



# 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  
Held Via Zoom on 2<sup>nd</sup> September 2020  
At 7:30 PM**

**Present:** Geoff Bagnall – Chair and District Councillor  
Clerk – Julia Peachey  
Assistant Clerk – Julia Potter  
Cllr Jim Backus  
Cllr Patricia Barber  
Cllr Pat Burnett  
Cllr Jackie Cheetham  
Cllr Richard Cheetham  
Cllr Peter Hewett  
Cllr Dom Roque  
Cllr Linda Steer  
Cllr Sue Sprules  
Graham Mann – Caretaker/member of the public

**Apologies:** Cllr Carol Pratt  
Cllr Trevor Allen  
Cllr John Green

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| 20/505 | <p><b><u>WELCOME &amp; APOLOGIES</u></b></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> |
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| 20/506 | <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>   |
| 20/507 | <p style="text-align: center;"><b><u>MINUTES OF MEETING</u></b></p> <p>There were no further comments from members of the council following initial amendment of the minutes. Cllr Geoff Bagnall however suggested the minutes be approved at the following full council meeting.</p>  |
| 20/508 | <p style="text-align: center;"><b><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u></b></p> <p>Cllr Bagnall reported that the District Council is now operating as normally as possible and is currently reviewing revenue streams. Cllr Bagnall also highlighted he was aware of the Airport situation. Cllr Cheetham raised the issue of Rule 6 participation and highlighted that a decision would need to be made by 30<sup>th</sup> September, if the parish council were to participate as a Rule 6 participant. Cllr Cheetham expressed, that she did not think the council had the funds to be involved, as a Rule 6 party with SSE, however thought that it would be good idea for the planning committee to discuss or consider making a relevant representation.</p>   |
| 20/509 | <p style="text-align: center;"><b><u>OPEN FORUM – (5 Mins Max)</u></b></p> <p>Graham Mann highlighted he was attending the meeting as an observer.</p>   |
| 20/510 | <p><b><u>CLERKS REPORT</u></b></p> <p><b><u>Planning</u></b></p> <p>Planning Committee members have been advised of parking issues in Priors Green re-arising. The problem appears to have been in Burgattes Road which is in Takeley’s area. However a further follow up report that the cars have more recently moved on has also been noted.</p> <p>Questionnaires are still being received and collating of information is currently underway.</p> <p><b><u>Internal Audit Report</u></b></p> <p>Circulated in month to all.</p> <p><b><u>Receipt of External Audit Documents – AGAR Part 3, 2020</u></b></p> <p>The external auditors have issued notification of receipt ref: EX0243 of Takeley Parish Council’s external audit information pack and that they will be in contact should they require any further information.</p> |

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|        | <p><b><u>Cleaning Regime</u></b><br/>Temporary cleaner has carried out a deep clean for the hall and will invoice us accordingly. A cleaning regime has been put in place as part of the Covid 19 risk assessment process.</p> <p><b><u>Planters</u></b><br/>Cllr Jackie Cheetham has liaised with Michael Coleman about moving the planters and he will move them once he has finished harvesting. He will move the one by the station house and also two from the Parsonage Road. He is going to let Jackie Cheetham know which day so she and Sue can repaint them in situ. Jackie has highlighted agreement that the best place for them to go would be around by the village pump, as that is a dead area for cars and events.</p> <p><b><u>Breakfast/Afternoon Club</u></b><br/>Leigh Parnell has checked the OFSTED requirements for CCTV and has confirmed that access must be restricted and confined to nominated person who has current Enhanced DBS check as needs to be able to confirm to parents (and ofsted during inspection)</p> <p><b><u>Old School Community Building</u></b></p> <p><i>a) Meeting was organized with Ratcliff &amp; Burridge during month, about patches on wall. They are going to undertake repairs to try and see what is causing the issue. This should not cause too much disruption to the council.</i></p> <p><i>b) All matters relating to snagging have been reported to the Project Manager John Monk</i></p> |
| 20/511 | <p style="text-align: center;"><b><u>ADMINISTRATION</u></b></p> <p><b><u>Council's Risk Assessment</u></b><br/>It was noted the GDPR fine risk level be adjusted.</p> <p><b><u>Financial Regulations</u></b><br/>It was acknowledged the financial regulations had been circulated to all earlier in the month. It was noted that the regulations were set out by the NALC and as such they represent one of the main governing documents. It was noted that the only NALC recommendations to change anything were the light grey amounts or highlighted yellow amounts if viewed on line.</p> <p>It was agreed this document will be approved alongside the Standing Orders which are due to be reviewed at the next full council meeting.</p>  |

