



TAKELEY PARISH COUNCIL

Full Council Meeting

**Part 1 Minutes of the Ordinary meeting of
Takeley Parish Council
Held on 12th January 2022 at 7:30pm
At the Old School House**

Present Cllrs: Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Phil Bodsworth, Pat Burnett, Sonia Carr, Jackie Cheetham, Richard Cheetham, Linda Steer and Sue Sprules.

In attendance: Jackie Deane (Locum Clerk) and three members of the public.

Item	
	Vice-Chair Cllr Geoff Bagnall welcomed members and residents to the meeting. He explained that, in the absence of the Chair, Cllr Pratt, he would be chairing the meeting.
1	Apologies for Absence Apologies for absence were received and accepted from Cllr Pratt. Cllrs Allen and Roque were absent.
2	Declarations of interests None.
3	Public Forum Mr Coletta spoke in objection to an outline planning application in Gt Hallingbury parish, for 18 dwellings within the Countryside Protection Zone and adjacent to the Takeley parish boundary. Mr Coletta informed the meeting that Gt Hallingbury Parish Council has resolved object and he agreed to attend the forthcoming planning committee meeting where this application would be discussed. Mr Peachey added his comments on the same planning application regarding the impact of aircraft noise in a location very close to the airport and conflicts with policies S7 and S8. As member of Stansted Airport Watch, he reported that there are proposed flightpath changes will be subject to public consultation in due course. Mr Peachey also stated that Weston Homes has expressed their intention to appeal UDC's decision to refuse an application at Warish Hall Farm for 188 homes. Cllr Cheetham noted that the Planning Committee Agenda had already been circulated however the committee should discuss and make a recommendation on the option to participate as a Rule 6 party at the appeal.
4	District and County Councillor Reports Cllr Bagnall reported as ward councillor that grant funding is still available for local projects. Members asked for an update on funds already granted towards a sports field project. Action: Cllr Roque to give an update on planned expenditure of the £7,000 grant from UDC at the next meeting. Cllr Sprules asked if grant money would be available from UDC for the Platinum Jubilee. Action: Cllr Bagnall will enquire about sources of funding for the Platinum Jubilee.



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	<p>Dates were noted for future Local Plan Leadership Group meetings - 9th February, 9th March, 6th April and 19th April 2022, all starting at 7pm.</p> <p>Cllr J Cheetham asked if there had been an update on the brownfield site at Carver Barracks and Cllr Bagnall responded that UDC was waiting for an update from the MoD on when they might vacate the site and for them to confirm when it could be made available for redevelopment.</p>
5	<p>Minutes of the Council Meeting held on 3rd November 2021</p> <p>There was no meeting in December due to councillor and clerk illness. The minutes of the November meeting were approved as a true record of the meeting, with the following amendments (correction with strikethrough text and new wording in bold):</p> <p>Agenda Item 6 -</p> <p>Councillors discussed that approx. £400,000 that will be handed over in s106 monies to Uttlesford and queried whether it would be better to manage the area at parish level did not consider that the parish council should take on responsibility of the play areas. Ben Smeeden, UDC Landscape Officer, agreed to liaise with Countryside Developments on the matter.</p> <p>Agenda Item 8 -</p> <p>Points of accuracy made to the minutes: The site manager be referred to as. The Caretaker's role will be reviewed by the Staffing Committee, with a view to changing the job title to Site Manager.</p> <p>The minutes would be signed by Cllr Pratt in due course.</p>
6	<p>Staffing Matters</p> <p>Meeting minutes from the November Staffing Committee meeting were noted.</p> <p>The resignation of the Clerk was noted and items to consider were moved to Part 2 of the meeting:</p> <ul style="list-style-type: none">a) To authorise a final salary payment to the Clerk as recommended by the Personnel Committeeb) To appoint an interim Clerk for 20 hours per week for 3 monthsc) To authorise the Staffing Committee to compile and distribute an advert for a new Clerk
7	<p>Finance Committee Recommendations and Precept for the Financial Year 2022/23</p> <p>The Finance Committee report and recommendations from 6th January were noted. Cllr J Cheetham requested that the s106 allocation might be increased to fund spending on the Platinum Jubilee. Cllr Bosworth suggested that the hall maintenance allocation was not sufficient to cover potential utilities increasing costs.</p> <ul style="list-style-type: none">a) The schedule of payments made April – Dec 2021 was noted.b) RESOLVED to request a Precept for the financial year 2022/23 of £160,495. Proposed Cllr Cheetham, seconded Cllr Backus (unanimous).



