



# TAKELEY PARISH COUNCIL

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

[www.takeleyparishcouncil.co.uk](http://www.takeleyparishcouncil.co.uk)

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 6<sup>th</sup> April 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), 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.	<b>Apologies for Absence</b> Apologies have been received from Cllrs Pratt, Barber, Carr and R Cheetham.
2.	<b>Declarations of Interest</b>
3.	<b>Public Forum</b>
4.	<b>Minutes of the Last Meeting</b> To approve the Minutes of the Meeting held on 2 <sup>nd</sup> March 2022.
5.	<b>Ward Councillor/County Councillor/Outside Bodies Representative Reports</b> To receive reports from District and County Councillors and members' reports on external meetings.
6.	<b>Clerk's Report</b> To receive reports and give comments on the following items: <ul style="list-style-type: none"><li>a) IT update</li><li>b) Telephone and internet charges increase of 9%</li><li>c) Caretaker vacancy</li><li>d) Clerk vacancy advertisement</li><li>e) New councillor co-option advertisement</li><li>f) Review of asset register</li><li>g) Highways update on recent meeting</li></ul>

PUBLIC & PRESS ALWAYS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

Email: [clerk@takeleyparishcouncil.co.uk](mailto:clerk@takeleyparishcouncil.co.uk)

Date posted: 30<sup>th</sup> March 2022



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7.	<b>Finance Report</b> a) To note the monthly report (Appendix 1) b) To discuss arrangements for training on the new online accounting system and populating it with records from the last financial year.
8.	<b>Planning Committee Report</b> a) To receive the Planning Committee minutes from 9 <sup>th</sup> March. b) Planning and enforcement procedural updates. c) To receive an update on Land East and West of Parsonage Road. d) To receive an update on the Warish Hall Appeal.
9.	<b>Neighbourhood Plan Update</b> To note a report from the Chair of the Steering Group.
10.	<b>Sports Ground</b> (report circulated on email) a) To ratify payment of youth shelter invoice: 10m x 5m Shelter 10 Year Warranty Included Installation and Transport Included £9,900 + VAT Payment made to on agreement with Cllr Bagnall, linked with UDC grant of £7,000 on account, in a ringfenced reserve and a further grant application to cover the installation costs. b) To consider location of the shelter, which is due to be installed in May c) To consider in principle an option of cladding of the base blocks after installation, at an additional cost d) To consider removal of all skate park equipment
11.	<b>Litter Bins</b> a) To consider changing to twice-weekly collections (Tuesdays and Fridays) of bins at the Four Ashes: 2 x bins at the bus stop outside the Post Office (clarification on previous instruction) 1 x bin outside the Four Ashes pub b) To consider a quote from TBS Hygiene for a replacement bin the bin (that has

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	<p>a burnt-out bottom) at the bus shelter in Parsonage Road near The Old Rectory: To supply and install one replacement bin only, to the bus shelter along Parsonage Road, the cost would be <b>£283.12 + VAT</b> which also includes the fixings and the removal and disposal of the old rusted receptacle.</p>
12.	<p><b>Maintenance of Parish Assets (Appendix 2)</b> Recommended maintenance works to be discussed.</p> <ul style="list-style-type: none"><li>a) To agreed works in principle, for the works to be carried out by the Council's handyman contractor, at £20 per hour, with an additional charge for materials and fuel where required.</li><li>b) To agree delegated authority to Cllr Bagnall for agreement of individual works items, subject to Financial Regulations limits.</li></ul>
13.	<p><b>Cleaning of Play Equipment (Appendix 3)</b> To consider a quote of £180 + VAT for cleaning the play equipment and safety surface at the Recreation Ground.</p>
14.	<p><b>Local Highways Panel Request for Speed Limit Reduction</b> Consideration of making a formal request for an review of the 40mph limit in Bambers Green and the stretch of road where incidents have been recorded.</p>
15.	<p><b>Policies and Procedures</b></p> <ul style="list-style-type: none"><li>a) To adopt the draft Standing Orders.</li><li>b) To adopt the draft Financial Regulations.</li><li>c) To adopt the UDC's Code of Conduct</li><li>d) To note the Council's Complaints Procedure</li><li>e) To discuss staffing committee membership and draft terms of reference.</li><li>f) To discuss finance committee membership and draft terms of reference.</li></ul>
16.	<p><b>Correspondence</b> Resident enquiries regarding grounds/hedge maintenance and reports of vandalism in Priors Green, Jacks Lane and The Pastures.</p>
17.	<p><b>Items to Note and for Future Meetings</b></p>
18.	<p><b>Date of the Next Meeting</b> The next Full Council meeting is due to take place on 4<sup>th</sup> May 2022. This will be the Annual Meeting (AGM).</p>

