

TAKELEY PARISH COUNCIL

MINUTES

Ordinary Meeting of Takeley Parish Council

held on Wednesday, 7th December 2016 at 7.30pm at Takeley Station House.

Present:

Cllr Carol Pratt	Cllr Geoff Bagnall
Cllr Pat Burnett	Cllr Richard Cheetham
Cllr Sue Sprules	Cllr Tina Domigan
Cllr Trevor Allen	Cllr Jackie Cheetham
Cllr Linda Steer	Cllr Tricia Barber
Cllr John Green	Clerk Jane Heskey
	Asst Clerk Jane Bridgeman

Apologies: District Cllr Howard Ryles, Martin Peachey - Community Speed Watch (CSW)

Visitors: Jean Johnson, Allison Evan, Marilyn Sayers (Neighbourhood Plan volunteer group) Jim Backus (residents of Takeley)

16/250	<p style="text-align: center;">Welcome and apologies</p> <p>Chairman Cllr Carol Pratt opened the meeting, welcomed members, and visitors and received apologies as above. <i>All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about a person attending the meeting.</i></p>	All note
16/251	<p style="text-align: center;">Declarations of Interest</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 needs amended.</p>	All note
16/252	<p style="text-align: center;">Minutes <i>(previously circulated)</i></p> <p>The minutes of the Council meeting held on 2nd November 2016, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.</p>	All note
16/253	<p style="text-align: center;">Matters arising from the minutes</p> <p>Re 16/237 Cllr Richard Cheetham asked if TPC also have a deposit account with the new Unity Trust Bank. A new deposit account has been opened. Further details on the bank account will be given in item 9 Finance Committee report & recommendations.</p>	All note
16/254	<p style="text-align: center;">Open Forum</p> <p>Jean Johnson spoke on behalf of the Neighbourhood Plan volunteer group. The group would like an agreement in principle from TPC that they will write to UDC and apply for a £10k grant & also agree to the plan area. This will include parts of Priors Green, but not all as some is in the village of Lt Canfield. The group have attended a workshop in Felsted run by RCCE and spoken with key groups. TPC agreed that this item will be added to the January meeting and suggested that Lt Canfield should be included within the plan area to encompass Priors Green. The group will contact LCPC & draft and present a plan application grant application to TPC in January.</p> <p>Jim Backus a resident from Takeley who has volunteered for the Community Speed Watch group updated the council on his current status. Volunteers cannot participate in the group until they have received full training. Jim is waiting for training from Essex Police which will take place in March. CSW are currently advertising for a new coordinator to take over from Martin Peachey who wishes to step down from this position.</p>	All note/ Clerk

