

# TAKELEY PARISH COUNCIL MINUTES

## Ordinary Meeting of Takeley Parish Council

Wednesday, 4<sup>th</sup> December 2019 at the Silver Jubilee Hall at 7.30pm.

**Present:** Cllr Geoff Bagnall (District/Vice Chairman of Parish Council)  
Julia Peachey – Clerk  
Julia Potter – Assistant Clerk  
Cllr Pat Burnett  
Cllr Dom Roque  
Cllr Richard Cheetham  
Cllr Jackie Cheetham  
Cllr Susan Sprules  
Cllr Jim Backus  
Cllr Patricia Barber  
Cllr Trevor Allen  
District Councillor Vere Isham  
Martin Peachey  
Lucy Johnson  
Sarah Kirby  
Sonia Carr  
Martin Carr

**Apologies:** Cllr Carol Pratt (Chairman)  
Cllr John Green  
Cllr Linda Steer  
County Cllr Susan Barker  
District Councillor Maggie Sutton

|        |   |                            |
|--------|---|----------------------------|
| 17/506 | <p style="text-align: center;"><b><u>WELCOME &amp; APOLOGIES</u></b></p> <p>The Chairman welcomed members, and visitors and received apologies as above which were approved by the council.</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> | <b>All note/<br/>Clerk</b> |
| 17/507 | <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>  | <b>All note/<br/>Clerk</b> |

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|               | <p>Cllr Jackie Cheetham highlighted she is a member of Takeley and Little Canfield Parochial Church Committee ref: donation for grass cutting.</p>  |  |
| <b>17/508</b> | <p style="text-align: center;"><b><u>MINUTES OF MEETING</u></b></p> <p>The 6<sup>th</sup> November 2019 minutes previously circulated were formally approved by the council and signed as a true and accurate record by the Vice Chairman.</p>  |  |
| <b>17/509</b> | <p style="text-align: center;"><b><u>DISTRICT &amp; COUNTY COUNCILLORS REPORT</u></b></p> <p>District Councillor Vere Isham advised the approach to the roundabout at Stansted Airport has been highlighted as dangerous with drivers coming at high speed and not stopping to give way. District Councillor Derek Ike will raise with MAG. Cllr Jim Backus raised that in addition, the advertising boards on approach to the roundabout are too bright. This will be passed on to DC Derek Ike.</p>   |  |
| <b>17/510</b> | <p style="text-align: center;"><b><u>OPEN FORUM</u></b><br/>(Maximum 15 minutes)</p> <p>Members of Molehill Green notified in relation to Stansted Airport there is a large amount of rubbish on the road to the airport by Molehill Green.</p> <p>Members of Molehill Green updated Takeley Parish Council on the application for a Friendly Bench. Cllr Geoff Bagnall advised they need to provide Takeley Parish Council with their provisional offer letter.</p>  |  |
| <b>17/511</b> | <p style="text-align: center;"><b><u>ADMIN</u></b></p> <p>The Council noted the advertisement for the Caretaker has been issued in the Grapevine and via Social media. The closing date for applicants is December 10<sup>th</sup> 2019. Cllr Dom Roque advised he would email the Employment Committee with a date to discuss the applicants and arrange interviews.</p>   |  |
| <b>17/512</b> | <p style="text-align: center;"><b><u>CLERKS REPORT</u></b></p> <p><b><u>STREET LIGHTS NR THE LODGE</u></b></p> <p>ECC customer services have been in touch and relayed the following update. The Street Lighting Team have considered the request for a shield(s) near the LODGE and their calculations show that the lighting levels are below the standard set by ILP (Institution of Lighting Professionals) for light intrusion. ECC stated in e-mail "The provision of a shield will have a negative effect in lighting on the roads, without a positive impact to the resident. In view of this the request has been denied." By ECC. The clerk will provide a hard copy of the e-mail to Cllr Sue Sprules.</p> |  |

**DAMAGE TO FENCING AT BURGATTES WAY**

A car has driven through a fence and some bushes on Burgattes Road near to Garden Drive. Damage has been reported to UDC who confirmed they would be in touch with Countryside who are managing the land.

**CONTRACTOR WORK**

Matt Jarratt has been carrying work out on behalf of the council transporting filing cabinets, desks on Wed. etc. He will also be providing a quote for the dustbin lids at the recreation ground.

**STATION HOUSE**

Rent of £7,495.89 (£6,000 01/09/2018-31/08/2019) + (91 days for 1/9/2019-30/11/2019 = £1,495.89) has been paid. ( There is no vat applicable)

Agent carried out inspection during the month. Keys are to be handed back to agent 29/11/19. The council's post has temporarily been re-routed to the clerk's home address.

