

# TAKELEY PARISH COUNCIL

## MINUTES

### Ordinary Meeting of Takeley Parish Council

Held on Wednesday, 7<sup>th</sup> June 2017, at 7.30pm at Takeley Station House.

**Present:**

Cllr Carol Pratt, JP	Cllr Geoff Bagnall
Cllr Sue Sprules	Cllr Tina Domigan
Cllr John Green	Cllr Dom Roque
Cllr Jim Backus	Clerk Julia Peachey
Cllr Tricia Barber	Cllr Linda Steer
Cllr Trevor Allen	Cllr Richard Cheetham
	Cllr Jackie Cheetham
	District Councillor Sue Barker

**Apologies:** District Cllr Howard Ryles & District Cllr Derek Jones,  
Cllr Pat Burnett (Holiday) Jane Bridgeman (sick leave)

**Visitors:** Marilyn Sayers– member of the public

17/108	<p style="text-align: center;"><b>Welcome and Apologies</b></p> <p>Chairman Cllr Carol Pratt opened the meeting, welcomed members, and visitors and received apologies as above. Members were asked to direct any comments through the Chair. All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about a person attending the meeting.</p>	
17/109	<p style="text-align: center;"><b>Declarations of Interest</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>	
17/110	<p style="text-align: center;"><b>Minutes</b> <i>(previously circulated)</i></p> <p>The minutes of the Council meeting dated 3<sup>rd</sup> May 2017, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.</p>	
17/111	<p style="text-align: center;"><b>Matters Arising From the Minutes</b></p> <p>It is noted that no new decisions may be made under matters arising and that the item was put on for clarification of issues from the former minutes.</p>	
17/112	<p style="text-align: center;"><b>Open Forum</b> <b>(A maximum of 15 minutes is allocated)</b></p> <p style="text-align: center;"><b>District Councillor Sue Barker updated the Council</b></p> <p>SB highlighted that she had been re-elected and had taken on two new roles. These were:</p> <p>Chairman of the Essex Pension Fund; which provides pensions for ECC staff, Staff of District and Borough Councils, Parish Councils, Police, Fire and Teaching staff</p>	

	<p>In addition she confirmed she is acting as Cabinet Member for Culture, Communities and Customer Services</p> <p>She went on to update the Council that The Local Development Framework preliminary meeting will occur on the 29<sup>th</sup> June 2017 and that corresponding information will be in the public domain on 23<sup>rd</sup> July 2017.</p> <p>SB outlined intention to set up a strategic meeting for parishes in mid July (date to be confirmed) so that various common issues may be dealt with. Rissa from Highways will be invited.</p> <p>.....</p> <p><b><u>Marilyn Sayers – Member of the Public/Neighbourhood Group Addressed the Council.</u></b></p> <p>Marilyn Sayers highlighted the statutory provision of Neighbourhood plans in the planning process which were duly noted. It was asked if the full council had written to UDC outlining the timescale and area to be covered. It was relayed that they had not, as more detailed information was required by the Parish Council</p> <p>The previous Clerk Jane Heskey had outlined questions in the <u>Spring 2017 newsletter</u> which the new Clerk had been informed had not received response. It was agreed that these questions would need reviewing as well as any legal and technical issues related to presumption of development, which the council would need consensus on.</p> <p>A sum of £1,000 has been earmarked in the reserves in the event it did conclude a Neighbourhood plan, however concern was expressed by a council member that they did not want to waste public money and they needed more detailed information to ratify decision on a Neighbourhood plan.</p> <p>It was noted that Neighbourhood Planning and supplementary planning documents would be put on the agenda for next month as the council members felt they needed more information.</p>	
17/113	<p><b><u>Clerks Report</u></b></p> <ol style="list-style-type: none"> <li>1. Two Meetings occurred this month on the 9<sup>th</sup> May &amp; 23<sup>rd</sup> May with neighbouring parishes and Takeley Park Residents Association ref: Local Development Plan</li> <li>2. Clerk wrote to Chris Stoneham at ECC to implement a traffic count. This is now being handled by Rissa Long and will take place at the Four Ashes.</li> <li>3. Two Planning meetings were formally advertised and attended in the Station House. (Significant application from National Express near Mill End which the council is sending more detailed response on will be sent off this week.</li> <li>4. Insurance – a detailed analysis on insurance occurred earlier in the month. A copy of our current asset register was sent to the new provider Came &amp; Company.</li> </ol>	

