

TAKELEY PARISH COUNCIL

MINUTES

Meeting of Takeley Parish Council

held on Wednesday, 6th January 2016, at 7.30pm at Takeley Station House.

Present:

Cllr Carol Pratt	Cllr Tricia Barber (<i>arrived 7.36pm</i>)
Cllr Pat Burnett	Cllr Richard Cheetham
Cllr Jackie Cheetham	Cllr Tina Domigan
Cllr David Daykin	Cllr Linda Steer
Cllr Sue Sprules	Cllr Natalie Sullivan-Smith
Cllr Trevor Allen	Cllr Geoff Bagnall
	Clerk Jane Heskey
	Asst Clerk Jane Bridgeman

Apologies: Cllr John Green

Visitors: Mr. Martin Peachey - Community Speed Watch, District Cllr Howard Ryles

16/001	Welcome and apologies Chairman Cllr Carol Pratt opened the meeting, welcomed members and visitors and received apologies as above.	All note
16/002	Declarations of Interest 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.	All note
16/003	Minutes <i>(previously circulated)</i> The minutes of the Council meeting 2 nd December 2015, have been circulated previously. Cllr Geoff Bagnall and Cllr Linda Steer proposed an amendment to 15/270 which approved as follows:- <i>'TPC approved the draft response & agreed this should include point 1.10 of the 2014 UDC Local Plan Inspector's report re his findings which says 'there does appear to be some concern that prescribed annual targets have yet to be properly evidenced and consulted on'. TPC should ask if these will be addressed in the new plan'.</i> The minutes were approved as a true record and signed by the Chairman, Cllr Carol Pratt.	All note
16/004	Matters arising from the minutes Cllr Geoff Bagnall requested confirmation that planning application UTT/15/3264/FUL Land West of The White House had been called-in. The Clerk confirmed that application has been called-in but is yet to be scheduled. Cllr Trevor Allen reported that the bus route 301 which was cancelled in 2015 is still being shown on timetables at bus stops in the village. TPC to notify the ECC Bus Passenger Team.	All note/ Clerk
16/005	Open Forum TPC thanked District Cllr Howard Ryles for representing TPC's views at the UDC Planning Committee meeting that considered the Weston Homes car park application UTT/15/2764/FUL . The application was approved by the Committee. <i>(Cllr Tricia Barber arrived)</i> Community Speed Watch - Mr. Martin Peachey reported: <ul style="list-style-type: none"> • Good and bad comments coming through regarding Takeley Street traffic calming scheme. • The residents would like to see more speed signs/working cameras. 	All note/ Clerk

TAKELEY PARISH COUNCIL

- After a bedding in period of 6-12 months Essex Highways will be conducting their own review. In the meantime a series of safety audits will be undertaken
- Faulty flashing speed sign to be reported to ECC Highways.
- Takeley has seen a large increase of taxis using Parsonage Road and surrounding residential streets as waiting areas for customers coming in to Stansted Airport. As a knock on effect the amount of rubbish in these areas is also building up. District Cllr Howard Ryles will follow this up with the Enforcement Dept at UDC.

ADMINISTRATION & FINANCE

16/006	<p style="text-align: center;">December 2015 Finance Report <i>(previously circulated)</i></p> <p>Financial transactions for December 2015 were tabled & agreed. TPC noted a complete bank reconciliation.</p>	All note																														
16/007	<p style="text-align: center;">Parish Elections Expenses 2015 <i>(previously circulated)</i></p> <p>Invoice from UDC for administration charges for the 2015 Parish Council Elections. TPC authorised payment of £103.37.</p>	All note/ Clerk																														
16/008	<p style="text-align: center;">Finance Committee Report & Recommendations 23/12/15 2016/17 Budgets & Precept <i>(previously circulated)</i></p> <p>TPC approved a schedule of budgets for 2016/17 - full details are attached to these minutes:</p> <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Precept Request</td> <td style="text-align: right; padding: 2px;">86916</td> </tr> <tr> <td style="padding: 2px;">UDC Grant</td> <td style="text-align: right; padding: 2px;">7038</td> </tr> <tr> <td style="padding: 2px;">Total Budget</td> <td style="text-align: right; padding: 2px;">93954</td> </tr> <tr> <td style="padding: 2px;">Other Income</td> <td style="text-align: right; padding: 2px;">4950</td> </tr> <tr> <td style="padding: 2px;">GRAND TOTAL INCOME</td> <td style="text-align: right; padding: 2px;">** 98904</td> </tr> <tr> <td style="padding: 2px;">GRAND TOTAL EXPENDITURE</td> <td style="text-align: right; padding: 2px;">102305</td> </tr> </table> <p style="margin-left: 20px;">** NB: TPC has carried over £7546 from 2015/16</p> <p>TPC approved 2016/17 Precept Request of £86916 <i>(incl adj for 2015/16 - £7546)</i></p>	Precept Request	86916	UDC Grant	7038	Total Budget	93954	Other Income	4950	GRAND TOTAL INCOME	** 98904	GRAND TOTAL EXPENDITURE	102305	All note/ Clerk																		
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16/009	<p style="text-align: center;">APP/1570/W/15/3006725 re UTT/14/2306/OP Gt Canfield/Gladman Appeal <i>(previously circulated)</i></p> <p>Gladman withdrew their appeal on 18th December 2015. TPC approved payment of consultancy costs to date for Geoff Gardner (planning) and Bruce Bamber (highways) which have been reduced by 20% as a result of the cancellation of the inquiry as follows:</p> <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;">Geoff Gardner £</th> <th style="width: 15%; text-align: center;">Bruce Bamber £</th> <th style="width: 15%; text-align: center;">TOTAL £</th> <th style="width: 40%;"></th> </tr> </thead> <tbody> <tr> <td>Fees</td> <td style="text-align: right;">6440.00</td> <td style="text-align: right;">2660.00</td> <td style="text-align: right;">9100.00</td> <td>80% of agreed original fee</td> </tr> <tr> <td>Expenses</td> <td></td> <td style="text-align: right;">173.36</td> <td style="text-align: right;">173.36</td> <td></td> </tr> <tr> <td>Sub Total</td> <td style="text-align: right;">6440.00</td> <td style="text-align: right;">2833.36</td> <td style="text-align: right;">9273.36</td> <td></td> </tr> <tr> <td>Vat</td> <td style="text-align: right;">1288.00</td> <td></td> <td style="text-align: right;">1288.00</td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">7728.00</td> <td style="text-align: right;">2833.36</td> <td style="text-align: right;">10561.36</td> <td></td> </tr> </tbody> </table> <p>TPC is keen to recover up to 100% of the aborted costs & agreed the following action.</p> <ul style="list-style-type: none"> • Geoff Gardner to write directly to Gladman requesting payment for costs 		Geoff Gardner £	Bruce Bamber £	TOTAL £		Fees	6440.00	2660.00	9100.00	80% of agreed original fee	Expenses		173.36	173.36		Sub Total	6440.00	2833.36	9273.36		Vat	1288.00		1288.00		Total	7728.00	2833.36	10561.36		All note/ Clerk
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TAKELEY PARISH COUNCIL

	<p>incurred by Gt Canfield & Takeley Parish Council. The letter will stipulate a deadline for their response.</p> <ul style="list-style-type: none"> • If a negative response is received TPC will make a formal application to the Planning Inspectorate to apply for full costs. This will need to be completed by 15th January 2016. • TPC agreed a minimum amount that the Clerk/Geoff Gardner may accept on behalf of the Council. 	
16/010	<p style="text-align: center;">Silver Jubilee Hall Development Phase 2</p> <p>TPC received an update/advice from TPC's solicitors & EALC.</p> <p>Local Govt Act (LGA) 1976 - Miscellaneous Provisions Section 19 para 3 (a) states: 'A Local Authority may contribute by way of grant or loan towards the expenses incurred or to be incurred by any voluntary organisation in providing any recreational facilities which the authority has the power to provide by virtue of subsection (1). Such loans are often made interest free'. Subsection (1) includes ' premises for the use of clubs or societies having athletic, social or recreational objects'</p> <p>This will enable the arrangement between the Parish Council & Takeley Silver Jubilee Hall to be categorised as an interest free loan, with fixed repayments over a predetermined period. Should either the agreed repayment schedule not be met or Takeley Silver Jubilee Hall trust/operation ceases the deeds would transfer to the Parish Council (amendment to Title Deeds).</p> <p>TPC agreed that the solicitor should be instructed to draft an agreement. Both parties use the same firm of solicitors however there is no conflict of interest. The Clerk will consult with EALC to verify.</p> <p>In addition, TPC agreed will apply for a Public Works Loan Board loan for £150k to support the funding of the development.</p>	All note/ Clerk
16/011	<p style="text-align: center;">Station House Lease</p> <p>The Clerk received confirmation that the statutory inspection fees of £611 is an annual not monthly charge. However TPC feel that these costs should be incurred by ECC (landlord) and not by TPC (as the tenant). Repairs to the building are not being carried out even though they have been flagged up as a result of weekly inspections. TPC agreed to pay:</p> <ul style="list-style-type: none"> • The rent agreed for the whole period of occupancy. • Historic charges, electric, gas itemised by ECC etc. • TPC will not sign the lease until all repairs have been carried out at ECC own costs. 	All note/ Clerk
16/012	<p style="text-align: center;">Purchase of Old School House</p> <p>TPC has not received an update from Essex County Council/Diocese. The Clerk will contact Essex County Council to remind them of their July 2016 deadline for completion.</p>	All note/ Clerk
16/013	<p style="text-align: center;">New Sector Led (External) Audit Regime from 1st April 2017 <i>(previously circulated)</i></p> <p>From 1st April 2017 there will be a new sector led system to procure & commission (external) audit examination. TPC must confirm if they wish to opt out of the new arrangement.</p> <p>NALC has announced that they have set up a new company to procure audit services for town and parish councils. They have promised to keep the fees for the audit service the same as 2013/14 for the first 5 years. If TPC opt out they will have to source their own approved auditor. The deadline to opt out has</p>	All note

TAKELEY PARISH COUNCIL

	<p>been extended until 31st March 2015.</p> <p>TPC agreed not to opt out of the new arrangement as is would be more expensive and time consuming to source (external) audit services (that meet the requirements) than to participate in the above scheme.</p>	
16/014	<p style="text-align: center;">Village Defibrillators <i>(previously circulated)</i></p> <p>TPC approved a proposal to advertise for a team of volunteers who would assist with planning and fundraising for public access defibs in the village.</p>	All note/ Clerk
16/015	<p style="text-align: center;">Uttlesford Foodbank Outreach Operation</p> <p>The 3 month trial period has now finished and there have been no referrals from the Uttlesford Food Bank. TPC agreed to consult with Alan Hawkes the coordinator regarding an extension for another a further 3 months. All agreed</p>	All note/ Clerk
16/016	<p style="text-align: center;">Planning Committee Report & Recommendations - 23rd December 2015 <i>(previously circulated)</i></p> <p>The Following report & recommendations was approved:</p> <p>UTT/15/3527/FUL Unit 5 Stansted Courtyard, Parsonage Road Brief Description: Proposed infill of office car port area to create additional office space & creation of new parking spaces. Recommendation: Objection TPC support the proposal providing:</p> <ul style="list-style-type: none"> • The access road is maintained as a 'clearway' which prevents any parking. • An alternative material to tarmac is used. TPC advocates a type semi-permeable surface that is in keeping with the rural aspect. <p>UTT/15/3581/FUL Oak Lodge, Jacks Lane Brief Description: Proposed change of use from B & B to residential & erection of car port with storage area above. Recommendation: Objection</p> <ul style="list-style-type: none"> • TPC support the proposed change of use from B & B to residential for the dwelling. • In relation to the car port we advocate a condition preventing future residential use. • TPC requests removal of permitted development rights as the site has already undergone significant development. <p>UTT/15/3525/FUL Morgan House, Dunmow Road Brief Description: Removal of cond.14 (No construction is to take place until highway rights have been removed from the area of land shown cross hatched on ECC drawing 83/1/125) of planning permission UTT/1736/09/FUL Recommendation: No Objection.</p>	All note
	<p style="text-align: center;">Neighbourhood Development Plan Process</p> <p>Following the workshop 18/11/15 & report to Dec. 2015 mtg, TPC received an update following an advert in TPC December Newsletter. The Clerk has yet to receive any comments or feedback. Clr Natalie Sullivan Smith reported that there were residents who may be interested in getting involved. TPC agreed to delay making a decision on whether or not to proceed with a plan until further notices have been advertised. This raised questions on whether or not TPC should set up their own Facebook page. This will be added to a future agenda for further discussion.</p>	All note/ Clerk/ March agenda

