



# TAKELEY PARISH COUNCIL

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

<https://www.takeleyparishcouncil.co.uk/>

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**Minutes of Takeley Parish Council Meeting  
held via Zoom on 13<sup>th</sup> January 2021  
at 7:30 PM**

**Present:** Carol Pratt - Chair  
Geoff Bagnall – Vice Chair and District Councillor  
Assistant Clerk – Julia Potter  
Cllr Jim Backus  
Cllr Patricia Barber  
Cllr Pat Burnett  
Cllr Richard Cheetham  
Cllr Jackie Cheetham  
Cllr Sue Sprules  
Cllr Dom Roque  
County Councillor Susan Barker  
District Councillor Vere Isham  
Jim Gordon (member of the public)  
Sonia Carr (member of the public)

**Apologies:** Cllr Trevor Allen  
Cllr John Green  
Cllr Linda Steer

20/518	<b><u>WELCOME &amp; APOLOGIES</u></b>
	The Chairman Carol Pratt welcomed members and apologies were acknowledged as above.
	Members were asked to direct any comments through the Chairman. All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about a person attending the meeting. (It was noted the meeting was being held via zoom, as advertised on our website and parish noticeboard).

20/519	<p style="text-align: center;"><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>Members were reminded that they should declare relevant interests at each meeting for items on the agenda and to request a replacement form if their circumstances have changed and their register of interests needs amending.</p>
20/520	<p style="text-align: center;"><b><u>MINUTES OF MEETING</u></b></p> <p>The minutes of 02/12/2020 were agreed.</p>
20/521	<p style="text-align: center;"><b><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u></b></p> <p>County Councillor (CC) Susan Barker updated Councillors on the status of pot hole repairs. She confirmed these are due for completion, subject to dry weather conditions.</p> <p>CC Susan Barker informed Councillors that further grants have been made available for those affected by the COVID pandemic. An example being the Lockdown Support Fund - funding for the provision of food for families and individuals across Essex County Council.</p> <p>CC Susan Barker advised 3 highways issues are due for review by the Local Highways Panel in March. The mini roundabout in Roding Drive, 30mph sign on the bridge in Station Road and an additional bus stop on the road to Elsenham at the turning to Molehill Green. Should we wish to make additional applications for highways schemes we need to submit as soon as possible.</p> <p>CC Susan Barker informed Councillors that all blocked drains she has been notified of in Takeley have been reported. She wanted Councillors to note the drains are meant to have water in them to work effectively.</p> <p>CC Susan Barker informed Councillors she has recently agreed the purchase of extra mortuary capacity. With funeral directors and pathologists unavailable due to isolation or contracting COVID there is a great strain on the system.</p> <p>Libraries remain closed however the Essex Welfare Service is operating for vulnerable people. For example, they can deliver books. CC Susan Barker asked all Councillors if they know anyone vulnerable who needs assistance they should make these people known to the District Councillors or Essex Welfare.</p> <p>Chairman Carol Pratt has been in contact with a warden at Hatfield Forest who highlighted parking issues on Woodside Green. They are looking for the same solution as provided on the Hatfield Broad Oak access road to the forest. CC Susan Barker advised to contact NEPP. The relevant form can be downloaded for an application for red line restrictions.</p>

	<p>CC Susan Barker also advised it would be useful to contact Cllr Eke at Uttlesford. Chairman Carol Pratt will share this information with the warden.</p> <p>Cllr Richard and Jackie Cheetham highlighted the flooding issue at the end of Smiths Green due to a drain blocked with mud. CC Susan Barker asked Cllr Richard Cheetham to send her an email with the information. Cllr Jim Backus advised he has photographs of the flooding he can share.</p> <p>District Councillor Vere Isham advised he had no updates for us today.</p>
20/522	<p style="text-align: center;"><b><u>OPEN FORUM – (5 Mins Max)</u></b></p> <p>Member of the public Sonia Carr updated Councillors on the progress of Molehill Green Village Hall. They are still waiting on SSE to vacate however COVID has caused a delay. Funding is still being looked it in the form of the National Lottery, Amazon Smile Project. Surveys are still being submitted from old and new residents. The next step is a surveyor report. Sonia was advised she can look at funding for this from UDC or the Parish Council. This would need to be done as a formal request.</p> <p>Sonia agreed to start submitting a monthly update to the Parish Council.</p> <p>Member of the public Jim Gordon introduced himself and advised Councillors of two items to discuss.</p> <p>Jacks Lane – both quad and trail bikes have been sited on Jacks Lane and along the Flitch. This is by no means excessive but there has been a significant increase in this activity. Suggestions were made to place notices to deter the public.</p> <p>Cllr Geoff Bagnall advised he has been in contact with Robin Wallbank to discuss solutions on Jacks Lane. The Flitch Way is the responsibility of Essex CC.</p> <p>Village Conservation - Chairman Carol Pratt handed over to Cllr Sue Sprules. Cllr Sprules advised she has had a meeting with someone who has a sound knowledge or conservation and wildlife. The plan is to eventually get our own conservation and wildlife policy. This should assist in the goal to brighten up our village. Reduction of carbon emissions will form part of this project. Cllr Sue Sprules will keep us updated with her progress.</p>
	<p style="text-align: center;"><b><u>ADMINISTRATION</u></b></p> <p>Councillors noted the resignation of Cllr Peter Hewett.</p>