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	<p>It was noted that the agreed precept would be an increase of 3.55% and an increase of £2.78 per household on Council Tax Band D.</p>
8	<p>Matters for consideration from the Clerk's report (Appendix 1)</p> <p>The report was noted. A brief progress report was circulated by the Locum Clerk on email ahead of the meeting, detailing ongoing work to consolidate the Council's files and review information on the website. Former Clerk Jane Heskey is assisting on financial matters in the interim and the Rialtas accounting system will be started for the new financial year.</p> <p>a) There was a discussion on hall hire charges for the History Society and it was agreed that a new regular hall hire rate shall be considered at a future meeting. RESOLVED to review rates for local village groups. Proposed by Cllr Steer, seconded by Cllr J Cheetham. Action: Finance Committee Members to research and proposed new hire charge, for agreement at a future meeting.</p> <p>b) There was a discussion over the offer from UDC to supply and plant whips and small tree on Molehill Green, subject to a consultation with residents, however further information was needed prior to agreement to accept the planting. Action: Locum Clerk to contact the UDC Landscape Officer to obtain details of the proposed planting scheme, to request substantial trees and not whips and to enquire if resident volunteers were needed for the planting.</p> <p>c) DEFERRED: to resolve that any trees planted at Molehill Green be counted under Queen's Green Canopy Platinum Jubilee.</p> <p>d) There was a grant request for a £200 donation to the Priors Wood Residents Association for their Xmas party. Action: Locum Clerk to ask if the party was held or cancelled.</p> <p>e) The CAB requested to install their signage on the exterior of the OSCC building and whilst internal signage was agreed, members did not agree that it would be appropriate to fix their sign on the outside of the building.</p> <p>f) Cllrs J Cheetham and Cllr Backus agreed to attend a joint parish council Zoom meeting with UDC CEO Peter Holt on 27th January.</p> <p>In response to matters raised in the Clerk's report, Cllr J Cheetham asked if the Caretaker would make further enquiries to see if the main gate hinges could be changed, to make them easier to move and fix open. Action: Caretaker to make enquiries.</p> <p>Cllr Steer asked for an update on the faulty streetlights at South Road and at Molehill Green. Action: Jane Heskey to get an update for a finance committee decision on repairs and a street lighting contract.</p>



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9	<p>Calendar of meeting dates</p> <p>Full Council meeting dates were agreed for 2022, to be the first Wednesday of the month and the Annual Parish Assembly would be held on 18th May 2022.</p> <p>Action: Locum Clerk to add planning committee and finance committee dates, to re-circulate the calendar to members.</p>
10	<p>Planning Committee Report</p> <p>The minutes of 10th November 2021 were noted.</p> <p>There was an additional report from Peter Hewett, Chair of the Neighbourhood Plan Steering Group, with the following updates:</p> <ul style="list-style-type: none"> • Volunteer leaflet droppers have agreed to help the group to deliver a Housing Needs Survey door-to-door throughout the parish • Training evening delivered by RCCE on 19th January • Preparation for a grant application • Fee quotes are being sought for professional reports on heritage, landscape and ecology for the evidence base of Neighbourhood Plan • A full resident questionnaire will be worked on for later in the year • Later this month the Steering Group will be producing an information leaflet for residents. It will explain why a Neighbourhood Plan is vital for the parish and invites people to become involved in the process.
11	<p>Queen's Jubilee Celebrations</p> <p>Cllr Burnett gave an update on plans for the Queen's Platinum Jubilee, with help from other working group members Cllrs Sprules and Pratt. There was a discussion on whether the Council should join the beacon-lighting ceremony which will take place at 9.15pm on 2nd June. The Big Lunch will take place on the Sunday, where street parties can choose to have a full lunch, BBQ or picnic. It was suggested that the working group should create a FaceBook event so that residents can post their plans for this event.</p>
12	<p>Donation to the Men's Shed</p> <p>RESOLVED to make a donation of £100 to the Men's Shed To resolve to make a donation of £100 to the Men's Shed for the refurbishment of two benches. Proposed by Cllr Steer and seconded by Cllr Sprules (unanimous).</p> <p>Action: Finance committee to note this donation as a s137 payment.</p>
13.	<p>Items for future meetings</p> <ol style="list-style-type: none"> 1) Staffing committee review 2) Planning Committee recommendation regarding the planning appeal on Land at Warish Hall Farm 3) Consider the purchase of a beacon 4) Policy review (Cllr Steer) <p>(Cllr Steer left them meeting at 9.15pm)</p>
14.	<p>Date of the next meeting</p> <p>The next Full Council meeting is due to take place on 2nd February 2022 at 7.30pm.</p>



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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.

RESOLVED to enter Part 2 of the meeting at 9.20pm (Cllrs J Cheetham/Sprules)

1. Moved from item 6a)
RESOLVED to authorise the Clerk final salary payments.
Proposed Cllr J Cheetham, seconded Cllr R Cheetham (unanimous).
2. Moved from item 6b)
RESOLVED to appoint Jackie Deane as Locum Clerk and agree a salary for 20 hours per week as detailed in the fee quote, for review after 3 months.
Proposed Cllr Bodsworth, seconded Cllr J Cheetham (unanimous).
3. Moved from item 6c)
RESOLVED to authorise the Staffing Committee to compile and distribute an advert for a new Clerk.
Proposed by Cllr Bagnall, seconded Cllr Bodsworth (unanimous).

Being no further business, the meeting closed at 9.43pm.

Signed by the Chairman

Date