

TAKELEY PARISH COUNCIL MINUTES

Meeting of Takeley Parish Council Held via zoom as advertised to the public

On Wednesday 5th August 2020

Present: Cllr Geoff Bagnall – acting Chairman/District Councillor
Julia Peachey – Clerk/RFO to Takeley Parish Council
Cllr Trevor Allen
Cllr Jim Backus
Cllr Patricia Barber
Cllr Pat Burnett
Cllr Richard Cheetham
Cllr Jackie Cheetham
Cllr Dom Roque
Cllr Linda Steer
Cllr Sue Sprules
Graham Mann – Caretaker/member of the public

Apologies: Cllr Carol Pratt
Cllr Peter Hewett
Cllr John Green
Julia Potter – Assistant Clerk

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| 20/492 | <p style="text-align: center;"><u>WELCOME & APOLOGIES</u></p> <p>The Chairman Geoff Bagnall 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 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> <p>It was formally noted that the funeral of Les Pratt will be held on Monday 10th August at 2.30 pm at Holy Trinity Church. Due to the restriction on numbers at Church council members are invited to pay their respects at The Old School Community Building at around 2:20 pm.</p> |
| 20/493 | <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 need amending.</p> |
| 20/494 | <p style="text-align: center;"><u>MINUTES OF MEETING</u></p> <p>The 1st July 2020 minutes previously circulated were formally approved by the council and signed as a true and accurate record by the Chairman Geoff Bagnall. The signed copy will later be passed on to the Clerk/RFO via post to The Old School Community Building.</p> |

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| 20/495 | <p style="text-align: center;"><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u></p> <p>District Councillor Bagnall highlighted that the first local plan leadership group meeting had been held which had dealt mainly with terms of reference and working practises. UDC have a deadline of December 2023 to finish the Local Plan. Cllr Jackie Cheetham questioned what UDC would do if the deadline was not met. Cllr Bagnall stated that they would need to look at how the speculative work could be undertaken more quickly.</p> |
| 20/496 | <p style="text-align: center;"><u>CLERKS REPORT</u></p> <p><u>Highways</u> The following notification was received from Essex County Council ref: Bollards Subject: Essex Highways - barriers or bollards - Enquiry 2670085 Reference Number: 2670085 Issue: bollards and railings Location: DUNMOW ROAD</p> <p>ECC -Current status: <i>We are currently continuing to assess the reported issue. A further status update will be published when available.</i></p> <p>It is hoped this means that Essex County Council are going to fix the bollards. Asst Clerk, J. Potter has reported issues ref: Flitch and overhanging branches</p> <p><u>Essex Member – Potholes Scheme</u> Essex County Council Member Susan Barker has been in contact ref: potholes as she has a limited specific budget for certain types – eg small clustered.</p> <p>Details that are required are detailed below</p> <ol style="list-style-type: none"> 1. Description – Briefly describe nature of road defect – send photos. Describe if it is a single hole a number of clustered holes or anything that will help us understand the issue. 2. Exact Location: - Describe location so highways can find the defect. Name the road, town/village. What house number or business is outside, if any. What junction or identifiable feature is it near? 3. Why Is it Higher Risk – Please let highways know if the road defect is outside or close to premises that have higher risk pedestrians, for instance schools, care homes etc. 4. Other Useful info – Describe any other issue that would help Essex in their planning. For instance are there ironworks or critical road markings or if the road is particularly narrow or if parking is a problem. <p>The Clerk has reported potholes on Dunmow Road, outside Church Lane which have been marked in red direct to ECC. If councillors are aware of others please report in accordance with requirements above.</p> |

