

# TAKELEY PARISH COUNCIL

## MINUTES

### Meeting of Takeley Parish Council

held on Wednesday, 2<sup>nd</sup> March 2016, at 7.30pm at Takeley Station House.

**Present:** Cllr Carol Pratt Cllr Tricia Barber (*arrived 7.52pm*)  
 Cllr Pat Burnett Cllr Richard Cheetham  
 Cllr Jackie Cheetham Cllr Tina Domigan  
 Cllr David Daykin Cllr Linda Steer  
 Cllr Sue Sprules Cllr Geoff Bagnall  
 Cllr Trevor Allen Clerk Jane Heskey  
 Cllr John Green Asst Clerk Jane Bridgeman

**Apologies:** None

**Visitors:** Mr. Charles Wilkinson - resident & Treasurer Takeley Day Centre

	<b>Welcome and apologies</b>	
16/25	Chairman Cllr Carol Pratt opened the meeting, welcomed members and visitors, and received apologies as above.  Chairman, Cllr Carol Pratt welcomed back the Assistant Clerk Jane Bridgeman after her extended leave	All note
16/26	<b>Declarations of Interest</b>	
	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
16/27	<b>Minutes</b> ( <i>previously circulated</i> )	
	The meeting in February (3rd) was cancelled due to Clerk absence. The minutes of the Council meeting 6th January 2016, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.	All note
<b>ADMINISTRATION &amp; FINANCE</b>		
16/28	<b>Councillor Resignation.</b>	
	The Chairman reported the resignation of Councillor Natalie Sullivan. The Council accepted the resignation and agreed to advertise a vacancy.	All note/ Clerk
16/29	<b>January &amp; February 2016 Finance Reports</b> ( <i>previously circulated</i> )	
	Financial transactions for January & February 2016 were table & agreed. TPC noted completed bank reconciliations.	All note
16/30	<b>Uttlesford Citizen Advice Bureau - Request for funding</b> ( <i>previously circulated</i> )	
	In 2014-15 CAB helped 136 residents from Takeley & the Canfields ward with 700 separate issues. Cllr Trevor Allen proposed £1500 2 <sup>nd</sup> by Cllr Richard Cheetham. TPC resolved to grant £1500. The pilot scheme for a video link to CAB is still running in the Station House on a Thursday & Friday. Details of this have been updated on the CAB website.	All note/ Clerk
16/31	<b>Morrells Green Play Equipment</b>	
	After a recent survey of residents in Morrells Green it was agreed that TPC would purchase more equipment for the play area. Cllr Pat Burnett is in the process of gathering quotes for a multi play unit. Site visits/surveys have been completed with one outstanding quote. Quotes are ranging from £5000-£9000. A full comparison will be considered at the April meeting.	All note/ April mtg

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<b>16/32</b>	<p style="text-align: center;"><i>(Cllr Tricia Barber arrived 7.52pm)</i></p> <p style="text-align: center;"><b>Queens 90<sup>th</sup> Birthday Celebrations</b></p> <ul style="list-style-type: none"> <li>• TPC has contacted local groups and schools regarding planned celebrations for the Queen's 90<sup>th</sup> birthday.</li> <li>• PCC has requested approximately £600 towards an exhibition and flower display at Holy Trinity Church. This is a joint event with Takeley History Society, Takeley Ladies Circle and PCC. TPC agreed to 'ring fence' £600 but will receive a fully costed proposal in the April. Tidy Takeley will take place in April as part of the celebrations, notices will go out in the Grapevine.</li> <li>• The Community Café will be running an event on 9<sup>th</sup> &amp; 10<sup>th</sup> June more details are to follow.</li> <li>• The five day centres in Uttlesford are hosting a royal themed afternoon tea party. Takeley Day Centre will hold an event on 6<sup>th</sup> June. UDC will not be funding the party but have offered to help plan and organise the events. They have requested details of any residents who are turning 90 years old this year so that they can be invited as guests of honour.</li> <li>• Details of a HM Queen Elizabeth II commemorative medal have been circulated to local councils. This will be added to the April agenda for further discussion.</li> </ul>	All note/ April mtg
<b>16/33</b>	<p style="text-align: center;"><b>Silver Jubilee Hall Development Phase 2</b></p> <p>Work on phase 2 will begin at the hall on the 7<sup>th</sup> March, this will be a 20 week program. TPC has received confirmation that they need to use different legal representation for the drawing up of a loan agreement as both parties currently use the same solicitors. The Clerk will contact Tees Solicitors in Bishop's Stortford.</p>	All note/ Clerk
<b>16/34</b>	<p style="text-align: center;"><b>Station House Lease</b> <i>(previously circulated)</i></p> <p>TPC received a letter from the ECC Legal Department regarding the lack of progress with the lease. TPC will respond via our solicitor stating the factual inaccuracy of the letter and will copy the letter to Gavin Jones (Chief Executive ECC) stating the factual inaccuracy of the letter from the ECC legal department.</p>	All note/ Clerk
<b>16/35</b>	<p style="text-align: center;"><b>Purchase of Old School House Brewers End</b></p> <p>The Diocese has accepted a quote for works to be carried out to trees adjacent to the School House (Cricket field land) as requested by TPC. A start date has yet to be confirmed. TPC will instruct solicitors to begin the conveyance once a start/completion date and full details on the works to be carried out on <u>all</u> trees are provided.</p> <p>Costs of conveyancing will be:</p> <ul style="list-style-type: none"> <li>• Fees - £1500 + vat</li> <li>• Searches - £600 (TPC will request further details on what this will include)</li> <li>• Land Registry - £270</li> <li>• Stamp duty - 3% of sale price</li> </ul>	All note/ Clerk
<b>16/36</b>	<p style="text-align: center;"><b>Parish Council Pension Scheme</b></p> <p>Due to the changes in Govt legislation TPC considered the option of enrolling in either the Local Govt Pension Scheme (LGPS) or NEST (UK Workplace Pension Scheme). In conclusion the LGPS offers a better pension to the employee whilst costs to the employer are the same. TPC resolved to enrol in the LGPS. Cllr Richard Cheetham will oversee the administration with the Clerk.</p>	All note/ Clerk

