



TAKELEY PARISH COUNCIL

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

<https://www.takeleyparishcouncil.co.uk/>

E-mail: takeleyparishcouncil@outlook.com

**Minutes of Takeley Parish Council Meeting
held via Zoom on 2nd December 2020
at 7:30 PM**

- Present:**
- Carol Pratt - Chair
 - Geoff Bagnall – Vice Chair and District Councillor
 - Assistant Clerk – Julia Potter
 - Cllr Jim Backus
 - Cllr Patricia Barber
 - Cllr Pat Burnett
 - Cllr Richard Cheetham
 - Cllr Jackie Cheetham
 - Cllr Peter Hewett
 - Cllr Linda Steer
 - Cllr Sue Sprules
 - County Councillor Susan Barker
 - Lucy Johnson (member of the public)
 - Sonia Carr (member of the public)

- Apologies:**
- Cllr Trevor Allen
 - Cllr John Green
 - Cllr Dom Roque

20/518	<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 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>
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Date:

Chairman

20/519	<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 Jackie Cheetham declared an interest under item 7. iii. Letter from Holy Trinity Church regarding yearly grant donation for upkeep of the churchyard</p>
20/520	<p style="text-align: center;"><u>MINUTES OF MEETING</u></p> <p>The minutes of 04/11/2020 were agreed.</p>
20/521	<p style="text-align: center;"><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u></p> <p>County Councillor (CC) Susan Barker asked Councillors for confirmation that the pot holes reported on Cooks Hill had been repaired. Cllr Richard Cheetham advised they had but the ones near to Hatfield Forest were outstanding.</p> <p>CC Susan Barker informed Councillors that extra grants have been made available for those affected by the COVID pandemic. Some examples are business support grants for catering suppliers and B&B's. UDC are continually reviewing the support system on offer during these unprecedented times. All information is available on the Uttlesford District Council website.</p> <p>CC Susan Barker notified she has been in contact with volunteer Amber Wright who has been putting together school meals for children during the school holidays. Over the Christmas holiday she is putting together boxes containing food for Christmas Eve, Day and Boxing Day. CC Susan Barker has agreed to offer a £500.00 grant and will be passing this to Takeley Parish Council who will then pass on to Amber.</p> <p>Cllr Linda Steer asked County Councillor Susan Barker whether there was any update on the intended use for Station House. She did not have an update. Cllr Pat Burnett advised it was sold 4 weeks ago and the owner is local to Takeley. CC Susan Barker said she will see if she can find anything out and report back.</p>
20/522	<p style="text-align: center;"><u>OPEN FORUM – (5 Mins Max)</u></p> <p>Members of the public Lucy Johnson and Sonia Carr introduced themselves and notified Councillors that along with 2 other residents they have taken over as trustees for Molehill Green Village Hall. They are currently in consultation with residents for their views and ideas on renovation and use of the facility in the future. All information can be found on their website</p>

	<p>www.molehillgreenvillagehall.co.uk. There is also a GoFundMe page for those wishing fundraise.</p> <p>The trustees extended their thanks to Chairman Carol Pratt and Cllr Pat Burnett for all their advice and assistance during the transition.</p>
20/523	<p style="text-align: center;"><u>FINANCE</u></p> <p>Cllr Geoff Bagnall notified Councillors a Finance meeting took place on Friday 27th November. The minutes have been drafted and await sign off.</p> <p>It has been agreed Cllr Geoff Bagnall and Cllr Richard Cheetham are going to produce a summary budget v actuals sheet on a monthly basis from January 2021. A finance meeting needs to be scheduled in December to consider Precept setting for 21/22.</p> <p>The Finance Committee submitted the following recommendations:</p> <ol style="list-style-type: none"> 1) Pay the Assistant Clerk for additional hours during Oct/Nov 2) Pay the Assistant Clerk the Working from Home Allowance as per the employee contract 3) BACS transfer to be used for processing salary payments 4) The Locum Clerk to be used to keep Finance up to date <p>All Councillors agreed the recommendations in principle. As the finance minutes are in draft format Cllr Bagnall advised all these items will be placed on the Full Council agenda for next month for ratification.</p> <p>Cllr Sue Sprules asked whether the Working from Home Allowance figure had been agreed. Cllr Geoff Bagnall advised he is consulting with the Locum Clerk and it will be agreed in the next few days.</p> <p>Councillors agreed to pay the lifetime membership to Friends of Essex Heritage subject to confirmation of what 'lifetime' actually means. Cllr Pat Burnett agreed to get clarification via email and share with Councillors.</p> <p>Councillors considered the donation request from Holy Trinity Church regarding the yearly grant for upkeep of the churchyard. Councillors agreed to donate £1200.00 for this purpose. Cllr Sue Sprules abstained. Cllr Jackie Cheetham abstained as per her declaration of interest.</p> <p>Councillors discussed the notice board for The Old School Community Centre. Cllr Linda Steer asked whether the 2 door option is large enough. Cllr Peter Hewett and Cllr Jackie Cheetham asked whether we can look at the cost of a 3</p>

