



TAKELEY PARISH COUNCIL

Full Council Meeting

**Part 1 Minutes of the Ordinary meeting of
Takeley Parish Council
Held on 2nd February 2022 at 7:30pm
At the Old School House**

Present Cllrs: Carol Pratt (Chair), Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Phil Bodsworth, Pat Burnett, Sonia Carr, Jackie Cheetham, Richard Cheetham, Sue Sprules and Dom Roque

In attendance: Jackie Deane (Locum Clerk), UDC Cllr M Sutton, ECC Cllr S Barker (left after reports item) and 3 members of the public.

Item	
	<p>Chairman Cllr Pratt read out a letter from Cllr Trevor Allen, who, after 40 years' service, is no longer able to take an active role in the community. Members expressed their appreciation for all he has contributed to community life, over the years.</p> <p>The Chairman gave permission for an item to be added to the agenda, for consideration of a donation at item 10.</p>
1.	<p>Apologies for Absence Apologies for absence were received and accepted from Cllr Linda Steer and Cllr Richard Cheetham.</p>
2.	<p>Declarations of interests None.</p>
3.	<p>Public Forum Mr Peachey expressed concerns over the amended road access drawings for planning application Land West of Parsonage Road and said that he will update councillors when he receives clarification from UDC. Mr Peachey commented on the forthcoming planning appeal for Land at Warish Hall Farm, with his belief that there would be strong public support and the possibility of local fundraising for the parish council to participate in the public inquiry. Cllr Pratt reported that members attending a site visit of Land West of Parsonage Road found that the developer's fence is blocking pedestrian access to the Harcamlow Way.</p>
4.	<p>Minutes of the Council Meeting held on 12th January 2021 The minutes of the last meeting were approved as a true record of the meeting.</p>
5.	<p>New tree planting in Molehill Green (Appendix 1) UDC's Landscape Officer has notified the Council of an opportunity for tree planting on the green and Molehill Green and residents have been consulted for their views by leaflet distribution (see appendix 1 for details).</p> <p>Members RESOLVED not to accept UDC's offer of new woodland planting at Molehill Green because they felt it would change the character of the ancient green, which is common land. (Cllrs J Cheetham/G Bagnall)</p>



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6.	<p>Ward Councillor/County Councillor Reports</p> <p>Cllr Barker gave an update on Highways matters that had been reported and she welcomes any new reports of dangerous potholes. She reported on a litter problem in Sycamore Way, which should be passed to UDC.</p> <p>Cllr Pratt mentioned raised parking issues for Cllr Barker to note.</p> <p>Cllr J Cheetham reported potholes at the top of Church Lane.</p> <p>Essex CC Highways has a new Cabinet Member in post and resources are improving, including three enforcement officers. A meeting will be arranged for parish councillors to put forward main concerns in their parish.</p> <p>There will be new handheld speed cameras for Community Speedwatch members to use, which enables speeding tickets to be issued automatically. Cllr Backus asked Cllr Barker about the results of traffic flow surveys where they have been set up in Takeley and she believes that they are part of the Local Plan Highways data.</p> <p>Cllr Bagnall reported on UDC funding cuts at UDC and made a note to report any new Highways data.</p> <p>Cllr Sutton reminded members to make formal requests for use of the district councillor grants for small items and to renew plans for a sports pavilion, to attract funding from various sources. Cllr Pratt suggested that if two new benches are purchased for The Four Ashes corner.</p> <p>Cllr Cheetham gave a brief 'outside bodies' report from her attendance at a recent STACC meeting. Parish councils are now eligible to benefit from the Stansted Airport Fund, previously only open to groups and societies in the district. She also reported that there is a major employment land planning application for Stansted Airport Northside, which should be considered for its impacts and potential benefits to Takeley. She will attend their next meeting, to be held on 1st April 2022.</p>
7.	<p>Clerk's Report</p> <p>The following items were noted:</p> <p>a) Defibrillators - The Parish Council owns, insures and pays for maintenance on two defibrillators at the Silver Jubilee Hall & Priors Green Hall and Cllr Bodsworth checks that the defibrillators are working and 'Rescue Ready' each month and reports any issues. Cllr Bodsworth is trained on how to change the battery and the pads and maintain the cabinet.</p> <p>There is an outstanding order for batteries and pads which has already been authorised at a previous meeting. There is a ringfenced budget allocation of £4,000 for this purpose.</p> <p><u>Noted</u> that a new defibrillator has been installed at the pharmacy, however this is not the parish council's responsibility.</p> <p>b) Minute Books - Historic minutes have been collated from April 2017 to date, to be added to the archive filing system. New binders are required and it is recommended that these are purchased to match the existing, at a cost of approximately £100 for 5 binders. If members wish further information or to suggest an alternative contact the Clerk.</p> <p>Note - The Chairman and Deputy Chairman were asked to sign minutes which were on file without a signature, dated Sept 2018, Jan 2019, July and August 2020.</p>



