

TAKELEY PARISH COUNCIL MINUTES

Ordinary Meeting of Takeley Parish Council

Wednesday 7th August, 2019 At The Station House, Sycamore Close at 7.30pm

- Present:**
- Cllr Carol Pratt (Chairman)
 - Julia Peachey – Clerk
 - Julia Potter – Assistant Clerk
 - Cllr Geoff Bagnall – (Parish/District Councillor)
 - Cllr Pat Burnett
 - Cllr Jackie Cheetham
 - Cllr Richard Cheetham
 - Cllr Peter Hewett
 - Cllr Dom Roque
 - Cllr Linda Steer
 - Cllr Susan Sprules
 - Cllr Jim Backus
 - Cllr Patricia Barber
 - Maggie Sutton (District Councillor)
 - District Councillor Vere Isham (District Councillor)
- Apologies:**
- Cllr John Green, Cllr Trevor Allen, Cllr Pat Burnett

17/461	<p><u>WELCOME & APOLOGIES</u></p> <p>The Chairman welcomed members, and visitors and received apologies as above which were approved by the council.</p> <p><i>The Chairman opened the meeting and specifically thanked Cllr Peter Hewett, Cllr Jackie Cheetham and resident Martin Peachey and the two District Councillors for the extra work carried out in respect of planning this month.</i></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.</p>	All note/ Clerk
17/462	<p><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>Jackie Cheetham highlighted she had an interest as a member of the PCC.</p>	All note/ Clerk

17/463	<p style="text-align: center;"><u>MINUTES OF MEETING</u></p> <p>The July minutes to be signed following acknowledgement below.</p> <p>It is noted that councillors did discuss a non-specific agenda item at the previous meeting. The matter concerned a meeting on old school house issues, that was due to occur in the month of July. For public information the meeting did not go ahead. (Reference to The Old School House and council's decisions as per agenda are noted within these minutes).</p>	All note/ Clerk
17/464	<p style="text-align: center;"><u>DISTRICT COUNCILLORS REPORTS</u></p> <p>Councillor Maggie Sutton highlighted that the new Residents for Uttlesford group were having to allow some planning to go through as Uttlesford have a certain quota they have to adhere to by law. She went on to state that the decision process had changed at UDC and was pleased to confirm that members were working hard to make sure housing was put in the right places. It was noted the UDC planning committee had turned down the Bonningtons application at their last meeting.</p>	All note/ Clerk
17/465	<p style="text-align: center;"><u>CLERKS REPORT</u></p> <p>Storm Drains Fleming Road logged with ECC – WAMA - 000515 Fleming Road –</p> <p>Reference Number: 2594381 Issue: highway drainage problems Location: BENNET CANFIELD</p> <p>Current ECC status: inspection outcome We have investigated, risk assessed and recorded this issue and we are in the process of scheduling works.</p> <p>ABORICULTURIST</p> <p>Complaint about the trees behind 10 Westwood Mews (on the flitch) being very high and concerns of broken branches in high winds. Tom Hamilton has been notified and arrangements have been made for ECC in house Aboriculturist to visit site on Tuesday 23rd July, 2019 at 9:30 am.</p> <p>DEFIB MAINTENANCE</p> <p>E-mail has gone off to Ruth Bodsworth in respect of replacement defib pads. The Auditor has mentioned the defib monies held separately should ideally be transferred back into the full council's main account and be treated as ear-marked reserves. The council can still record in the minutes how much of the monies is being</p>	All note/ Clerk

used from the earmarked fund each time maintenance is required. The monies will be safeguarded in accordance with terms of receipt.

MOLEHILL GREEN

A further defib has been requested by Molehill Green resident group who stated that they wish it to be located at Molehill Green Village Hall. Advice was sought from Defib UK by the Molehill Hall trustees, whereupon it was relayed it needed to be in a place where people currently congregate. Trustees of Molehill Green Hall have not confirmed it can be positioned at the hall as it may take considerable time and fund-raising before the hall is open to the public. The Hall Trustee’s preference has been suggested at the Three Horseshoes pub.

Molehill Green Group have sent pictures of their beautiful planters to the Council and have highlighted they have set themselves up as a CIO.

Following complaint raised via resident and supported by councillors on the issue of them calling themselves a “Village” in the Grapevine and on social media, I have as instructed sent a request to highlight that they are not separate from Takeley Parish council and are part of the Takeley community, as is Smiths Green, Bambers Green, Brewers End etc. No response has been received at the time of this meeting.

STATION HOUSE

In the later part of the month an e-mail was received from the agent Lambert Hampton Smith that Erin Chard had left the company and that ECC were going to start marketing the Station House at the end of August. Cllr Susan Barker has been e-mailed highlighting that the council would prefer to stay until the end of November.

