday 9th April 2025 at 7.30pm at The Old School Community Centre

Council Members Present: Cllrs Phill Bodsworth (Chairman), Samantha Moore (Vice Chairman), Jim Backus, James Banks, Patricia Barber, Paul Burnett, Jackie Cheetham, David Daykin and Sue Sprules.

In Attendance: Jackie Deane (Clerk), Amanda Collins-Klimcke (Assistant Clerk) and Cllr Mark Coletta (UDC). There were no members of the public present.

Note: The Chairman agreed to add consideration of the EALC renewal to the agenda at item 24/239.

Item	Part 1 – Public Meeting
24/231	Apologies for Absence Apologies were received and accepted from Cllrs Carter, Boyle and D’Alton. Apologies were also received from Cllr Sutton and Cllr Bagnall (UDC) and Cllr Susan Barker (ECC). Members expressed their condolences to Cllr Barker.
24/232	Declarations of interests Cllrs Daykin and Cllr Cheetham declared pecuniary interests and Cllr Barber declared non-pecuniary interest in the item 24/240 for consideration of a grant application from the church for their community event.
24/233	Public Forum None.
24/234	Minutes of the Last Meeting The Full Council Minutes of the meeting held on 12 th March 2025 were approved as a true record (proposed by Cllr Barber and seconded by Cllr Cheetham).
24/235	Ward Councillor Reports None. There were no questions for Cllr Coletta. <i>Cllr Coletta left the meeting.</i>
24/236	Councillor Reports on External Meetings and Working Groups Cllr Backus reported on his attendance at a meeting of the Little Canfield Allotment Association, which will be managed from 2026 by Little Canfield Parish Council. Cllr Daykin reported on his attendance at the Priors Green Hall meetings, where the issues previously reported to the Parish Council are largely resolved.



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24/237	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none">a) £1,000 grant received from UDC Cllr Maggie Sutton to purchase new planters for the Old School – planters and compost have been delivered, ready for planting out as part of the summer display.b) Grant for a pergola and new tables and chairs at the Old School – a deposit has been paid, and installation is due in early May. Action: Cllr Cheetham and Cllr Sprules agreed to liaise with the Clerk regarding choices for tables and chairs.c) Re-arranging a litter-pick day – Action: Item for the May agenda to agree arrangements, with Cllr Moore leading on a litter-pick day in late May or early June.d) Grit bins – two new bins have been delivered, ready for moving to the corner of Parsonage Road and Rosacres (location identified by Cllr Burnett) and Bambers Green Road junction (location identified by Cllr Moore).e) Office equipment and IT upgrade update – a new laptop has been purchased and the oldest laptop has been upgraded for the new staff members. Electronic file access and two new email addresses have been set up appropriately and are now in use – assistantclerk@takeley-pc.gov.uk and admin@takeley-pc.gov.ukf) An update on devolution arrangements was given, explaining details circulated from the Parish Forum meeting with UDC.g) A new mobile supermarket has been set up with 8 venues currently listed, to support low-income households. There was a soft launch at the Old School Community Centre on 31st March and fortnightly visits are being arranged.h) The Rotary Club open gardens event will be held on Sunday 22nd June.
24/238	<p>Appointment of a New Member of Staff</p> <p>It was RESOLVED to appoint Jeanette Norfolk as part-time Administrator effective 17th April 2025, with remuneration at NJC scale point 9 for 8 hours per week over two days, Tuesdays and Thursdays, 9am-1pm (proposed by Cllr Moore and seconded by Cllr Cheetham).</p>
24/239	<p>Membership Renewals – RCCE and EALC</p> <ul style="list-style-type: none">a) It was RESOLVED to renew the RCCE annual membership to the sum of £84 including VAT.b) It was RESOLVED to renew the EALC and NALC affiliation fees to the sum of £931.71. <p>Both payments were proposed by Cllr Banks and seconded by Cllr Cheetham.</p>
24/240	<p>Grant Applications</p> <ul style="list-style-type: none">a) Noted: The new limit s137 limit for 2025/26 is £11.10 per elector.b) <i>Cllr Cheetham left the room for consideration of this item.</i> <p>It was RESOLVED to give a grant of £500 to support the Church of the</p>



