



TAKELEY PARISH COUNCIL

**Part 1 Minutes of the Ordinary meeting of
Takeley Parish Council
held on 11 August 2021 at 7:30pm
At the Old School House**

Present: Cllrs Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Pat Burnett
Sonja Carr, Dom Roque, Sue Sprules

Apologies: Susan Barker (County Councillor), Cllrs Phill Bodsworth, Carol Pratt (Chairman),
Jackie Cheetham, Richard Cheetham, Vere Isham (District Cllr)

Absent: Cllrs Trevor Allen, Linda Steer

In attendance: Lisa Chambers (Clerk), Peter Hewett (Advisor), Graham Mann (Observer),
Martin Peachey (Advisor), Maggie Sutton (District Cllr)

Item	Summary	Actions
21/8/01	<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>	
21/8/02	<p>Welcome from Chair The meeting opened at 7:30pm. Vice Chairman Geoff Bagnall advised that he would be chairing the meeting in Chairman Carol Pratt's absence. All members and visitors were welcomed to the meeting and Cllr Bagnall introduced Lisa Chambers who had been appointed as Clerk to the Council and RFO.</p>	
21/08/03	<p>Receive and approve apologies Apologies were received and agreed from Cllrs Phill Bodsworth, Carol Pratt, Jackie Cheetham and Richard Cheetham. District Cllr Susan Barker had also sent apologies to the meeting.</p> <p>Councillors were reminded to send apologies to both the Clerk and Chair in advance of the meeting.</p>	



TAKELEY PARISH COUNCIL

21/08/04	<p>Declarations and Conflicts of interests</p> <p>Pat Burnett noted a non-pecuniary interest in item 21/08/10.2b as a member of the Takeley & Little Canfield Church congregation.</p>	
21/08/05	<p>Public Forum</p> <p>Martin Peachey noted that a consultation on night flights closes on 3 September. A draft response will be submitted to the clerk for review by Councillors.</p> <p>The 2 August Climate Change consultation had been published. Martin reported that he had created a summary for aviation only. Martin suggested the council look at the consultation when considering neighbourhood plans etc.</p> <p>Maggie Sutton noted that the Uttlesford Airport group will meet next Wednesday and asked that Councils work with Uttlesford on this issue.</p>	
21/08/11	<p>Planning Committee Report</p> <p>Applications for Decision None noted</p> <p>Applications for information Geoff Bagnall noted that an application for 88 houses had been submitted by Endurance Estates on land East of Parsonage Road.</p> <p>Jim Backus expressed the view that the IPC report, encouraging walking and cycling could not continue to be ignored noting that the area had limited local employment and cycle paths.</p> <p>Geoff Bagnall asked that the planning committee include IPC report objections within their responses.</p> <p>Jim Backus queried whether there was a public right of way issue following Essex County Council's sale of the Station House. It was noted that the platform belonged to the Station House.</p> <p>ACTION: Planning Committee to investigate protecting the platform as a right of way.</p>	<p>Planning Committee</p>



TAKELEY PARISH COUNCIL

	<p>Peter Hewett asked that the Wren Kitchen Planning appeal be reviewed once it goes through.</p> <p>ACTION: Clerk to check if notification has been received regarding Hope End Road.</p> <p>Neighbourhood Plan Peter Hewett noted that the call for sites had produced more sites than required. 706 homes/annum had been reported as being required. The overall figure required for sites between 2020-2040 was 12,000. Over 70,000 sites had been put forward.</p> <p>Peter Hewett noted that he had attended a meeting regarding the local plan.</p> <p>Peter Hewett reported that he intended to investigate a sustainability scoping consultation and biodiversity mapping tool.</p> <p>It was noted that the council would need to respond to a large number of planning applications. Peter offered to draft responses to planning applications until December stating that the neighbourhood plan would become his focus from that point forward.</p> <p>Peter Hewett encouraged councillors to read in full the 27-page document he had created in response to the Warish Hall application.</p> <p>The Steering Group reported that they had met with Broxton Parish Council and plan to work collaboratively.</p> <p>Peter Hewett reported that he, with the assistance of the Clerk, had approached Uttlesford District Council to apply for a £10,000 grant. Peter Hewett noted that the grant would enable a parish map to be produced and a rapid start to the work to be completed in the next 18 months.</p> <p>Richard Haynes has offered to speak to the Planning Steering Committee who hope to create a detailed needs assessment regarding housing.</p> <p>Peter Hewett noted the need to speak with residents again to gain their views.</p>	<p>Clerk</p>
--	---	--------------



TAKELEY PARISH COUNCIL

	<p>Peter Hewett asked the Parish Council to look for funding for specific issues such as landscaping.</p> <p>ACTION: Peter Hewett to produce a summary for each Parish Council meeting to state what work has been completed and what is required.</p> <p>It was noted that attempts had been made to involve Little Canfield Parish Council.</p> <p>ACTION: Peter Hewett to draft constitution for the Neighbourhood Plan Steering Committee.</p> <p>It was noted that many neighbourhood plans are very complex and not accessible to the general public.</p> <p>ACTION: Write to Jackie Dean to thank her for her support.</p> <p>Sue Sprules reported her concern that councillors who do not sit on the Planning Committee do not receive information regarding the work of the committee. The clerk confirmed that the steering group would feed into the planning committee and their minutes will be circulated.</p> <p>ACTION: Clerk to circulate the document submitted in response to the Weston Homes application.</p> <p>Geoff Bagnall reported that a consultant is looking at landscape as part of the Local Plan.</p> <p>Peter Hewett noted the need to look at which consultants will be needed for the neighbourhood plan.</p> <p>Councillors agreed that bordering parishes should work collaboratively and kept informed but that working groups should be small in size.</p> <p>ACTION: Geoff Bagnall to contact Little Canfield Parish Council to confirm why they have not responded to the invitation to join the steering committee.</p> <p>ACTION: Clerk to inform neighbouring parishes of the work of the Steering Committee.</p>	<p>Peter Hewett</p> <p>Peter Hewett</p> <p>Clerk</p> <p>Geoff Bagnall</p> <p>Clerk</p>
--	---	--



