



# 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 at the Old School Community Centre on June 16<sup>th</sup> 2021 at 7.30pm

**Present:** Carol Pratt - Chair  
Cllr Jim Backus  
Cllr Patricia Barber  
Cllr Pat Burnett  
Cllr Richard Cheetham  
Cllr Jackie Cheetham  
Cllr Trevor Allen  
Cllr Sonia Carr  
Cllr Linda Steer  
Cllr Phill Bodsworth  
District Councillor Maggie Sutton  
Graham Mann (member of the public)  
Peter Hewett (member of the public)

**Apologies:** Cllr Sue Sprules, Geoff Bagnall, Dom Roque

21/34	<p style="text-align: center;"><b><u>WELCOME &amp; APOLOGIES</u></b></p> <p>The Chairman Carol Pratt welcomed members.</p> <p>Apologies were acknowledged as above.</p>
21/35	<p>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.</p>

21/36	<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>
21/37	<p style="text-align: center;"><b><u>MINUTES OF MEETING</u></b></p> <p>The minutes of the meeting 24/5/2021 were approved as an accurate record and signed by the Chairman.</p>
21/38	<p style="text-align: center;"><b><u>PUBLIC PARTICIPATION</u></b></p> <p><i>This provides an opportunity for members of the public to raise questions and comment on items on the agenda or of import. Time for this session is limited to 15 minutes (03 minutes per person)</i></p> <p>Peter Hewett is to present under Planning section at the end of the meeting.</p>
21/39	<p style="text-align: center;"><b><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u></b></p> <p><b>County Councillor Susan Barker submitted a written report:</b></p> <p>The last year has been an experience for all of us and a totally different way of working.</p> <p>Essex County Council became responsible for the sourcing and distribution of PPE, to care homes and special schools, delivering help with Food packages and vouchers and working with many 000's of volunteers to assist vulnerable residents with shopping, dog walking, collecting prescriptions etc. At the height of the pandemic we were receiving 1000 requests for help a day and these were being picked up by volunteers in less than a minute. Brilliant.</p> <p>We also arranged Laptops and Holiday camps for children and moved Library Story and Rhyme times on line.</p> <p>Libraries were closed and Librarians volunteered for jobs with Essex Welfare (now wellbeing) service, the registration service, business support and other roles.</p> <p>Early in the pandemic Highways contractors suspended on site works causing delays to scheduled works and much needed pothole repairs. Once able to work they have had to be socially distance with a result that all work takes longer.</p> <p>Grants to organisations have run into hundreds of £000s to keep organisations afloat that would have collapsed without financial support.</p> <p>All of us have adapted to working from home and this trend looks set to continue for large numbers of Essex staff, with office space adapted to enable Teams to come together to meet on occasions. It is a pity that the Government has insisted that we go back to face to face meetings while other restrictions are still in place.</p>

	<p>Essex hired the Chelmsford Athletic stadium in order to get us all to our first Council meeting.</p> <p>In Uttlesford 98.5% of all reception age children have been awarded their first or second choice school and for those that didn't I will support any appeal. Essex is aware of the deficit of reception places for September 2021 and two reception classes will be provided at Helena Romanes.</p> <p>The new all through School in Great Dunmow was granted planning permission and we shall wait to see how the access arrangements work out. I agree with Dunmow Town Council that what is planned is far from ideal.</p> <p>A number of schemes in Takeley are on the Local Highways panel list to be progressed this year and I will provide an update after our meeting in early July. Essex County Councillors have, once again, been given a £10,000 grant to help local causes and are particularly asked to consider applications for sustainable projects.</p> <p>I attach for your interest the speech made by the new Leader of the Council, Kevin Bentley, which gives you a flavour of his aspirations for Essex.</p> <p><b>District Councillor Maggie Sutton</b></p> <p>DC Sutton did not have any update for the Council. She highlighted that UDC have commenced legal proceedings for planning permission for 43 million passengers a year at Stansted Airport.</p>
21/40	<p style="text-align: center;"><b><u>FINANCE</u></b></p> <p><b><u>AUDIT</u></b></p> <p>Councillors noted the Internal Audit Report.</p> <p>Councillors approved bank reconciliation for the financial year ending March 31<sup>st</sup> 2021.</p> <p><b>21/40 (i)</b> Councillors approved the Annual Governance Statement</p> <p><b>21/40 (ii)</b> Councillors approved the Annual Accounting Statement and Variance Report</p> <ol style="list-style-type: none"> <li>1. Councillors approved the minutes of the Finance Meeting dated 27/5/2021</li> <li>2. The Chair of Finance was not present to provide an update</li> <li>3. Councillors ratified the AXA Insurance renewal for 2021 priced at £2,845.27</li> <li>4. Councillors ratified the safety and maintenance check of OSCC kitchen roller shutters priced at £235.00 plus VAT. It was noted this safety and maintenance check is advised on a 6 monthly schedule. Councillors were considering moving this to yearly due to lack of use. Cllr Bodsworth highlighted we need to clarify what is required as we need to ensure we are following the correct procedures for this maintenance. Caretaker Graham Mann agreed to investigate and clarify requirements.</li> </ol>

