

TAKELEY PARISH COUNCIL

MINUTES

Ordinary Meeting of Takeley Parish Council

held on Wednesday, 5th April 2017, at 7.30pm at Takeley Station House.

Present: Cllr Carol Pratt
 Cllr Pat Burnett
 Cllr Sue Sprules
 Cllr Linda Steer
 Cllr John Green
 Cllr Jim Backus
 Cllr Tricia Barber
 Cllr Geoff Bagnall
 Cllr Richard Cheetham
 Cllr Tina Domigan
 Cllr Dom Roque (arrived 7.31pm)
 Clerk Jane Heskey
 Asst Clerk Jane Bridgeman

Apologies: Cllr Trevor Allen & Cllr Jackie Cheetham

Visitors: District Cllr Howard Ryles, Peter Hewett (Chairman of Residents Association Takeley Park) & Teena Ettridge (Takeley Park Manager)

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| 17/61 | <p style="text-align: center;">Welcome and apologies</p> <p>Chairman Cllr Carol Pratt opened the meeting, welcomed members, and visitors and received apologies as above. Members were asked to direct any comments through the Chair. <i>All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about a person attending the meeting.</i></p> | All note |
| 17/62 | <p style="text-align: center;">Declarations of Interest</p> <p>Members were reminded that they should declare relevant interests at each meeting for items on the agenda and to request a replacement form if their circumstances have changed and their register needs amended. <i>(Cllr Dom Roque arrived 7.31pm)</i></p> | All note |
| 17/63 | <p style="text-align: center;">Minutes <i>(previously circulated)</i></p> <p>The minutes of the Council meeting 1st March 2017, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.</p> | All note |
| 17/64 | <p style="text-align: center;">Matters arising from the minutes</p> <p>Cllr Richard Cheetham asked what the process will be for selecting and interviewing the candidates for the Clerk vacancy. This will be covered in item 12 of the agenda.</p> | All note |
| 17/65 | <p style="text-align: center;">Open Forum</p> <p>District Cllr Howard Ryles reported:</p> <ul style="list-style-type: none"> • Cllr Howard Ryles met with a resident on Priors Green to discuss the low speed broadband. There are currently 200 households not included in the Essex Superfast Broadband rollout. This is not due to change in the current plans. 98% of Essex residents should be connected by 2019. There is also a grant scheme available for anyone not receiving at least a 2Mb broadband speed. A solution for these residents may be for them to privately purchase a fibre broadband service. • UDC met with 5 developers in connection with the Local Plan. There are 4500 more homes needed across the district. 'We need to ensure that the process is done fairly and responsibly and careful consideration is given to the infrastructure'. <p>Peter Hewitt Chairman of the Residents Association at Takeley Park spoke to the council regarding recent anti-social behaviour at the Sports Field in Station/Hatfield Broad Oak Road. Youths using the area have damaged newly planted hedging. Residents from Takeley Park were effected and have</p> | All note/ Clerk |

TAKELEY PARISH COUNCIL

asked TPC to consider moving a goal post away from the boundary line which attracts the youths to this area of the field. The Police were not called at the time of the disturbance but several residents have made statements.

- TPC has since reported the incident to the Police & Community Policing Team who will make regular visits and have provided a crime reference number.
- TPC will contact the football club to discuss relocating the post.
- Clerk will forward any correspondence from the park management to Peter regarding discussion on the boundary fence.

ADMINISTRATION & FINANCE

17/66

March 2017 Financial Report

(previously circulated)

Financial transactions for March 2017 were table & agreed.
 TPC noted a complete bank reconciliation.
 TPC noted & authorised an additional bill from Nockolds for £58.87. This was due to an adjustment on the search fees for the purchase of the Old School House.

All note

17/67

Finance Committee Report & Recommendations on 22nd & 29th March 17

(previously circulated)

TPC approved the following recommendations:

1. 2016/17 11mths Actuals v Budgets

- Reviewed income & expenditure schedule
- **Clerk vacancy:** recommended approval of spend approx. £700
 2 wks in Herts & Essex Observer & Herts Mercury plus Fish for Jobs & 2 wks Dunmow Broadcast & Saffron Walden Report plus online Fish4Jobs. £25 to advertise on Association of Herts Councils for March.
- **Neighbourhood Plan:** as per request for April TPC meeting, ring fence £1k to be made available for the NPlan Group in 2017/18. There should be no intention to spend until after July 2017 pending outcome of Bonnington's application UDC Local Plan.

