



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council held on Wednesday 5th June 2024 at 7.30pm at The Old School Community Centre

PRESENT: Cllrs Phill Bodsworth (Chairman), Jim Backus, James Banks, Patricia Barber, Paul Burnett, Helen Carter, David Daykin, Samantha Moore, Hugh D'Alton and John Boyle.

IN ATTENDANCE: Jackie Deane (Clerk), Cllr Coletta, Cllr Bagnall and 4 members of the public.

Item	Part 1 – Public Meeting
24/23	Apologies for Absence Apologies were received and accepted from Cllrs Jackie Cheetham and Sue Sprules. Apologies were also received from Cllr Susan Barker (ECC).
24/24	Declarations of interests Cllr Burnett declared a pecuniary interest in a grant application for the Takeley 10k event in item 24/34b as he is on the organising committee for the event. Cllr Banks declared a non-pecuniary interest as he is participating in the event.
24/25	Public Forum and County Councillor Report Two representatives from a local pre-school requested a parking restriction along the B1256 near the Old School Community Centre, as they have had to walk in the road with children, where parked cars have blocked the pavement. Members explained that there is already an approved restriction, which is due to take effect in June or July.
24/26	Correspondence The Clerk advised members that she has responded to a letter from a business owner regarding councillor interaction at a business premises, questioning their conduct and if they were visiting the premises in a parish council capacity. The Clerk confirmed to the resident that no members of the parish council had been given authority to speak with business on behalf of the Council. In the response, the Clerk included guidance on how to raise a complaint about an individual councillor with UDC. The Clerk reminded members of their Councillors' Code of Conduct and gave general advice on how they should be mindful to be clear in their interactions in their everyday lives to say so that there is no misunderstanding that they are representing the Parish Council.
24/27	Minutes of the Last Meeting It was noted that the minutes have been corrected to include councillors Boyle and Dalton as being present at the last meeting.



TAKELEY PARISH COUNCIL

Full Council Meeting

	It was RESOLVED to approve the Annual Council Minutes of the meeting held on 1 st May 2024 (proposed by Cllr Moore and seconded by Cllr Carter).
24/28	Ward Councillor Reports Cllr Bagnall reported on the updated timetable for the local plan, with meeting dates and the public consultation delayed by the General Election. He asked for an update on the results on the traffic survey and for the planned date for a separate Lorry count. Action: The Clerk was asked to contact Peter Hewett for an update.
24/29	Councillor Reports on External Meetings and Working Groups a) Cllr James gave an update on the twinning opportunity. After presenting the opportunity at the Annual Parish Assembly, he said that the next stage would be to contact local groups and clubs who might be interested in forming a twinning association. Members expressed their general support of the initiative at a previous meeting, however, no volunteers have come forward so far. Action: Cllr Bodsworth agreed to help Cllr Banks to compile a list of local groups who might be interested. Action: It was agreed that an advert for the opportunity should be published in the café, the Silver Jubilee Hall, on the website and on FaceBook pages. b) Cllr Carter reported on a meeting of the café working group to consider recruiting potential trustees and that they discussed café staffing arrangements.
24/30	Councillor Resignation a) The resignation of Pat Burnett was noted and members recorded their thanks to the longstanding member and former Chairman, for her valued contribution to the parish council, the café and other community initiatives. b) The process for advertising a casual vacancy was circulated to members ahead of the meeting. c) It was agreed that once UDC has notified the Parish Council to co-opt a new councillor, an advertisement should be posted for a period of four weeks.
24/31	Appointment of Vice Chairman for the Civic Year 2024-25 Following the resignation of Pat Burnett, Cllr Sprules had put her name forward for consideration as Vice Chairman. She was proposed by Cllr Daykin but there was no seconder. It was RESOLVED to appoint Cllr Moore as Vice Chairman (proposed by Cllr Banks and seconded by Cllr Carter).