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	The Annual Parish Assembly will take place on Wednesday, 18 <sup>th</sup> May at 7.30pm.
<b>Part 2</b>	
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.	
<b>To enter Part 2:</b>	
<ul style="list-style-type: none"><li>a) A resident enquiry to UDC's legal services to be discussed (details and complaints policy circulated on email).</li><li>b) Caretaker application – interview arrangements</li><li>c) Land Registry for the Recreation Ground</li></ul>	

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MARCH 2022 FINANCE REPORT

Business Current Account										
Date	Payee	Detail	Gross	£	Vat	£	Net	£	R	Budget Ref
BFWD			102720.33							
01/03/22	EFT - Enjoying Fitness Together	INV 2207	60.00				60.00			
01/03/22	S/O to: Activ Web Design	ACTIV WEB DESIGN	-42.00		-7.00		-35.00			102738.33
01/03/22	Sam Alger	Hire deposit Refund	-80.00				-80.00			
01/03/22	UDC	Reimburse Neighbourhood Plan expenses	1913.88				1913.88			
04/03/22	Southern Electric	Old School Electricity DD - 1st Nev - 1st feb	-593.40		-28.25		-565.15			
04/03/22	Groundwork UK	Neighbourhood Plan Grant	9750.00				9750.00			
08/03/22	HMRC	VAT CLAIM 2020/21	7498.37				7498.37			
08/03/22	Jane Bridgeman	Expenses	-112.41				-112.41			
08/03/22	Emma Reilly	Hall Hire inv 2213	172.00				172.00			
09/03/22	RCCE	22/23 Subscription	-66.00		-11.00		-55.00			
10/03/22	XLN	Phone & Broadband	-72.53		-12.09		-60.44			
10/03/22	Larter	Hall Hire - inv 2212	154.00				154.00			
10/03/22	RCCE	Hall Hire - inv 2211	30.00				30.00			
14/03/22	RTTEC Ltd	IT support & laptop security x 2 inv 8532	-159.00		-26.50		-132.50			
14/03/22	Window Wash	Old School window cleaning	-60.00				-60.00			
14/03/22	Landmark	Warish Hall Farm Rule 6	-3000.00		-500.00		-2500.00			118113.24
16/03/22	Chqs/cash paid in	Hall Hire	177.50				177.50			
18/03/22	EON	Direct Debit - Sports field electricity	-13.12				-13.12			
23/03/22	PKF Littlejohn	External audit 2020/21	-480.00		-80.00		-400.00			
24/03/22	Pro Tect	Inv 1489 - Sports Field Shelter	-11880.00		-1980.00		-9900.00			
24/03/22	Takeley History Society	Booklets for Neighbourhood Plan Group	-20.00				-20.00			
28/03/22	SSE Gas	Direct Debit - Old School Gas	-2503.78				-2503.78			
29/03/22	TBS Hygiene	Litter & Dog bin collections Inv 1921	-286.08		-47.68		-238.40			
29/03/22	Lisa Chambers	Salary Adj following NALC review 21/22	-122.87				-122.87			
29/03/22	Lisa Chambers expenses	Stationery £277.78 Microsoft Licence £79.99	-357.77		-13.33		-344.44			
29/03/22	AJ Lighting Solutions	Inv 36069 Replace 4 x LED lamps on 4 street lights	-2009.94		-334.99		-1674.95			
29/03/22	Employee 004	Salary	-889.75				-889.75			
29/03/22	R T Tec	Direct Debit - Monthly Microsoft Subs for License	-12.03				-12.03			
29/03/22	EALC	Inv 15548 - 6 x Good Clouncillors Guides	-28.74		-0.80		-27.94			
29/03/22	Wynne Williams Associates	Neighbourhood Plan	-8880.00		-1480.00		-7400.00			
29/03/22	Jackie Deane	Neighbourhood Plan support	-540.00				-540.00			
29/03/22	Jackie Deane	Locum Clerk March plus 16hrs Planning Appeal	-3080.00				-3080.00			
29/03/22	HMRC	Tax & NI (includes adjustments following full year reconciliation)	-652.95				-652.95			
30/03/22	Rachel Vincent- Keeling	Hall Hire inv 2215	60.00				60.00			
30/03/22	Jane Bridgeman	Expenses - printer ink	-57.80				-57.80			
31/03/22	Unity Trust Bank	Fees - paying in cash & chqs	-2.80				-2.80			
<b>TOTAL</b>			<b>86533.11</b>		<b>-4521.64</b>					