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	Holy Trinity for Takeley and Little Canfield in their community Flower Festival, to be held on Saturday 21st June and Sunday 22nd June.
24/241	Sound Absorption Boards for the Community Centre Comparison quotes have been sought for acoustic mitigation in the community building and details of alternatives have been received from a supplier. Samples have been received, and options include artwork for the walls. It was RESOLVED that wall panel quotes should not include an option for artwork (proposed by Cllr Bodsworth and seconded by Cllr Banks).
24/242	Annual Parish Assembly – 7th May at 7pm It was agreed that the meeting should take place at 7pm on Wednesday, 7 th May. Cllr Bodsworth agreed to prepare a report for the Parish Assembly and it was agreed that the agenda should include a presentation on the Neighbourhood Plan.
24/243	V E Day - 80th Anniversary – 8th May 2025 It was agreed at the last meeting to organise a community event and light the Parish Council beacon. Cllrs Carter, Barber and Cheetham will serve refreshments at the café from 3-5pm. It was agreed to light the beacon on the Green at the Four Ashes at 9.30pm. Action: It was agreed that there should be a similar celebration for VJ Day on 15 th August.
24/244	Permission for Metal Detection on Parish Council Land Members considered a request from a member of the public for permission to use a metal detector on council-owned land to help clean the area of metal rubbish while preserving any potential historical artifacts. It was RESOLVED to give permission for metal detection to take place on the Sports Field but all football pitches must be avoided (proposed by Cllr Banks and seconded by Cllr Sprules).
24/245	Adoption of New Financial Regulations It was RESOLVED to adopt the updated Financial Regulations (proposed by Cllr Sprules and seconded by Cllr Banks).
24/246	Sports Field <ol style="list-style-type: none">The Clerk gave an update on the contractor delays and expected date of 10th April for the height restriction barrier to be installed.The Clerk reported that works to the portacabins were expected to be completed on 11th April.A contractor quote for metal fence and gates was presented for consideration. It was RESOLVED for two additional quotes to be



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	<p>sought and for works to be carried out for a new fence and gate to be installed, separating the car park from the playing fields. Delegated authority was agreed for the Clerk in consultation with Cllr Backus and Cllr Bodsworth regarding a drawing and specification for the works, for supply and installation cost up to £7,000 (proposed by Cllr Banks and seconded by Cllr Bodsworth).</p> <p>d) The Clerk gave an update on matters relating to the approved housing development for 100 homes West of Station Road, and the s106 legal agreement with Bellway, which includes financial contributions for the Parish Council to pay for professional advice on the future sports and recreation needs. There is also an option for the larger items of play equipment (LEAP) to be off-site, meaning that the play equipment could be placed on the Parish Council Sports Field.</p>																				
24/247	<p>Finance</p> <p>a) The monthly finance report was approved (proposed by Cllr Sprules and seconded by Cllr Moore).</p> <p>b) Noted - The balance on account on 31st March was £82,808.82.</p> <p>c) The recommendations from the Finance Committee meeting held on 8th April were discussed. It was agreed that a landline phone is no longer required but that the landline number should be retained, with calls to be received on a new mobile contract. It was RESOLVED to take out a new mobile phone contract at a monthly cost of £14 per month. It was agreed that the current provider should be asked to retain the landline number, for those calls to be forwarded to the new mobile number (proposed by Cllr Banks and seconded by Cllr Cheetham).</p> <p>Action: Cllr Banks was asked to liaise with the Clerk to contact Google to remove Cllr Burnett's home phone number from their records, linked with the Old School Community Centre.</p> <p>d) The following payments were approved:</p> <table border="1" data-bbox="566 1506 1248 1851"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Net Cost</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>J Deane expenses</td> <td>Planter, soil, grit</td> <td>243.12</td> <td>291.75</td> </tr> <tr> <td>Rialtas</td> <td>Data transfer to new laptop</td> <td>35.00</td> <td>42.00</td> </tr> <tr> <td>Glasdon</td> <td>Grit bins x 2</td> <td>359.44</td> <td>431.33</td> </tr> <tr> <td>Joe the Lock</td> <td>Replacement of two locks</td> <td>£125.00</td> <td>125.00</td> </tr> </tbody> </table>	Payee	Description	Net Cost	Total	J Deane expenses	Planter, soil, grit	243.12	291.75	Rialtas	Data transfer to new laptop	35.00	42.00	Glasdon	Grit bins x 2	359.44	431.33	Joe the Lock	Replacement of two locks	£125.00	125.00
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		at the Old School		
	TBS Hygiene	Dog and litter bin loose rubbish collections	11.20	13.44
	TBS Hygiene	Two new bins at the Recreation Ground	620.12	744.14
	TBS Hygiene	Bin installation at the bus shelter near Garnetts	95.00	114.00
	Window Wash	Window cleaning	60.00	60.00
	Ian Holmes	Water softener service	140.00	168.00
	Payments were proposed by Cllr Banks and seconded by Cllr Moore).			
24/248	<p>Planning Committee</p> <ul style="list-style-type: none"> a) The minutes of the meeting held on 12th March were noted. b) Noted – the planning committee meeting was postponed until 16th April, due to attendance at the UDC Planning Committee meeting on 9th April. Cllr Cheetham gave a report on UDC’s decisions on the two applications for Takeley. She highlighted the importance of parishes having an up-to-date neighbourhood plan, which gives a higher percentage from Community Infrastructure Levy and there would be a greater influence on planning outcomes in the future. c) The Clerk reported that further comments have been sent to the Planning Inspectorate regarding Weston Homes’ application to remove Registered Village Green in Smiths Green. d) Neighbourhood Plan – covered in Cllr Cheetham’s comments (above). e) Local Plan – The Clerk gave an update on the Local Plan timetable for the Examination in Public and the intended adoption of the Plan in April 2026. 			
24/249	<p>Matters to Note and Future Meetings</p> <p>Actions as detailed above.</p>			