2. Reserves (as of Feb 2017 & proposed changes):

| | £ | | £ | | BALANCE £ |
|-----------------------------------|--------------|----------------------|-----------------|---|--------------|
| School House Fund | 17068 | Plus £18k S106. | 20000 6000 | From Comm. Projects From Legal/Prof | 43068 |
| S. Jubilee Hall - Phase 2 develop | 0 | | | | 0 |
| Community Projects Reserve | 15000 | | -20000 10000 | To School House Fund Cfwd from 2016/17 | 5000 |
| Community Projects | 32068 | | | | 48068 |
| Sports Field & Rec. Grd Equipment | 4183 | | | | 4183 |
| Legal/Professional Advice | 11082 | | -6000 | | 5082 |
| ICT | 0 | | | | 0 |
| Clerks Pension Fund | 6220 | To transfer Apr 2017 | | | 6220 |
| Youth Club Fund | 5518 | To Feb 2017 | | | 5518 |
| Morrells Green S106 | 20934 | | | | 20934 |

All note/
Clerk

TAKELEY PARISH COUNCIL

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| Total Reserves | 80005 | | | | 90005 |
| PGCH S106 | 122426 | £6161.08 transferred Nov 2016 | | | 122426 |

3. School House Funding: See 'Schedule 1: April 2017' attached to these minutes

Clr Geoff Bagnall to contact PWLB re options to renegotiate loan. Clerk to provide contact details. Current loan £300k over 50 years @ 2.87% Repayments of £11337 per year.

Future requirements for received post: recommend large external post box on wall of School House leaving pedestrian access open for postman (clerks to research options and prices)

Phone contact: In light of change to Clerk recommend TPC purchase a mobile handset. XLN Business who currently provide TPC broadband will provide call divert from landline to mobile for £1.99/month with a sim only package of 700 minutes/texts for £12.99/mth which is comparable with other Business sim only packages.

XLN will change facility from Station House to School House with 4 weeks notice.

4. 2017/18 budgets: As agreed in Dec 2016. Schedule issued with these minutes.

Precept request **£99385** plus LCTG of £3615. Total budget is £103k

5. Draft 3 year budget plan:

- Clerk to source projected no. of new homes per year for 18/19 & 19/20 & calculate impact on precept
- Calculate impact of NALC salary review for clerks & known increase to pension contribution
- Calculate an inflation increase of 3% per annum for other budget lines
- Circulate draft for discussion at next Finance Committee meeting (Year End Review)

6. Newsletter & website Review - Clrs Tina Domigan & Sue Sprules

17/68

Four Ashes Litter Bin

(previously circulated)

Prices previously circulated for 112L, 120L & 224L from TBS Hygiene. An additional consideration from TBS Hygiene is for a 120ltr Caesar bin with ground fixings £187.65 + VAT (including installations).

TPC resolved to purchase the Caesar bin with ground fixings £187.65 + VAT (including installations).

All note/
Clerk

17/69

School House Refurbishment

Chairman Clr Carol Pratt reported:

- Cllr Carol Pratt & Project Manager John Monk met with a UDC Planning Officer. Planning permission will be needed for the project due to the height of the building, however there is a 50% reduction on the fees because we are a Parish Council.
- The back wall of the existing toilet block may need to be removed & rebuilt due to the foundations. This will be included in the plan but further investigations needed.
- UDC Planning require a Bat Survey. This has been completed and

