



TAKELEY PARISH COUNCIL

The Old School Community Centre, Brewers End, Takeley, CM22 6SB

www.takeleyparishcouncil.co.uk

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 7th December 2022 at 7.30pm at The Old School Community Centre**, for the purpose of transacting the business set out on the agenda below.

Council Members: Pat Burnett (Chairman), Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Phill Bodsworth, Paul Burnett, Carol Pratt, Jackie Cheetham, Terry Good, Dom Roque, Linda Steer and Sue Sprules.

Signed: *Jackie Deane*
Clerk to the Council

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. Your contribution towards operating a Covid safe meeting is welcomed.

AGENDA

Item	Part 1
1.	Apologies for Absence
2.	Declarations of Interest <i>Members to declare interests on agenda items</i>
3.	Public Forum
4.	Minutes of the Last Meeting To approve the Minutes of the Meeting held on 2 nd November 2022.
5.	Ward Councillor/County Councillor Reports To receive reports from District and County Councillors.
6.	Members Reports on External Meetings Cllr Good has circulated a report on a presentation and meeting held by Essex County Council Highways and Road Safety representatives.
7.	Clerk's Report a) TV and projector installations are complete. Costs will be covered by UDC grant funding. A TV licence application will be processed. b) Broadband is now with Gigaclear on their Free Broadband to Community Hubs scheme. The work was done at very short notice to get broadband to the building after the previous provider cut off the service sooner than agreed. Additional

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	<p>work is required to improve the signal throughout the building.</p> <p>c) The telephone system has migrated to a cloud-based system, keeping the same landline number and one of the two mobile numbers is no longer active. The office landline number can be diverted to the Clerk's mobile number when required.</p> <p>d) Repairs have been made to the sports shelter and we will monitor for further leaks.</p> <p>e) Online IT support was required for the administrator's laptop to correct a fault and give email access</p> <p>f) Sports field electricity has been moved to the locked cabinet and the door replaced. There is a new power socket so that users can power lighting or other equipment can be used on permission from the Parish Council.</p> <p>g) Arrangements have been made for the Clerk to take over administration of the Rialtas system and start to migrate records for the current financial year in December. The intention is to complete updates from the start of the financial year-to-date so that January receipts and payments will use the new system.</p> <p>h) The Caretaker is willing to carry out minor repairs to the bus shelters and tidying of hedges at the Pastures, with additional hours to be paid to him as required.</p> <p>i) The church has put in a grant application for the Warm Hub Scheme to start in January to book the café area for 4 hours on Wednesdays 10am to 2pm, through to the end of March, depending on the grant received.</p>
8.	<p>Appointment of Clerk and RFO</p> <p>The Clerk/RFO was appointed to work 30 hours per week at SCP 34 from 1st December and is eligible to join the Essex Pension Scheme.</p> <p>As there are no members of staff contributing to the NEST pension scheme and agreement is sought for the Parish Council to leave the scheme and join Essex County Council Pension Scheme.</p>
9.	<p>NALC Local Government Pay Award and Annual Leave Entitlement</p> <p>New pay scales have been circulated for an annual increase on rates of pay applicable from 1 April 2022.</p> <p>a) To consider accepting the increase and backdating the pay award for staff on the national salary scales, with effect from 1st April 2022.</p> <p>National Joint Council has agreed that from 1st April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement.</p> <p>b) To consider approval of the increased holiday allowance from 1st April 2023</p>