	<p>5. Councillors ratified safety and maintenance check of OSCC partition doors priced at £395.00 plus VAT</p> <p>6. Councillors approved UALC Subscription of £5.00 a year for 2021/22</p> <p>7. Councillors to approved addition of Assistant Clerk Julia Potter as a signatory on the bank mandate</p> <p>8. Councillors considered the recommendation from the Finance Committee to proceed with the Rialtas Omega accounting package. Proposed: Cllr Jackie Cheetham Seconded: Cllr Pat Burnett Unanimous agreement</p> <p>9. Councillors noted Cllr Tricia Barber wishes to stand down from the Finance Committee. Cllr Jim Backus will take her place.</p>
21/41	<p style="text-align: center;"><b><u>COUNCIL POLICIES</u></b></p> <p>Councillors considered the current policies and agreed to defer to the July meeting. Cllr Steer highlighted some of these policies are out of date and need review. Clarification is needed over what policies the Council need as the list does not seem complete. Assistant Clerk Julia Potter has raised this query with EALC and awaits a response.</p> <p>Cllr Backus, Steer and Assistant Clerk Julia Potter will spend some time working on these policies and present findings back to the Council next month.</p>
21/42	<p style="text-align: center;"><b><u>ANNUAL PARISH ASSEMBLY</u></b></p> <p>Councillors resolved to defer the APA until next year due to the current COVID restrictions in place. Assistant Clerk Julia Potter will update the website to reflect this decision. An update will be placed in the Grapevine.</p>
21/43	<p style="text-align: center;"><b><u>CLOUD STORAGE</u></b></p> <p>Councillors considered presented options for Cloud Storage. The favoured option was Microsoft 365 Apps.</p> <p>Proposed: Cllr Jackie Cheetham Seconded: Cllr Pat Burnett</p> <p>Unanimous agreement.</p>
21/44	<p style="text-align: center;"><b><u>OLD SCHOOL COMMUNITY CENTRE</u></b></p> <p>Councillors discussed the planned open day on July 24<sup>th</sup> 2021. It was resolved to proceed with this date subject to government guidance on COVID restrictions.</p> <p>Councillors agreed to proceed with publicity via the following: Grapevine</p>

	<p>Website Notices around the village Cllr Jackie Cheetham highlighted a need to display an acknowledgement in the building to those parties who kindly donated towards the refurbishment.</p> <p>As part of the Aviva Grant criteria the Council need to look at placing pollinating flowers in our displays. This will be followed up with Cllr Sprules.</p>
21/45	<p style="text-align: center;"><b><u>RECREATION GROUND AND SPORTS FIELD</u></b></p> <p>Cllr Dom Roque was not present to provide an update.</p> <p>Assistant Clerk Julia Potter received notification from the Football Club a key has broken off in one of the bollard locks. Councillors requested we enquire how this occurred. A cost will be involved to ask the installation company to come and investigate/repair.</p> <p>Councillors considered the request from the Football Club to donate to goal post repairs. Cllr Steer indicated there is an ECC Grant that would be suitable for them to apply to in order to raise funds. Assistant Clerk Julia Potter will share this information with the Football Club.</p>
21/46	<p style="text-align: center;"><b><u>VILLAGE ISSUES</u></b></p> <ol style="list-style-type: none"> <li>1. Councillors considered the request from a resident regarding hedge cutting at The Pastures. Councillors noted hedge cutting cannot take place until the end of July due to nesting birds. Assistant Clerk Julia Potter will contact the resident to advise this will be addressed at the end of July. Chairman Carol Pratt indicated she has been in conversation with Matt Jarrett about the possibility of turning this area into a wild meadow in order to cut down on maintenance.</li> <li>2. Councillors considered the request from a resident to arrange grass cutting on the corner of Rosacres/Parsonage Road. It was resolved to contact Matt Jarrett and ask him to carry out this work. Cllr Burnett highlighted the paving at this site is uneven following an accident a few years ago. Assistant Clerk Julia Potter will raise with Highways.</li> </ol>
21/47	<p style="text-align: center;"><b><u>FOOTPATHS AND TREES</u></b></p> <p>Cllr Backus notified an issue on Jacks Lane regarding fly tipping. Chairman Carol Pratt was already aware of this incident and it has been reported. Cllr Bagnall will be following it up.</p>

	<p>Cllr Backus highlighted the footpath alongside Weston Home is overgrown with nettles. Assistant Clerk Julia Potter will contact CC Susan Barker to see who is responsible for maintenance.</p>
21/48	<p style="text-align: center;"><b><u>HIGHWAYS AND TRANSPORT ISSUES</u></b></p> <p>No issues reported.</p>
21/49	<p style="text-align: center;"><b><u>PLANNING</u></b></p> <p>Councillors approved the minutes of the meeting dated 2/6/2021.</p> <ol style="list-style-type: none"> <li>1. Councillors ratified the cost of production of Enough is Enough leaflet at £203.00 plus VAT</li> <li>2. Peter Hewett updated Councillors on the current status of leaflet distribution. It will be delivered across Takeley and Little Canfield. There is an email response address that Peter Hewett and Spencer Sandon will monitor for queries.</li> </ol> <p>Peter Hewett shared his thoughts following the Zoom Meeting and presentation from Endurance Estates. He has made some notes and will share with the Council via the Assistant Clerk. The slides from the presentation are due to be forwarded to the Assistant Clerk who will share with the Council.</p> <p>The meeting to discuss progression of a joint Neighbourhood Plan is scheduled for June 22<sup>nd</sup> at The Old School Community Centre at 7.30pm. DC Maggie Sutton indicated John Edmonds of UDC may be willing to come along and speak.</p> <p>Councillors expressed their gratitude to Peter Hewett for his continued hard work on planning.</p>
	<p style="text-align: center;"><b><u>THE MEETING CONCLUDED AT 9.31pm</u></b></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 the 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;">Please contact the Assistant Clerk via e-mail if you wish to attend. E-mail: takeleyparishcouncil@outlook.com Assistant Clerk to Takeley Parish Council Julia Potter</p>

The next full council meeting is due to take place on July 7<sup>th</sup> 2021 at 7:30 pm.

Date: .....

Chairman .....