THE OLD SCHOOL HOUSE

GAS METER

SSE was phoned about the Gas Meter that is required for the School House 16/07/19- and they have informed it needs to have a live or dead check by Cadent Gas. Cadent Gas needed to ascertain how the pipe had been left. Photos sent showing, that it had been left with a cap and old lever handle. (Cadent Gas contacted and will be coming out on Friday 26/07/19 to do the check – they will then get back to SSE about the site reference nos. Site Manager has been notified.

ELECTRICITY METER

Network power have been in contact about the three phase electricity meter that is required. The relevant site plans have been located from drop box and been e-mailed to Graham Ratcliff –

	<p>Further information is required about the power levels and Graham Ratcliff has confirmed he will look into this.</p> <p>Graham Ratcliff attended the Finance Meeting so that members could speak to him about his financial summary in respect of the build.</p> <p>TRAVELLER ENCAMPMENT The Parish Council notified the land owner Euan Kennedy that travellers have set up on Bambers Green. Police have also been contacted by the Parish Council to make them aware of the situation.</p> <p>UPDATE ON RECREATION The benches at the recreation ground have been refurbished and Contractor Matt Jarratt is organising the installation of the oil drum bins. The faulty cradle swing has also been temporarily removed.</p> <p>JACKS LANE Robin Wallbank from ECC responded on bollards saying that the bollards he previously had, were used elsewhere. He said he would get some more for Jacks Lane and highlighted he had powers to implement them under the Highways Act, as Jacks Lane was a Restricted Byway and some motorbikes and quadbikes had been accessing the lane.</p> <p>LOCK ON BALANCING POND -PASTURES The lock on the balancing pond at Pastures Green was replaced by Michael Coleman on the 10/07/19</p> <p>PRIORS GREEN Lt Canfield have set up a meeting on Weds 11th September 2019 in the Priors Green Community Hall at 7:45 pm with residents to discuss parking issues on the estate.</p>	
	<p>STATUTORY ADDRESS SCHEDULE</p> <p>Takeley Parish Council have been advised that the Plots 1-4 Land South of Sycamore Close have been addressed as follows 35,36,37,38 Sycamore Close, Takeley Bishops Stortford, CM22 6QA</p> <p>The council hereby notifies the public of this information.</p>	
	<p>LITTER BINS. Request has been sent to contractor Countryside about overflowing bins in Priors Green, plus extra rubbish dumping at the recreation by the old bin.</p>	

17/466	<p style="text-align: center;"><u>FINANCE</u></p> <p>Councillors noted and approved the cheque transactions for the former month . It was acknowledged that the first quarter bank reconciliation for 1st quarter and respective paperwork had been circulated in councillor packs. It was noted that the bank reconciliation had been reconciled against cashbook transactions and reviewed by finance members.</p> <p>Following an amendment to the July 17th Finance minutes wording under 2A to read</p> <p>“It was noted that the budget will need to be reviewed for the Old School House Rates.” The full Council approved the Finance Minutes dated 17th July 2019 and recommendations contained therein</p> <p>For completeness and public viewing the Finance minutes recorded the following:-</p> <p><u>Pastures</u></p> <ul style="list-style-type: none"> a) It was resolved the quote for taking down the tree ref: pasture site visit for £200 should go ahead. b) It was resolved the hedge should be cut down further in front of terrace houses north of the play area nr access gate at Pastures - £350. c) Following consultation with the various residents who had been in contact it was agreed work should be carried out to the Pastures flowerbed to grass it over. It was noted this could not occur until Sept/October and this would be a consideration from reserves or precept <p><u>Donations</u></p> <p>It was resolved a donation should be given to the District Scouts for £200 towards the cost of a mini-bus which would benefit Takeley scouts and help towards the total cost.</p> <p><u>Mole Hill Green</u></p> <p>Molehill Green Group have sent through a written request for a donation towards the £129 total cost of a Sheds pinboard. The matter will be referred to the full council once the constitution is reviewed.</p> <p><u>Priors Green</u></p> <p>Finance Members considered the costings of hire of equipment, storage and the ongoing requirement to employ a full-time contractor. Increased insurance costs and repair and replacement of play equipment and arboriculture costs and</p>	All note/ Clerk
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	<p>concluded that UDC would be better placed to undertake the work related to the S106 Agreement. It was noted that Countryside should have carried out certain maintenance and put in compliant storm drains and had not undertaken work to the required standard and that this was an issue to be ratified between UDC and the developer and that the Takeley Parish Council could not be liable for the Developers' negligence.</p> <p>The Council agreed to report the storm drains to Countryside, due to the health and safety issues. Full council resolved to reject ownership rights or S106 monies of the Priors Green open green spaces.</p> <p>Outcome of M. Letchwood's internal auditor report had been circulated in councillors packs. Committee members will consider relevant action plan on Auditor's suggestions as per legislative requirement and report back to council any follow up.</p>	
17/467	<p style="text-align: center;"><u>THE OLD SCHOOL HOUSE</u></p> <p>The following proposals were considered and approved against the old school house funds.</p> <p>Councillors considered the proposal for a new parish council noticeboard outside The Old School House and agreed that the existing bus shelter notice board would continue to be utilised for the public.</p> <p>It was agreed that Chairman Carol Pratt would measure up both the notice board at the Church and the Silver Jubilee and quotations would be sought from Sheds etc.</p> <p>Full council agreed proposal for a printer, photo-copier, scanner for the office. Model will be reviewed by finance members.</p> <p>Councillors agreed proposal of logo sign outside The Old School, however it was noted that this was to be subject to it being secondary to both the printer and office blinds being purchased.</p> <p>Full Council agreed proposal for a secure security metal grid for the window to the rear to discourage stray cricket balls etc.</p> <p><u>Review Of Draft Hiring For Old School House</u></p> <p>It was agreed that councillors would e-mail the clerk any further comments on the draft hiring agreement.</p> <p>Councillors agreed that the building should be referred to in the document as "Takeley Old School ."</p> <p>Version of hiring agreement will be added to footnote.</p>	All note/ Clerk

