



TAKELEY PARISH COUNCIL

Full Council Meeting

**Part 1 Minutes of the Ordinary meeting of
Takeley Parish Council
Held on 3 November 2021 at 7:30pm
At the Old School House**

Present: Cllrs Trevor Allen, Jim Backus, Geoff Bagnall (Vice Chair), Tricia Barber, Pat Burnett, Carol Pratt (Chairman), Dom Roque, Linda Steer, Sue Sprules

Apologies: Cllrs Phill Bodsworth, Sonja Carr, Jackie Cheetham, Richard Cheetham

In attendance: Lisa Chambers (Clerk), 4 x member of the public

| Item | Summary |
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| 21/11/01 | <p>Attendees were reminded that the meeting may be filmed, recorded, photographed or otherwise reported by a person attending the meeting.</p> <p>Members of the public who are minors, vulnerable adults and those not participating who do not wish to be filmed, recorded, photographed or otherwise reported about were advised to sit in the designated separate area.</p> <p>It was noted that no recordings were due to take place.</p> |
| 21/11/02 | <p>Welcome from Chair The meeting opened at 7:30pm. Chairman Cllr Carol Pratt welcomed all Councillors and members of the public to the meeting.</p> |
| 21/11/03 | <p>Receive and approve apologies Apologies were received in advance and agreed from Cllrs Phill Bodsworth, Sonja Carr, Jackie Cheetham, Richard Cheetham</p> <p>Councillors were reminded to send apologies to both the Clerk and Chair in advance of the meeting.</p> |
| 21/11/04 | <p>Declarations and Conflicts of interests No declarations were made</p> |
| 21/11/05 | <p>Public Forum No members of the public requested to speak.</p> |
| 21/11/06 | <p>Disctric and County Councillors reports</p> <p>Susan Barker had reported to the Clerk that:</p> <ol style="list-style-type: none">1. Damaged sign has been removed from Warwick Road roundabout.2. Maintenance of verges/ hedges on Priors Green. referred to ECC3. Leaves and debris on Priors Green referred to UDC <p>ACTION: Clerk report the broken plate at the Four Ashes.</p> <p>Cllr Bagnall reported that much of the area in Priors Green has not been adopted. Countryside still own a large section. Residents have noted significant concern regarding the upkeep of the area.</p> |



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| | <p>ACTION: Clerk to continue attempts to contact Andrew Fisher at Countrywide and include Cllr Bagnall on correspondence.</p> <p>Cllrs discussed that approx. £400,000 that will be handed over in s106 monies to Uttlesford and queried whether it would be better to manage the area at parish level did not consider that the parish council should take on responsibility of the play areas. Ben Smeeden, UDC Landscape Officer, agreed to liaise with Countryside Developments on the matter.</p> <p>Local Plan Leadership group are meeting regularly and phase one reports on heritage and landscape covering all areas monitoring low-moderate to high impact will be shared.</p> |
| 21/11/07 | <p>Neighbourhood Plan</p> <p>ACTION: Cllr Bagnall to send a rough timescale to Clerk regarding publication of the heritage and landscape surveys.</p> <p>Martin Peachey highlighted the need to use expert help to assist the group in writing the Neighbourhood Plan.</p> <p>Cllr Bagnall noted that there is money within the budget to pay for consultant's fees.</p> <p>Cllr Pratt proposed that Jackie Deane be paid for a period of 6 months, 3 hours per week to assist the Neighbourhood Plan Steering Group, seconded by Cllr Barber.</p> <p>DECISION: Resolved to pay Jackie Deane to support the Neighbourhood Plan Steering Group.</p> |
| 21/11/08 | <p>Minutes of the Full Council meeting held on 6 October 2021</p> <p>The minutes of the Full Council meeting held on 6 October 2021 were approved as a true and accurate reflection of the meeting. The minutes were signed by Chairman Cllr Carol Pratt.</p> <p>Points of accuracy made to the minutes: The site manager be referred to as. The Caretaker's role will be reviewed by the Staffing Committee, with a view to changing the job title to Site Manager.</p> <p>Linda Steer requested that the Clerk circulate details regarding policies to Councillors.</p> |
| 21/11/09 | <p>Matters arising from meeting (not detailed elsewhere on the agenda)</p> <p>Cllr Pratt reported that she had met with the Youth Commissioner and Maggie Sutton regarding starting up a new youth group. They would like to start a cinema club and have organised a pizza night on 18th November.</p> <p>Cllr Pratt had a request from Fiona Gardner to meet to discuss health and welfare. She viewed the building and asked why we had bought the building. Cllr Pratt noted the need to save the building, create a home for the council and a space for the community. A suggestion to hold a series of clinics was made; mum and baby weigh-in clinic, a chiropodist and hearing checks.</p> <p>The Council's role would be to provide the premises. This would provide local services to our residents.</p> |



