



# TAKELEY PARISH COUNCIL

## Full Council Meeting

Minutes of the Ordinary Meeting of Takeley Parish Council held on Wednesday 6<sup>th</sup> March 2024 at 7.30pm at The Old School Community

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

**In attendance:** Jackie Deane (Clerk), Cllrs Susan Barker (ECC), Maggie Sutton (UDC) Mark Coletta (UDC) and 3 members of the public

Item	Part 1 – Public Meeting
23/202	<b>Apologies for Absence</b> Apologies were received and accepted from Cllr Banks. Cllr Geoff Bagnall (UDC) sent his apologies.
23/203	<b>Declarations of interests</b> Cllrs Cheetham and Daykin declared interests in church-related items due to their involvement. Both declared non-pecuniary interests in item 207 regarding the parish magazine and pecuniary interests in item 216, regarding a grant application from the Takeley and Little Canfield Church.
23/204	<b>Public Forum and County Councillor Report</b> A resident raised concerns about parking causing an obstruction along Parsonage Road, opposite the Chestnut Way junction. Advice was given on how to report this issue. A resident raised a planning matter relating to electric car chargers in Priors Green car park and their impact on neighbouring residents. It was agreed by the Chairman that Mr Hugh Mascetti should speak during the agenda item to answer questions on his request to for support to produce a paper version of the Grapevine Magazine. Cllr Susan Barker gave updates on the following: <ul style="list-style-type: none"><li>• The main reasons for the 4.99% increase in Essex County Council precept for Council Tax were for childrens' services, for the higher number of children coming into care, for increased school transport, which includes transporting individual children to appropriate schools for their special educational needs, and the increase in national living wage.</li><li>• Cllr Barker has liaised with the local primary schools regarding parent parking and advisory signs have been erected to discourage parking outside Rosacres Primary School.</li><li>• A road closure is planned in Priors Green for resurfacing over Easter period. There is an opportunity for the Police and Fire Commissioner to attend a parish council meeting.</li></ul>



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## Full Council Meeting

23/205	<p><b>Minutes of the Last Meeting</b></p> <p>It was <b>RESOLVED</b> to approve the minutes of the Full Council meeting held on 7<sup>th</sup> February 2024 (proposed by Cllr Cheetham and seconded by Cllr Paul Burnett).</p>
23/206	<p><b>Ward Councillor Reports</b></p> <p>Cllr Coletta passed on an apology from the CEO Peter Holt for the issue over the bin collections. Cllr Cheetham asked about the cost for funding the bin collections since the UDC license was revoked, for overtime, other councils and administration costs. UDC will have a statement for costs at their Full Council meeting on 11<sup>th</sup> March.</p> <p>Cllr Coletta reported that UDC will be considering reducing the total public speaking time at their meetings to a total of 15 minutes.</p>
23/207	<p><b>Producing a new Grapevine Magazine</b></p> <p>Hugh Mascetti elaborated on the background information he had provided ahead of the meeting, for members to consider their support for future publication of the parish magazine, which is only currently available online. There was a lengthy debate and whether a quarterly magazine might be more appropriate. There was a motion for support which was not carried.</p> <p>It was <b>RESOLVED</b> not to support publication of the Grapevine in paper copy (proposed by Cllr Bodsworth and seconded by Cllr Paul Burnett).</p>
23/208	<p><b>Councillor Reports on External Meetings</b></p> <p>Reports were received as follows:</p> <ol style="list-style-type: none"> <li>1) Affordable housing consultation for the former day centre was attended by Cllrs Pat Burnett, Patricia Barber and Jackie Cheetham. An affordable housing scheme is proposed by UDC.</li> <li>2) Uttlesford Food Bank – Cllr Cheetham reported on the informal meeting to provide suggested locations for storage of Food Bank parcels for Takeley deliveries. Cllr Barber informed members that there are vacancies for drivers for Takeley deliveries.</li> <li>3) Cllr Cheetham asked for additional working group members for the grants and refurbishment working group for the conversion of the outbuilding. The group’s aim is to provide an extra meeting room and an extension for storage of history society documents. The first steps will be to establish works required, source quotes and seek funding opportunities.</li> </ol> <p><b>Action:</b> Membership was agreed as follows: Jackie Cheetham, Paul Burnett, Patricia Barber, Samantha Moore and Phill Bodsworth.</p>
23/209	<p><b>Clerk’s Report and Correspondence</b></p> <ol style="list-style-type: none"> <li>1) Arrangements are being made for UDC to take over responsibility</li> </ol>