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	and to amend employment contracts accordingly.										
10.	<p>New Bank Signatory</p> <p>Cllr Bagnall has prepared a request to give the Clerk/RFO access to bank records, authority for internet banking.</p> <ul style="list-style-type: none"> a) To consider approval of authority to the Clerk/RFO for Unity Bank to access bank records, for inputting online banking payments and permission to authorise payments. b) To apply for a Unity Bank debit card for office expenses. 										
11.	<p>Finance - Reports Appendix 1</p> <ul style="list-style-type: none"> a) To approve the monthly report b) To note the latest budget report c) To agree a meeting date for a budget and precept meeting in the week commencing 12th December, tentatively set for 10am on Tuesday 13th December. d) Members to discuss & agree additional items to be included in the budget and precept meeting. e) To note Key Dates for Precept Setting 2023/24: <table border="0"> <tr> <td>6 December 2022</td> <td>Local Council Tax Support scheme for 2023/24 presented to Council for approval (following public consultation).</td> </tr> <tr> <td>7 December 2022</td> <td>Taxbase figures and ready reckoner issued to town/parish clerks. Note - The ready reckoner will enable you to model the Council Tax figures for each band and percentage increase for whichever precept levels you are considering.</td> </tr> <tr> <td>21 December 2022</td> <td>Government issues provisional Local Government Finance Settlement</td> </tr> <tr> <td>20 January 2023</td> <td>Deadline to submit formal precept notification to the district council</td> </tr> <tr> <td>21 February 2023</td> <td>Uttlesford District Council formally sets the Council Tax Resolution</td> </tr> </table> <p>Early-mid March 2023 Council Tax bills issued.</p> <ul style="list-style-type: none"> f) Notification has been received with details of external the auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27 and the scale of fees. 	6 December 2022	Local Council Tax Support scheme for 2023/24 presented to Council for approval (following public consultation).	7 December 2022	Taxbase figures and ready reckoner issued to town/parish clerks. Note - The ready reckoner will enable you to model the Council Tax figures for each band and percentage increase for whichever precept levels you are considering.	21 December 2022	Government issues provisional Local Government Finance Settlement	20 January 2023	Deadline to submit formal precept notification to the district council	21 February 2023	Uttlesford District Council formally sets the Council Tax Resolution
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12.	<p>Grants Policy - Appendix 2</p> <p>Following a resident enquiry over a grant to a school event earlier in the year, there has been a request for clarification, to add additional wording to the policy agreed in</p>										

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	<p>2016 and advertised on the Council's website.</p> <p>To consider an amendment to the Policy wording as advertised on the Parish Council website and adopting the policy:</p> <p>'Grants will be considered for community events run by schools and should be paid to Parent/Teacher Associations, whenever possible.'</p>
13.	<p>Priors Wood Court Donation Request</p> <p>Priors Wood Court request a grant of £200 for their Xmas celebration and for support for community activities in the coming year.</p>
14.	<p>Sports Field Works for Grant</p> <p>A grant is available for works to be carried out to fill rabbit holes on the pitches and to install new mesh fencing on the perimeter adjacent to Station Road. Two of the bollards at the entrance would need to be replaced or repaired however it has been suggested that instead the Parish Council installs a height restriction barrier. This would allow residents free access to the parking area, where the existing earth bunds encloses the area, preventing vehicle access onto the sports field. A new gate would be required for grounds maintenance and for vehicular access to the sports containers.</p> <p>To consider a grant application for pitch surface repairs, rabbit fencing, a new internal gate and a height restriction barrier at the entrance to the Sports Field.</p>
15.	<p>Fields in Trust</p> <p>The Parish Council's membership is due for renewal, at an annual cost of £65.</p>
16.	<p>Local Highways Panel Request</p> <p>Enquiries were made regarding the weight restriction on the bridge over the Flich in Station Road and if a restriction could act as a traffic calming measure. Essex County Council responded to say that a weight restriction is not a measure to be introduced in order to control the speed of traffic, however, there may be other forms of traffic calming that could be considered under a Local Highways Panel request. Police speed checks have also taken place along Station Road and they have been circulated to members.</p> <p>To consider an application to the Local Highways Panel for appropriate speed calming measures in Station Road.</p>
17.	<p>Litter Bins</p> <p>TBS Hygiene have report excessive litter at two locations; outside Priors Green Hall and at Broadfield Road/B1256.</p> <p>a) To consider requesting additional collections or getting prices for larger bins at</p>

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	<p>these locations.</p> <p>Prices have been received for consideration:</p> <p>b) Dog waste bin in Jacks Lane - 45ltr red dog waste bin and root-mounted post to the sum of £395.00 + VAT and</p> <p>c) Additional litter bin in the walkway at the side of Priors Green Hall - one black round plastic litter bin = £382.46 + VAT. Note - prices are to supply and fit.</p>
18.	<p>External Lighting</p> <p>Quotes have been sought for external lighting outside the Old School Community Building.</p>
19.	<p>Rural Mobility Survey</p> <p>To consider arrangements for responding to the consultation:</p> <p>Transport East Summit is launching their first Rural Mobility Survey. This survey will reveal a wider picture of the connectivity challenges and opportunities in our region as well as understanding the baseline for transport in rural areas. Deadline for responses is 16th December 2022.</p>
20.	<p>Planning Committee Report and Recommendations</p> <p>a) To receive the Planning Committee minutes from 9th November.</p> <p>b) Update on Weston Homes applications:</p> <ul style="list-style-type: none">• An application for 124 parking spaces to the rear of the existing buildings has been approved• An application to construct 8 new homes on the car park on Dunmow Road has been approved• An application for 4 industrial buildings has been submitted, the Parish Council has met with Weston Homes to discuss their proposals and has sent an objection to UDC, with additional comments on suggested planning conditions, should the planning authority or planning inspectorate grant permission• Archaeological works are due to take place in the area where new industrial buildings are proposed• Further planning applications are due to be submitted for both other parcels which were previously refused. <p>c) UDC Design Code and a UDC policy for developer contributions will be on the Planning Committee agenda. All councillors and members of the public can also respond to the consultations, for which details have been circulated and are on the UDC website.</p>