	<p>It was noted that fire checks will be carried out after the building is completed and ongoing and will be part of the care-takers role.</p> <p><u>Councillors to consider requirements of Care-Taker Role</u></p> <p>Following discussion at the last meeting the full council unanimously voted in favour of employing a caretaker. Councillors will e-mail the clerk any draft amendments in respect of the draft job specification.</p> <p>Cllr Dom Roque will organize an appropriate meeting date for the employment committee and will advise.</p>	
17/468	<p style="text-align: center;"><u>HIGHWAYS AND TRANSPORT MATTERS</u></p> <p>Cllr Geoff Bagnall will attend a public meeting on behalf of Priors Green residents in respect of parking issues previously highlighted to the council via photos of Bennett Canfield. This meeting will occur on September 11th at Priors Green Community Hall at 7:45pm. The meeting was organized by Lt Canfield and leaflets have been distributed. Councillors conveyed they would support the cost of leaflets up to a maximum of 50% of cost, but at time of meeting had not seen copy of leaflet.</p> <p>A burst water pipe was noted at the opposite end of the Cheethams driveway. Affinity Water needs to be contacted.</p>	All note/ Clerk
17/469	<p style="text-align: center;"><u>SPORTSFIELD & RECREATION</u></p> <p>Cllr Dom Roque reported on the recreation ground highlighting, that the grass has been cut and the trees trimmed. The metal bench repairs have been completed and the council currently await an invoice. Two oil drums will be installed for bins before the next meeting at the recreation and further replacement bins will be put in place at the Sports field. The cradle swing and chains have also been temporarily removed .</p> <p>The original lock at the Sports field has been removed. The clerk has e-mailed Pat Curran – as access is required by UDC to remove the fence panels.</p> <p>Cllr Dom Roque reported he had met with Sue Hayden this morning and a grant would be applicable if the Sports Club applied for funds. This is something that the Parish Council would support.</p> <p>Cllr Roque discussed with councillors the idea of replacing the unused skate board facility with a pavilion or youth shelter which could be used at weekends by those watching matches. It was agreed that the youths should be involved in the project as it would be their shelter etc.</p>	All note/ Clerk

17/470	<p style="text-align: center;"><u>PLANNING</u></p> <p><i>Councillors approved and noted the recommendations/comments of the planning committee members held on the 2nd Weds of the month</i></p> <p>Members of the public may view applications online at Uttlesford at anytime and note any responses the parish council have made. Hard copy of minutes can also be requested from the Clerk.</p> <p>The Council also approved the updated comments on the Roverdene application which has been circulated as a separate item following resident concerns.</p> <p>Takeley Parish Council formally noted that the Bonningtons Application was thrown out by Uttlesford District Council</p> <p>Takeley Parish Council also noted that the case officer has refused permission for the 119 dwellings and the 66 bed Care Home down Parsonage Road.</p> <p>It was acknowledged that the outcome of the Gladman Appeal would be known in the next day or so.</p> <p>Councillors will meet to discuss who will present views on the National Express application on the Waltham Hall site in the CPZ.</p> <p>Members of public will note the next Planning meeting will be held on the second Weds of the following month at 10:30 am in the Station House.</p>	All note/ Clerk
17\471	<p style="text-align: center;"><u>OTHER REPORTS</u></p> <p>Councillors considered whether they would like to contribute to Volunteer Uttlesford. The matter was deferred as further guidance and detail on the monies available for donation would need to be assessed against limitations. The clerk will send out a summary to councillors of donations made in last financial year along with applicable grants policy.</p>	

There being no other matters to discuss the meeting concluded at 9.55 pm

The next meeting of Takeley Parish Council will be held on
Wednesday 4th September 2019 at 7.30pm at The Station House, Sycamore Close,
PUBLIC & PRESS ALWAYS WELCOME
 Clerk to Takeley Parish Council
Julia Peachey