



TAKELEY PARISH COUNCIL

Full Council Meeting

Meeting Notice:

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 10th January 2024 at 7.30pm at The Old School Community Centre, Brewers End, CM22 6SB** for the purpose of transacting the business set out on the agenda below.

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

Signed: *Jackie Deane*
(Clerk to the Council)

Date of publication: 3rd January 2024

Members of the public and press are welcome to attend in person. There is no requirement to register in advance to attend but notification of your intention to attend is appreciated.

AGENDA

Item	Part 1 – Public Meeting
23/162	Apologies for Absence Members' apologies sent to the Clerk ahead of the meeting.
23/163	Declarations of interests Members to declare interests for matters on the agenda.
23/164	Public Forum Up to 15 minutes for public questions and statements, 3 minutes for individuals.
23/165	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 6 th December 2023.
23/166	Councillor Resignation To note the resignation of Jeanne Bradley and consider advertisement and filling of the casual vacancy once advised by UDC.
23/167	Councillor Co-option To consider applicants for the casual vacancy, following the resignation of Anila Banerjee.



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23/168	<p>Saffron Hall – Takeley Together and Together in Sound</p> <ol style="list-style-type: none">1) At the last meeting it was decided that the Together in Sound project could not be accommodated in combination with the community café on Thursdays therefore this project will be taking place in another parish. There was previously support in principle for an event to take place from Friday 23rd February to Sunday 25th February with details circulated on email.2) Saffron Hall has requested a meeting to plan Takeley parish council and volunteer involvement in the accessible creative events, supporting people to make new connections and based activities in the Old School Community Centre.3) Members to consider nominating a representative to liaise with community projects including Saffron Hall and TouchPoint.
23/169	<p>Ward Councillor/County Councillor Reports</p> <p>To receive reports.</p>
23/170	<p>Councillor Reports on External Meetings</p> <p>To receive reports.</p>
23/171	<p>Clerk’s Report and Correspondence</p> <p>To note correspondence circulated on email from UDC for setting the Precept (see finance), UCAN (see agenda item), Saffron Hall (see agenda item), UDC Planning Policy with information on the Secretary of State intervention, Herts and Essex Air Ambulance with thanks for grant and updates from Essex Police and EALC.</p>
23/172	<p>SLCC Membership Renewal</p> <p>To consider renewing the Clerk’s membership of the Society of Local Council Clerks to the sum of £288.</p>
23/173	<p>Grapevine Joint Project</p> <p>To consider a joint project to produce the Grapevine in paper form again. Mrs Mascetti would be happy to coordinate and to liaise with the Parish Council on Parish Council and receive updates or monthly newsletters for the online addition.</p>
23/174	<p>Hall Hires and Cleaning in Old School House</p> <p>To discuss the cleaning roster in conjunction with the café and other hires and agree any adjustment to caretaker hours or cover when he is unavailable.</p>
23/175	<p>Buy Nothing New Month</p> <p>Keep Britain Tidy are encouraging members of the public to buy nothing</p>



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	<p>new – bar the essentials – for just one month. For local authorities, it’s an opportunity to celebrate the work you’re doing to reduce waste in your area – whether that’s through clothes swap, repairs café, or local libraries. Cllr Daykin – members to consider ways TPC could participate.</p>																				
23/176	<p>UCAN – Mobile Service UCAN would like to visit parishes on a regular basis and work in tandem with community partners, to deliver information on a range of services that could enhance the lives of Uttlesford residents. Email circulated. Members to consider an appropriate location in Takeley for the mobile hub.</p>																				
23/177	<p>Finance</p> <p>a) To consider the annual budget recommendation from the finance committee.</p> <p>b) To consider the Finance Committee Recommendation for the Precept, change to Band D Council Tax and request form to be sent to UDC.</p> <p>c) To consider payments:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Payeee</th> <th>Description</th> <th>Total</th> <th>Net Cost</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>J Starr</td> <td>Youth club expenses</td> <td>£48</td> <td></td> <td></td> </tr> <tr> <td>SLCC</td> <td>Membership renewal</td> <td>£288</td> <td></td> <td></td> </tr> <tr> <td>M Letch</td> <td>Clerk training on finance package</td> <td>£150</td> <td></td> <td></td> </tr> </tbody> </table>	Payeee	Description	Total	Net Cost	VAT	J Starr	Youth club expenses	£48			SLCC	Membership renewal	£288			M Letch	Clerk training on finance package	£150		
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23/178	<p>Planning Committee</p> <p>a) To note the minutes of the meeting b) To receive a report from the Chairman of the Committee. c) To consider additional members to join the committee.</p>																				
23/179	<p>Neighbourhood Plan Update To receive an update.</p>																				
23/180	<p>Local Plan Update To receive an update from the Clerk.</p>																				
23/181	<p>Matters to Note and Future Meetings</p> <p>1) Grapevine Joint Project – Hugh Macetti would like the Parish Council to consider a joint project to produce the Grapevine in</p>																				



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	<p>paper form again. Mrs Mascetti would be happy to coordinate and to liaise with the Parish Council on Parish Council and receive updates or monthly newsletters for the online addition. Further information is required on funding and resourcing the printing and distribution.</p>
23/182	<p>Date of the Next Meeting The next Full Council meeting is due to take place on Wednesday, 7th February 2024 at 7.30pm in the Old School Community Centre.</p>
23/183	<p>Part 2 – Exclusion of the Press and Public To resolve resolved 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.</p>
23/184	<p>External Complaint Procedure To consider a response to correspondence regarding a potential external complaint against the Council for procedural matters relating to the Smiths Green Conservation Area designation.</p>
23/185	<p>Personnel Consideration of employing a member of staffing for the community café.</p>