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	<p>c) Conservation Area Assessment Request – UDC’s planning manager informed the parish council that, due to current financial constraints, UDC is unable to undertake the work to make Smiths Green a conservation area. There is potential, however, to work with UDC by using the Parish Council’s Heritage Consultant report for the Neighbourhood Plan to inform UDC. <u>Note:</u> There would be a cost implication to TPC, which could be determined once the Neighbourhood Plan Heritage Assessment has been carried out and shared with UDC Planning Policy</p> <p>Cllr Cheetham reported that she had raised this issue with the new CEO at UDC at the recent joint-parish meeting, as Takeley has been waiting for over three years for UDC to assess Smiths Green for conservation area designation.</p>
<p>8.</p>	<p>Planning Committee Report and Recommendations</p> <p>a) The Planning Committee minutes of 19th January were noted.</p> <p>b) At the 19th January meeting, members discussed notification that there will be a Public Inquiry on the appeal of Land at Warish Hall Farm.</p> <p>‘The committee members were minded to support Rule 6 participation at a forthcoming planning appeal hearing and requested that this matter is considered as an agenda item at the next Full Council meeting (unanimous).</p> <p>Note – due to the timing of the agenda publication, this matter was not listed as a separate agenda item for formal recommendation by the committee.’</p> <p>c) The Chairman expressed her concern that residents would need assurance that a decision to devote a significant sum in objection to a planning appeal, would be made in an open and transparent manner. For that reason, she asked those members living close to the appeal site Land at Warish Hall Farm to abstain from a vote regarding Rule 6 Status at the appeal.</p> <p>d) RESOLVED in principle, for the parish council to apply for Rule 6 Status at a public inquiry on the Weston Homes appeal, subject to budgetary constraints. (Proposed Cllr Backus/Seconded Cllr Roque with abstentions from Cllrs Bagnall, J Cheetham, Barber, Bodsworth and Sprules).</p>
<p>9.</p>	<p>Neighbourhood Plan - Appendix 2</p> <p>1) A report was received from Peter Hewett, Chair of the Steering Group:</p> <ul style="list-style-type: none"> • Housing Needs Survey, (HNS) plus an information leaflet is being distributed to around 2000 homes in the parish. • Apart from the HNS fee quotes have been received for the evidence base, which are for Landscape Sensitivity, Conservation and Heritage as well as an Ecological assessment. • A separate Parish Survey will need to be prepared and distributed later this year. • Members of the NP Steering Group have been involved in a very useful training session via zoom with Michelle Gardiner from RCCE. • A request for funding from LOCALITY has been made and we hope to receive up to £10,000 in this financial year.



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	<ul style="list-style-type: none">• A further request for funding will be made to LOCALITY in the 2022/23 financial year.• The group will compile a database of clubs, societies business etc so that they can be consulted as the NP process gathers pace. <p><u>Action:</u> The Steering Group requested that the parish council produce a map of all the roads in the parish – like the one issued by Lt Canfield Parish Council.</p> <p>2) Members referred to details of consultant fee proposals on Appendix 2. RESOLVED to accept the following fee proposals and appoint consultants, subject to grant approval:</p> <p>i) Landscape evidence base A fee quote has been received from Mr Robert Browne of Wynne-Williams Associates, Landscape Architects, to carry out a Landscape Character and Sensitivity Study of Takeley Parish, to the sum of £7,400 + VAT. RESOLVED to approve (Cllrs J Cheetham/G Bagnall)</p> <p>ii) Ecology Evidence base A fee quote has been received from Mr Will O'Connor of MKA Ecology Ltd, to carry out an ecological appraisal to support the forthcoming Takeley Neighbourhood Plan to the sum of £2,350 + VAT. RESOLVED to approve (Cllrs J Cheetham/G Bagnall)</p> <p>iii) Heritage evidence base A fee quote has been received from Ms Charmain Hawkins of Brighter Planning Consultancy, to carry out a Heritage Report to support Takeley Neighbourhood Plan, to the sum of £5,250 + VAT. RESOLVED to approve (Cllrs J Cheetham/G Bagnall)</p>
10.	<p>Finance Committee Recommendations</p> <ol style="list-style-type: none">1. The January finance report Appendix 3 was noted.2. The following recommendations for allocations of unspent at year-end were ratified:<ol style="list-style-type: none">a. Income of £7,000 from UDC in April 2021 should be appropriately ringfenced for a Sports Field shelterb. Staffing underspend should be split between Locum Clerk and Planning Professional Advice, which will give a ringfenced Planning allocation of approximately £20,000.c. Training underspend should be ringfenced for trainingd. Washroom services underspend should be ringfenced for possible increase in frequencye. Underspends on grounds maintenance allocations should be amalgamated and ringfenced for grounds maintenance (Cllr Bagnall/Cllr J Cheetham for items a-e)f. An additional requirement is to move Morrells Green S106 monies for the maintenance of grounds and the play area to a ringfenced reserve.