TAKELEY PARISH COUNCIL

Full Council Meeting

24/32	<p>Clerk's Report</p> <ul style="list-style-type: none">a) Parking restrictions and airport parking – there has been no update from the multi-agency meeting held last November. Action: The clerk was asked to contact UDC for an update.b) The Land Registry requested permission to attend the Recreation Ground for a site survey, as part of the registration process.c) The Clerk reported a blocked ditch alongside the Recreation Ground which is causing a drainage issue. It was noted that there was no water in the neighbouring ditch, on Cricket Club land and it was agreed that further investigation should take place.d) The Clerk had an on-site meeting with Cllr Susan Barker and Sarah Tomlin (Essex Highways) however no suggestions were given to relieve the impact on Parsonage Road from HGV traffic. Several road faults were noted and additional bollards were requested outside shops near the Four Ashes junction.e) The Clerk explained her advice to councillors for them to have a dedicated email address for their council business, which is not shared with others in their household. Cllr Burnett wished to record that he is unhappy with the Clerk's advice and said that he is unwilling to provide a new email address following his wife's resignation from the Council. The Clerk explained that she is not able to filter emails to councillors and that she had concerns about sending confidential emails to Cllr Burnett's shared email address.
24/33	<p>Policies for Adoption</p> <ul style="list-style-type: none">a) 2024 Financial Regulations - It was RESOLVED to adopt the policy, in line with recommendations from the Finance Committee (proposed by Cllr Banks and seconded by Cllr Carter).b) Updated Grants Policy – It was RESOLVED to the policy, in line with recommendations from the Finance Committee (proposed by Cllr Banks and seconded by Cllr Carter).c) The conditions of hire were discussed, and it was agreed that changes were needed. Action: Members to contact the Clerk with their suggestions, for approval at a future meeting. Comments to note: Add the What3words address, change all references to OSCC to Takeley Parish Council and check the stated capacity of the hall to ensure that it agrees with the insured capacity of the building To be agreed at the next meeting.
24/34	<p>Grant Requests</p> <ul style="list-style-type: none">a) Takeley Scouts Grant Request for a Community Summer Fete to be held on Saturday 29th June 10-4. It was RESOLVED to grant the sum of £381.50 to cover costs of hiring an inflatable slide and generator, along with an operator. The event



TAKELEY PARISH COUNCIL

Full Council Meeting

	<p>is to raise money for the whole section, including their Explorers who are raising money for their international trip to Bulgaria this summer. Helen/Paul</p> <p>b) Takeley 10K Run Grant Request <i>Cllr Burnett left the room for this item, having declared a pecuniary interest.</i></p> <p>It was noted that the event will be the 14th year for the Takeley 10K run. Members considered a request for a grant to the sum of £1,000.</p> <p>It was RESOLVED to approve a grant to the sum of £1,000 to the Takeley 10k committee (proposed by Cllr Carter and seconded by Cllr Moore).</p> <p>c) To mark the 80th anniversary of D-Day, Cllr Backus has requested consideration of a grant to the Royal British Legion, to the sum of £300. The organisation has not applied for a grant however the Parish Council RESOLVED that should an application be forthcoming during 2024, a grant should be made to the sum of £300 (proposed by Cllr Banks and seconded by Cllr Moore).</p> <p>d) Food Share Cooking Lessons – A request was agreed by members ahead of the meeting to award a grant awarded in lieu of hire costs to the Food Share Cooking project.</p> <p>It was RESOLVED to award a grant in lieu of hire charges of £150 (for the S137 budget allocation to be debited and credited to the hall bookings receipts) for a second course of the TouchPoint initiative (proposed by Cllr Banks and seconded by Cllr Moore). Noted: Thanks were received from the organiser.</p>
24/35	<p>Sports Field and Recreation Ground</p> <p>a) An on-site working group meeting was held on 3rd June. Cllr Burnett read out a report detailing the purpose of the grant, as listed on the application. He wished to record his thanks to Cllr Maggie Sutton for supporting the council's application.</p> <p>Cllr Bodsworth read out a list to schedule priorities for the costs and it was agreed to priorities the previously agreed access arrangements and to get quotes for the first stated items.</p> <p>Cllr Burnett suggested that the council consider putting a perimeter fence around the pitches.</p> <p>The priority list was agreed and for the list to be sent to UDC and to get quotes.</p> <p>b) It was RESOLVED for the Clerk to write to UDC in confirmation of the short-term grant funding priorities list, in liaison with the Chairman (proposed by Cllr Banks and seconded by Cllr Moore).</p>