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| | <p>Fiona Gardiner will look at the various options and come back with a proposal.</p> <p>Louise Pepper District Councillor and portfolio holder for climate change at Uttlesford DC asked if there was a location she could plant trees. Cllr Pratt mentioned Molehill Green. Ben Smeeden will view the land.</p> <p>Bug huts and bee huts were also mentioned.</p> <p>Louise Pepper will come back to look at our green spaces and will also visit the men's shed. We will also look at whether we can infill any of the areas we own.</p> <p>Cllr Allen reported that he had done a survey a few years ago on the Oak trees at Bambers Green</p> <p>ACTION: Cllr Pratt to speak to Ben Smeeden about protection for the trees noted by Cllr Allen.</p> <p>Cllrs noted concern that trees planted should not be whips.</p> <p>PCSO Mike O'Donnell Smith will be available for coffee with the cops.</p> <p>Cllr Backus asked whether a strip of land close to Jack's Lane could be offered for trees.</p> <p>ACTION: Cllr Backus to follow up with Louise Pepper.</p> |
| 21/11/10 | <p>Clerk's report</p> <p>Cllr Steer asked for clarification regarding the work with policies. The clerk stated her plan to review policies and present to a working party of Councillors before submission to Full Council for agreement.</p> <p>Cllrs Jim Backus, Linda Steer and Phill Bodworth agreed to continue as a policies working party.</p> <p>DECISION: Councillors resolved to adopt the policy procedure outlined by the Clerk.</p> <p>Morrells Green</p> <p>The clerk circulated the two quotes received for works at Morrells Green.</p> <p>Cllr Bagnall queried whether the quotes were like for like.</p> <p>Cllr Pratt confirmed that the quotes were comparable.</p> <p>Cllr Allen queried whether the hedges were owned by the Parish Council, his belief was that the only hedge owned by the Parish Council was the one around the playground.</p> <p>Cllr Bagnall proposed TTMC be appointed as contractors for the work at Morrells Green, seconded by Cllr Roque subject to a workable time frame.</p> <p>Cllr Steer and Cllr Allen abstained.</p> <p>DECISION: Clerk to appoint TTMC as contractor for the work at Morrells Green.</p> <p><i>Cllr Steer left the meeting</i></p> <p>The Secretary of the Local History Society thanked the Parish Council for the opportunity to speak. He highlighted that the fees quoted to the society to use the centre were the rate card fees offered to other members of the community. Finances are limited for the society, reduced by Covid. The Society asked for Council support regarding the level of fees paid by the society, at least in the short term, to allow them to build their finances. The level of fees quoted will stretch them and they ask for assistance in reducing those fees. The history was</p> |



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| | <p>started as a result of a survey done within the village. The village asked for a history society and it was formed in 1988. Ancestors from around the world have visited Takeley to find their past.</p> <p>The society is not sponsored and does not receive grants. The society would like to make the hall their home.</p> <p>Cllr Pratt noted that the fees quoted have been those quoted to all hirers. An agenda item to decide on the fees, if any, for local groups, has not been made. The only structure we have is the existing structure for fees which is why they are the fees quoted. Cllr Pratt noted that she felt the History Society had been supported by the Parish Council as documents have been given free storage for archives for a number of years.</p> <p>Cllr Pratt proposed that councillors have an agenda item in December or January to consider fees quoted to users such as the History Society. Also noting that</p> <p>Cllr Bagnall asked when the History Society would be planning to use the facilities. Stating that he felt as an interim measure they shouldn't be charged until a full decision has been made.</p> <p>Cllr Allen expressed an interest in the item noting that he was part of the society and that they were an asset to the parish providing a history of the village.</p> <p>Cllr Roque asked how often the meetings were held.</p> <p>The Local History Secretary noted thanks for storage space to date. Responding to Cllr Roque that 5/6 committee meetings are held annually, 4 members meetings which are open to members and guests with a guest speaker; local historians, TV personalities. Members pay a nominal annual fee and funds are raised by selling books, quests pay a fee to hear speakers.</p> <p>Cllr Roque asked the Society draw up a proposal for dates they require the building for submission to the clerk.</p> <p>Cllr Burnett noted that she had joined the history society when she moved to the village.</p> <p>Cllr Pratt suggested that committee meetings be held at the café.</p> <p>ACTION: Clerk to include Hall hire on the FPC agenda in December or January.</p> |
| 21/11/11 | <p>Finance Committee Report</p> <p>No update.</p> |
| 21/11/12 | <p>Planning Committee Report</p> <p>The minutes of the Planning Committee meeting held on 13 October 2021 had been circulated and were agreed as an accurate reflection of the meeting.</p> |
| 21/11/13 | <p>Queen's Jubilee</p> <p>DECISION: Resolved that Cllrs Burnett, Pratt and Sprules for a working party and engage with community associations to form the basis for Takeley's celebration of the Jubilee.</p> |
| 21/11/14 | <p>OSCC Signage</p> <p>Motion from Cllr Srules to erect signage promoting the location of the OSCC accepted.</p> |



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| | ACTION: Clerk to investigate cost for the production of a sign with the name and emblem. |
| 21/11/15 | Training No update |
| 21/11/16 | AOB and items for future agendas Fees for use of the hall for the history society specifically – December agenda Use of the hall and fees for community groups – January agenda Noted that the 42a bus service had been withdrawn ACTION: Clerk to write to Cllr Barker regarding withdrawal of the bus service <i>The meeting closed at 9:15pm</i> |

Signed by the Chairman

Date