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|        | <p><b><u>Policy Review</u></b></p> <p>The council's policies were noted as below. It was agreed that the officer would check that there are no changes in legislation or advice that would affect policies</p> <ul style="list-style-type: none"> <li>• Equality Act,</li> <li>• Grants Policy</li> <li>• Data Protection Policy</li> <li>• Privacy Notice</li> <li>• Expense Claims</li> <li>• Complaints Policy</li> <li>• Communications Policy,</li> <li>• Social Media/Policy.</li> </ul> <p>The officer will look at other policies and legislation ongoing, as part of an ongoing review.</p>   |
| 20/512 | <p style="text-align: center;"><b><u>FINANCE</u></b></p> <p>a) <i>Councillors formally approved the monthly list of cheques transactions. It was noted however that Castle Water had not been paid. The company had over-estimated the bill following the break in by gypsies. Cllr Sprules phoned the company and helped with the organization of setting up a Meter Reading. A revised bill will be issued shortly. The council has been threatened with non payment fees but no payment will be made until after a meter reading.</i></p> <p>b) <i>It was noted that the auditors report had been issued and circulated to all council members. The Chair stated that, if councillors had questions for the auditor or the audit process these should be sent to the officer. (Cllr Bagnall has been sent the auditors contact details now internal audit is finished).</i></p> <p>c) <i>It was acknowledged that the Breakfast/Afternoon Club received a current discounted rate due to the number of times the breakfast club utilised the building. No further discussion on the matter of further discounts occurred.</i></p> <p>d) <i>The Council formally approved the use of a contracted cleaner under the current arrangements and invoices will be supplied in accordance with hours worked. It was noted that the cleaner had carried out a deep clean just before opening .</i></p> <p><i>The NALC have issued revised pay bandings for staff working under the NALC/SLCC employment contracts which have been circulated to the full council which include reference to back pay to 1<sup>st</sup> April 2020. The two bodies have</i></p> |

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|        | <i>decided rises in accordance with scale points but have removed reference to 2018 reference points.</i>   |
| 20/513 | <p style="text-align: center;"><b><u>THE OLD SCHOOL COMMUNITY CENTRE</u></b></p> <p>A Covid 19 risk assessment has been forwarded to all councillors. Further amendments will be made ongoing as risks are looked at periodically. Our insurers have stated that we are insured so long as reasonable steps have been taken. The Breakfast Club will also be carrying out their own risk assessment to ensure they remain compliant with childcare arrangements. Updates have been made to the risk assessment in accordance with Cllr Steer's request.</p>   |
| 20/514 | <p style="text-align: center;"><b><u>HIGHWAYS AND TRANSPORT ISSUES</u></b></p> <p>Cllr Bagnall said he would be raising an issue of what was happening with regard the road at Hope End going out to High Roding with County Councillor Sue Barker.</p> <p>It was also noted that a tree was down on the Flitch way. This will be reported to the Rangers by the clerks. It was noted that it was located by the bridge to the main entrance of the Green Man.</p>  |
| 20/515 | <p style="text-align: center;"><b><u>RECREATION GROUND AND SPORTSFIELD</u></b></p> <p>Cllr Dom Roque reported that the recreation ground is open and necessary Covid 19 laminated signage has been put in place. TBS Hygiene have also been notified about the overflowing bins and have notified the Clerk that they will be dealt with these as soon as possible.</p> <p>Replacement swings and chains are required for the recreation ground and some painting required.</p>   |
| 20/516 | <p style="text-align: center;"><b><u>PLANNING</u></b></p> <p>It was noted that Waltham Hall has been advertised for sale this may have some unknown implications for the National Express proposals.</p> <p>It was noted that Cllr Peter Hewett had sent off a letter as an individual on Poppys Cottage. A copy will be sent to the Clerk for information.</p> <p>A copy of Takeley's August 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</p> |

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|        | <p>of the council via zoom app by contacting the Clerk via e-mail at <a href="mailto:takeleyparishcouncil@outlook.com">takeleyparishcouncil@outlook.com</a>. 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>   |
| 20/517 | <p style="text-align: center;"><b><u>THE MEETING CONCLUDED At 9:00 PM</u></b></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<br/><b>Julia Peachey</b></p> <p><b>There being no other business to discuss the meeting concluded at 9:55 pm</b></p> |

The next full council meeting is due to take place on Weds 7<sup>th</sup> October 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](mailto:takeleyparishcouncil@outlook.com)