	<p>door board for a comparison. Cllr Pat Burnett will gather this information and this item will be placed on the agenda for January 2021.</p>
20/524	<p style="text-align: center;"><u>THE OLD SCHOOL COMMUNITY CENTRE</u></p> <p>Councillors considered the installation of CCTV. Cllr Pat Burnett advised she has been in communication with Medicom and they can be available to install as early as next week.</p> <p>Cllr Peter Hewett advised he has looked through the paperwork and previous minutes regarding CCTV. He has found Councillors are yet to have sight of all the relevant paperwork.</p> <p>Cllr Linda Steer advised there are outstanding issues regarding the DPIA that have been shared with the CCTV working group. This is a statutory document for the Council to complete. Cllr Linda Steer advised she thought it would be useful to engage with Angela Greneski at Uttlesford District Council.</p> <p>Councillors agreed there is no requirement for an SIA Licence.</p> <p>Councillors discussed the requirement for an internal camera. It was agreed this is not a requirement at this stage therefore the 8 quoted cameras will be reduced to 7 along with a monitor.</p> <p>Councillors agreed the installation of CCTV in principle subject to the completion of all paperwork. This will be shared with Councillors in time for the next Full Council Meeting.</p> <p>Cllr Carol Pratt recommended Caretaker Graham Mann to have sole access to review footage when a significant incident occurs. Councillors agreed to this recommendation.</p> <p>Cllr Linda Steer objected to the agreement in principle of CCTV installation as the DPIA statutory document is not ready.</p>
20/525	<p style="text-align: center;"><u>HIGHWAYS</u></p> <p>Cllr Jim Backus advised the storm drain gullies have been cleared. This should improve the recent flooding issues.</p> <p>Cllr Richard Cheetham advised there are overhanging branches along the B1256 on the walk to school route. Assistant Clerk Julia Potter agreed to report to Highways.</p>

	<p>Cllr Sue Sprules asked whether Slimming World had been contacted and asked to remove their advertising boards. This item is still outstanding. Assistant Clerk Julia Potter agreed to contact Slimming World as soon as possible.</p>
20/526	<p style="text-align: center;"><u>RECREATION GROUND AND SPORTSFIELD</u></p> <p>Cllr Dom Roque was not present to provide an update.</p> <p>Cllr Pat Burnett advised she has recently visited the recreation ground and there did not appear to be any current issues.</p>
20/527	<p style="text-align: center;"><u>PLANNING</u></p> <p>Councillors extended their thanks to Cllr Peter Hewett for his continued work on planning for Takeley.</p> <p>Cllr Carol Pratt advised the Stansted Airport Appeal will start on January 12th and continue for 40 days. Takeley Parish Council have submitted their request to speak.</p> <p>Cllr Geoff Bagnall advised the Stakeholder Panel for the Local Plan needs some adaptations to ensure it is running effectively.</p> <p>Cllr Jackie Cheetham asked whether Uttlesford are on target for submission of the Local Plan by the summer of 2023. Cllr Geoff Bagnall advised they are on currently on target.</p> <p>Cllr Patricia Barber asked whether we can address the request for Smiths Green to gain a conservation area status. This will be added to the Planning Committee Agenda for December 9th 2020.</p> <p>Cllr Carol Pratt advised she will speak to Cllr Trevor Allen from the History Society to gather useful information on Smiths Green.</p> <p>A copy of Takeley's November 11th 2021 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>

20/528	<p style="text-align: center;"><u>AOB</u></p> <p>Members of the public Lucy Johnson and Sonia Carr advised there will Christmas lights at Molehill Green Village Hall this year.</p> <p>Cllr Pat Burnett advised The Old School Community Centre has a Christmas tree in the car park.</p>
20/529	<p style="text-align: center;"><u>THE MEETING CONCLUDED AT 9.01PM</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;">Assistant Clerk to Takeley Parish Council Julia Potter</p>

The next full council meeting is due to take place on Weds 13th January 2021 at 7:30 pm via Zoom.

Press and Public welcome to attend.

Please contact the Assistant Clerk via e-mail if you wish to access the meeting via Zoom.

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