



TAKELEY PARISH COUNCIL

Full Council Meeting

Minutes of the Meeting held on Wednesday 11th September 2024 at 7.30pm at The Old School Community Centre

Council Members Present: Cllrs Samantha Moore (Vice Chairman), Jim Backus, Patricia Barber, Jackie Cheetham, Helen Carter, David Daykin, Sue Sprules and Hugh D'Alton

In Attendance: Jackie Deane (Clerk), Cllrs Geoff Bagnall and Mark Coletta (UDC), Cllr Susan Barker (ECC) and one member of the public.

Item	Part 1 – Public Meeting Chaired by Cllr Moore
24/80	<p>Apologies for Absence</p> <p>Apologies were received and accepted from Cllrs Phill Bodsworth, Paul Burnett, John Boyle, James Banks and David Daykin.</p>
24/81	<p>Declarations of interests</p> <p>None.</p>
24/82	<p>Public Forum and County Councillor Report</p> <p>A member of the public reported that the war memorial needs cleaning, mainly the plaque at the base. The Clerk reported that quotes are already being sought.</p> <p>The same member of the public asked if the Parish Council would consider their support or otherwise of signs placed on the verge by a business in Hall Road, which are village green registered verge.</p> <p>An enforcement matter was raised, which cannot be discussed in a public forum, however Cllr Bagnall confirmed that he has raised this matter on behalf of the resident with the UDC enforcement department.</p> <p>The member of the public also raised matters of verge clearance and suggested that the Parish Council should make it easier for people to walk off-road along Hall Road towards the airport, wherever possible.</p> <p>Action: Members asked the Clerk to contact Stansted Airport community liaison, to ask if the clearance of verges is something that their volunteers could do.</p> <p>Cllr Barker mentioned that the County Council were looking to erect a new bus shelter in Molehill Green and she will liaise with the Clerk over the location, to see if it could be placed on land owned by the Parish Council.</p> <p>It was stated that a bollard is missing from the end of Jacks Lane.</p> <p>Action: The Clerk was asked to give Cllr Barker the location for a missing bollard on the Jacks Lane byway, which should be installed.</p> <p>Cllr Barker reported on drain cover replacement in Takeley Street and road surfacing and vegetation works are due to be carried out. Cllr Barker is also following up on a report of poor standard road surfacing in Prior's Green.</p>



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24/83	<p>Minutes of the Last Meeting</p> <p>It was RESOLVED to approve the Full Council Minutes of the meeting held on 14th August 2024 as a true record, with a correction to item 24/73(b) which should read:</p> <p>Interim management arrangements at the café – a date will be put in the diary for the next working group meeting (proposed by Cllr Carter and seconded by Cllr Backus).</p>
24/84	<p>Ward Councillor Reports</p> <p>Cllr Coletta said that he would use his ward councillor grant to contribute to war memorial cleaning.</p> <p>Cllr Maggie Sutton sent notification of Stansted Airport’s capital project grant opportunity for up to £50,000 for a long-lasting benefit for the community and projects should be infrastructure to support community use, sports and leisure activities or environmental schemes that support access to the countryside/outdoors. Applicants are expected to have additional/match funding. The deadline for applications is 30th September 2024.</p> <p>Action: The Clerk was asked to set an agenda item for the next meeting, to consider a working party action to prepare for the next capital project grant.</p> <p>Cllr Bagnall suggested that the Parish Council invites the new police officer to attend the parish council meetings regularly.</p> <p>Cllr Bagnall gave a brief update on the Local Plan Regulation 19 Consultation.</p> <p>Cllr Sprules asked Cllr Bagnall if he could request street cleaning along the Dunmow Road and the Four Ashes junction.</p>
24/85	<p>Councillor Reports on External Meetings and Working Groups</p> <p>None.</p>
24/86	<p>Clerk’s Report and Correspondence</p> <ol style="list-style-type: none">1) Criminal damage at the Recreation Ground was attended by the Fire Service. It has been reported to the police and the insurance company.2) The Clerk explained the extent of hedge growth over the last year and how this will have budgetary implications for maintenance3) The Clerk is seeking quotes for cleaning the war memorial, to be considered at the next meeting.4) An update was given on website quotes.5) Airport parking – no update.6) <u>Essex Local Nature Recovery Strategy (LNRS) Public Consultation - Essex County Council - Citizen Space</u> – a response is to be considered at the October planning committee meeting and all members are welcome to give their comments for the parish council response.7) Correspondence has just been received from the church with a grant request to be considered at the next meeting.



