



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 7th April 2021
at 7:30 PM**

Present: Carol Pratt - Chair
Geoff Bagnall – Vice Chair and District Councillor
Locum Clerk - Luke Brown
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
Cllr Linda Steer
Cllr Trevor Allen
County Councillor Susan Barker
Sonia Carr (member of the public)
Lucy Johnson (member of the public)
Graham Mann (member of the public)
Ruth Bodsworth (member of the public)

Apologies: None

21/01	<p style="text-align: center;"><u>WELCOME & APOLOGIES</u></p> <p>The Chairman Carol Pratt welcomed members and apologies were acknowledged as above.</p> <p>Members were asked to direct any comments through the Chairman. All parties present were reminded that proceedings may be filmed, recorded or</p>
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	<p>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).</p>
21/02	<p style="text-align: center;"><u>DECLARATIONS OF INTEREST</u></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> <p>Cllr Pat Burnett declared an interest under items 21/01-12 and 21/01-13.</p>
21/03	<p style="text-align: center;"><u>MINUTES OF MEETING</u></p> <p>The minutes of 05/03/21 were deferred to the next meeting as Cllr Sprules and Steer had not seen hard copies.</p>
21/04	<p style="text-align: center;"><u>PUBLIC PARTICIPATION</u></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>No participation from members of the public.</p>
21/05	<p style="text-align: center;"><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u></p> <p>District Councillor (DC) Geoff Bagnall</p> <p>DC Geoff Bagnall advised from May 7th 2021, Councillors will be meeting in Chamber. This is in line with current Government regulations on permission of remote meetings. Some Working Groups will continue to meet via Zoom.</p> <p>Cllr Bagnall updated members on the Local Plan. The consultation period ends on April 21st after which all comments will be used to form a draft version of the Local Plan.</p> <p>County Councillor (CC) Susan Barker</p> <p>CC Susan Barker updated members on the outcome of the recent Highways Panel meeting. Two schemes are being considered in Takeley. The first, 30mph signage on the B183 Southbound. The second scheme being 'looked' at is the Roding Drive mini-roundabout. Cllr Jim Backus highlighted the road-markings on this roundabout give priority to traffic coming from Roding Drive. Due to poor the visibility and the speed of approaching traffic at this junction from the B1256, this</p>

	<p>is not a safe. CC Susan Barker advised she would demonstrate to Highways there is a safety issue. She will attend the site and take photographs for evidence.</p> <p>Cllr Sue Sprules indicated there is another mini roundabout on the B1256 by the Priors Green Development posing safety issues with buses and parked traffic.</p> <p>Cllr Sue Sprules asked CC Susan Barker about the remaining pot holes on Cooks Hill. CC Susan Barker will chase up the status of these repairs.</p> <p>CC Susan Barker informed Councillors that COVID grants and projects continue to operate.</p> <p>CC Susan Barker discussed the current Government regulations on permission of remote meetings for Parish Council Meetings. From May 7th, Council meetings will have to take place in person. This poses significant issues around the current Government guidance on meeting indoors, currently not permitted until June 21st earliest. We will continue to review this situation, however the Council will have to prepare for this in the meantime.</p>
21/06	<p style="text-align: center;"><u>CLERKS REPORT AND CORRESPONDANCE</u></p> <p>Councillors received the Clerk's Report as follows and noted correspondence.</p> <p><u>Old School Community Centre (OSCC)</u></p> <p>A new noticeboard has been installed outside the OSCC.</p> <p>There has been an incident whereby a window has been hit by a rock, which has smashed one of the panes of glass in the OSCC. Mr. Mann has received a quote to repair the damaged window, but council are waiting on further quotes before moving forward.</p> <p>Since Councillors deemed the situation with the broken window an emergency, Cllr Pat Burnett arranged for Paul Burnett to obtain a quote and repair of the window for £179.00.</p> <p>As this is an urgent repair, Councillors resolved to allow the RFO and Chair to agree this cost and repair as per our Financial Regulations, with a formal approval at Full Council in May.</p> <p>The council have received a business rates bill from Uttlesford District Council (UDC), which has been questioned by the council. I have been in touch with the department at UDC that deal with business rates and I am waiting to hear back.</p>

Zoom Account

I have upgraded the TPC Zoom account. Meetings will still need to be arranged through me but that does mean TPC have their own premium Zoom service and are able to hold meetings for longer than 30mins.

Dropbox Account

TPC have a Dropbox account which I have managed to gain control over, this account costs the council about £90 a year to use, and the next bill is due in May this year. The bill is paid by a bank card, but it is unknown at this time whose bank details this card relates to. This could be the council's bank card which has been cancelled since it has been lost, and this could negatively affect our use of the account. Steps have been taken to download and store all the information locally so that the council do not lose any of its data.