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21.	Neighbourhood Plan Update The Steering Group held a meeting on 28 th November, which discussed the content of leaflets to consult every household in February, on a range of questions as a basis for the Takeley Neighbourhood Plan. Cllr Bodsworth has sourced software for an online response to the consultation. The software would also provide analysis of all responses. The Parish Council will need to buy a license for this software. Printing of the consultation leaflets and other publicity was discussed and the printing and license costs will need to be paid from the Neighbourhood Plan budget, as all grant funding has been spent or allocated.
22.	Correspondence Consultations, reports and updates have been circulated to members.
23.	Items to Note and for Future Meetings
24.	Date of the Next Meeting The next Full Council meeting is due to take place on Wednesday, 11 th January at 7.30pm in the Old School.
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.	
To enter Part 2:	
a) Legal matters to be discussed.	

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NOVEMBER FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross	RECEIPTS	EXPENSES	VAT	Budget Ref
			£	£	(net) £	£	
BFWD			121289.27				
29/10/2022	BACS	Ecolec Installations Ltd	Inv 4476 - Sportsfield meter cupboard	-1056.00	880.00	176.00	x
	DD	RTTec	Micosoft Licence	-12.03	10.02	2.01	x
	DD	Active Web Design	Website Hosting & support	-42.00	35.00	7.00	x
01/11/2022	BACS	Douglas Creative Ltd	Old School Café Sign	-382.80	319.00	63.80	x
	TS	Old School Acct	Transfer	382.80	-382.80		x
01/11/2022	BACS	Window Wash	Old School - external window clean	-60.00	60.00		x
03/11/2022	CHQ	Royal British Legion - Takeley	Wreath for Remembrance Sunday - CHQ 300791	-38.00	38.00		
10/11/2022	DD	XLN	Broadband & phone	-78.64	65.53	13.11	x
11/11/2022	CHQ	Clr S Sprules	Autumn Plants for village planters	-253.90	253.90		
11/11/2022	BACS	Kate Rixon Council services	inv 225 - Clerks services 26th Oct 2022	-98.70	98.70		x
21/11/2022	DD	PWLB	Old School Refurb Loan ^	-22009.21	22009.21		x
23/11/2022	CR	Paying-in slip 93		165.00	165.00		x
23/11/2022	BACS	The Council for Voluntary Serv	Hire of Old School	82.50	82.50		x
24/11/2022	BACS	GA Coleman & Partners	Inv 3653 - 6mths grass cutting	-5887.20	4906.00	981.20	
24/11/2022	BACS	J Deane	Locum Clerk hour Nov 22 inv 2022014	-2550.00	2550.00		
24/11/2022	BACS	RTTEC Ltd	Inv 9343 - Technical Support re Microsoft 365	-60.00	50.00	10.00	
24/11/2022	BACS	Employee 4	November salary	-721.92	721.92		
24/11/2022	BACS	Employee 5	November salary	-308.00	308.00		
24/11/2022	BACS	TBS Hygiene Ltd	inv 3121 Nov bin collections	-339.84	283.20	56.64	
24/11/2022	BACS	J Deane	Expenses - Old School TV & bracket	-581.98	581.98		Youth Club Grant
24/11/2022	BACS	J Bridgeman	Expenses- toilet rolls & keys	-37.49	37.49		
TOTAL			87401.86	247.50	32825.15	1309.76	

Grants Receipts & Expenditure highlighted

B/Fwd	121289.27
Receipts	247.50
Expenses	32825.15
VAT	1309.76
	87401.86
Current Acct Bank Statement	87401.86
Defib Account	4601.12
School House Account	33364.34
Total Cash held	125367.32

-382.80 Signage

97888.29 Balance