

# TAKELEY PARISH COUNCIL MINUTES

## Ordinary Meeting of Takeley Parish Council

**Wednesday 5<sup>th</sup> June 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 Peter Hewett
- Cllr Dom Roque
- Cllr Linda Steer
- Cllr Susan Sprules
- Cllr Trevor Allen
- Cllr Jim Backus
- Cllr Patricia Barber
- Darren Charlton – (Pastures Resident)
- Matt Gerard – (Resident and hedge cutting contractor)

**Apologies:**

- Cllr John Green, Cllr Jackie Cheetham, Cllr Richard Cheetham
- Essex County Councillor – Susan Barker

<b>17/437</b>	<p><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/ Clerk</b>
<b>17/438</b>	<p><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/ Clerk</b>

17/439	<p style="text-align: center;"><b><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u></b> <b><u>(15 mins max).</u></b></p> <p>District Cllr Geoff Bagnall highlighted various issues he would be dealing with at Uttlesford. A site visit with District Cllr Gerrard was also suggested with the Chairman of Takeley Parish Council. Local issues within Takeley would then be able to be noted and seen first-hand. It was acknowledged that Takeley was one of the largest parishes in the District.</p> <p>District Cllr Geoff Bagnall went on to highlight he would like to set up surgeries so that he was accessible to residents. It was suggested that the first meeting could be held on Friday 14<sup>th</sup> June at the Station House whilst the community café was open and further surgeries could be held elsewhere as per the obligation to listen to other parish council concerns.</p>	All note/ Clerk
17/440	<p style="text-align: center;"><b><u>OPEN FORUM</u></b></p> <p style="text-align: center;"><b>(MEMBERS OF THE PUBLIC GIVEN OPPORTUNITY TO SPEAK UP TO 15 MINUTES)</b></p> <p><b><u>Darren Charlton – (resident at the Pastures)</u></b></p> <p>Darren Charlton highlighted his concerns with maintenance at the Pastures. It was resolved that a site visit would occur the following day at 4:00 pm with several councillors in attendance.</p> <p>The finance committee members will conclude their decisions on expenditure at a later date.</p> <p><b><u>Matt Jarrett - Contractor</u></b> It was noted signage for the Pastures had arrived at the Station House and would be installed by contractor Matt Jarrett.</p>	All note/ Clerk
17/441	<p style="text-align: center;"><b><u>ADMINISTRATION</u></b></p> <p>Councillors signed and returned election expense sheets that were contained in their last information pack. The only outstanding form was noted as Cllr John Green who will need to return it direct to Rebecca Dobson at Uttlesford.</p> <p>Councillors Register of Interests have been forwarded to Uttlesford during the month and these will be scanned onto the UDC website.</p>	

17/442	<b><u>CLERKS REPORT</u></b>	
	<p data-bbox="395 297 528 327"><b><u>Travellers</u></b></p> <p data-bbox="395 331 1214 495">Report of 10 caravans parked on the land next to Mick Coleman’s farm on Warish Hall Road. Just over the A120 bridge on the right going to Bambers Green. Noted as Manorial Land. Cllr Geoff Bagnall has notified Euan Kennedy. The travellers have since moved on.</p> <p data-bbox="395 533 568 562"><b><u>School House</u></b></p> <p data-bbox="395 566 1203 696">Electricity bill from SSE was wrongly billed for the Old School House – it has now been re-adjusted from £2,700 to an expected bill of approx. £180 due in. Meter reading was not read correctly by meter man.</p> <p data-bbox="395 734 1214 965">On a separate matter UK Power networks have identified that a three phase electricity meter is required for The Old School. Application needs to be made to the electricity supplier ie SSE to supply the three phase meter and will mean a change to the electrical variation. The builder has been supplied with the SSE reference number and relevant information and SSE have been phoned to leave a note on the council’s account that a third party will be in touch.</p> <p data-bbox="395 1003 703 1032"><b><u>Enforcement Complaint</u></b></p> <p data-bbox="395 1037 1198 1133">Enforcement have been contacted ref: square wood blocks outside 1 Princey Brooks Cottage following passerby complaint. Concerns they are a hazard.</p> <p data-bbox="395 1171 624 1200"><b><u>Priors Green Hall</u></b></p> <p data-bbox="395 1205 1203 1435">Resident living close to Priors Green Community Hall – have highlighted they will be formally writing to Uttlesford District Council ref: a noise complaint emanating from activities at the hall. Management of the Priors Green Hall is run by its own separate management committee to the Parish Council so the Committee will need to comply with whatever Uttlesford environmental health suggest.</p> <p data-bbox="395 1473 624 1503"><b><u>Gladmans Appeal</u></b></p> <p data-bbox="395 1507 1219 1738">The Client Care letter was signed in respect of the Rule 6 process re: defending Gladmans. The November 2018 letter Takeley Council required signed was sent back signed without the amendments. Copy of Gt Canfields council’s e-mail has been sent to assistant clerk for file. Updates from Alison Ward have been received about the appeal progress and it is noted the final day and summing up will occur on 29<sup>th</sup> May 2019.</p> <p data-bbox="395 1776 1094 1805"><b><u>Parish Councils Without A District Emergency Officer.</u></b></p> <p data-bbox="395 1809 1219 1939">Lisa Lipscome the previous District Emergency Officer has left and a new role created for a part time lady called Annette Smith has been made. However it was clear that she has been employed as a corporate health and safety officer for Uttlesford and could not</p>	<b>All note/ Clerk</b>