	<p>Chairman Carol Pratt advised she has had interest from a resident to fill the vacancy. This will be placed on the agenda for our next meeting.</p> <p>Councillors agreed a letter of thanks should be extended to Peter for his hard work and dedication, particularly to planning matters.</p>
20/523	<p style="text-align: center;"><b><u>FINANCE</u></b></p> <p>Cllr Geoff Bagnall asked Councillors to refer to the budget and two precept recommendations in their packs.</p> <p>After a lengthy discussion regarding the Precept figure for 2021/2022 Chairman Carol Pratt proposed the Precept remains at £154,533. Cllr Sue Sprules seconded this proposal with unanimous agreement from Councillors.</p> <p>Cllr Richard Cheetham proposed the purchase of a 2 door notice board for The Old School Community Centre. Cllr Tricia Barber seconded this proposal with unanimous agreement from Councillors.</p> <p>Cllr Pat Burnett advised she would order this item.</p> <p>Councillors ratified the following items:</p> <ol style="list-style-type: none"> <li>1) Pay the Assistant Clerk for additional hours during Oct/Nov</li> <li>2) Pay the Assistant Clerk the Working from Home Allowance as per the employee contract (<i>a query remains on this item to be discussed at the next finance meeting</i>)</li> <li>3) BACS transfer to be used for processing salary payments</li> <li>4) The Locum Clerk to be used to keep Finance up to date</li> </ol>
20/524	<p style="text-align: center;"><b><u>THE OLD SCHOOL COMMUNITY CENTRE</u></b></p> <p>Councillors noted the installation of CCTV on site.</p> <p>Cllr Pat Burnett confirmed all paperwork is near completion. She will send this on the CCTV Working Group as soon as it is finalised for review.</p>
20/525	<p style="text-align: center;"><b><u>HIGHWAYS</u></b></p> <p>Cllr Pat Burnett raised the issue of a broken light on the corner of Elm Close. Despite numerous reporting to Essex Highways, this has not been fixed. An email will be send to CC Susan Barker.</p> <p>Cllr Jackie Cheetham advised there may be another light issue on Cooks Hill but she would check and refer back to Assistant Clerk Julia Potter.</p>

	<p>Cllr Geoff Bagnall advised he has been in contact with Nigel Brown regarding the issue of mud on the road at the development taking place along the Dunmow Road close to the shops.</p>
20/526	<p style="text-align: center;"><b><u>RECREATION GROUND AND SPORTSFIELD</u></b></p> <p>Cllr Dom Roque advised the sports field has been cut and maintained. Two new bins have been installed.</p> <p>Government guidelines state parks can remain open at the moment.</p> <p>Cllr Geoff Bagnall is still dealing with the issue from Castle Water.</p>
20/527	<p style="text-align: center;"><b><u>PLANNING</u></b></p> <p>Cllr Jackie Cheetham proposed the Planning Committee to investigate whether Bambers Green and Smiths Green can be looked at as conservation areas. Cllr Jim Backus seconded the proposal with unanimous agreement from Councillors.</p> <p>Chairman Carol Pratt advised Assistant Clerk Julia Potter has been in contact with Cllr Susan Smith of Hatfield Broad Oak regarding the Bonningtons appeal. Cllr Susan Smith has been invited to our forthcoming planning meeting to discuss.</p> <p>A copy of Takeley's December 9<sup>th</sup> 2020 planning minutes were approved and noted by members following a zoom meeting. Planning meetings are currently held on the second Wednesday of the month at 10:30 am. Members of the public may attend any meeting of the council via zoom app by contacting the Clerk via e-mail at <a href="mailto:takeleyparishcouncil@outlook.com">takeleyparishcouncil@outlook.com</a>. Members of the public can also view all council comments on line at Uttlesford District Council or can contact the clerk for hard copy of planning minutes if preferred.</p>
20/529	<p style="text-align: center;"><b><u>THE MEETING CONCLUDED AT 9.20PM</u></b></p> <p>Due to COVID 19 there are no face to face meetings advised at this time until further notice.</p> <p>All Full Council Agendas will be advertised in advance on the council's website and noticeboard.</p> <p>Members of the public can request to join a zoom meeting subject to advance e-mail notification to the Clerk.</p> <p style="text-align: center;">The Press and the Public are always Welcome To Attend.</p> <p style="text-align: center;">Assistant Clerk to Takeley Parish Council <i>Julia Potter</i></p>

The next full council meeting is due to take place on Weds 3<sup>rd</sup> February 2021 at 7:30 pm via Zoom.

Press and Public welcome to attend.

Please contact the Assistant Clerk via e-mail if you wish to access the meeting via Zoom.

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