



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 2nd February 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: Carol Pratt (Chairman), Geoff Bagnall (Vice Chair), Trevor Allen, Jim Backus, Tricia Barber, Phill Bodsworth, Pat Burnett, Sonja Carr, Jackie Cheetham, Richard Cheetham, Dom Roque, Linda Steer, Sue Sprules

Signed: *Jackie Deane*
(Locum Clerk)

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
3.	Public Forum
4.	Minutes of the Last Meeting To approve the Minutes of the Meeting held on 12 th January 2022
5.	New tree planting in Molehill Green (Appendix 1) UDC's Landscape Officer has been liaising with members and UDC's Cllr Pepper regarding potential planting of a new woodland copse on the green. Molehill Green residents have been consulted and have the opportunity to respond or attend the meeting to give their views. a) To consider UDC's proposal to supply and plant out a new copse woodland at Molehill Green b) To consider this new woodland planting to be included in the Platinum Jubilee Green Canopy initiative.
6.	Ward Councillor/County Councillor Reports To receive reports from the District and Councillor.

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7.	<p>Clerk's Report</p> <p>a) <u>Defibrillators</u>: TPC owns, insures and pays for maintenance on two defibrillators at the Silver Jubilee Hall & Priors Green Hall and Cllr Bodsworth checks that the defibrillators are working and 'Rescue Ready' each month and reports any issues. Cllr Bodsworth is trained on how to change the battery and the pads and maintain the cabinet.</p> <p>There is an outstanding order for batteries and pads which has already been authorised at a previous meeting. There is a ringfenced budget allocation of £4,000 for this purpose.</p> <p>b) <u>Minute Books</u>: Historic minutes have been collated from April 2017 to date, to be added to the archive filing system. New binders to be purchased which are recommended to match the existing, at a cost of approximately £100 for 5 binders. If members wish further information or to suggest an alternative contact the Clerk.</p> <p>Action: Those requiring signature are: Sept 2018, Jan 2019, July and August 2020.</p> <p>c) <u>Conservation Area Assessment Request</u>: Due to current financial constraints, UDC is unable to undertake the work to make Smiths Green a conservation area, however, UDC has confirmed that there is potentially a way forward by using the Neighbourhood Plan evidence base to secure the outcome needed.</p> <p>Note: There would be a cost implication to TPC, which could be determined once the Neighbourhood Plan Heritage Assessment has been carried out and shared with UDC Planning Policy. Once the scale of additional work has been determined, any cost implications could be considered on a planning committee recommendation.</p>
8.	<p>Planning Committee Report and Recommendations</p> <p>a) To receive the Planning Committee minutes from 19th January</p> <p>b) To note referral of item 7 on the minutes: The committee members were minded to support Rule 6 participation at a forthcoming planning appeal hearing and requested that this matter is considered as an agenda item at the next Full Council meeting (unanimous).</p> <p><u>Note</u> – due to the timing of the agenda publication, this matter was not listed as a separate agenda item for formal recommendation by the committee.</p> <p>c) To receive a verbal report from the Committee Chair on the forthcoming Weston Homes Appeal</p> <p>d) To consider Rule 6 action in a hearing for the Weston Homes Appeal in principle, subject to budgetary constraints.</p>

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9.	Neighbourhood Plan Update To note a report from the Chair of the Steering Group.
10.	Finance Committee Recommendations 1. To note the January finance report Appendix 2 (tabled at the meeting). 2. To consider and ratify the following recommendations for allocations of unspent at year-end: <ul style="list-style-type: none">a) Income of £7,000 from UDC in April 2021 should be appropriately ringfenced for a Sports Field shelterb) Staffing underspend should be split between Locum Clerk and Planning Professional Advice, which will give a ringfenced Planning allocation of approximately £20,000.c) Training underspend should be ringfenced for trainingd) Washroom services underspend should be ringfenced for possible increase in frequencye) Underspends on grounds maintenance allocations should be amalgamated and ringfenced for grounds maintenancef) An additional requirement is to move Morrells Green S106 monies for the maintenance of grounds and the play area to a ringfenced reserve.
11.	Staffing Committee Review To ratify changes to the Staffing Committee Membership for Cllr Sonia Carr as an additional member of the committee and for councillors Cllrs Jackie Cheetham and Phil Bodsworth to have responsibility for Appeals.
12.	Defibrillator Payment Authorisation – ITEM WITHDRAWN
13.	Bin Collections Having received several complaints about overflowing bins, the contractor has recommended a list of additional weekly collections which will be reviewed and there will be a check to establish if any could be covered by UDC Waste Services. However, there are two bins on Priors Green which would benefit from an immediate change from weekly to twice-weekly collections. To consider extra weekly collection on two bins at a cost of £2.80+VAT per bin. This would increase the the weekly total collection cost from £59.50 +VAT to £65.10+VAT.
14.	IT Review To consider a fee quote from RTTEC, a local IT firm with other parish council clients, to have an exploratory meeting to review current system, laptops, data protection