**CROSSING AT PRIORS GREEN**

A crossing at Priors Green has been requested by resident – there is not currently anything official in place. E-mail has been sent to Highways Officer with a request to visit the site last month.

County Councillor Sue Barker has stated she would be available for a site visit with Takeley Parish Council on 10/12/19 at 4:00pm. The public will note that such schemes have to receive approval from the Local Highways Panel following assessment and can take a substantial time to implement.

**PLANNING**

**PARSONAGE LANE APPEAL**

Occurring on 4<sup>th</sup> December at Novotel Stansted – Cllr Peter Hewett and resident Martin Peachey are attending on behalf of Takeley Parish Council.

**MEETING WITH CRICKET CLUB MEMBERS**

Councillors met with Cricket Club members Chairman Mike Philips and Neil Lemon to discuss the possibility of putting up cricket nets to protect members of the public and visitors to the old School. Request for donation is noted

**ORNATE SIGNAGE**

Virtue of the Road Traffic Regulation Act 1984 permits specific power to Parish councils to implement community signs in conjunction with Highways. Other organisations do not fall under this statute so are not legally permitted to put up their own community signs. In addition The grant of armorial bearings (coats of arms) to a local authority is a Royal Privilege and permission technically would need to be sought through a formal grant to

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|               | <p>the College of Arms. (The parish council may specifically need to do this for any coat of arms itself displays). The parish council currently has no external signage in place to the type suggested.</p> <p>Recent request has been received by Molehill Green Group to the parish council to put up an ornate Molehill Green sign outside the Molehill Green Hall. The suitable siting/location of which has been outlined by Highways. The estimated cost is £2,500 - £4,000.</p>   |  |
| <b>17/513</b> | <p style="text-align: center;"><b><u>FINANCE</u></b></p> <p>Councillors approved the list of cheque transactions as a true and accurate record which had been circulated prior to the meeting.</p> <p>The Council deferred approving the budget until the next finance meeting. This is to be arranged as soon as possible.</p> <p><b><u>Requests for donations</u></b></p> <p>Charity Request From Priors Wood Court. A donation of £200.00 was agreed, in line with last year.</p> <p><b><u>Requests for extra works/equipment/facilities</u></b></p> <p>The following matters were deferred to the next meeting:</p> <p>Tree work at The Pastures<br/>Molehill Green ornate signage<br/>Support for cricket club risk assessment</p> <p>It was agreed that tarmac and some work to existing railings would occur as part of health and safety and that this would be taken out of the Old School House account.</p> <p>Planters – it was noted that the planters outside Station House need to relocate to The Old School. Cllr Sue Sprules requested the planter positioned in Parsonage Road should also be relocated to The Old School. Cllr Peter Hewett advised he has a contact who can make some planters. It was agreed Cllr Sue Sprules would liaise with Cllr Jackie Cheetham and Peter Hewett to arrange the next steps. None of this can occur until the tarmac is set.</p> <p>Old School Hire Rates – Cllr Pat Burnett highlighted it would be prudent to share our agreed rates with the Silver Jubilee Hall Committee. Assistant Clerk Julia Potter will send an email.</p> |  |
| <b>7/514</b>  | <p style="text-align: center;"><b><u>OLD SCHOOL HOUSE ACCOUNT</u></b></p> <p>Councillors will note any update known at the time of the meeting.</p>   |  |

