



TAKELEY PARISH COUNCIL

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

www.takeleyparishcouncil.co.uk

Julia Potter, Assistant Clerk, Takeley Parish Council

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All members of **TAKELEY PARISH COUNCIL** are summoned to attend the **ANNUAL COUNCIL MEETING** to be held at The Old School Community Centre on 16th June 2021 at 7:30pm for the transaction of the business as set out below.

This meeting will be conducted in line with current Government Guidance for COVID 19:

- 1. Maximum capacity: 19**
- Maintain social distancing – 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place such as face coverings
- Two people from the same household can sit side by side
- At least one member of every party of visitors (up to 6 people) to provide their name and contact details
- Check in using the NHS QR code poster
- Wash hands/use hand sanitiser on arrival and departure
- Follow all guidance posters located at the building

Item	Business
21/34	Welcome, note and approve apologies for absence.
21/35	Remind everyone in attendance & who will be participating that they may be filmed, recorded or photographed or otherwise reported about by a person attending the meeting. <i>Designate a separate area to accommodate (i) members of the public who wish to attend the meeting, and do not wish to participate, but who object to being filmed, recorded or photographed or otherwise reported about and (ii) children and vulnerable adults where the relevant responsible adult has not given consent for them to be filmed, recorded or photographed or otherwise reported about. Remind those who wish to film, record or photograph or otherwise report on the proceedings to avoid those who are sitting in a separate area, and in addition the restrictions on filming children and vulnerable adults.</i>
21/36	Declarations of Interest - To receive declarations of interest on any items on the agenda.
21/37	Minutes of the meeting 24/05/2021 that have been circulated will be approved and signed by the Chairman.

<p>21/38</p>	<p>District and County Councillor Reports (15 mins in total).</p> <p><i>District/County Councillors will provide verbal or written reports and answer questions.</i></p> <p><i>Please direct any questions/comments to the County/District Councillors present at this time.</i></p>
<p>21/39</p>	<p>Open Forum (15 mins in total).</p> <p><i>Please direct any questions/comments to the County/District/Parish Councillors present at this time. Members of the public are allocated this time to speak but must e-mail the Clerk so that they may be invited to a meeting and can notify members in advance what they wish to speak about.</i></p>
<p>21/40</p>	<p style="text-align: center;"><u>FINANCE</u></p> <p><u>AUDIT 2020/21</u></p> <p>Note Internal Audit Report Approve bank reconciliation for financial year ending March 31st 2021 21/40 (i) Approve Annual Governance Statement – the Chairman will sign 21/40 (ii) Approve Annual Accounting Statement and Variance Report – the Chairman will sign</p> <ol style="list-style-type: none"> 1. Approve the Finance Minutes dated May 27th 2021 2. Receive update from Chair of Finance Committee 3. Councillors to ratify AXA Insurance renewal for 2021 priced at £2,845.27 4. Councillors to ratify safety and maintenance check of OSCC kitchen roller shutters priced at £235.00 plus VAT 5. Councillors to ratify safety and maintenance check of OSCC partition doors priced at £395.00 plus VAT 6. Councillors to consider and approve UALC Subscription of £5.00 a year for 2021/22 7. Councillors to agree addition of Assistant Clerk Julia Potter as a signatory on the bank mandate 8. Councillors to consider and approve recommendation from the Finance Committee to proceed with the Rialtas Omega accounting package 9. Councillors to note Cllr Tricia Barber wishes to stand down from the Finance Committee. Consider and approve a replacement member.
<p>21/41</p>	<p style="text-align: center;"><u>COUNCIL POLICIES</u></p> <p>Councillors will approve/note the Council Policies (see website for further information)</p>

	<p>Equality and Diversity Policy Councillors Expense Policy Model Financial Regulations Model Standing Orders Information and Data Protection Policy Complaints Policy Code of Conduct Social Media Policy</p>
21/42	<p style="text-align: center;"><u>ANNUAL PARISH ASSEMBLY</u></p> <p>Councillors to consider whether the APA will take place on June 30th 2021</p>
21/43	<p style="text-align: center;"><u>CLOUD STORAGE</u></p> <p>Councillors to approve cloud storage based on previously circulated information</p>
21/44	<p style="text-align: center;"><u>OSCC</u></p> <p>Councillors to note and discuss the planned open day on July 24th 2021</p>
21/45	<p style="text-align: center;"><u>SPORTSFIELD AND RECREATION GROUND</u></p> <ol style="list-style-type: none"> 1. Receive update from Cllr Dom Roque following receipt of the RoSPA Report. 2. Councillors to consider a request from Pat Curran for contribution to replacement goal posts.
21/46	<p style="text-align: center;"><u>VILLAGE ISSUES</u></p> <ol style="list-style-type: none"> 1. Councillors to consider and approve a request from a resident regarding hedge cutting at The Pastures. 2. Councillors to consider a request from a resident to arrange grass cutting on the corner of Rosacres/Parsonage Road
21/47	<p style="text-align: center;"><u>FOOTPATHS AND TREES</u></p> <p>Councillors to consider issues with footpaths and trees within the village.</p>
21/48	<p style="text-align: center;"><u>HIGHWAYS AND TRANSPORT ISSUES</u></p> <p>Councillors to consider any highways and transport issues.</p>
21/49	<p style="text-align: center;"><u>PLANNING</u></p> <p>Takeley Parish Council to consider planning matters.</p> <ol style="list-style-type: none"> 1. Councillors to approve and note the recommendations/comments of the Planning Committee held on the 2nd June 2021 2. Councillors to ratify cost of production of Enough is Enough leaflet at £203.00 plus VAT

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| | <ol style="list-style-type: none">3. Update from Peter Hewett4. Members of public note the next Planning meeting will be held on July 14th 2021 at the OSCC. |
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The next full council meeting is due to occur on July 7th 2021 at 7:30 pm at The Old School Community Centre. This meeting will be advertised on the Council's notice board/website beforehand. Members of the public can request to attend subject to e-mail notification to the Clerk a few days beforehand.

PUBLIC & PRESS ALWAYS WELCOME
Julia Potter, Assistant Clerk to Takeley Parish Council