All note

TAKELEY PARISH COUNCIL

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| | <p>confirmed there are no bats. Cost £295+ VAT.</p> <ul style="list-style-type: none"> • Pool table has been removed. • Soil testing has been completed and we are awaiting the report. • Replacement window estimated costings £15- £20k. John Monk has commitments from 7 local residents/businesses to purchase a window as a donation. • TPC are hoping to submit the plans to UDC within 3 weeks. • Councillors recently attended the School House to assess the possibility of removing the chimney breast. When considering the costs vs benefit TPC decided not to remove it. • Some work can now be carried out by volunteers. <ul style="list-style-type: none"> ◦ Clear playground of weeds. ◦ Clean & rub down railings. ◦ Remove radiators. • TPC's liability insurance does cover volunteer's whilst carrying out work on the School House but a Risk Assessment must be carried out. • Equipment will be sourced and provided. • A list of dates will be circulated and volunteers will be contacted. • TPC has contacted ECC regarding the possibility of extending the lease on the Station House whilst renovations are carried out. The Clerk has written to ECC via Lambert Smith Hampton for permission and contacted ECC Cllr Susan Barker for her support. | |
| 17/70 | Clerk Vacancy | All note |
| | <ul style="list-style-type: none"> • Advertising fees £652.50 (<i>Herts Assc of Local Councils, Newsletter & Dunmow Broadcaster & Saffron Walden Reporter</i>). • 9 Applications received. • Cllr Carol Pratt invited 3 Councillors on to the interviewing panel. • 2 candidates were selected, 1 has since withdrawn. • Interview to take place 12th April. • The vacancy will be re-advertised thr Herts & Essex Local Council Associations if the remaining candidate is not suitable. • Contact details for TPC will remain the same until further notice. TPC approved the purchase of new phone equipment (Mobile and landline handset, and alteration to the XLN contract to include calls to the landline number being forwarded to a mobile phone. A new email address and phone number will be circulated & published once up and running. | |
| 17/71 | Defib Group | All note |
| | <ul style="list-style-type: none"> • The volunteer group have selected defibrillator equipment. • SJH & PHCH have both given their consent for siting/installation • Once purchased and installed TPC has agreed to take ownership & maintain the equipment. This will also include insurance. Costs will be £18 per year (for both units) if added after the renewal date. • Group has secured grants & raised funds to install 2 defib. units (1 x Silver Jubilee Hall, 1 x Priors Green Community Hall) (inclusive of VAT). Some grants are paid on presentation of invoices. Group has requested loan of £500 to enable the group to proceed with purchase and installations. • Under the powers of LGA 1972 15:25, TPC resolved to loan £500 (interest free) toTLC Defib Group to purchase equipment. • TPC agreed to a generic hosting agreement for both halls. • Once both machines are purchased remaining funds will be transferred to TPC and ring fenced for the future maintenance. | |

TAKELEY PARISH COUNCIL

| PLANNING & CONSULTATIONS | | |
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| 17/72 | <p style="text-align: center;"><i>(previously circulated)</i></p> <p>TPC approved the Planning Committee Report & Recommendations 15th March 2017:</p> <p>UTT/17/0513/HHF Woodside View, Dunmow Road Brief Description: Proposed erection of a car port Recommendation: No objection.</p> <p>UTT/17/0510/HHF 21 Farmers Close, Priors Green Brief Description: Proposed front & rear roof dormers & roof lights. Recommendation: No objection</p> <p>UTT/17/0490/AV Land south west of Enterprise House, Bassingbourn Rd, Stansted Airport. Brief Description: External signage scheme consisting of 4 x illuminated fascia signs & 1 illuminated monument sign. Recommendation: Objection</p> <p style="text-align: center;"><i>Cllr Pat Burnett declared a non-pecuniary interest - neighbour.</i></p> <p>UTT/17/0320/HHF 46 Roseacres Brief Description: Proposed single storey rear extension. Recommendation: No objection.</p> <p style="text-align: center;"><i>Cllr Tricia Barber declared a non-pecuniary interest - neighbour.</i></p> <p>UTT/17/0466/LB Hollow Elm, Smiths Green Brief Description: Demolition of garage & erection of extension with accommodation in the roof & single storey link extension to main dwelling. Recommendation: No objection</p> <p style="text-align: center;"><u>Highwood Quarry</u></p> <p>Highwood Quarry's application for extended operating hours (6am not 7am) was refused by Essex County Council.</p> <p>In addition, TPC has received a written complaint from Mr Paul Maris (<i>Landlord for The Centre, Takeley</i>) regarding his recent planning application and how this was handled by the Council. TPC agreed that the Planning Committee will compose a response at the next meeting, date yet to be confirmed.</p> | All note/ Clerk |
| 17/73 | <p style="text-align: center;">UTT/16/3565/OP Land to the west of Bonnington's Farm, Station Road</p> <p>TPC understands the above application will not be determined before June/July. TPC agreed to contact groups & organisations who made objections to the development and arrange a working group to discuss the potential impact of future development/new Local Plan. Geoff Gardner will also attend. Attendance to the meeting is invite only. A public meeting may be scheduled at a later date.</p> | All note/ Clerk |
| 17/74 | <p style="text-align: center;">Neighbourhood Plan process</p> <p>In March TPC agreed to provide the necessary letter of intent to allow the N/Plan Group to progress providing the group:</p> <ul style="list-style-type: none"> - Confirms in writing that any spent grant monies will not be required to be repaid and become the liability of TPC and - Recommend the most appropriate 'plan period' <p>It has now been established that TPC must demonstrate some financial commitment in order that UDC will ratify the Plan Area/process for Takeley. Cllr Jackie Cheetham has proposed TPC allocate £1k. TPC Finance Committee 22/3/17 recommended that TPC ring fence the funds requested although there should be no intention to spend until after July 2017 pending outcome of Bonnington's application & publication of draft UDC Local Plan.</p> <p>TPC approved the recommendation of the Finance Committee.</p> | All note/ Clerk |