# TAKELEY PARISH COUNCIL

## Full Council Meeting

	<p>for a total of 10 dog waste bins and litter bins on Priors Green. Cllr Cheetham wished to record thanks to Cllr Geoff Bagnall and the Clerk for getting the new agreement established with UDC.</p> <ol style="list-style-type: none"><li>2) It was noted that the Parish Council has been awarded £37,000 grant from UDC for sports field improvements.</li><li>3) The Clerk asked for a progress report on the charitable status for the management group for the community café and on arrangements for current and future employees of the café staff. <b>Action:</b> An item will be set for the next Finance Committee meeting to discuss this matter.</li><li>4) Two applicants for the two vacancies for councillor – set for a decision – It was agreed to extend the deadline for applications to Friday, 22<sup>nd</sup> March at 5pm. The applicants will be considered at the next meeting, to be held on 3<sup>rd</sup> April.</li><li>5) Stansted Airport-related car parking – The Clerk is awaiting an update from UDC and in the meantime residents are requested to make reports to UDC, NEPP and Stansted Airport. <b>Action:</b> The Clerk was asked to update the Council's website with useful links for reporting airport-related car parking and parking obstructions to be reported to Essex Police.</li></ol>
23/210	<p><b>Cleaning School House Chairs</b></p> <p>To consider an annual clean to all chairs in the Old School House. Chairs were recently cleaned on 9<sup>th</sup> February 2024 at cost of £250 for 46 chairs.</p> <p>It was <b>RESOLVED</b> to add £250 allowance for cleaning and servicing the hall chairs every year, proposed by Cllr Bodsworth and seconded by Cllr Paul Burnett, the decision was unanimous.</p>
23/211	<p><b>Curtains or Acoustic Boards for the Old School Hall</b></p> <p>Cllr Paul Burnett has sourced quotes for hall curtains following feedback on the Saffron Hall weekend events, and quotes will be sourced for noise absorbing acoustic boards, to be considered at a future meeting.</p> <p><i>At 9.30pm, it was agreed to suspend standing orders for the meeting to continue past two hours in duration (proposed by Cllr Jackie Cheetham and seconded by Cllr Backus).</i></p>
23/212	<p><b>Hall Evening and Weekend Regular Hires</b></p> <p>The Clerk gave an update on booking enquiries received for regular Monday evenings and Saturday daytime hires which cannot all be fully covered by the caretaker's part-time hours. Members raised concerns about giving keys and access to alarm codes, which might impact on the Council's risk assessment and insurance. Members were in favour of adding another councillor as a keyholder.</p>