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ADMINISTRATION & FINANCE

16/255	November 2016 Financial Report <i>(previously circulated)</i> Financial transactions for November 2016 were tabled & agreed. TPC noted a complete bank reconciliation.	All note																																										
16/256	Station House Rent TPC resolved to pay the quarterly rent payment of £1500 for the period 25/12/16 - 24/3/17	All note/ Clerk																																										
16/257	<p style="text-align: center;">Finance Committee Report & Recommendations 9/11/16 <i>(previously circulated)</i></p> <p>TPC approved the report and recommendations of the Finance Committee as follows:</p> <ul style="list-style-type: none"> • UDC Local Plan - Interim Report: TPC agreed that it should aim to influence the allocation of housing before the draft UDC Local Plan is published for consultation as once the LP is published it is unlikely to be changed prior to examination. In addition, such a report would be equally valuable to respond to any planning application that might be submitted in advance of the LP publication. The quote for the report is £2850 + vat (incl £850 for highways report). The Finance Committee agreed that this quote was reasonable. There may be some financial contribution from HBO PC & Gt Canfield PC. • A recent revaluation of the Station House has moved the rateable value into the next band. TPC have received a bill for £874 for 2016/17. An appeal has been submitted. The bill is on hold until the outcome of the appeal is known. • School House purchase: £35040.06 deposit has been transferred to the solicitors in preparation for exchange of contracts. • A FLEA (Fire, Lightening, Earthquake and Aircraft) insurance policy will be activated through AYS insurance (preferred quote) once contracts have been exchanged. Premium = £1484 • Newsletter review will take place 2017. • The next Finance committee meeting will be 14th December 2016 to discuss 2017/18 precept. TPC noted the draft budget proposals for 2017/18 which will be finalised in January. • Reserves (as of Sept): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">£</th> <th></th> </tr> </thead> <tbody> <tr> <td>School House Fund</td> <td style="text-align: right;">29125</td> <td>Plus £18k S106.</td> </tr> <tr> <td>S. Jubilee Hall - Phase 2 develop</td> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td>Community Projects Reserve</td> <td style="text-align: right;">15000</td> <td></td> </tr> <tr> <td>Community Projects</td> <td style="text-align: right;">44125</td> <td></td> </tr> <tr> <td>Station House</td> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td>Sports Field & Rec. Grd Equipment</td> <td style="text-align: right;">5645</td> <td></td> </tr> <tr> <td>Legal/Professional Advice</td> <td style="text-align: right;">11082</td> <td></td> </tr> <tr> <td>ICT</td> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td>Clerks Pension Fund</td> <td style="text-align: right;">6220</td> <td></td> </tr> <tr> <td>Youth Club Fund</td> <td style="text-align: right;">5900</td> <td></td> </tr> <tr> <td>Morrells Green S106</td> <td style="text-align: right;">21791</td> <td></td> </tr> <tr> <td>Total Reserves</td> <td style="text-align: right;">94763</td> <td></td> </tr> <tr> <td>PGCH S106</td> <td style="text-align: right;">128607</td> <td></td> </tr> </tbody> </table>		£		School House Fund	29125	Plus £18k S106.	S. Jubilee Hall - Phase 2 develop	0		Community Projects Reserve	15000		Community Projects	44125		Station House	0		Sports Field & Rec. Grd Equipment	5645		Legal/Professional Advice	11082		ICT	0		Clerks Pension Fund	6220		Youth Club Fund	5900		Morrells Green S106	21791		Total Reserves	94763		PGCH S106	128607		All note/ Clerk
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	Free/ unallocated cash Reserves	6777			
	<ul style="list-style-type: none"> Finance Committee recommends the 'School House Reserve' is transferred to a line item for 2017/18 Finance Committee recommends purchase of projector & screen is put on hold pending future venue 3 Year Budget Planner -review March 2017 VAT Course (6th Oct. 2016):The Clerk attended this course and returned with some valuable information and advice in relation to the treatment of the School House refurbishment, VAT registration, VAT on PC functions. There are a number of recommendations that require further discussion. The Finance Committee will agree a list of questions which Derek Kemp has agreed to answer via email/phone. The priority will be School House expenditure. 				
16/258	<p style="text-align: center;">Clerk/Asst Clerk Contract of Employment <i>(previously circulated)</i></p> <p>Clerk & Asst Clerk need updating re the new pension scheme. TPC did not enter into the Government scheme therefore the NALC Model Contract of Employment is not appropriate for this item. The Clerk drafted a replacement paragraph which has been approved by Joy Darby of EALC. TPC approved the draft and agreed to adopt and amend the Clerk's and Asst Clerk contracts as follows:</p> <p>Point 20.1 'From 2015, when the Pensions Act 2008 and other legislation came into effect, local councils have a duty to automatically enrol their eligible workers in a suitable pension scheme.</p> <p>The Council is a member of the Govt Pension Scheme 'NEST' which operates a contributory pension scheme to which you will be enrolled /are entitled to join. Details of the scheme will be provided to you (along with an invitation to join). You are required to confirm in writing that either (i) you have no pension arrangements and agree to be enrolled/wish to join the scheme (providing you meet the qualifying criteria) or (ii) you have existing pension arrangements and therefore do not wish to join the scheme.'</p>			All note/ Clerk	
16/259	<p style="text-align: center;">Financial Regulations Update Section 11: Contracts <i>(previously circulated)</i></p> <p>Following a recommendation by the Finance Committee (9/11/2016) TPC resolved to adopt the latest NALC Model Financial Regulations which is updated with Public Contract Regulations 2015.</p>			All note.	
16/260	<p style="text-align: center;">Purchase of Old School House, Brewers End</p> <ul style="list-style-type: none"> Contracts have been received (ECC & Diocese) TPC agreed not to wait for the easement from the Diocese as this would prolong the process. The drain system will be reconfigured as part of the refurbishment to avoid any shared drainage. No details were passed to TPC with regards to utilities. TPC contacted Mitre for confirmation of location, access & meter numbers. ECC offered £2850 towards the cost of repairing the windows (smashed thr vandalism July 2016). ECC denied receipt of the Assisted Purchase Scheme application sent in June 2016. However a copy was forwarded to them which includes details of the address provided by themselves for posted applications. Total Assisted Purchase Grant will be £47,150 Purchase will be split Diocese - £138 575, ECC -£208575 = £347150 less APG £47151 = £300k plus legal costs TPC agreed to sanction the Clerk to spend funds on emergency repairs to 			All note/ Clerk	

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make the building weather proof and to pay for a structural survey on completion.

- Next meeting for the committee will be after 11th January 2017.

TPC would like to thank the Clerk whose work on this project has been beyond the call of duty.

PLANNING & CONSULTATIONS

16/261	<p>Planning Committee 30th November 2016 Report & Recommendations <i>(previously circulated)</i></p> <p>TPC approved the following:</p> <p>UTT/16/2996/HHF Ridge House, Dunmow Road Brief Description: Proposed 2 storey side extension. Recommendation: No objection</p> <p>UTT/16/3073/AV_1 Priors Green Local Centre Brief Description: Proposed erection of 1 x goalpost sign, 6 x window graphics, 1 x ATM sign & 1 ATM clip frame. Recommendation: No comment</p> <p>UTT/16/2853/FUL Joyners, Takeley Street Brief Description: Change of use of the existing bungalow from 'use for dependents' to separate residential dwelling. Removal of solid fence & replacement with post & rail fence & hedgerow. Recommendation: Objection</p> <p>Joyners is a Grade 2 listed building. This annex/structure is within the curtilage of a listed building & therefore the relevant policies should be applied to ensure the changes (which have already been completed- reported to UDC in Feb. 2016) are appropriate.</p> <p>Please verify that the structure was previously consented for use for dependents. The structure is within the CPZ. Policy states that there should be no development within the CPZ unless there is a defined need.</p> <p>The application form states that this is a one bedroom structure with a garage, and will remain so. However, the plans show a 2 bedroom dwelling. Local knowledge suggests that the garage has already been converted to a bedroom. Why is this not part of the planning application?</p> <p>This application should be withdrawn/revised. There is insufficient/conflicting information. TPC supports the concerns of the neighbour at Yew Tree House regarding the impact on parking and turning space. The conversion of the garage has only exacerbated this.</p> <p>UTT/16/3234/HHF Sunny View, School Lane, Takeley Brief Description: Proposed erection of detached single garage. Recommendation: No Objection.</p> <p>TPC requests a condition preventing this building being used for residential purposes.</p> <p>Mr. Euan Kennedy (LoM) has requested the help of TPC in dealing with a resident who has encroached on manorial land at Jacks Lane/Smiths Green. Cllr Geoff Bagnall with liaison with Euan Kennedy. TPC has suggested Mr Kennedy register the land as part of the manorial land.</p> <p>It is proposed that TPC would look into this issue providing LoM enter into an agreement that would gift all manorial land (as per the late Mrs Kennedy's wishes), including the strip of land that is in dispute, for the benefit of the parish.</p>	All note/ Clerk
16/262	<p>UDC Local Plan : Implications for Takeley & interim report <i>(previously circulated)</i></p> <p>TPC agreed amendments to the draft Interim Report which has also been sent</p>	All note/ Clerk

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	<p>to Hatfield Broad Oak PC & Gt Canfield PC. Once the amendments are actioned a full report will be circulated to all members. TPC agreed a 3 day deadline to make further comment. Copies of the report and covering letter stating the level of support from HBO & Gt Canfield PCs will be sent to:</p> <ul style="list-style-type: none"> • Dawn French - Chief Exec UDC • All District Councillors • Planning Policy Working Group members • DCllr Howard Rolfe - UDC Leader • Susan Barfoot - Hatfield Forest • Dunmow Council, Lt Canfield PC, Lt Easton PC & Gt Easton PC. <p>TPC resolved to pay the consultancy fee of £2850 + VAT.</p>	
16/263	<p>Neighbourhood Plan Process</p> <p>TPC received an update from the group in the Open Forum. TPC is very grateful for the enthusiasm of the volunteers that have come forward. However, TPC will not consider supporting/applying to UDC unless Priors Green is included in its entirety. The group will also need to consider:</p> <ul style="list-style-type: none"> • Recruiting more volunteers (at least 12). • Working with/representation from Lt Canfield PC. • A robust project plan. • Sources of advice e.g. Richard Haines (Thaxted) • What rules/conditions are attached to the grant application? • Funding? The plan for Dunmow cost £43k and paid for 1 employee. <p>This item will be added to the January agenda.</p>	All note/ Jan mtg
REPORTS		
16/264	<p>Clerks Report <i>(previously circulated)</i></p> <p>TPC noted the report including:</p> <ul style="list-style-type: none"> • UDC Community Projects Grant Scheme is open to new applications until 5th January 2017. • Electoral Working Group minutes from October still not available. TPC has written confirmation from Peter Snow that there will be no boundary change between Takeley & Lt Canfield. However it is proposed an FOI request will be sent to UDC for further details. • TPC Solicitors are currently gathering information regarding the PGCH lease. Aiming for completion in January. • Awaiting information from SJH with regards to the loan agreement. Possible sign off January. • Adverts for 2 x TPC Councillor vacancies were in the Grapevine and the Newsletter. Deadline 3rd January. • Cllr Tricia Barber attended the Community Achievement Award ceremony with Takeley's nomination & winner Mrs Barbara Aviet. • The new bridge at Pincey Brook is now in situ and looking very good. • Some parts of Priors Green are still unable to receive Super Fast Broadband. District Cllr Howard Ryles is working with TPC to rectify this. • No response to the request to re-position the bus stop in Parsonage Rd. TPC have also requested that the hedge behind the shelter be trimmed back. • There will be a separate Open Forum on all future agendas for the 3 District Cllrs. If they are unable to attend a report can be submitted and will be read out and minuted. • After a recent meeting with the MAG group tenants have been promised 	All note/ Clerk

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	that no more letters will be sent out. Tenants have also been given the opportunity to meet with UDC Housing Dept officers at Molehill Green village hall for help and advice. Uttlesford CAB has also offered support for residents.	
16/265	<p style="text-align: center;">Highways & Transport Issues</p> <ul style="list-style-type: none"> • Community Speed Watch Will have a pause in activity until the New Year. New volunteer awaiting training. • B183 speed restrictions TPC support HBO PC in their application to ECC Highways to request a speed limit change along B183 between Takeley to Hatfield Broad Oak. • No updates on the planting at the new village gates in The Street. 	All note/ Clerk
16/266	<p style="text-align: center;">Sports Field & Recreation Ground</p> <p>TPC noted the report by Clr John Green. New oak trees have been planted in the Sports Field.</p>	All note
16/267	<p style="text-align: center;">Village Services</p> <ul style="list-style-type: none"> • Tidy Takeley: The Clerk will put together a schedule for litter picks/clean ups around the village in 2017. These will take place from April-Nov with at least 2 Cllrs attending each event. These will be advertised to enable local residents to participate. • Morrells Green: TPC received a letter of complaint from a resident regarding the condition of the green at the Pastures. Part of a gate post has been removed by persons unknown, this will be repaired/replaced. • Jacks Lane: A residents has complained about the mess in the lane. This is due to works being carried out by ECC PROW/Highways who are carrying out extensive work to make the byway accessible to pedestrians. 	All note/ Clerk
16/268	<p style="text-align: center;">Other Reports</p> <p>TPC noted the following:</p> <ul style="list-style-type: none"> • UDC LGA Peer Group Review 8/11/16: Cllr Geoff Bagnall attended. Majority felt communication from UDC was poor. • SSE Parish Liaison mtg 22/11/16- National Airport Consultation will be taking place for the next year and then will be put to Parliament. • Shaping the future of Hatfield Forest mtg 23/11/2016: Cllrs Carol Pratt & Jackie Cheetham attended. Working with local groups to improve the forest and to protect it in the future. Also received prior notice from the National Trust of a planning application for a new footpath. 	All note
16/269	<p style="text-align: center;">Non Agenda List <i>(previously circulated)</i></p> <p>TPC noted the report</p>	All note

The meeting finished at 10.40pm

THE NEXT MEETING: of Takeley Parish Council will be held on Wednesday, 11th January 2017 at Takeley Station House at 7.30pm.