|                              | <p><b>PROPOSAL FOR ROOM HIRE</b></p> <table border="1" data-bbox="379 253 1299 443"> <thead> <tr> <th colspan="2" data-bbox="379 253 847 286"><b>HALL (LARGE)</b></th> <th colspan="2" data-bbox="847 253 1299 286"><b>HALL ATTACHED TO KITCHEN</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="379 286 847 365"><b>WEEKDAYS<br/>PER HOUR</b></td> <td data-bbox="847 286 927 365"><b>£15</b></td> <td data-bbox="847 286 1091 365"><b>WEEK DAYS<br/>PER HOUR</b></td> <td data-bbox="1091 286 1299 365"><b>£15</b></td> </tr> <tr> <td data-bbox="379 365 847 443"><b>WEEKENDS<br/>PER HOUR</b></td> <td data-bbox="847 365 927 443"><b>£18</b></td> <td data-bbox="847 365 1091 443"><b>WEEKENDS<br/>PER HOUR</b></td> <td data-bbox="1091 365 1299 443"><b>£18</b></td> </tr> </tbody> </table> <p>The above uniform rates have been suggested by council members for the hire of the hall. The slightly higher rate for weekend reflects cover toward Sunday working costs. The rates are also reflective of other halls in the area.</p> <p><b><u>Update from John Monk</u></b></p> <p>Project Manager John Monk provided detailed professional advice on accessibility to the Old School which was forwarded to finance members. The gate at the rear of the Old School will remain in place.</p> | <b>HALL (LARGE)</b>             |            | <b>HALL ATTACHED TO KITCHEN</b> |  | <b>WEEKDAYS<br/>PER HOUR</b> | <b>£15</b> | <b>WEEK DAYS<br/>PER HOUR</b> | <b>£15</b> | <b>WEEKENDS<br/>PER HOUR</b> | <b>£18</b> | <b>WEEKENDS<br/>PER HOUR</b> | <b>£18</b> |  |
|------------------------------|---|---------------------------------|------------|---------------------------------|--|------------------------------|------------|-------------------------------|------------|------------------------------|------------|------------------------------|------------|--|
| <b>HALL (LARGE)</b>          |   | <b>HALL ATTACHED TO KITCHEN</b> |            |                                 |  |                              |            |                               |            |                              |            |                              |            |  |
| <b>WEEKDAYS<br/>PER HOUR</b> | <b>£15</b>  | <b>WEEK DAYS<br/>PER HOUR</b>   | <b>£15</b> |                                 |  |                              |            |                               |            |                              |            |                              |            |  |
| <b>WEEKENDS<br/>PER HOUR</b> | <b>£18</b>  | <b>WEEKENDS<br/>PER HOUR</b>    | <b>£18</b> |                                 |  |                              |            |                               |            |                              |            |                              |            |  |
| 17/515                       | <p style="text-align: center;"><b><u>HIGHWAYS AND TRANSPORT ISSUES</u></b></p> <p>It was noted that Rissa Long had been contacted regarding the two issues notified to the Local Highways Panel (30 mph signage over the bridge and the safety of the roundabout at Roding Drive). Takeley Parish Council has not heard back on either matter. Assistant Clerk Julia Potter will chase up again.</p> <p>There is an issue with the storm drain on the corner of the Four Ashes.</p> <p>Cllr Sue Sprules highlighted she had a conversation with an employee of T.B.S.Hygiene regarding the bin collection date. They advised the day has changed from Friday to Tuesday. We will monitor this situation and also speak to Cllr Dom Roque. (Cllr Dom Roque left the meeting).</p> <p>Cllr Tricia Barber highlighted the footpath over Parsonage Road (bridge over A120) has rotten steps, no rail and the signage has fallen down. Assistant Clerk Julia Potter will contact Robin Wallbank who is in charge of footpaths at Essex County Council.</p>   |                                 |            |                                 |  |                              |            |                               |            |                              |            |                              |            |  |
| 17/516                       | <p style="text-align: center;"><b><u>SPORTSFIELD AND RECREATION GROUND</u></b></p> <p>Cllr Dom Roque will discuss bin lids with Matt Jarratt.</p>   |                                 |            |                                 |  |                              |            |                               |            |                              |            |                              |            |  |
| 17/517                       | <p style="text-align: center;"><b><u>PLANNING</u></b></p> <p style="text-align: center;"><b>TPC to consider planning matters.</b></p> <p style="text-align: center;"><i>(Councillors approved and noted the 13<sup>th</sup> November 2019 minute planning notes held at 11:00 am in the Station House, Sycamore Close)</i></p>  |                                 |            |                                 |  |                              |            |                               |            |                              |            |                              |            |  |

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|  | <p>Members of the public may view applications online at Uttlesford at any time and note any responses the parish council have made. Hard copy of minutes can also be requested from the Clerk.</p> <p>The following appeals were noted.</p> <p><b>Appeal Dismissed - APP/C1570/D/19/3239688 - UTT/19/1470/HHF - 29 Farmer Close</b></p> <p><b>Appeal Dismissed – APP/C1570/W/19/3235402- UTT/19/0051/FUL – Land To The South of Smiths Green.</b></p> <p>Cllr Tricia Barber asked if it was possible to find out whether Smiths Green can be considered as an area of conservation. Assistant Clerk Julia Potter will contact the planning department at Uttlesford to find out what we need to do.</p> |  |
| <p><b>17/518</b></p> <p><b>Other reports including:</b></p> <p>Footpaths &amp; Trees</p> | <p style="text-align: center;"><b><u>FOOTPATHS AND TREES</u></b></p> <p>There was nothing to report.</p>   |  |

The next meeting of Takeley Parish Council will be held on  
**Wednesday 15<sup>th</sup> January 2019 at 7.30pm at the Old School House**  
**PUBLIC & PRESS ALWAYS WELCOME**

Clerk to Takeley Parish Council

*Julia Peachey*