# TAKELEY PARISH COUNCIL

## Full Council Meeting

	<p><b>Action:</b> Cllr Carter volunteered to be a keyholder for cover of weekday evenings, on request.</p>
23/213	<p><b>Sports Field</b> The Council was successful in its bid for UDC grant funding, to the sum of £37,000.</p> <ol style="list-style-type: none"> <li>1) Members were supportive of litter-pick, cleaning and painting of existing equipment to be carried out by the Community Payback Scheme, and for a skip to be arranged.</li> <li>2) Members agreed for additional members of the working group to meet and discuss arrangements for works funded by a UDC grant – Members of the working group: Cllr Jim Backus, Sue Sprules, Paul Burnett, Phill Bodsworth, Maggie Sutton and other sports representatives from the community.</li> <li>3) A decision to agree on wording for future football pitch hires was deferred to a future meeting.</li> </ol> <p><b>Action:</b> An item for sports field hires should be added to the Finance Committee agenda.</p>
23/214	<p><b>Holy Trinity Churchyard and Car Park Grant Request</b> Cllr Daykin answered questions on the information he had provided for consideration to cover church costs of maintenance and repairs as follows:</p> <ul style="list-style-type: none"> <li>• Men's Shed donation £300.</li> <li>• Purchase new hedge trimmer £190.</li> <li>• Service cost and purchase of petrol for the lawnmower £60</li> <li>• Spring bulbs and flower seeds £40.</li> </ul> <p><i>Cllr Daykin and Cllr Cheetham left the room.</i></p> <p>It was <b>RESOLVED</b> to award a grant to the sum of £590 to the Takeley and Little Canfield Church (proposed by Cllr Bodsworth and seconded by Cllr Sprules).</p> <p><b>Note:</b> Cllr Daykin confirmed that the Council's caretaker will be permitted to use the Church owned hedge-trimmer, when required.</p>
23/215	<p><b>Twinning Opportunity with Cosuenda, Spain</b> Information was provided on a request to consider a twinning arrangement with Cosuenda in the Cariñena wine region of northern Spain, for a cultural and language exchange. Members were generally supportive in principle and requested information from the Clerk on any potential long-term commitments or implications for the Parish Council and/or other community members from the twinning initiative.</p>



# TAKELEY PARISH COUNCIL

## Full Council Meeting

23/216	<p><b>Finance</b></p> <p>a) It was <b>RESOLVED</b> to approve the February finance report (proposed by Cllr Bodsworth and seconded by Cllr Sprules).</p> <p>b) It was agreed that the meeting calendar should be changed to have quarterly committee meetings on the first Tuesday of the month, with the next meeting to be held on Tuesday, 2<sup>nd</sup> April at 10am.</p> <p>c) Noted - The balance on account on 29<sup>th</sup> February 2024 was £97,892.67.</p> <p><i>At 10.08pm Cllr Carter left the meeting.</i></p> <p>d) Members ratified the following payment (proposed by Cllr Bodsworth and seconded by Cllr Sprules):</p> <table border="1"><thead><tr><th>Payeee</th><th>Description</th><th>Total</th><th>Net Cost</th></tr></thead><tbody><tr><td>Broadmead Leisure</td><td>Recreation ground repairs</td><td>£1,252.80</td><td>£1,044</td></tr></tbody></table>	Payeee	Description	Total	Net Cost	Broadmead Leisure	Recreation ground repairs	£1,252.80	£1,044
Payeee	Description	Total	Net Cost						
Broadmead Leisure	Recreation ground repairs	£1,252.80	£1,044						
23/217	<p><b>Planning Committee</b></p> <p>a) Noted - minutes of the last committee meeting.</p> <p>b) Cllr Cheetham gave an update following the committee meeting held that morning.</p> <p>c) The Essex Minerals Local Plan consultation deadline is 15<sup>th</sup> March.</p> <p>d) A Stansted Airport consultation will be on the next planning committee agenda.</p>								
23/218	<p><b>Neighbourhood Plan Update</b></p> <p>The Clerk gave an update on the next steps for the group to work together to write sections of the plan booklet and getting ecology advice.</p>								
23/219	<p><b>Local Plan Update</b></p> <p>The Clerk gave an update on the next steps regarding the Uttlesford Local Plan.</p>								
23/220	<p><b>Matters to Note and Future Meetings</b></p> <p>New dates were agreed for the next finance and planning committee meetings:</p> <p>Finance Committee Tuesday, 2<sup>nd</sup> April at 10am</p> <p>Planning Committee Wednesday, 10<sup>th</sup> April at 9.30am</p> <p>Noted - Items deferred to next month: Twining request, football agreements (finance and full council meetings) and a grant request from the primary school was received in late correspondence.</p>								



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23/221	<b>Date of the Next Meeting</b> The next Full Council meeting is due to take place on Wednesday, 3 <sup>rd</sup> April 2024 at 7.30pm in the Old School Community Centre.
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The meeting closed at 10.28pm.