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## Repairs and maintenance of Parish Assets

### MORRELLS GREEN PLAY AREA

- Clean & revarnish 2 x springers
- Repair and repaint bench seat
- Litter pick of balancing pond area
- Price up moving metal railings at rear of play area to enclose balancing pond
- Tbc install picnic bench

### MORRELLS GREEN – THE PASTURES – ENTRANCE OPEN SPACE

- Post and rail enclosed grass - renew rails as required

### RECREATION GROUND (behind Silver Jubilee Hall)

- 3 new swings to be installed
- Tarmac repair – patching kit supplied
- Replace 2 x oil drum bins with new metal bins (tbc)
- Seating bench nearest to Chestnut Way is missing a back slat (metal)
- Play equipment needs cleaning and some elements require rubbing down and repainting (approx 4 elements – paint supplied).
- ROSPA repairs
- There is a fallen tree (Chestnut Way end) that requires clearing.
- The main vehicle gate (Silver Jubilee end) – the gate has dropped – locks supplied

### SPORTS FIELD (Hatfield Broad Oak Road)

- Area is very untidy inside & outside the Sports field  
external litter pick from Takeley Park entrance to Sports field surround, move drum inside the gates
- There is a broken TPC noticeboard over by the portacabins – return to office and make good post
- The MUGA needs 3 new ball nets (paint and refurb tbc)
- Courts need re-lining (tbc)
- May installation of new shelter – cladding of concrete blocks and seating on outer blocks
- Fencing needs painting – quote and Parish Council to source paint
- Existing Youth Shelter needs cleaning & painting and some repairs to the tarmac are needed
- Goal posts on the field need refurbishment (cleaning and painting)

### FOUR ASHES VILLAGE GREEN

- The remaining planter needs refurb (repair & repaint)
- Note that the memorial bench is maintained by a resident

### FOUR ASHES BUS SHELTERS

- Refurbish as required – paint/varnish
- 3 x Parsonage Road
- 2 at Four Ashes
- Black shelter needs extensive work and replacement of Perspex sheets

### EXTERNAL OLD SCHOOL HOUSE

Planter repairs and perimeter weed-control



**The Recreation Ground Date  
Playground  
Takeley  
Essex**

**29<sup>th</sup> March 2022**

**Quote for playground clean.**

**Price for cleaning the playground equipment, sweeping up of the rubber flooring and brushing down the wooden play equipment.**

**Total price £180.00**

**If you would like us to carry out this work please contact us.**

Direct Line: 07765 401936  
Office: 01371 859001

Email: [windowwashuk@gmail.com](mailto:windowwashuk@gmail.com)