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<b>16/37</b>	<p style="text-align: center;"><b>Planning Committee Report &amp; Recommendations 17/2/16</b></p> <p>TPC approved the following:</p> <div style="border: 1px solid black; padding: 2px;"> <p><b>UTT/15/3773/FUL Site at Bennett Canfield, Priors Green</b>  <b>Brief Description:</b> Erection of 2 new dwellings, demolition of existing garage &amp; new access (revised to include a replacement garage for 37 Bennett Canfield).  <b>Recommendation: Objection</b>  <i>The Clerk submitted under delegated powers - Deadline 4/2/16</i></p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>UTT/15/3043/HHF 37 Bennett Canfield</b>  <b>Brief Description:</b> Proposed 2 storey side extension  <b>Recommendation: Objection</b>                      REQUEST THAT UTT/15/3773/FUL &amp; UTT/15/3043/HHF BE DETERMINED BY COMMITTEE.                      1. This application should be considered alongside an application ' site at Bennett Canfield, Priors Green (UTT/15/3773/FUL) which is reliant on land from this property &amp; is also subject to a current planning application.</p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>UTT/16/0079/HHF 37 Longcroft</b>  <b>Brief Description:</b> Erection of single storey rear extension &amp; conversion of garage to store/playroom  <b>Recommendation: No Objection</b></p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>UTT/16/0120/HHF 16 The Pastures, Morrells Green</b>  <b>Brief Description:</b> Proposed first floor extension  <b>Recommendation: No Objection</b></p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>UTT/16/0021/FUL Land east of Belstock, Molehill Green</b>  <b>Brief Description:</b> Proposed erection of a pair of semi detached dwellings  <b>Recommendation: Objection</b></p> </div> <div style="border: 1px solid black; padding: 2px;"> <p><b>UTT/16/0270/FUL Land at Dunmow Road, Little Canfield (formerly Canfield Service Station)</b>  <b>Brief Description:</b> Residential development comprising 13 dwellings with associated landscaping  <b>Recommendation: No comment</b> as in Lt. Canfield.</p> </div>	All note/ Clerk
<b>16/38</b>	<p style="text-align: center;"><b>Consultations</b></p> <p>TPC approved the following recommendations by the Planning Committee (met 2/3/16): -</p> <ol style="list-style-type: none"> <li>1. <b>ECC Replacement Waste Local Plan</b> - published 3/3/16 consulting for 6 weeks - 15th April 2016 includes allocations at Crumps Farm &amp; Little Bullocks Farm</li> <li>2. <b>UDC Statement of Community Involvement</b> - consulting for 6 weeks - 8th April 2016. Update to June 2015. Reduces stages of process.</li> <li>3. <b>UDC Local Plan - Site Assessments</b> - consulting for 6 weeks - 8th April 2016. Requires comment on fact/factual corrections</li> </ol> <p><b>RECOMMENDATIONS:</b></p> <ol style="list-style-type: none"> <li>1. Planning Committee to coordinate draft responses to be ratified by full Council 6th April 2016</li> <li>2. All TPC members will be invited to attend (or contribute via written submission if unavailable to attend) 'Planning Committee' meetings</li> <li>3. Meeting schedule:                         <ul style="list-style-type: none"> <li>- <b>Wed 9th March 2016 @ 10am</b> ECC Replacement Waste Local Plan &amp; UDC Statement of Community Involvement</li> <li>- <b>Wed 23rd March 2016 @ 10am</b> - UDC Local Plan Site Assessments</li> <li>- <b>Wed 6th April 2016 @ 10am</b> - UDC Local Plan Site Assessments</li> </ul> </li> </ol>	