TAKELEY PARISH COUNCIL

	<p>ACTION: Peter Hewett to share links regarding bio-diversity and rural districts.</p> <p>Jim Backus proposed agreement for the grant applications to be submitted and for a Steering Committee to be formed. Geoff Bagnall seconded the proposal. DECISION: Unanimous agreement to apply for the grants and to form a Neighbourhood Plan Steering Committee.</p> <p><i>Peter Hewett left the meeting</i></p>	Peter Hewett
21/08/06	<p>Minutes of the Full Council meeting held on 7 July 2021</p> <p>The minutes of the Full Council meeting held on 7 July were approved as a true and accurate reflection of the meeting. The minutes were signed by Vice Chairman Cllr Geoff Bagnall.</p>	
21/08/07	<p>Matters arising from 7 July meeting (not detailed elsewhere on the agenda)</p> <p>There were no matter arising.</p>	
21/08/08	<p>District and County Councillor Reports</p> <p>Geoff Bagnall noted that the Workshop he had led updated local councils on the 5-year land supply and call for sites to identify suitable sites. The request will be sent to parish and town councils and they will be asked which sites work for them or if they have identified other areas. 299 sites have been put forward by developers, no assessments have been undertaken. The call for sites does not mean that all sites will be developed. The Parish Council can review the sites and look at whether any of the sites are suitable for our parish. Identifying the sites stops the developers from stating that 'we don't have a 5-year supply'.</p> <p>Geoff Bagnall reported that slow progress was being made with the Local Plan. All sites will be assessed. 17 consultations are taking place and will inform the local plan to work out strategic direction covering sustainability, landscape etc. A draft Plan will start to be put together at the start of 2022. UDC is looking to involve town and parish councils more generally and feed into the process.</p> <p>Question (Jim Backus):</p>	



TAKELEY PARISH COUNCIL

	<p>What is Uttlesford District Council (UDC) doing regarding social housing? Is there a waiting list?</p> <p>Answer (Geoff Bagnall): Social Housing does not come forward very often. There are areas where social housing could be built. Town and Parish Council can identify areas for social housing development. It is important that developers agree to provide what is needed. There is no clear definition of affordable or sustainable.</p> <p>ACTION: Geoff Bagnall to report back on Social Housing at the next meeting.</p> <p>Question (Jim Backus): How many enforcement officers do UDC have?</p> <p>Answer (Geoff Bagnall): Not enough and there are plans to change this.</p>	Geoff Bagnall
21/08/09	<p>Clerk's report and correspondence</p> <ol style="list-style-type: none"> 1. Purchase of Local Council Administration 12th edition – purchase agreed 2. Purchase of new TPC laptop – Clerk to ask Graham Mann to review the current laptops and the need for a new laptop. Costs to be reported to the finance committee. 3. Purchase of new TPC phone and contract – agreed 4. Purchase of Compass planning database for 5 months agreed 5. Purchase of RBS Rialtas Alpha Financial Management software – agreed 6. Submission of Neighbourhood Plan grant funding application for £10,000 - agreed 	<p>Clerk</p> <p>Clerk/Graham Mann</p> <p>Clerk</p> <p>Peter Hewett</p> <p>Clerk</p> <p>Peter Hewett/Clerk</p>
21/08/10	<p>Finance Committee Report</p> <p>It was noted that Tricia Barber and Pat Burnett were authorised on the bank account. Sue Sprules is also in the process of becoming a third signatory.</p> <p>ACTION: Geoff Bagnall to propose quarterly Finance Committee meeting dates.</p> <p>The Parish Council wished to thank the Men's Shed for the planters they had built. Sue Sprules proposed a £500 donation</p>	Geoff Bagnall



TAKELEY PARISH COUNCIL

	<p>which was seconded by Pat Burnett. Councillors unanimously agreed the proposal.</p> <p>ACTION: Clerk to investigate making the payment to the Men's Shed.</p> <p>The Parish Council had received a request to financially support Takeley and Little Canfield churches firework display. Dom Roque proposed a £500 contribution which was seconded by Jim Backus. Councillors agreed the proposal. Pat Burnett abstained from the vote.</p>	Clerk
21/08/12	<p>Policy Review</p> <p>ACTION: Policy Review to be included on the September agenda.</p>	Clerk
21/08/13	<p>Councillor Training</p> <p>Sue Sprules noted that Mike Leitch had arrived to take a training session which no councillors were aware of.</p>	
21/08/14	<p>Items for future meetings</p> <p>No items were submitted.</p> <p><i>Meeting ended 9:12pm</i></p>	