TAKELEY PARISH COUNCIL

| REPORTS | | |
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| 17/75 | <p style="text-align: center;">Clerk's Report</p> <ul style="list-style-type: none"> • Appeal was refused at Willows Cottage. No further update from UDC Development Manager Nigel Brown regarding closing down the business. • TPC Annual Parish Assembly 24th May 2017 at Station House 7.30pm. • Emergency pruning of an Ash tree was carried out at Chestnut Way pond. Cost £350. • Uttlesford CAB will return the CAB equipment to the Station House after updating computer equipment. They have been informed of the relocation. • The first payment for the 2017/18 Precept will be made on 13th April 2017. The 2nd will be made on 15th September 2017. The LCTS Grant payment will be paid on 15th May 2017. • PGCH are waiting for the lease to be executed. Both TPC and the PGCH Management Committee have contacted their solicitors and instructed them to proceed. Despite the efforts of the Clerk and Steve Casey not all historical documents have not been tracked down. • A calendar of events have been published for Tidy Takeley. 2 Councillors will attend each event. The revised start time will be 10am until 12 noon. • A request for volunteers to form a Friends of Jacks Lane group has only had 1 response. • TPC received a request from Louis Altham for sponsorship to enable him to participate in a Jnr Golf Tournament. TPC has no power to allocate funds to an individual. • A resident from Morrells Green has made a complaint regarding litter in the play area, parking allocations and requested more play equipment. The litter was cleared, parking allocation is not within the remit of TPC, and new play equipment was installed in July 2016. | All note |
| 17/76 | <p style="text-align: center;">Highways & Transport Issues</p> <ul style="list-style-type: none"> • Cllr Sue Sprules will contact the Bus Rep regarding replacing the bus timetable. • TPC has contacted ECC Cllr Susan Barker, Rissa Long from Highways and Claire Tomlin from the Minerals & Waste Team regarding official monitoring of HGV's in the village. CSW has carried out some monitoring but this now needs to be done on a larger scale. • A resident of Parsonage Road has requested that a traffic calming Scheme be introduced in the road to help tackle the problem with the large volume of traffic and speeding vehicles. An advert will be placed in the Grapevine asking residents to make comment to TPC. • Residents of Morrells Green have made an application to extend the parking restrictions already in place. TPC agreed to support the application. • TPC will support residents of Elm Close in their application for parking restrictions. Residents from Cooper Smith Road & Russell Francis Way would also like parking restrictions but until the roads have been adopted by ECC an application cannot be made. • Cllr Tricia Barber & Cllr Jackie Cheetham attended the Highways Briefing meeting on 13/3/17. | All note/ Clerk |
| 17/77 | <p style="text-align: center;">Sports Field & Recreation Ground</p> <ul style="list-style-type: none"> • Despite a weekly litter pick there is still an excess amount of litter on the Sports Field. • Roof repairs have been carried out on the Sports Field portacabin (10 year guarantee). • TPC has been approached by a 'Buggy Fit' trainer (franchise) to run a group from the Sports Field. TPC agreed to a 2 month trial free of charge) | All note |

TAKELEY PARISH COUNCIL

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| | <p>with access to the car park on receipt of Risk Assessment and Public Liability Insurance documentation.</p> <ul style="list-style-type: none"> • TPC will not replace or make further repairs to the Sports field fence (boundary with Takeley Park). TPC has recently planted a new hedge that will be allowed to establish to screen/protect the northern boundary (replacing the hedgerow removed by previous owners of Takeley Park) • TPC will consider a proposal to turn the top football pitch and goal posts after consultation with Takeley Football Club (Youth Section). • TPC noted the report from Cllr John Green. | |
| 17/78 | Village Services | All note/ Clerk |
| | <ul style="list-style-type: none"> • Tidy Takeley -Calendar of events have been published. | |
| 17/79 | Other Reports | All note |
| | <ul style="list-style-type: none"> • Waiting on confirmation from Highways regarding the installation of more gates/ barriers on Byway 25/Jacks Lane. • Cllr Jackie Cheetham & Cllr Tricia Barber attended the Parish Planning Forum which took place on March 15th 2017. UDC Chief Exec Dawn French wanted other topics to be included in the Planning Forum but received resistance from other parishes as well as from TPC. The new draft Local Plan is due to come out in the summer. There is a question regarding the amount of development in the south of the district which has already put more pressure on Junction 8/M11. | |
| 17/80 | Non Agenda List | All note |
| | TPC noted the report | |

The meeting finished at 10.41pm

THE NEXT MEETING & AGM: of Takeley Parish Council will be held on Wednesday 5th May 2017 at Takeley Station House at 7.30pm.