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	<p>8) The two bins outside the shops on the Dunmow Road have been full to overflowing on occasion recently. Overspill items have included a microwave, which was collected by UDC. There is liaison with UDC street-cleaning department for them to consider including bins in their rounds, with a request for these bins to be transferred to UDC's rounds as a priority. The situation is being monitored in the meantime because these bins are already collected twice-weekly.</p> <p>9) A new contact at TouchPoint, Mo Park, will be looking to add to their offering of free health and fitness classes on Thursday mornings, prior to the café opening and to see if there is potential to have sessions on Friday mornings, once the café moves to 11am openings. He has also agreed to meet with representatives from the Sports Field wording group to give his input on the planned works covered by the UDC grant.</p> <p>10) Monthly multi-agency support drop-in sessions will be arranged by UDC on Thursday FoodShare times.</p> <p>11) The external auditor has requested a further breakdown of figures previously submitted with a deadline of 13th September. The internal auditor's report has also been received and both matters will be discussed at the next Finance Committee meeting.</p>
24/87	<p>Local Plan Update – Public Consultation on Regulation 19</p> <p>a) There were no questions on information previously circulated, including the new deadline of 14th October.</p> <p>b) Cllr Bodsworth has undertaken to produce a new leaflet, based on the Clerk's advice note, to raise awareness of residents to respond to the consultation. He has produced a rota for members to help residents during the café opening times.</p> <p>c) There were no additional members' comments.</p> <p>d) It was noted that the Planning Committee RESOLVED to accept a fee proposal from Cerda Planning Consultants for a review of emerging Uttlesford Local Plan and evidence base, strategy, drafting of representations, and a final submission version to the sum of £2,500.00 + VAT.</p>
24/88	<p>Staffing Committee</p> <p>It was RESOLVED that Cllr Carter and Cllr Moore will join the staffing committee (proposed by Cllr Backus and seconded by Cllr Sprules). Cllr Barber agreed to circulate dates for the next meeting, after the Clerk's annual appraisal has taken place.</p>
24/89	<p>Hedge Cutting</p> <p>a) Quotes have been sought for works at The Pastures and the Sports Field and only one was received in time for the meeting. It was RESOLVED for works to be carried out at The Pastures, at a cost of up to £2,000 (proposed by Cllr Carter and seconded by Cllr Moore).</p>



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	<p>b) Members considered that some hedge cutting was probably required at the Recreation Ground, and it was agreed for the Clerk to look at a specification in liaison with Chairman.</p>
24/90	<p>Litter Bin Collections Item withdrawn and reported in the Clerk's report.</p>
24/91	<p>Woodland Trust Tree Packs Do consider an opportunity to receive free trees via Woodland Trust's tree packs, for delivery in March 2025. It was RESOLVED to order packs for the Sports Field to separate the enlarged car parking area from the fields (proposed by Cllr D'Alton and seconded by Cllr Carter). Cllr Moore agreed to visit the Sports Field and advise the Clerk on the quantity of tree/hedge packs to be ordered.</p>
24/92	<p>Community Café – Community Interest Company Cllr Helen Carter gave an update on establishing trustees, how it would not fit the criteria to register as a charity and that interviews have been scheduled for a new supervisor at the café.</p> <p>Members RESOLVED that Cllr Carter should liaise with UCAN regarding registering the café as a CIC (proposed by Cllr Moore and seconded by Cllr Backus).</p> <p>Cllr Carter reported that the last day for the paid supervisor is on 4th October and one of the volunteers has agreed to cover this role until a permanent supervisor has been recruited.</p> <p>Cllr Carter was thanked for all her hard work on the project so far.</p>
24/93	<p>Recreation Ground Quotes Members discussed the quotes received for safety repairs from the RoSPA, recent criminal damage and wear and tear maintenance.</p> <p>a) The Clerk was asked to enquire if a metal gate could be sourced for a cost up to £350. If none is available at this price, it was agreed to accept a quote from Broadgate Leisure to supply and fit a new gate with additional mesh reinforcement at a cost of £270 (proposed by Cllr Carter and seconded by Cllr Barber).</p> <p>b) It was RESOLVED to accept the prices quoted by Broadgate Leisure for all items on quote, except replacement of chain-link fence (proposed by Cllr Carter and seconded by Cllr Barber).</p>
24/94	<p>Acquiring an Information Trailer for the Community Centre There was a general discussion on the specification of an information trailer and its potential uses by the Parish Council. It was agreed that the trailer</p>