TAKELEY PARISH COUNCIL

Full Council Meeting

24/36	<p>At 9.30pm it was RESOLVED to suspend standing orders to continue with items on the agenda (proposed by Cllr Bodsworth and seconded by Cllr Banks).</p> <p>Councillor Training</p> <ul style="list-style-type: none">a) It was RESOLVED to fund new councillor training at a cost of £100 + VAT per day for Cllrs Boyle and Carter.b) It was RESOLVED to fund Clerk finance training to take place on 6th June at a cost of £100 + VAT.c) Action: Clerk to note - members gave their preferences on future receipt of the summons to meetings. Members to receive the meetings papers and summonses by email only: Cllrs James Banks, Helen Carter, Hugh D'Alton, Sam Moore, Phill Bodsworth.
24/37	<p>External Audit - Annual Governance and Accountability Return (AGAR) 2023/24</p> <ul style="list-style-type: none">a) Members noted the Annual Internal Audit Report page on the AGAR with the full report to follow in due course.b) Section 1 of the AGAR – the Annual Governance Statement 2023/24 was reviewed and signed by the Chairman and Clerk/RFO at the meeting.c) Section 2 of the AGAR - the Accounting Statements for 2023/24 were reviewed and agreed. They were signed by the Clerk/Responsible RFO in preparation and signed by the Chairman at the meeting.d) Details were agreed for the notification of the dates of the period for the exercise of public rights from Monday 1st July – Friday 9th August 2024 (proposed by Cllr Banks and seconded by Cllr Moore).
24/38	<p>Finance</p> <ul style="list-style-type: none">a) To monthly reports for April and May were approved (proposed by Cllr James and seconded by Cllr Carter).b) The balance on account on 1st June 2024 was £140,019.47.c) A report was noted from the finance committee meeting on the meeting held on 28th May.d) Members noted the need for a new member on the finance committee.e) It was agreed to remove signatory details for Pat Burnett.f) Cllr Moore's authorisation has been agreed and her login is pending.g) The following payments were approved (proposed by Cllr Banks and seconded by Cllr Carter).



TAKELEY PARISH COUNCIL

Full Council Meeting

		Payee	Description	Total	Net Cost
		S Sprules	Expenses – plants for planters	455.14	
		Broadmead Leisure	Safety repairs on play equipment, previously quoted works for a new gate and safety surface	3,516.00	2,930.00
		RoSPA	Play equipment inspections (paid in advance of the meeting)	295.20	246.00
		Rialtas	Year-end closedown (as above)	1014.60	868.00
24/39	d	Planning Committee a) The minutes of the May meeting were noted. b) The Clerk gave a report on the meeting held on 3 rd June.			
24/40		Neighbourhood Plan Update No report.			
24/41		Local Plan Update The Clerk gave an update on the timetable and forthcoming Local Panel meeting on 20 th June.			
24/42		Matters to Note and Future Meetings Terms of reference for committees to be agreed.			
24/43		Date of the Next Meeting The next Full Council meeting is scheduled to take place on Wednesday, 3 rd July at 7,30pm in the Old School Community Centre. Future meetings will be held on the second week of every month, including August and			



TAKELEY PARISH COUNCIL

Full Council Meeting

	December.
Part 2	
Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information.	
At 22.06 it was RESOLVED to enter part 2 of the meeting (proposed by Cllr Bodsworth and seconded by Cllr Banks).	
<ol style="list-style-type: none"> 1. A report was received on a planning matter. 2. It was RESOLVED to approve the planning committee's recommendation, to give the Clerk delegated authority to seek professional advice on local plan matters and instruct as appropriate, up to a sum of £8,000 (proposed by Cllr Carter and seconded by Cllr D'Alton. Cllr Banks's objection was noted. 	

