



TAKELEY PARISH COUNCIL

Full Council Meeting 6 October 2021

**Part 1 Minutes of the Ordinary meeting of
Takeley Parish Council
held on 6 October at 7:30pm
At the Old School House**

Present: Cllrs Trevor Allen, Jim Backus, Carol Pratt (Chairman), Tricia Barber, Pat Burnett, Phill Bodsworth, Sonja Carr, Jackie Cheetham, Richard Cheetham, Dom Roque, Linda Steer

Apologies: Cllrs Geoff Bagnall (Vice Chair), Sue Sprules

Absent: -

In attendance: Lisa Chambers (Clerk), Peter Hewett (Advisor), Graham Mann (Observer)

Item	Summary	Actions
21/10/01	<p>Attendees were reminded that the meeting may be filmed, recorded, photographed or otherwise reported by a person attending the meeting.</p> <p>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 were advised to sit in the designated separate area.</p> <p>It was noted that no recordings were due to take place.</p>	-
21/10/02	<p>Welcome from Chair The meeting opened at 7:30pm. Chairman Cllr Carol Pratt welcomed all Councillors and members of the public to the meeting.</p>	-
21/10/03	<p>Receive and approve apologies Apologies were received in advance and agreed from Cllrs Geoff Bagnall and Sue Sprules and also from Maggie Sutton.</p> <p>Councillors were reminded to send apologies to both the Clerk and Chair in advance of the meeting.</p>	-
21/10/04	<p>Declarations and Conflicts of interests No declarations were made</p>	-
21/10/05	<p>Public Forum No members of the public requested to speak.</p>	-
21/10/06	<p>District and County Councillors reports No District or County Councillors were present to give verbal reports and no written reports were received.</p>	-
21/10/07	<p>Neighbourhood Plan</p>	-



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	<p>Cllr Tricia Barber, Cllr Jackie Cheetham, Martin Peachey and Peter Hewett, Chairman of the Neighbourhood Plan Steering Group met on Zoom with Uttlesford's Planning Policy Officer Demetria McDonald who will assist the Steering Group and advise on how the grants applied for can be spent. Michelle Carter from Uttlesford will assist the Group in completing the application for funding from Locality.</p> <p>The Steering Group have agreed that a landscape and heritage survey are needed.</p> <p>Demetria McDonald confirmed that Uttlesford work from 2011 census data as they don't yet have an updated census from Government. Uttlesford are completing Call for sites and sustainability appraisals.</p> <p>Work has started with the RCCE to gain information on local housing needs.</p> <p>The Steering Group will meet again on 25 October.</p> <p>Peter Hewett has been working on action plans to drive the Neighbourhood Plan's direction. Briefs have been written and Heritage and Landscape consultants have been contacted. Dunmow Town Council's former deputy clerk, Jackie Deane has also offered the Group her support.</p>	
21/10/08	<p>Minutes of the Full Council meeting held on 1 September 2021</p> <p>The minutes of the Full Council meeting held on 1 September 2021 were approved as a true and accurate reflection of the meeting. The minutes were signed by Cllr Carol Pratt.</p>	-
21/10/09	<p>Matters arising from meeting (not detailed elsewhere on the agenda)</p> <p>All actions from the meeting held on 1 September had been completed. It was noted that work continue regarding bins within the parish.</p>	
21/10/10	<p>Clerk's report</p> <p>The Clerk added to her report that she had been contacted by the local Police and hoped to work with them to increase their presence locally. She had also invited them to speak with Peter Granger regarding the anticipated number of attendees to the Fireworks display.</p>	-
21/10/11	<p>Finance Committe Report</p> <p>The Clerk confirmed that the delay in receiving the laptop meant that the Rialtas Finance package was still not in operation. A Finance Committee meeting will be held once the Finance system could generate reports.</p> <p>Cllr Richard Cheetham asked for an update on the figures in the bank. The Clerk confirmed the following: Current account stands at £180,446.08 Instant Access Account stands at £4,587.44 The Old School House Account stands at 21,436.32</p>	