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	<p>could be used to display neighbourhood plan and local plan information, and other uses were suggested for the future. The trailer would need to be parked at the Old School Community Centre and could be taken out to areas of the parish when needed.</p> <p>It was RESOLVED in principle to acquire the trailer from Stansted Airport Watch, with the cost covered by Cllr Sutton's ward councillor grant, subject to the Clerk seeking information from the insurance company on any additional insurance cost and if the parish council would have liability when it is towed between locations (proposed by Cllr Cheetham and seconded by Cllr Carter).</p> <p>Action: The Clerk was asked to contact the insurance company to make enquiries as requested by members).</p>												
24/95	<p>Rotary International Permission</p> <p>Members considered a request for the organisation to plant 200 crocuses on the Village Green at the Four Ashes junction, to raise awareness of the growing cases of wild polio, with a small sign board to be erected.</p> <p>It was RESOLVED to give permission for the Rotary Club organisation to plant 200 crocus bulbs on the Green at the Four Ashes Junction and to erect a small sign board (proposed by Cllr Moore and seconded by Cllr Backus).</p>												
	<p>At 9.30pm it was RESOLVED for standing orders to be suspended and for the meeting to continue until 9.45pm (proposed by Cllr Cheetham and seconded by Cllr Backus).</p>												
24/96	<p>Finance</p> <ul style="list-style-type: none"> a) The monthly finance report was approved (proposed by Cllr Sprules and seconded by Cllr Backus). b) The balance on account on 31st August 2024 was 94,524.91. c) Following the resignation of Pat Burnett, all permissions with Unity Trust Bank were changed, however this was not carried over to the credit card, which still needs to be changed. <p>It was RESOLVED for Cllr Sprules to become an additional administrator on the Lloyds debit card, to replace Patricia Burnett, who is no longer a councillor (proposed by Cllr Backus and seconded by Cllr Cheetham).</p> <ul style="list-style-type: none"> d) The following payments were approved (proposed by Cllr Carter and seconded by Cllr Backus). <table border="1" data-bbox="514 1793 1389 1944" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Total</th> <th>Net Cost</th> </tr> </thead> <tbody> <tr> <td>Broadmead Leisure</td> <td>Playground maintenance</td> <td>£984.00</td> <td></td> </tr> <tr> <td>TBS Hygiene</td> <td>Bin collections</td> <td>£232.32</td> <td></td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost	Broadmead Leisure	Playground maintenance	£984.00		TBS Hygiene	Bin collections	£232.32	
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		Val Evans	Internal Audit and report	338.60	
24/97	Planning Committee a) The minutes of the meeting held on 14 th August were noted. b) Cllr Cheetham reported on the meeting held on 11 th September. A planning application has been submitted for a development of 100 homes in Station Road. There has been correspondence between the Clerk and Weston Homes regarding the potential use of their new health facility as a clinic. Comments were made on an informal consultation regarding a future application by Weston Homes to de-register village green to put in a road to their approved development for 40 homes.				
24/98	Neighbourhood Plan Update Cllr Cheetham gave an update.				
24/99	Matters to Note and Future Meetings None.				
24/100	Date of the Next Meeting The next Full Council meeting is scheduled to take place on Wednesday, 9 th October at 7.30pm in the Old School Community Centre.				

Meeting closed at 9.44pm

Signed by the Chairman

Date

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Unity Current A/c 680

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
22/05/2024	BACS					<input type="checkbox"/>	J DEANE
01/08/2024	SO	42.00		42.00		R <input checked="" type="checkbox"/>	Active Digital Marketing
01/08/2024	UDC Dis Ac		272.00	272.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/08/2024	DD	5,618.85		5,618.85		R <input checked="" type="checkbox"/>	Public Works Loans Board
08/08/2024	DD	13.25		13.25		R <input checked="" type="checkbox"/>	TV Licensing
12/08/2024	DD	32.58		32.58		R <input checked="" type="checkbox"/>	XLN Business Services
13/08/2024	DD	1,368.16		1,368.16		R <input checked="" type="checkbox"/>	SSE
13/08/2024	4324		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/08/2024	DD	73.62		73.62		R <input checked="" type="checkbox"/>	Lloyds Credit Card
16/08/2024	DD	62.52		62.52		R <input checked="" type="checkbox"/>	Castle Water
19/08/2024	Esx partne		272.00	272.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/08/2024	8000		8,000.00	8,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/08/2024	Cafe x 2		991.46	991.46		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/08/2024	BACS	5,895.32		5,895.32		R <input checked="" type="checkbox"/>	JM Payroll Services
21/08/2024	BACS	117.56		117.56		R <input checked="" type="checkbox"/>	Security Network Ltd
21/08/2024	BACS	2,477.90		2,477.90		R <input checked="" type="checkbox"/>	Defib UK
21/08/2024	BACS	7.38		7.38		R <input checked="" type="checkbox"/>	United Tools & Fixings
21/08/2024	BACS	495.73		495.73		R <input checked="" type="checkbox"/>	Sue Humphries
21/08/2024	BACS	100.00		100.00		R <input checked="" type="checkbox"/>	Rajesh Sinha
21/08/2024	BACS	380.00		380.00		R <input checked="" type="checkbox"/>	Window Wash UK
21/08/2024	BACS	60.00		60.00		R <input checked="" type="checkbox"/>	Essex Association of Local Cou
27/08/2024	4124		58.50	58.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/08/2024	DD	13.13		13.13		R <input checked="" type="checkbox"/>	RT Tec
		<u>16,758.00</u>	<u>9,623.96</u>				

Clerk/RFO:

NameSignedDate

Chair of Finance:

NameSignedDate