Signed by the Chairman .....

Date .....

Bank Reconciliation up to 29/02/2024 for Cashbook No 1 - Unity Current A/c 024

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/02/2024	SO	42.00		42.00		R <input type="checkbox"/>	Active Digital Marketing
05/02/2024	1124		137.50	137.50		R <input type="checkbox"/>	Receipt(s) Banked
06/02/2024	0124		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
08/02/2024	DD	5,618.85		5,618.85		R <input type="checkbox"/>	Public Works Loans Board
08/02/2024	DD	13.25		13.25		R <input type="checkbox"/>	TV Licensing
08/02/2024	0224		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
08/02/2024	1224		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
12/02/2024	DD	30.19		30.19		R <input type="checkbox"/>	XLN Business Services
16/02/2024	DD	77.61		77.61		R <input type="checkbox"/>	E-ON NEXT
16/02/2024	DD	310.33		310.33		R <input type="checkbox"/>	Lloyds Credit Card
21/02/2024	BACS	21.60		21.60		R <input type="checkbox"/>	G Panayi
21/02/2024	BACS	13.00		13.00		R <input type="checkbox"/>	J Bridgeman
21/02/2024	BACS	120.00		120.00		R <input type="checkbox"/>	Christopher Baker
21/02/2024	BACS	180.00		180.00		R <input type="checkbox"/>	Christopher Baker
21/02/2024	BACS	180.00		180.00		R <input type="checkbox"/>	PA Drvall T/A Magic Steam
21/02/2024	BACS	168.00		168.00		R <input type="checkbox"/>	PHF Fire Ltd
21/02/2024	BACS	15.69		15.69		R <input type="checkbox"/>	Screwfix Bishops Stortford
21/02/2024	BACS	393.60		393.60		R <input type="checkbox"/>	TBS Hygiene
21/02/2024	BACS	393.60		393.60		R <input type="checkbox"/>	TBS Hygiene
21/02/2024	BACS	50.00		50.00		R <input type="checkbox"/>	RT Tec
21/02/2024	BACS	5,875.87		5,875.87		R <input type="checkbox"/>	JM Payroll Services
21/02/2024	to current		25,000.00	25,000.00		R <input type="checkbox"/>	Receipt(s) Banked
21/02/2024	Cafe staff		451.53	451.53		R <input type="checkbox"/>	Receipt(s) Banked
21/02/2024	0424		360.00	360.00		R <input type="checkbox"/>	Receipt(s) Banked
22/02/2024	2351		22.50	22.50		R <input type="checkbox"/>	Receipt(s) Banked
26/02/2024	BACS	451.53		451.53		R <input type="checkbox"/>	Sue Humphries
26/02/2024	BACS	1,252.80		1,252.80		R <input type="checkbox"/>	Broadmead Leisure Ltd
26/02/2024	BACS	60.00		60.00		R <input type="checkbox"/>	RT Tec
27/02/2024	BACS	200.00		200.00		R <input type="checkbox"/>	Priors Wood Court
27/02/2024	BACS	2.75		2.75		R <input type="checkbox"/>	J Bridgeman
27/02/2024	XZV100958		14,487.94	14,487.94		R <input type="checkbox"/>	Receipt(s) Banked
29/02/2024	DD	1,018.65		1,018.65		R <input type="checkbox"/>	SSE
		<u>16,489.32</u>	<u>40,669.47</u>				

Clerk/RFO:

Name ..... Signed ..... Date .....

Chair of Finance:

Name ..... Signed ..... Date .....