The meeting closed 10.21pm

Signed by the Chairman

Date

Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Unity Current A/c 680

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/05/2024	DD	13.13		13.13		R	RT Tec
01/05/2024	SO	42.00		42.00		R	Active Digital Marketing
03/05/2024	R Sinha		190.00	190.00		R	Receipt(s) Banked
03/05/2024	2924		190.00	190.00		R	Receipt(s) Banked
03/05/2024	duplicate		-190.00	-190.00		R	Receipt(s) Banked
07/05/2024	DD	1,321.00		1,321.00		R	SSE
07/05/2024	Precept	85,000.00		85,000.00		R	Unity Deposit A/c 045
07/05/2024	cafe May4		495.73	495.73		R	Receipt(s) Banked
08/05/2024	DD	13.25		13.25		R	TV Licensing
08/05/2024	BACS	2,279.74		2,279.74		R	Clear Councils
08/05/2024	BACS	10.86		10.86		R	United Tools & Fixings
08/05/2024	BACS	250.00		250.00		R	Takeley Primary PFA
08/05/2024	BACS	300.00		300.00		R	Support 4 Sight
08/05/2024	BACS	876.91		876.91		R	Essex Association of Local Cou
08/05/2024	BACS	400.00		400.00		R	J H Cleaning Services
08/05/2024	BACS	250.00		250.00		R	Takeley Ladies Circle
08/05/2024	BACS	495.73		495.73		R	Sue Humphries
08/05/2024	BACS	232.32		232.32		R	TBS Hygiene
09/05/2024	2724		22.50	22.50		R	Receipt(s) Banked
09/05/2024	2624		90.00	90.00		R	Receipt(s) Banked
10/05/2024	DD	32.58		32.58		R	XLN Business Services
16/05/2024	DD	771.56		771.56		R	Lloyds Credit Card
16/05/2024	UDC		240.00	240.00		R	Receipt(s) Banked
20/05/2024	DD	22,009.21		22,009.21		R	Public Works Loans Board
21/05/2024	fromdeposi		25,000.00	25,000.00		R	Receipt(s) Banked
22/05/2024	BACS	100.80		100.80		R	727 Toolhire Ltd
22/05/2024	BACS	13.43		13.43		R	G Panayi
22/05/2024	BACS	295.20		295.20		R	Playsafety Ltd
22/05/2024	BACS						J DEANE
22/05/2024	BACS	61.05		61.05		R	J DEANE
22/05/2024	BACS	7.65		7.65		R	J Bridgeman
22/05/2024	BACS	28.32		28.32		R	Security Network Ltd
22/05/2024	BACS	5,945.00		5,945.00		R	JM Payroll Services
24/05/2024	BACS	495.73		495.73		R	Sue Humphries
24/05/2024	Cafe grant		495.73	495.73		R	Receipt(s) Banked
28/05/2024	DD	13.13		13.13		R	RT Tec
30/05/2024	BACS	1,041.60		1,041.60		R	Rialtas Business Solutions
30/05/2024	BACS	60.00		60.00		R	Window Wash UK
30/05/2024	BACS	191.00		191.00		R	Dr D Ghosh
30/05/2024	BACS	-54.00		-54.00		R	underpayment adjustment
30/05/2024	BACS	27.00		27.00		R	Rialas underpayment
		<u>122,524.20</u>	<u>26,533.96</u>				

Clerk/RFO:

Name Signed Date