Past Due Credit Solutions (PDCS)

The council has received a call from PDCS, and I have enquired as to why TPC is being pursued by a debt collection company, but they were unable to provide details over the phone. I was informed that a letter will be sent with more details.

Bus Stop Road Markings

Highways have informed the council of some bus stop cage lines on the road they are planning at PT10 and PT09 along Roding Drive, the council has responded to an email from a resident on the matter, noting the residents' concerns but that this issue needs to go to their County Councillor.

Highways

I have made a few reports to Highways in relation to the state of the roads in Takeley. A sunken drain brought to my attention by a councillor has had a temporary fix by Highways and is waiting further inspection to see if further work is to be carried out.

The road to the Church that passes The Millers, has been inspected and Highways are still waiting on further information before deciding what action to take. I have enquired with Highways again as to whether there used to be yellow lines along Parsonage Road from The Four Ashes Pub to Garnetts Road. I am still waiting to hear back.

Cllr Barber and Pratt advised the pot holes on Church Lane have been filled in.

Planning

I have had the following correspondence from Deborah Scales a planning enforcement officer.

	<p>Alleged breach of planning control, clearing of land without authorisation. Planning application UTT/19/2168/OP was refused and is now under appeal, this relates to land west of Bonningtons farm. An allegation has been made to the council that a breach of planning control may have taken place at the site. I can confirm an investigation has been carried out and a decision made to close the file as there is no evidence of a breach. No further action will now be taken regarding this matter and I am closing my file.</p> <p>Alleged breach of planning control, unauthorised groundworks on land adjacent to administration building. The administration building is located at, round coppice road, Stansted. An allegation has been made to the council that a breach of planning control may have taken place at the site. I can confirm an investigation has been carried out and a decision made to close the file as the council had received notification for the works that are covered by permitted development. No further action will now be taken regarding this matter and I am closing my file.</p> <p>Cllr Sue Sprules asked why Councillors are no longer in receipt of a printed Clerk's Report in the Full Council Pack. It was highlighted this is useful to receive and comment on where necessary during the meeting. Locum Clerk Luke Brown agreed to include this going forwards.</p>
21/07	<p style="text-align: center;"><u>FINANCE</u></p> <p>Councillors received the draft minutes and finance statement of the Finance Meeting dated March 25th 2021</p> <p>Cllr Richard Cheetham highlighted he can offer his assistance with finance matters generally, not limited to bank reconciliation.</p>
21/08	<p style="text-align: center;"><u>AUDIT</u></p> <p>Councillors discussed at length the appointment of an internal auditor. It was resolved to appoint Mr.Letch on the basis he will attend the audit in person, at our Council offices.</p> <p>Proposed: Cllr Sue Sprules Seconded: Cllr Pat Burnet Cllrs in agreement: Allen, Pratt, R Cheetham Cllrs against: Steer, J Cheetham, Backus Cllrs abstain: Bagnall, Roque</p>

21/09	<p style="text-align: center;"><u>PLANNING</u></p> <p>Councillors received the draft minutes of the Planning Committee Meeting of March 10th 2021.</p>
21/10	<p style="text-align: center;"><u>NEIGHBOURHOOD PLAN</u></p> <p>Cllr Jackie Cheetham made a recommendation to Full Council to agree in principal the process of moving forwards with a neighbourhood plan with other Parish Councils.</p> <p>Councillors resolved to proceed in principal.</p> <p>So far, Takeley Parish Council have engaged with Broxted and Little Canfield. Broxted have expressed an interest and we await a response from Little Canfield.</p>
21/11	<p style="text-align: center;"><u>RECREATION GROUND AND SPORTS FIELD</u></p> <p>Cllr Dom Roque expressed thanks to District Councillors for receipt of funding of £7,000.00. This is to be used towards the purchase and installation of a football shelter at the sports field.</p> <p>Cllr Dom Roque updated members on the movement of the sports field sign to a more visible location. A quote has been received for replacement of a damaged fence of £420.00. Councillors resolved to proceed with the quote. Proposed: Cllr Jackie Cheetham Seconded: Cllr Jim Backus Unanimous agreement</p> <p>Locum Clerk Luke Brown highlighted receipt of unapproved invoices for signage relocation, removal of a vandalised bin and installation of two oil drum bins. Councillors resolved to agree these retrospectively.</p> <p>Cllr Jackie Cheetham asked the Locum Clerk Luke Brown to write to the District Councillors to express our thanks for the funding of our football shelter.</p> <p>Cllr Dom Roque has identified excess surface water by the skatepark. Further investigation is required and he intends to remove the manhole cover.</p>
21/12	<p style="text-align: center;"><u>TAKELEY 10K RUN</u></p> <p>Councillors discussed the Parish Council donation to the Takeley 10k run held in September. It was resolved to donate £1000.00. Proposed: Cllr Trevor Allen Seconded: Cllr Geoff Bagnall</p>