TAKELEY PARISH COUNCIL

REPORTS

16/017	<p>Clerks Report (previously circulated)</p> <p>TPC noted the report including: Green Man Café: CAMRA (Campaign for Real Ale) has applied to UDC for the Green Man Café to be registered as an 'Asset of Community Value.' This will ensure that CAMRA or a community group would be given an opportunity to purchase the property if it were to be sold. A public meeting is being held at SJH on Monday 11th Jan 8pm by CAMRA to talk about the process. TPC will write a letter of support to CAMRA.</p>	All note/ Clerk
16/018	<p>Morrells Green - Play Equipment</p> <p>After a recent request for more play equipment for the play area in Morrells Green TPC requested resident's feedback in the December Newsletter. Details of this were also placed on a social media site. The requests that have been received are mainly for Multiplay equipment and a slide. TPC agreed to get quotes for these items which will be considered at the February meeting.</p>	All note/ Clerk/ Feb mtg.
16/019	<p>Highways & Transport Issues</p> <p>Traffic Calming: Feedback has been given to Essex Highways however TPC will hold off from issuing a formal residents survey until the formal review. The newly installed bollards will be cleaned on a regular basis by Highways Rangers so that they can be seen clearly. South Road: Grass verges have been churned up and are now muddy and unsightly. UDC Housing Department will be informed. Mud on the B1256: This problem is being reported to Essex Highways several time a week. Speed Camera: Takeley Street camera is not working. TPC to report. Flashing speed sign (VAS) at the village gates will also be reported to ECC Highways.</p>	All note
16/020	<p>Sports Field</p> <p>No report due to the absence of Clr John Green</p>	All note
16/21	<p>Village Services</p> <ul style="list-style-type: none"> A national tidy campaign will be launched to celebrate the Queen's birthday in April. This will be a good opportunity to hold our next Tidy Takeley campaign. This will be added to February agenda & advertised in the Newsletter. Plans for the Queen's birthday in June will be discussed in the February meeting. TPC are reviewing the strimming contract for 2016. TPC requested a quote from M. Coleman who completes the grass cutting. The contract is due to begin in March. 	All note/ Clerk/ Feb Mtg
16/22	<p>Other Reports</p> <p>Sports field: 1 of the 2 new young oak trees is now ready to plant in the Sports Field. The Clerk will contact Michael Coleman to arrange a date. Byway 25 resurfacing: The Clerk is waiting on information from ECC Highways/PROW re details for the proposed re-surfacing of the byway. TPC is making application to the UDC Highways panel on behalf of Takeley & Lt Canfield Mr. Euan Kennedy (landowner) will be contacted regarding his involvement into the planned improvements.</p>	All note/ Clerk
16/23	<p>Non Agenda List</p> <p>TPC noted the report.</p>	All note

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The meeting finished at 10.20pm

THE NEXT MEETING: of Takeley Parish Council will be held on Wednesday 3rd February 2016 at Takeley Station House at 7.30pm.