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	<p>and security.</p> <p>Note: I their view this should take no more than two hours; the standard fee is £55.00 ex VAT per hour. They can then make any recommendations with full cost analysis as to how to proceed.</p> <p>To consider accepting a fee estimate from RTTEC for an IT systems review at £110 + VAT.</p>
15.	<p>Proposals for Upgraded Sports Facilities</p> <p>Members met with UDC representatives regarding potential grant funding. Work is pending for a shelter on the sports field with a grant of £7,000 already received from UDC. Proof of expenditure on this item is required as soon as possible and an additional wish list is recommended for further projects.</p> <ul style="list-style-type: none">a) To establish a working group for grant funded sports upgradesb) To delegate the working group to put forward a list of requirements for ward councillor grants of up to £6,000 (cost estimates/quotes for £3,000 to be received by 20th March which can include benches and a beacon)c) To consider Council liaison with the applicants for industrial development Northside at Stansted Airport, with a view to their financial assistance on future projects.
16.	<p>Correspondence</p> <p>A resident enquiry has requested that the parish council considers funding a PCSO, possibly shared with Little Canfield.</p> <p>Preliminary enquiries would be needed to made to see if there would be an officer available, the potential cost and ask if Lt Canfield PC if they would consider part-funding the cost, prior to it going on the agenda and then making a budget allocation. To note comments and actions.</p>
17.	<p>Items to Note and for Future Meetings</p> <ul style="list-style-type: none">a) Finance Committee to set the date of next meetingb) Finance Committee to research and propose a new hall hire rate for regular hirersc) Finance committee decision on streetlight repairs and a new maintenance contractd) Policy review working party to put forward the policies for agreement on the next agendae) Street lighting upgradesf) Bin collection review
18.	<p>Date of the Next Meeting</p> <p>The next Full Council meeting is due to take place on 2nd March 2022.</p>

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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.

1. To resolve to open part 2 of the meeting.
2. Staffing matters.

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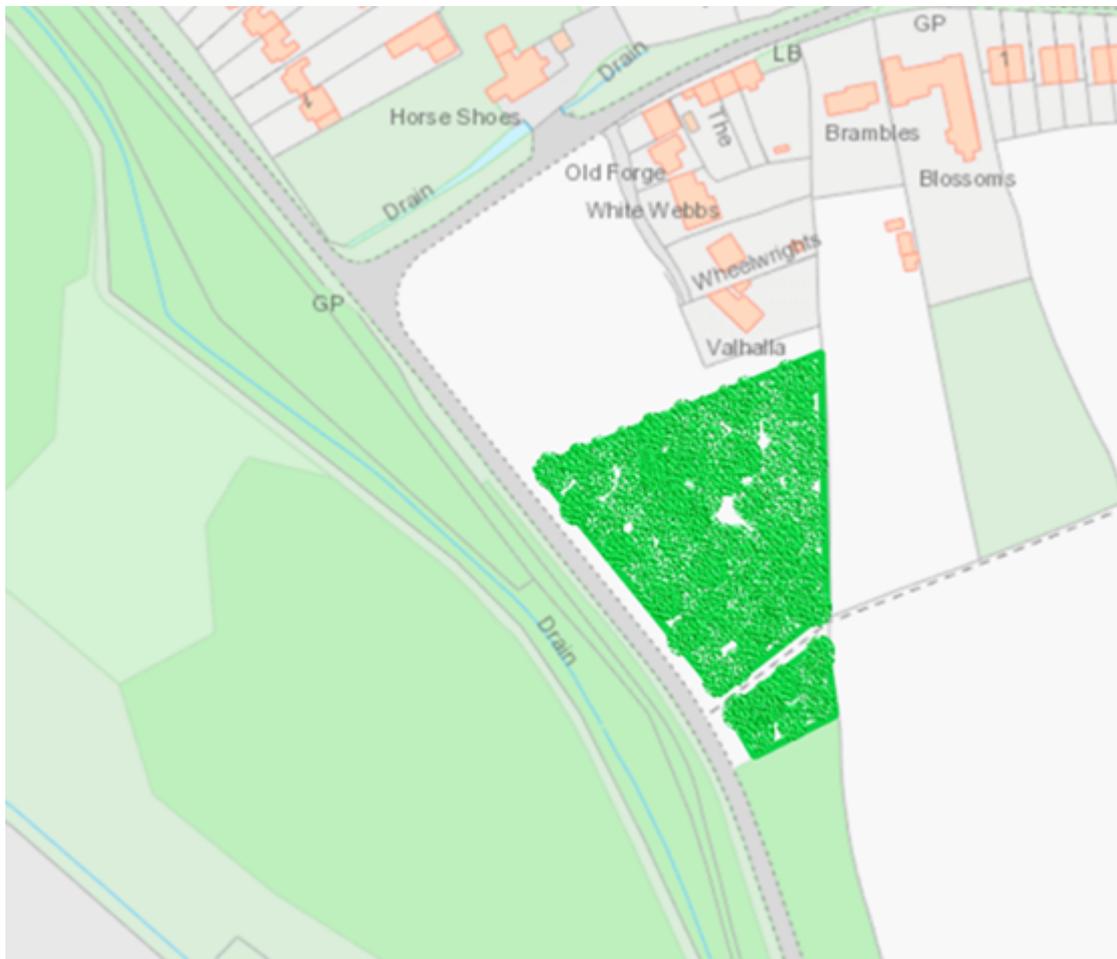
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TAKELEY PARISH COUNCIL MOLEHILL GREEN TREE PLANTING RESIDENT CONSULTATION

PROPOSED NEW WOODLAND COPSE PLANTING ON THE GREEN
GIVE US YOUR VIEWS BY WEDNESDAY 2ND FEBRUARY
COUNCIL MEETING, 7.30PM, AT THE OLD SCHOOL BREWERS END
IN PERSON OR BY LETTER, EMAIL OR PHONE



- 60 whips of 600-900mm, planting tubes and mats
- A few standard sized trees within the mix
- Hornbeam dominated, with field maple, hazel, oak
- UDC's Grounds Maintenance Team supplied and planted



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REPLY FORM

I SUPPORT/OBJECT* TO THE TREE PLANTING PROPOSAL (Delete as applicable)

NAME

POST CODE:

DATE: