



TAKELEY PARISH COUNCIL

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

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

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Clerk – Julia Peachey – Tel: 07458 091659

**Minutes of Takeley Parish Council Meeting
held via Zoom on 4th November 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 Peter Hewett
 - Cllr Dom Roque
 - Cllr Linda Steer
 - Cllr Sue Sprules
 - District Councillor Maggie Sutton
 - District Councillor Vere Isham
 - County Councillor Susan Barker
 - Graham Mann – Caretaker/member of the public

- Apologies:**
- Cllr Trevor Allen
 - Cllr John Green
 - Cllr Jackie Cheetham

20/505	<u>WELCOME & APOLOGIES</u>
	<p>The Chairman Carol Pratt welcomed members and apologies were acknowledged as above. Cllr Carol Pratt thanked all members of the Council for their support during her absence.</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</p>

	was noted the meeting was being held via zoom, as advertised on our website and parish noticeboard).
20/506	<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 notified a declaration of interest under item 9. Village Issues – Remembrance Day 2020</p>
20/507	<p style="text-align: center;"><u>MINUTES OF MEETING</u></p> <p>Cllr Pat Burnett highlighted an error under item 20/500. Once amended it was agreed Cllr Carol Pratt will sign at a later date.</p>
20/508	<p style="text-align: center;"><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u></p> <p>District Cllr Vere Isham announced District Cllr Geoff Bagnall has taken on the role of Chair of the Local Plan Leadership Group. He replaces Cllr Alan Storah who sadly passed away last month.</p> <p>County Councillor Susan Barker advised for the first time, each County Council has received a grant of £10,000 to spend in their division. She has recently given grant funding to Takeley Football Club. She has offered the residue to the Church.</p> <p>Since the implementation of recent COVID restrictions both Essex Country Council and Uttlesford District Council have had grant money made available to them. The funding is focused on small businesses, retail, hospitality and leisure. County Councillor Susan Barker highlighted the difficulties people are facing under these current circumstances. Revisions have been made to Remembrance Day Services. Libraries have been closed however a click and collect service is being offered. There is a lot of information available from Essex County Council and Uttlesford District Council regarding support for people affected by the Lockdown.</p> <p>District Councillor Maggie Sutton did not have any update. She asked to pick up with District Cllr Geoff Bagnall after the meeting reference donation for the Church.</p> <p>Cllr Linda Steer asked County Councillor Susan Barker whether she was aware of the intentions for Station House since it has been up for sale. She confirmed she has no update. Cllr Pat Burnett advised she had a conversation with Essex County Council where she was informed the property sold November 3rd 2020.</p>

	<p>Cllr Peter Hewett asked District Councillor Geoff Bagnall about the upcoming strategy regarding the new Local Plan. Cllr Peter Hewett has been looking into the process. There are 9 themes. The first being 'Where you Live'. Consultation on this theme begins on November 11th 2020. District Councillor Geoff Bagnall advised there will be internet based sessions as a form of information gathering, however it is possible for separate papers to be submitted. Cllr Peter Hewett expressed an idea that he could use the results from the recent questionnaire circulated to the community. Both District Councillor Maggie Sutton and Cllr Peter Hewett highlighted the importance of local Parish Council's involvement in this process. They should be classed as key stakeholders. District Councillor Maggie Sutton indicated the format is not entirely clear and needs clarification.</p> <p>Cllr Jim Backus pointed out there should be a strong environmental input in the new Local Plan.</p> <p>District Councillor Maggie Sutton would like to see a heritage officer and landscaping professional involved. Place Services are currently being used as a temporary agency. There is a strong need for key expert involvement with consideration to employment and infrastructure. District Councillor Geoff Bagnall stated the success of the new Local Plan is down to teamwork and collaboration.</p>
20/509	<p style="text-align: center;"><u>OPEN FORUM – (5 Mins Max)</u></p> <p>Cllr Bagnall read out a letter from Michael Coleman regarding recent issues with the Traveller Community gaining access to his barn located on Parsonage Road. He is looking for support to install gates at the access point on Cobb Lane to prevent 4 wheel drive vehicles entering the premises. Cllr Carol Pratt indicated her support of this request.</p> <p>Cllrs agreed for Cllr Geoff Bagnall to contact Robin Wallbank and notify him we give permission for Michael Coleman to install gates at his own cost.</p> <p>District Councillor Maggie Sutton advised Broxted set up a watch group/WhatsApp Group for farmers to share any information and increase knowledge of incidents occurring.</p> <p>District Councillor Vere Isham pointed out any incidents of hare coursing should be dealt with as an emergency 999 call.</p> <p>Cllr Jim Backus highlighted the final copy of the Grapevine will be issued in December 2020. Cllr Pat Burnett explained it will be announced in the December issue that the Grapevine will cease. The main issue being the magazine is no longer financially viable. Advertisers have either pulled their subscription or are in arrears. The Editor is resigning. The current costs run at £1300 a month. The magazine is delivered to 2650 homes.</p>