	<p>advise on any emergency district plans. The liaison between parish councils and the District has been quiet. District Cllr Gerrard has been notified of the issue and will be liaising with Fiona Gardiner at UDC to query further if there are continuity procedures in place for Parish Councils.</p> <p><b><u>Station House</u></b> Joyce Wormwald telephoned ref: fire alarm at the station house – this has been fixed by Essex County Council. Citizens Advice have been in touch ref: progress of build and have been advised they can if they so wish, set up temporarily at the Station House again.</p> <p><b><u>Street Lights</u></b> A.J.Lighting have reported that the street light in South Road was fixed – however on inspection of the street light at Molehill Green on the corner of School Lane outside Blossoms Cottage. The following contractor report was noted:-</p> <p><i>The bracket is broken and needs to be replaced and the light has corroded inside almost to dust. The internal control gear for these lights are no longer available to us.</i></p> <p>All other street lights in Takeley were noted as falling under the remit of Essex County Council. Detail of this lights status will be forwarded to resident Sarah Kirby of Molehill Green, who highlighted the issue.</p> <p><b><u>Molehill Green</u></b> The old phone box has been removed by BT where the light was positioned. E-mail request for donation towards the pinboard has since been sent to us by Sarah Kirby resident of Molehill Green, but was not in time to be an agenda item for this month. Detail on the paperwork the council requires will be forwarded by the Clerk.</p> <p>See Planning Section – Ref: Details on agreeing with the analysis on Carver Barracks ref: recent Dunmow letter.</p>	
<p><b>17/443</b></p>	<p style="text-align: center;"><b><u>FINANCE REPORT</u></b></p> <p>Councillors approved monthly cheque transactions as circulated for both the current account and the old school house account.</p> <p><i>It was clarified that the Rospa Annual Playground Report was a statutory payment the council had to pay for as part of insurance requirements.</i></p> <p><i>Came and Company were also noted as the brokers for the council's insurance and it was acknowledged that the cover was now in place. A schedule showing three quotations was circulated to members at the meeting. It was noted that each item on the council's asset register was only insured up to £5,000 and that the excess was £250. The</i></p>	<p><b>All note/ Clerk</b></p>

