



# TAKELEY PARISH COUNCIL

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

[www.takeleyparishcouncil.co.uk](http://www.takeleyparishcouncil.co.uk)

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 2<sup>nd</sup> March 2022 at 7.30pm at The Old School Community Centre**, for the purpose of transacting the business set out on the agenda below.

**Council Members:** Carol Pratt (Chairman), Geoff Bagnall (Vice Chair), Jim Backus, Tricia Barber, Phill Bodsworth, Pat Burnett, Sonja Carr, Jackie Cheetham, Richard Cheetham, Dom Roque, Linda Steer, Sue Sprules

**Signed:** *Jackie Deane*  
(Locum Clerk)

Members of the public and press are welcome to attend in person. There is no requirement to register in advance to attend but notification of your intention to attend is appreciated. Your contribution towards operating a Covid safe meeting is welcomed.

## AGENDA

Item	Part 1
1.	<b>Apologies for Absence</b>
2.	<b>Declarations of Interest</b>
3.	<b>Public Forum</b>
4.	<b>Minutes of the Last Meeting</b> To approve the Full Council Minutes of the Meeting held on 2 <sup>nd</sup> February and the Extraordinary Meeting held on 21 <sup>st</sup> February 2022.
5.	<b>External Bodies Reports</b> To receive reports from members as representatives at external meetings.
6.	<b>Ward Councillor/County Councillor Reports</b> To receive reports from the District and Councillor.
7.	<b>Clerk's Report</b>  a) The Uttlesford Code of Conduct, Parish Council Standing Orders, Financial Regulations and Mission Statement have been circulated to all councillors. Please note that it is a legal requirement for councillors to register their interests with UDC by completing their form and for the interests to be available on the Parish Council's website.  These interests are: <ul style="list-style-type: none"><li>• Any beneficial interest in land which you or your spouse or partner have</li></ul>

PUBLIC & PRESS ALWAYS WELCOME

Jackie Deane, Locum Clerk to Takeley Parish Council

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Date posted: 24<sup>th</sup> February 2022



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	<p>within the parish – this includes if you own your own home in parish</p> <ul style="list-style-type: none"><li>• Any licence (alone or jointly) which you, your spouse or partner holds to occupy land in the parish</li><li>• Any beneficial interest which you or your spouse or partner have in a place of business located in the parish</li></ul> <p><b>Action:</b> Councillors are asked to view their register displayed on the UDC website, check that the forms were completed correctly and ensure that they are aware of when and how to declare those interests at meetings.</p> <p><b>Action:</b> Each Parish Council policy will be re-adopted, subject to any amendments, at forthcoming meetings.</p> <p>b) A Finance Committee meeting should be arranged to prepare for end of year audit arrangements, to further discuss allocation of reserves and to agree quarterly meeting dates for the rest of the year. Arrangements should also be made for starting the Rialtas accounting system from 1st April, with the current financial year transactions being input as previously agreed.</p>
8.	<b>Finance Report (Appendix 1)</b> February receipts and payments.
9.	<b>Planning Committee Report and Recommendations (Appendix 2)</b> To receive the Planning Committee minutes of the meeting held on 9 <sup>th</sup> February.
10.	<b>Neighbourhood Plan Update</b> To note a report from the Chair of the Steering Group: <ul style="list-style-type: none"><li>• There has been a low response rate to the Housing Needs Survey therefore the deadline has been extended. The Steering Group will use social media and other means to encourage more residents to complete and return their forms</li><li>• Professional surveys are being carried out on Landscape, Heritage and Ecology</li><li>• The next step is to prepare a questionnaire for a full parish survey</li></ul>
11.	<b>Warish Hall Appeal</b> <p>a) An update on Rule 6 status at the appeal and next steps.</p> <p>b) To consider holding a public meeting to inform residents and raise awareness of the Parish Council's involvement in the appeal.</p> <p>c) To ratify consultant appointments.</p>

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12.	<b>Youth Provision Plan (Appendix 3)</b> Cllr Burnett's report on the draft plan and grant application.
13.	<b>Street Lights</b> A&J Lighting were contacted for a quote to service and clean four streets and to change the light fittings for LED bulbs.  a) To consider a quote for all four locations as it is much cheaper to do all in one go, to the sum of £1476 plus VAT (install 4 x LED lamps, clean & service)  b) Alternatively to consider costs if the lights were to be decommissioned as follows: the wooden post on Molehill Green could be removed and the power could be disconnected. The ones on regular street lamp posts, there would a charge to remove the lamp post itself and an additional charge of approximately £700 per post for disconnection by Network Power.  <u>Note:</u> Once LEDs are fitted they should not need replacing and the lamps are guaranteed for 10 years. These will need to be cleaned once a year £20 per light per year plus VAT, ideally done around September so they are at their best for when the clocks change.
14.	<b>Staffing Committee Report</b>  a) To note the resignations of the caretaker and cleaner b) Advertising and recruitment process for a new caretaker c) Advertising and recruitment process for a new parish clerk d) Extension of existing arrangements for the Locum Clerk to the end of June, if required.
15.	<b>RCCE Subscription Renewal</b>  RCCE Village Halls & Community Buildings membership expires on 31st March 2022. Consideration of annual subscription renewal at £60 + VAT and note that there is a discount for early payment before 30th April of £5. A membership certificate will be mailed to the Council to confirm membership for this year.
16.	<b>Proposals for Upgraded Sports Facilities</b> Cllr Roque to give an update on potential grant applications.
17.	<b>IT Review (Appendix 4)</b> To consider a fee quote from RTTEC and their additional recommendations,

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	following their review of the current IT system, laptops, data protection and security.  a) To consider recommendations of the RTTEC for an IT systems review and b) to consider the RTTEC quote for their works to implement the changes.
18.	<b>Jubilee Celebrations (5)</b> An update from Cllr Burnett.
19.	<b>Maintenance of Morrell's Green (Appendix 6)</b> To consider the site visit report and Cllr Burnett's recommendations.
20.	<b>Correspondence</b> Essex County Council Minerals & Waste:  From 11 February to 25 March 2022 - Focused Engagement on Policy S6 of the Minerals Local Plan 2014 and Call for Sand and Gravel Extraction Sites.  "the NPPF requires that a seven-year landbank of sand and gravel be maintained to ensure a steady and adequate supply of mineral – based on a new plan provision calculated from an average of the last 10 years of rolling sales plus a buffer of 20%, additional sites will be needed to enable Essex to meet this requirement to the end of the plan period in 2029."
21.	<b>Items to Note and for Future Meetings</b> a) Finance Committee to set the date of next meeting b) Finance Committee to research and propose a new hall hire rate for regular hirers c) Bin collection review
22.	<b>Date of the Next Meeting</b> The next Full Council meeting is due to take place on 6 <sup>th</sup> April 2022.
<b>Part 2</b>	
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.	
<b>To enter Part 2:</b>	
a) Agreement of additional hours for the Locum Clerk for work on the planning appeal	

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