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| | <p><u>Red Lines (No Stopping Lines) installed by North Essex Parking Partnership(NEPP)</u></p> <p>The red no stopping lines have now replaced the yellow (no waiting at any time) lines along the lengths of Hatfield Forest Road and Bush End Road and on each side of the junction with Hatfield Forest Road on the Street (B1256) The Order come into operation on 29 June 2020 to remain in force for a period of up to 18 months.</p> <p>Date: 18 June 2020. (Member of public has commented that the lines put in place appear quite close together and uneven). It does appear that this is the case from the photos but sanctions are legitimate</p> <p><u>CCTV</u></p> <p>It was noted that some of the information recorded relating to CCTV was not considered relevant for discussion at the meeting and reference of source material was incorrect.</p> <p>The Officer will check with the Breakfast Club -what Ofsted requirements are required for CCTV.</p> |
| 20/497 | <p style="text-align: center;"><u>ADMINISTRATION</u></p> <p><u>Risk Assessment</u></p> <p>It was noted that councillors had been circulated Risk Assessments in their packs to review.</p> <p>The following matters noted for amendment:-</p> <p>It is noted that online information states that the maximum General Data Protection Regulations – penalty increased to 17.8 million following ICO’s new two tier system. The risk level has been amended to High to reflect maximum fees. https://www.itgovernance.co.uk/dpa-and-gdpr-penalties</p> <p>ICO fee to be added to the annual schedule.</p> <p>Ref Training - The risk level has been adjusted to Low/Med. Staff training will be listed.</p> <p>Banking & Investment Arrangements & Controls – additional reference to our financial regulations will be included.</p> <p>Risk of consequential loss of income -adjusted to High – with reference to pandemic.</p> <p>Employment will be marked as Med/High due to the risks associated under employment legislation.</p> <p>Amendments will be made and the council will issue final amendments or approval at the next meeting.</p> |

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| 20/498 | <p style="text-align: center;"><u>FINANCE</u></p> <ul style="list-style-type: none"> i) The monthly list of cheque transactions known at time of distribution were duly approved.. ii) It was noted that Finance Members had carried out a bank reconciliation for the first quarter figures and that the matching bank statement and paperwork had been circulated in packs. iii) Councillors noted the internal Audit has taken place and the annual general return audit certificate posted online. (hard copy for Cllr Sprules). E-mail will be sent of internal audit report direct to councillors. iv) Councillors noted information for the external audit has been posted and that we are waiting to hear if the auditors require additional information. v) The council noted the latest Finance Minutes dated 16th July 2020. The Clerk will make an amendment to the Finance Minutes with regard to reference made by Cllr Sprules. The minutes will be approved at the next finance committee meeting. |
| 20/499 | <p style="text-align: center;"><u>THE OLD SCHOOL COMMUNITY CENTRE</u></p> <p style="text-align: center;"><u>CCTV</u></p> <p>Councillors observed not all the information on CCTV was known to the council. Cllr Pat Burnett indicated that she would send further information in due course, but was unsure at this time if the Council actually wanted to go ahead with CCTV so had only sent what she did.</p> <p>Cllr Jackie Cheetham put forward a motion and asked in principal that members indicate whether they were in favour of CCTV. It was noted that in principal the majority of members (8) were in favour and that more information should be sought.</p> <p>Cllr Linda Steer requested it to be formally noted that she did not wish to give a principal indication as did not feel certain issues had been addressed or that privacy impact assessments had been carried out.</p> <p>Members noted the cost of the Working Groups preferred CCTV system for media coms. The officer will obtain the third quote to comply with audit requirements.</p> <p style="text-align: center;">Members agreed in principal that the Elsenham policy be used as a template for Takeley as suggested by working party members on the basis it has UDC approval. The full council will review at a later date.</p> |
| 20/500 | <p style="text-align: center;"><u>QUERY ON RE-OPENING OF THE OLD SCHOOL</u></p> <p>The council have received request from the Breakfast Club ref: opening in September The council agreed that as the guidelines had changed for pre-schools they could re-open in September if the relevant risk assessment procedures were in place, and that we were in compliance with the recommended Covid 19 guidelines. This will be verified by our insurers.</p> |

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| 20/501 | <p style="text-align: center;"><u>HIGHWAYS AND TRANSPORT ISSUES</u></p> <p>Councillors were reminded that County Councillor Susan Barker could be contacted ref: any potholes in the area.</p> |
| 20/502 | <p style="text-align: center;"><u>SPORTSFIELD AND RECREATION GROUND</u></p> <p>It was noted that the emergency repairs on the recreation ground have occurred. It was agreed Cllr Dom Roque would look into the health and safety measures ref: Covid 19.</p> |
| 20/503 | <p style="text-align: center;"><u>PLANNING</u></p> <p>A copy of Takeley's July's 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 takeleyparishcouncil@outlook.com. 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> |
| 20/504 | <p style="text-align: center;"><u>THE MEETING CONCLUDED At 9:00 PM</u></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;">Clerk to Takeley Parish Council Julia Peachey</p> |