	<p>Cllr Linda Steer asked whether it would be possible to do something to assist the continuation of the Grapevine or the perhaps relaunch it as a community magazine. Could we engage with the community to see if people are willing to get involved? Cllr Geoff Bagnall and Assistant Clerk Julia Potter will put together an announcement in the forthcoming edition to this effect.</p>
20/510	<p style="text-align: center;"><u>FINANCE</u></p> <p>Cllr Geoff Bagnall handed over to Cllr Sue Sprules to update on finance for October 2020.</p> <p>Cllr Sue Sprules advised a total expenditure of £9580.00. Two of these were direct debits totalling £127.00.</p> <p>Cllr Sue Sprules notified she has an invoice from Matt Jarrett but it is not in the correct format - only a piece of paper with a figure requested for payment. Cllr Carol Pratt said she would speak to Matt Jarrett to ensure invoices are put together correctly in future for our records.</p> <p>It was noted the Breakfast Club will cease to operate from November 2nd 2020. It has since been notified the After School Club will also cease operation from November 30th 2020. The final invoice has been submitted for payment.</p> <p>Cllrs considered the donation request from Amber Wright reference the provision of school meals during school holidays. Cllrs are keen to provide support. Following clarification from our Grants Policy that we are able to provide a donation, Cllrs suggest to contact Amber asking for a formal request in writing with an indication of donation value. Assistant Clerk Julia Potter will follow this up.</p> <p>Cllrs considered the letter from Holy Trinity Church regarding their yearly grant donation for upkeep of the churchyard. Cllr Sue Sprules has recently visited the churchyard. She found the front is being maintained but the back of the building is in a poor state. The pathway also needs attention. It was suggested the request is moved forward to our December meeting for consideration. Assistant Clerk Julia Potter will respond to the letter and notify of the update.</p> <p>Cllr Pat Burnett shared a letter she received from Friends of Essex Heritage regarding request for membership renewal. A fee of £25.00 for the year or £250.00 for life. Cllr Peter Hewett offered to contact FoEH to gather more information on their role so Cllrs can make an informed decision.</p>

20/511	<p style="text-align: center;"><u>THE OLD SCHOOL COMMUNITY CENTRE</u></p> <p>Cllr Carol Pratt asked Cllrs to consider the installation and cost of a new notice board. The board at the bus stop has become unusable.</p> <p>Cllr Pat Burnett showed us a brochure with examples and prices. She will circulate an email following the meeting to share options available. Cllrs can agree via email what they prefer so an order can be placed.</p> <p>Cllrs noted the COVID Risk Assessment revisions incorporating the most recent government and ACRE guidance.</p>
20/512	<p style="text-align: center;"><u>VILLAGE ISSUES</u></p> <p>Cllrs unanimously agreed a revised version of Remembrance Sunday incorporating recent government guidance should go ahead.</p> <p>Cllr Pat Burnett is looking for two volunteers to marshal at the event. They will be asked to ensure crowds are not gathering at the Silver Jubilee Hall. The entire service will last around 10-15 minutes.</p>
20/513	<p style="text-align: center;"><u>HIGHWAYS</u></p> <p>Cllr Carol Pratt advised the fly tipping in the layby at Molehill Green has not been removed. Assistant Clerk Julia Potter will chase this up.</p> <p>Cllr Jim Backus pointed out there is still an issue with storm drains flooding. Specifically at Smiths Green.</p> <p>Cllr Vere Isham advised there is an App called Trash Out we may find useful to report incidents of fly tipping.</p>
20/515	<p style="text-align: center;"><u>RECREATION GROUND AND SPORTSFIELD</u></p> <p>Cllr Dom Roque advised the bin that has degraded at the sports field will be soon replaced with two new bins. He is in contact with Matt Jarrett who is arranging installation.</p> <p>Cllr Dom Roque continues to look at options for bin covers.</p>
20/516	<p style="text-align: center;"><u>PLANNING</u></p> <p>Cllr Peter Hewett notified the Swan Farm application was refused.</p> <p>The submission for response on the White Paper – Planning for the Future has been made. All Cllrs highlighted Cllr Hewett put together an excellent response after collating all information. He will monitor response on a national level.</p>

	<p>Cllr Peter Hewett advised an appeal has been made by Village Developments regarding Land to the North of Canfield Drive APP/C1570/W/20/3257122. A response is required by November 23rd 2020. Planning Committee members will discuss at their next meeting on November 11th 2020. In the meantime Cllr Peter Hewett will engage with Great Canfield Parish Council.</p> <p>The new Local Plan – Cllr Geoff Bagnall indicated the difference with response on this is that a continual process approach is being made. Cllr Peter Hewett advised he will login to the consultation on November 11th and feedback. All Cllrs are welcome to engage. Cllr Linda Steer advised she would like a document indicating all dates where the Parish Council can be involved. This information should be available on the UDC website.</p> <p>A copy of Takeley’s October 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>
	<p style="text-align: center;"><u>AOB</u></p> <p>Cllr Sue Sprules advised she has seen numerous notice boards for Slimming World positioned around the village. These are at inappropriate locations by the bus stop and by the Takeley School. A chain has been used in some instance to secure the board. Cllr Pat Burnett said she would get contact details from the board and ask for them to be removed.</p> <p>Cllr Pat Burnett indicated Caretaker Graham Mann would pick up cleaning at The Old School if we are in a position where we no longer need to employ a regular cleaner.</p> <p>Cllr Linda Steer asked if the Full Council Meetings for 2021 could be circulated at our December Full Council Meeting. Assistant Clerk Julia Potter will arrange.</p>
20/517	<p style="text-align: center;"><u>THE MEETING CONCLUDED AT 9.20PM</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>The Press and the Public are always Welcome To Attend.</p> <p>Assistant Clerk to Takeley Parish Council Julia Potter</p>
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The next full council meeting is due to take place on Weds 2nd December at 7:30 pm via Zoom.

Press and Public welcome to attend.

Please contact the clerk via e-mail if you wish to access the meeting via Zoom App.

E-mail: takeleyparishcouncil@outlook.com