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24/250	Date of the Next Meeting The next Full Council meeting is scheduled to take place on Wednesday, 14 th May 2025, at 7.30pm in the Old School Community Centre. This will be the Annual Parish Council Meeting.
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Meeting closed at 9.10pm

Signed by the Chairman

Date

Bank Reconciliation up to 31/03/2025 for Cashbook No 1 - Unity Current A/c 630

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Star Amnt	Diferance	Cleared	Payee Name or Description
22/05/2024	BACS					<input type="checkbox"/>	J DEANE
03/03/2025	SD	42.00		42.00		<input checked="" type="checkbox"/>	Active Digital Marketing
03/03/2025	2515		45.00	45.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
03/03/2025	2513		37.50	37.50		<input checked="" type="checkbox"/>	Receipt(s) Banked
04/03/2025	2514		90.00	90.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
07/03/2025	117		242.35	242.35		<input checked="" type="checkbox"/>	Receipt(s) Banked
07/03/2025	117		-242.35	-242.35		<input checked="" type="checkbox"/>	Receipt(s) Banked
07/03/2025	117		242.35	242.35		<input checked="" type="checkbox"/>	Receipt(s) Banked
10/03/2025	DD	15.00		15.00		<input checked="" type="checkbox"/>	TV Licensing
10/03/2025	DD	32.58		32.58		<input checked="" type="checkbox"/>	XLN Business Services
12/03/2025	113		131.73	131.73		<input checked="" type="checkbox"/>	Receipt(s) Banked
13/03/2025	2512		136.00	136.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
14/03/2025	BACS	362.38		362.38		<input checked="" type="checkbox"/>	TBS Hygiene
14/03/2025	BACS	90.28		90.28		<input checked="" type="checkbox"/>	Tesco Bishops Stortford
14/03/2025	BACS	60.00		60.00		<input checked="" type="checkbox"/>	Window Wash UK
17/03/2025	DD	513.36		513.36		<input checked="" type="checkbox"/>	Lloyds Credit Card
17/03/2025	DD	73.43		73.43		<input checked="" type="checkbox"/>	Castle Water
13/03/2025	DD	16.46		16.46		<input checked="" type="checkbox"/>	E-ON NEXT
13/03/2025	BACS	6,373.79		6,373.79		<input checked="" type="checkbox"/>	JM Payroll Services
13/03/2025	to current		7,000.00	7,000.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
19/03/2025	DD	511.27		511.27		<input checked="" type="checkbox"/>	E-ON NEXT
19/03/2025	120		132.70	132.70		<input checked="" type="checkbox"/>	Receipt(s) Banked
20/03/2025	DD	137.34		137.34		<input checked="" type="checkbox"/>	E-ON NEXT
20/03/2025	DD	16.26		16.26		<input checked="" type="checkbox"/>	Castle Water
21/03/2025	BACS	352.14		352.14		<input checked="" type="checkbox"/>	TBS Hygiene
25/03/2025	BACS	960.00		960.00		<input checked="" type="checkbox"/>	A Clarke Memorials
25/03/2025	BACS	282.00		282.00		<input checked="" type="checkbox"/>	RT Tec
25/03/2025	BACS	777.91		777.91		<input checked="" type="checkbox"/>	Woven Wood
25/03/2025	Mar txfer	5,000.00		5,000.00		<input checked="" type="checkbox"/>	Unity Deposit A/c 045
25/03/2025	transfer	5,000.00		5,000.00		<input checked="" type="checkbox"/>	Unity Deposit A/c 045
25/03/2025	credit cur		5,000.00	5,000.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
25/03/2025	121		90.01	90.01		<input checked="" type="checkbox"/>	Receipt(s) Banked
23/03/2025	DD	39.51		39.51		<input checked="" type="checkbox"/>	RT Tec
23/03/2025	payments		15,000.00	15,000.00		<input checked="" type="checkbox"/>	Receipt(s) Banked
31/03/2025	DD	9.00		9.00		<input checked="" type="checkbox"/>	Unity Bank
31/03/2025	BACS	10.35		10.35		<input checked="" type="checkbox"/>	Unity Bank
		<u>21,776.11</u>	<u>28,015.29</u>				

Clerk/RFO:

Name Signed Date