



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 3 November 2021 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, Phil Bodsworth, Pat Burnett, Sonja Carr, Jackie Cheetham, Richard Cheetham, Dom Roque, Linda Steer, Sue Sprules

In attendance: Lisa Chambers (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	Summary	Time
21/11/01		Attendees are reminded that this meeting may be filmed, recorded, photographed or otherwise reported by a person attending the meeting. Members of the public who are minors, vulnerable adults and those not participating who do not wish to be filmed, recorded, photographed or otherwise reported about should sit in the designated separate area.	
21/11/02	Welcome from Chair	-	1
21/10/03	Receive and approve apologies for absence.	Quorum for meeting is 3	1
21/11/04	Declarations of conflicts 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.</i>	2
21/11/05	Public Forum	<i>Please direct any questions/comments to the County/District/Parish Councillors present. Questions must be submitted to the clerk in advance of the meeting</i>	15
21/11/06	District and County Councillor Reports	<i>District/County Councillors will provide verbal or written reports and answer questions. Please direct any questions/comments to the County/District Councillors present at this time.</i>	10
21/11/07	Neighbourhood Plan	To receive a report on the work of the Neighbourhood Plan Steering Group and agree employment of a member of staff (details included within the report)	5
21/11/08	Approve minutes of the full council meeting held on 6 October 21	Minutes to be signed by the Chairman – Chairman to indicate that s/he has done that.	1

PUBLIC & PRESS ALWAYS WELCOME

Lisa Chambers, Clerk to Takeley Parish Council

Email: takeleyparishcouncil@outlook.com

Date posted: 28 October 2021



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21/11/09	Report on actions from minutes of previous meeting not detailed elsewhere on the agenda.	Councillors to confirm actions have taken place/give update.	5
21/11/10	Report from the Clerk on Correspondence received and actions taken since the last meeting	See written report <i>Where councillors, clerk and chairman work together as a team the combine knowledge and skills to deliver real benefits to the community they serve.</i>	5
21/11/11	Finance Committee Report	Item deferred to January 2022 agenda	1
21/11/12	Planning Committee Report	To receive the Planning Committee minutes from 13 October 2021	5
21/11/13	Queen's Jubilee	To discuss plans for the Queen's Jubilee	10
21/11/14	OSCC Signage	Motion from Cllr Sprules to erect signage promoting the location of the OSCC	5
21/11/15	Councillor Training	Report on any training undertaken or required	2
21/11/16	Items for future meetings	-	2

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.

The next Full Council meeting is due to take place on 1 December 2021

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