	<ol style="list-style-type: none"> <li>5. JP requested Highways do a site visit to install crossing signs for Takeley Christian School following an e-mail from Governor of School. JP concerned ECC have not responded due to regular e-mail address not being viable. (To follow up).</li> <li>6. JB reported speeding at Priors Green to non-emergency police and e-mailed ECC to request speed camera – advised resident it would be down to those agencies to deal with. Crime reference Web: SKH-J26-4WY</li> <li>7. Harvest Fields – Morrells Green approval received for restricted parking scheme. The Clerk relayed the scheme request has now been approved at a recent meeting however work on the site is unlikely to commence until the end of this year and will occur once they have fulfilled this year's 43 pre-approved schemes. The work is going to be carried out by North Essex Parking Partnership. Shane Taylor has been in contact with Laura Keys who had been e-mailing council.</li> <li>8. Holidays and Absences: Assistant Clerk Jane Bridgeman is on sick leave for two week as from 2<sup>nd</sup> June.(Operation). Carol Pratt is on holiday from 9<sup>th</sup> to 23<sup>rd</sup> June. Jane Bridgeman will be on holiday - from 28<sup>th</sup> July for 2 weeks</li> <li>9. Bus stop – Cooper Smith Vicinity – Mr.Kerr given ECC details. Noted that Adrian Summons is now dealing with bus stops.</li> <li>10. Police and fire service – 135 pg document e-mailed to summarize it is about the two working together in joint governance and the business reasons behind it.</li> <li>11. Lease – Station House lease has been secured for another year – £6,000 per annum commencing 1<sup>st</sup> September 2017 – rent paid quarterly in advance. Mutual break clause requiring three months notice.</li> <li>12. Old School House – Clerk met with John Monk waiting on structural engineers ref: underpinning and waiting for planning permissions.</li> <li>13. Training – The EALC are running a 2 Day Councillor Training Course on Saturday 24<sup>th</sup> June 2017. 9.30 am to 12.00 noon for new Councillors. Can new councillors please contact the clerk if they would like to attend as it would need to be booked.</li> <li>14. M11 – More works on M11 being carried out. Pip Saunders from Kier has phoned the Clerk and wishes to meet with the council to discuss diversions on the roundabout.</li> <li>15. S137 Expenditure Limit 2017/2018 – LG 1972 S137 Limit 2017/18 = £7.57 electorate + 2% on LY.</li> </ol>	Clerk
17/114	<p><b><u>May 2017 Financial Report</u></b></p> <p>The transactions for May were approved. It was noted that the Clerk had only just been given access to the online accounts as she had been waiting for authorisation from the bank. The Clerk/ Responsible Financial Officer (JP) confirmed that monthly bank reconciliations will continue as a matter of course</p>	

	<p>The Clerk/RFO also confirmed that an April bank reconciliation had been approved and signed by two councillors.</p> <p>The council reviewed the reserves sheet</p> <p>Members took note of the risk assessment.</p>	
17/115	<p><b><u>Internal Audit Report</u></b></p> <p>The auditor recommended that in view of the effects of social media and its potential for damaging statements the parish council should consider adding reputation management to the risk assessment programme.</p> <p><i>The clerk highlighted that the new insurance policy covers the Council for up to £500,000 in respect of Libel &amp; Slander claims.</i></p> <p>VAT – in light of the planned expenditure on capital projects, the council may consider registering for vat if it is likely that the expenditure exceeds the claims limit &amp; adopting a recognized financial package.</p> <p><i>It was noted that the claims limit would need to be looked into and that the detail to this question would be delegated to further review of the finance committee.</i></p> <p>It was noted that the Clerk and Assistant Clerk’s home working allowances should be paid as expenses and not processed through payroll.</p> <p><i>It was noted that when these are next payable they will not be subject to NI and Tax.</i></p> <p>The audit report relayed that the Council was not yet signed up to a free Government website domain address. <i>This would be reviewed.</i></p> <p>The auditor noted that a detailed insurance review/analysis was being carried out at the time of audit.</p>	
17/116	<p><b><u>Review 2016/2017 Variance Report</u></b></p> <p>The variance report was circulated to all and reviewed and will be included in the information for external audit</p>	
17/117	<p><b><u>Approve the Annual Governance Statement 2016/2017</u></b> <i>(previously circulated)</i></p> <p><b>Section 1: Annual Governance Statement</b> - TPC resolved to approve the Annual Governance Statement which had been reviewed by the Finance Committee.</p> <p>The Governance Statement was signed by the Chair and the Clerk.</p>	
17/118	<p><b><u>2016/2017 Accounting Statement</u></b> <i>(previously circulated)</i></p> <p><b>Section 2: Accounting Statement</b> - TPC resolved to approve the 2016/2017 Accounting Statement which had been reviewed by the Finance Committee.</p> <p>The accounting statement was signed by the Chair and the RFO</p>	





	It was noted that Sue Sprules would not be able to attend a Finance Committee meeting until after next Thursday. Date will be circulated in due course.	Clerk
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The meeting finished at 10:30 pm

The next meeting of Takeley Parish Council will be held on  
Wednesday 5<sup>th</sup> July at 7:30pm in the Stationhouse.