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	<p>RESOLVED to identify and allocate monies for Morrells Green s106 for grounds maintenance for the financial year 2022/23. (Cllr Bagnall/Cllr Sprules)</p> <p>3. At the last meeting, clarification was requested on a grant request from the Priors Wood Residents' Association. RESOLVED to pay a donation of £200 to the Priors Wood Residents' Association for their Christmas party and activities throughout the year.</p>
11.	<p>Staffing Committee Review At the last staffing committee meeting, they recommended changes to the committee membership.</p> <p>RESOLVED to ratify changes to the Staffing Committee Membership for Cllr Sonia Carr to become an additional member of the committee and for councillors Cllrs Jackie Cheetham and Phill Bodsworth to have responsibility for Appeals. (Cllrs Sprules/Bagnall)</p>
12.	<p>Defibrillator Payment Authorisation This item was withdrawn.</p>
13.	<p>Bin Collections Having received several complaints about overflowing bins, the contractor has recommended a list of additional weekly collections which will be reviewed and there will be a check to establish if any could be covered by UDC Waste Services. However, there are two bins on Priors Green which would benefit from an immediate change from weekly to twice-weekly collections.</p> <p>RESOLVED to increase bin collections with an extra weekly collection on two bins at Priors Green, plus an extra collection at the north-east corner of the Four Ashes junction/bus stop at a cost of £2.80+VAT per bin. (Cllrs Bosworth/Carr) <u>Action:</u> Clerk to contact UDC for assistance with bin collections and a poster campaign.</p>
14.	<p>IT Review A fee estimate was received for an IT review.</p> <p>RESOLVED for RTTEC to carry out a review of the IT systems, data storage, laptops, data protection and security at a cost of £110 + VAT. (Cllrs J Cheetham/Bosworth)</p>
15.	<p>Proposals for Upgraded Sports Facilities Grant opportunities were discussed and Cllrs Roque and Bodsworth agreed to work on a list of requirements for sports and outdoor projects.</p> <ul style="list-style-type: none"> • £3,000 is available from Ward councillors, with cost estimates to be received by 20th March • A further £3,000 would be available from Ward councillors • UDC requires receipts for the sports shelter to retain the £7,000 grant. • Previous plans for a sports pavilion could be reviewed to attract funding from UDC and other sources



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	<ul style="list-style-type: none"> Sports requirements should be discussed with local clubs and a meeting should be arranged with the football club regarding the agreement for use of the sports field.
16.	<p>Correspondence</p> <p>A resident has requested that the parish council considers funding a PCSO, possibly shared with Little Canfield.</p> <p>Preliminary enquiries would be needed to be made to see if there would be an officer available, the potential cost and ask if Lt Canfield PC if they would consider part-funding the cost, prior to it going on the agenda.</p> <p><u>Action</u> – Clerk to ask if an officer could present the details of the scheme at a future meeting, explaining the potential costs and benefits for the parish.</p>
17.	<p>Items to Note and for Future Meetings</p> <p>a) Finance Committee to set the date of next meeting</p> <p>b) Finance Committee to research and propose a new regular hirer hall rate</p> <p>c) Streetlight repairs and a new maintenance contract</p> <p>d) Policy review working party to put forward policies to update or adopt</p>
18.	<p>Date of the next meeting</p> <p>The next Full Council meeting is due to take place on 2nd March 2022 at 7.30pm.</p>

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 9.57pm (Cllrs J Cheetham/Sprules).

Staffing matters

a) **RESOLVED** to give delegated authority to the Staffing Committee to recruit an administrator/committee clerk for up to 20 hours per week at an hourly rate linked to NALC SCP banding and in accordance with the Staffing Committee Recommendation. (Cllrs Sprules/Roque)

b) **RESOLVED** to award a pay increase to the Caretaker in line with the Staffing Committee's recommendations, with immediate effect and to advise Jane Heskey to adjust payroll. (Cllrs Roque/Carr)

Being no further business, the meeting closed at 10.08pm.

Signed by the Chairman

Date