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<p>21/10/12</p>	<p>Planning Committee Report</p> <p>The minutes of the Planning Committee meeting held on 14 September 2021 had been circulated.</p> <p>Cllr Cheetham reported her attendance at the STACC meeting. Solar Farms were discussed as part of the meeting. The planning committee's response regarding MAG's application for a Solar Farm had included concerns regarding nesting birds attracting raptors and the loss of prime agricultural land. MAG had responded to say that they could deal with the birds. Suggestions that solar panels could be placed on hanger buildings were dismissed as MAG do not own them.</p> <p>Takeley Parish Council will receive a copy of the brochure produced on Solar Farms.</p> <p>MAG have responded to the Night Flights consultation.</p> <p>It was noted that the Uttlesford Planning department had undergone an independent review.</p> <p>ACTION: Clerk to work with the Planning Committee to draft a letter for our MP regarding the amount of housing allocated to Takeley.</p>	<p>Clerk</p>
<p>21/10/13</p>	<p>Community Café</p> <p>The Community café opened for its 9th year on 2 September. 2 volunteers have resigned due to Covid concerns. All previous customers including a walking group and childminders have all returned. Weston Homes staff have not returned. A new group of parents with Autistic children now visit on a Friday. Posts on Facebook have increased the number of people attending.</p> <p>ACTION: Cllr Burnett to contact other councillors if she needs assistance when low on volunteers.</p> <p>Cllr Burnett highlighted the problems she had experienced with the cooker noting her concern that it was not fit for purpose. It had already had two failures of the gas system despite only having been used for 20 days. The Site Manager had complained to the highest level that the cooker should have been fixed under warranty.</p> <p>Cllr Steer proposed that costs to replace the cooker be explored Cllr Roque seconded the proposal.</p> <p>ACTION: Cllr Burnett to investigate costs for replacing the cooker with a more suitable model.</p> <p>The Community Café has purchased a bench from the Men's Shed. Cllr Pratt advised that the Day Centre had donated £32,000 plus some tables and chairs ringfenced to the cafe.</p> <p>The Clerk and Site Manager are investigating grants to cover the costs of installing blinds and an outdoor canopy.</p>	<p>Cllr Burnett</p> <p>Cllr Burnett</p>



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	<p>Cllr J Cheetham proposed the employment of a maintenance assistant be explored further. Cllr Roque seconded the proposal.</p> <p>Priors Green It was noted that maintenance of the green areas of Priors Green was not the responsibility of the Parish Council but that more could be done to support residents in raising their concerns. Cllrs questioned whether Rospa checks had been carried out on the play equipment. Cllr agreed residents needed the Parish Council's support in writing to Countryside and Uttlesford to get the areas maintained, including grass verges, hedges, trees and play areas.</p> <p>Jim Backus raised that the car park at the shops on Priors green was also in a state of disrepair. Cllr J Cheetham proposed pursuit of maintenance for all areas of Takeley with the relevant authorities. Cllr Roque seconded the proposal.</p> <p>Woodland Planting Scheme Uttlesford's Landscape Officer had contacted the Clerk to ask whether the Parish Council owned any land that could be considered for woodland planting, possibly in connection with the Queen Jubilee planting scheme. Cllr Pratt proposed the planting of trees on Molehill Green. The proposal was seconded by Cllr Carr. Cllr Allen suggested the trees not be Whips. It was noted that Land to the West of Russel Francis Way had a sparse planting of trees. ACTION: Ask Landscape officers who had taken over the land opposite Clapton/Harris Road and ask if it could it be planted with Rowan's and Mountain Ashes?</p> <p>Football Pitches ACTION: Clerk to investigate Takeley FC's contract for use of the Sports Fields including the porta cabins.</p> <p>Morrells Green Play area The area has not been cut back for a long time. A quote for £4,600 to attend to the area had been received but a further quote was outstanding.</p> <p>Cllr Roque proposed agreement of the clear up to the land subject to quotes. Cllr Barber seconded he proposal.</p> <p>The play area was installed by the developer. A locked gate is regularly accessed despite signs, which then gives access to the balancing pond. A site visit has been completed by the clerk and Cllr Pratt and Cllr Carr. The suggestion is the fencing be moved to reduce access to the balancing pond and give access to the green. ACTION: Long term maintenance of Morrells Green play area to be added to a future agenda once the remedial maintenance works have been agreed and completed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>21/10/17</p>	<p>Meeting Dates</p> <p>The meeting dates for 2022 were agreed.</p>	



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	<p>It was noted that the dates for the Annual Meeting and the Annual Parish Meeting needed to be set.</p> <p>ACTION: Clerk to propose dates for the Annual Meeting and the Annual Parish Meeting.</p>	Clerk
21/10/18	<p>Councillor Training</p> <p>Cllr Bodworth noted that he intends to attend new Councillor training when the course becomes available</p>	
21/10/19	<p>AOB and items for future agendas</p> <p>Cllr Backus reported that he had attempted to speak to Uttlesford Council regarding Goar Lane. Cllr J Cheetham reported that she had arranged for the overgrowth to be cut back. Ownership of the area between the fenced house and the pond remains unknown.</p> <p>ACTION: Cllr Backus to pursue ownership of Goar Lane with Uttlesford.</p> <p>Cllr Backus proposed that he attend the community café and find volunteers to man the community speed watch.</p> <p>ACTION: Queen's Jubilee to be on the November agenda.</p> <p><i>The meeting closed at 9:42pm</i></p>	<p>Cllr Backus</p> <p>Clerk.</p>

These minutes are signed as a true and accurate reflection of the Full Council Meeting held on 6 October 2021

Signed:.....
Chairman

Date:.....