



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 12th January 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

In attendance: 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.

	Item	Notes
1	To receive and approve apologies for absence	
2	Declarations of Interest	<i>Councillors are reminded of the need to declare any conflict of interest, pecuniary or other, relating to items on the agenda and to absent themselves from the meeting during voting where there is a pecuniary interest.</i>
3	Public Forum	To receive questions and statements, either verbal or written, from members of the public. Questions must be submitted to the clerk in advance of the meeting
4	To receive reports from the District and County Councillor	<i>District/County Councillors will provide verbal or written reports and answer questions.</i> <i>Please direct any questions/comments to the County/District Councillors present at this time.</i>

PUBLIC & PRESS ALWAYS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: takeleyparishcouncil@outlook.com

Date posted: 5th January 2022



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5	To approve the Minutes of the Council Meeting held on 3rd November 2021	Minutes to be signed by the Chairman
6	To note the resignation of the Clerk and consider: a) authorise final salary payment to the Clerk as recommended by the Personnel Committee b) To appoint an interim Clerk for 20 hours per week for 3 months c) To authorise the Staffing Committee to compile and distribute an advert for a new Clerk	Staffing Committee recommendations to be considered in Part 2. Locum Clerk fee quote to be considered in Part 2.
7	To receive a Finance Committee Report and recommendations from 6/1/22 a) To approve schedule of payments made April – Dec 2021 b) To agree Precept 2022/23	Precept request deadline 22/1/22 and recommendations from the Finance Committee to be circulated by email and tabled at the meeting.
8	To note a report from the Clerk on Correspondence and consider a) To resolve a fee proposal specifically for the History Society b) To resolve that a consultation with residents in Molehill Green regarding the proposed planting scheme c) To resolve that any trees planted at Molehill Green be counted under Queen's Green Canopy Platinum Jubilee. d) To resolve a donation of £200 to the Priors Wood Residents Association e) To resolve installation of CAB signage inside and on the exterior of the OSCC building f) To confirm two representatives to attend joint parish council meeting with UDC CEO Peter Holt	Appendix 1.

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9	To approve calendar of full Council meetings for 2022 & set a date for the Annual Parish Assembly (usually 2nd or 3rd week of May)	Appendix 2.
10	To receive the Planning Committee minutes from 10 November 2021	To be circulated on email.
11	To receive an update on plans for the Queen's Jubilee (Cllr Burnett)	
12	To resolve to make a donation of £100 to the Men's Shed	Motion from Cllr Burnett to make a donation of £100 to the men's shed for refurbishment of two benches
13	Items for future meetings Staffing committee review	

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.

1. Clerk salary payments.
2. Locum Clerk salary.

The next Full Council meeting is due to take place on 2nd February 2022

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