	<p><i>council will consider this as part of it's ongoing review of equipment that may exceed this amount, such as the skate ramp in the MUGA.</i></p> <p>It was agreed the approval of other external audit material would follow circulation and final review of finance members.</p> <p>Councillors approved documentation and resolution of chairman's signature as per agenda circulation in the following order.</p> <ul style="list-style-type: none"> <li>a) Year End reconciliation for The Old School House Account.</li> <li>b) 4<sup>th</sup> Quarter Accounts and reconciliation.</li> <li>c) Income sheets for prior year</li> <li>d) expenditure sheets for the prior years</li> <li>e) Payments and Receipts Summary</li> <li>f) Variance Report</li> <li>g) Annual Governance Statement section 1 (signed by chairman &amp; RFO) approved by the full council</li> <li>h) Annual Accounting Statement section 2 (signed by chairman &amp; RFO) approved by the full council.</li> </ul> <p>The Public Rights and Publication of unaudited annual return and summary of rights are displayed on the parish notice boards and website.</p> <p><u>Other Financial matters.</u> Councillors signed off councillor reimbursements and donation to Takeley Park Residents' Association for their forthcoming fete.</p> <p><u>Public Works Loan</u> Approval for the public works loan as approved by full council has been drawn down by the officer. The sum of £249,912.50 was paid into the Council's Bank Account on the 21<sup>st</sup> May 2019. (Fee paid £87.50). Made under the terms and conditions of the Board's Circular No 160. £250,000 repayable by half year annuity over 6 years at 1.71%. (Amount of half yearly annuity - £22,009.21). Payments due on the 20<sup>th</sup> May and 20<sup>th</sup> November 2019.</p> <p>The PWLB was rung as per the LC2 form two days prior to the application.</p>	
17/444	<p style="text-align: center;"><b><u>THE OLD SCHOOL HOUSE</u></b></p> <p>Chairman Carol Pratt advised the project remains on schedule. Cllr Sue Sprules was supplied with hardcopy of John Monks latest progress report.</p>	All note/ Clerk

17/445	<p style="text-align: center;"><b><u>HIGHWAYS AND TRANSPORT ISSUES</u></b></p> <p>It was noted that Cllr Susan Barker had been in contact about attending a meeting with Lt Canfield in respect of parking problems at Priors Green. No date as yet has been supplied. Cllr Jim Backus and Cllr Sue Sprules expressed an interest in attending.</p> <p>It was noted that the road surface near the roundabout to Roding Drive was deteriorating this will be reported to Highways.</p> <p>It was highlighted that parking on the verges and field entrances where signage is located is occurring on Parsonage Road. NEPP to be advised so that they can start issuing penalty tickets.</p> <p>It was observed that BT Open Reach had not returned to reinstate the land on the extension to Elm Close and this will be followed up with a formal complaint.</p>	All note/ Clerk
17/446	<p style="text-align: center;"><b><u>PARISH ISSUES</u></b></p> <p>It was noted that Friends of the Flich had been in contact and that they were looking for historical information to go on a board outside the station house. Details will be forwarded to Trevor Allen who has extensive historical knowledge of the Flich.</p> <p>The council agreed that checks needed to be carried out on the following areas, Morrells Green Park, The Recreation Ground and the Sportsfield. Cllr Dom Roque has agreed to help with checks and record any issues.</p>	
17/447	<p style="text-align: center;"><b><u>RECREATION GROUND AND SPORTSFIELD</u></b></p> <p>A key for the bollards will be sourced for Cllr Roque. Review of equipment is ongoing.</p>	All note/ Clerk
17/448	<p style="text-align: center;"><b><u>PLANNING</u></b></p> <p>Takeley Parish Council approved and noted the recommendations/comments of the planning committee members held on the second Weds of the prior month.</p> <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 are available upon request from the clerk). Responses to major applications are also published on Takeley's website.</p> <p>Ref: <u>Dunmow Letter</u></p>	All note/ Clerk

	<p>Majority of councillors agreed to sign Dunmow's letter in respect of the local plan due to the impending timescale to respond when UDC were meeting up. Councillors Patricia Barber, Jackie Cheetham and Richard Cheetham highlighted by e-mail to councillors alternative views.</p> <p><b><u>Gladmans Update</u></b> It was noted the outcome of the Appeal would not be known until the 9<sup>th</sup> August, 2019.</p>	
<b>17/449</b>	<p><b><u>OTHER REPORTS INC. FOOTPATHS AND TREES</u></b></p> <p>Nettles were noted on the path just off Parsonage Road next to Western Homes which goes down to Priors Wood. It was thought to be footpath 12. This will be reported to ECC who is responsible for footpath maintenance.</p>	<b>All note/ Clerk</b>

The next full council meeting of Takeley Parish Council will be held on **Wednesday 3<sup>rd</sup> July at 7.30pm at The Station House, Sycamore Close.**

**The Annual Assembly will be held at 7:30pm on the 26<sup>th</sup> June, 2019 In The Station House.**

**The meeting concluded at 9:30 pm**