	Unanimous agreement
21/13	<p style="text-align: center;"><u>QUOTES TO CLEAN WAR MEMORIAL</u></p> <p>Councillors discussed the quotes however it was unclear whether these were VAT inclusive. Cllr Pat Burnett will gain clarification. Defer to May Full Council Meeting.</p>
21/14	<p style="text-align: center;"><u>CCTV</u></p> <p>Councillors unanimously resolved for Caretaker, Graham Mann to be the manager of CCTV operations. Cllr Linda Steer abstained.</p>
21/15	<p style="text-align: center;"><u>OSCC – MAINTENANCE SCHEDULE QUOTES AND CLEANING</u></p> <p>Cleaning</p> <p>Councillors discussed the appointment of a cleaner for the OSCC. It was noted this is an ad-hoc, flexible role, dependant on use of the building. Cllr Pat Burnett has been looking at both zero and one hour contracts. On this basis, if the cleaner is to be employed by the Council, a job description will be formalised by the Staffing Committee and the role advertise accordingly.</p> <p>Maintenance Schedule</p> <p>Cllr Linda Steer commented on the circulated schedule. She is looking for clarification on a number of items. It was agreed a meeting between Caretaker, Graham Mann, Cllr Linda Steer, Locum Clerk Luke Brown and Assistant Clerk, Julia Potter would be useful.</p> <p><i>9.41pm Cllr Trevor Allen left the meeting</i></p> <p>Maintenance Quotes</p> <p>Councillors resolved to proceed with the following quotes: Fire Alarm: £120.00 Air Change Unit: £255 (filters £455 each) Gas cooker: £140.00 Gas Safety System and Extractor: £220.00</p> <p>Proposed: Cllr Geoff Bagnall Seconded: Jackie Cheetham Unanimous agreement</p>
21/16	<p style="text-align: center;"><u>ROADMAP FOR FACE TO FACE MEETINGS</u></p>

	Locum Clerk Luke Brown highlighted to Councillors the current guidelines from the Government regarding face to face meetings. These are to recommence from midnight May 6 th 2021. The Council will need to prepare and undertake the relevant risk assessments to ensure we are compliant with Government COVID regulations. It was noted, meeting inside under current COVID regulation is not permitted until June 21 st 2021, earliest.
21/17	<p style="text-align: center;"><u>DATES FOR ANNUAL PARISH ASSEMBLY AND ANNUAL COUNCIL MEETING</u></p> <p>Councillors resolved a provisional date for the Annual Parish Assembly on June 30th 2021 and the Annual Council Meeting on May 12th 2021.</p>
21/18	<p style="text-align: center;"><u>TRAINING</u></p> <p>Councillors noted the training courses available to them at the EALC. Cllr Bagnall requested further information on the short courses available to groups of Councillors. These can be bespoke should the Council identify a specific training need.</p>
21/19	<p style="text-align: center;"><u>OSCC WORKING GROUP</u></p> <p>Councillors noted the report and proposal from the OSCC Working Group. Cllr Pat Burnett is still in the process of obtaining quotes. This item will be deferred to the next Full Council Meeting in May.</p>
21/20	<p style="text-align: center;"><u>ITEMS OF NOTE OR INCLUSION ON NEXT AGENDA</u></p> <p>Cllr Linda Steer asked litter picking to be added to the next Full Council agenda in May. Cllr Steer will pick up with Locum Clerk Luke Brown in the meantime.</p>
21/21	<p style="text-align: center;"><u>REPORT FROM STAFFING COMMITTEE</u></p> <p>Exclusion of Public and Press – Under Section 100(A) (4) of the Local Government Act 1972, the public will be excluded from the meeting whilst discussion takes place on items 11 on the grounds that they involve the likely disclosure of exempt information</p>
21/22	<p style="text-align: center;"><u>THE MEETING CONCLUDED AT 10.25pm</u></p> <p style="text-align: center;">Due to COVID 19 there are no face to face meetings advised at this time until midnight May 6th 2021.</p> <p style="text-align: center;">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>The Press and the Public are always Welcome To Attend.</p> <p>Assistant Clerk to Takeley Parish Council <i>Julia Potter</i></p>
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The next full council meeting is due to take place on Wednesday 12th May 2021 at 7:30 pm.
Press and Public welcome to attend.
Please contact the Assistant Clerk via e-mail if you wish to attend.
E-mail: takeleyparishcouncil@outlook.com