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	<p>4. Meet with District Councillors to share TPC perspective</p> <p>5. Ensure TPC rep attends &amp; contributes at UDC LP Working Group meetings (register to speak) &amp; email TPC comments to Group members prior to meeting.</p> <p>6. Capacity of road network &amp; Junction 8 particularly is key to development in south of district - Investigate consensus among parishes in south of district via Uttlesford Assoc. of Local Councils</p> <p>7. Investigate the possibility of engaging a planning &amp; highways consultant to both defend Takeley &amp; make the case of an alternative. (costs &amp; availability)</p> <p>8. Make recommendation to full Council 6th April 2016</p>	
16/39	<p><b>The Green Man Pub, Takeley Street - Application for new alcohol license</b> An application has been made to UDC for a new license. Trading hours would be 11am-11pm with an extension over the Xmas period. TPC resolved to support CAMRAs response to the application.</p>	All note/ Clerk
16/40	<p style="text-align: center;"><b>Neighbourhood Development Plan Process</b></p> <p>17 people have responded to the recent advert in the TPC Newsletter for resident volunteers to participate in the plan process. A briefing meeting will be scheduled after Easter to ensure that the volunteers understand the undertaking. TPC will invite Rachel Hogger (UDC) who held the workshop for the councillors in November 2015.</p>	All note/ Clerk
<b>REPORTS</b>		
16/41	<p style="text-align: center;"><b>Clerks Report</b> <i>(previously circulated)</i></p> <p>TPC noted the report including:</p> <ul style="list-style-type: none"> <li>• <b>Annual Parish Assembly</b> : to be held in the Station House. Wed. 11<sup>th</sup> May 7.30pm.</li> <li>• <b>Police Update</b>: emailed to all Councillors.</li> <li>• <b>Takeley Post Office</b>: Changes will be made to the post office counter. The service point will be integrated with the retail counter. This will enable the service hours to be extended. Changes will take place in May/June. Because of the refurbishments the branch may have to close for up to 7 days. Full details will be advertised in and around the branch closer to the time.</li> <li>• <b>Morrells Green</b>: A report of an electric scooters being used around this area have been received. TPC will contact local schools and put a notice in the Grapevine.</li> <li>• <b>Gladman Appeal</b>: All requested information has been received by the Planning Inspector. Gladman has submitted a counter claim for costs.</li> <li>• <b>Garnetts</b>: The bus stop at Garnetts has been vandalised/written on. TPC is in the process of having the graffiti removed.</li> <li>• <b>Church View Close</b>: A representative from Taylor Wimpy (developer) has requested another meeting with TPC to discuss the application for the additional 7 houses on the site which was previously refused.</li> <li>• <b>Tidy Takeley</b>: An ad will be placed in the Grapevine for the April event and the street banner will go up on the green opposite the Four Ashes.</li> <li>• <b>Crumps Farm Green Waste</b>: Open from Saturday 2<sup>nd</sup> April - 26<sup>th</sup> November 2016. 10am-12.30. This has been advertised in the Newsletter.</li> <li>• Clr Daykin FOI request to ECC re various matters emailed to members.</li> </ul>	Formatted Table All note/ Clerk
16/42	<p style="text-align: center;"><b>Priors Green Community Hall</b></p> <p>The Committee has 3 new members; one of whom will be taking on the role of treasurer.</p>	All note

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<b>16/43</b>	<p style="text-align: center;"><b>Highways &amp; Transport Issues</b></p> <ul style="list-style-type: none"> <li>Mud on the B1256 from developments (Warwick Rd, Lt Canfield) Takeley Street to be reported (again) to ECC Highways &amp; Nigel Brown (UDC) .</li> <li>Highways Order for 20mph speed limit and 'no waiting' restriction on Church View Close, Brewers End - TPC no objection.</li> <li>Uber taxis are no longer using local roads as waiting areas.</li> <li>Community Speed Watch Team have been out on 6 occasions. Whist they were carrying out their duties they were subject to abuse. A notice will be published in the Grapevine in support of the CSW Team &amp; highlighting their value - abuse will not be tolerated &amp; will be reported to Police.</li> </ul>	All note/ Clerk
<b>16/44</b>	<p style="text-align: center;"><b>Sports Field &amp; Recreation Ground</b></p> <p>A new sign has been erected at the entrance to the Sports Field. The fence has been inspected and repairs will be instructed. Awaiting quotes for the repair of the skate park surface.</p>	All note/ Clerk
<b>16/45</b>	<p style="text-align: center;"><b>Village Services</b></p> <p>TPC approved the following:</p> <ul style="list-style-type: none"> <li>Tidy Takeley banner to be erected on the Four Ashes village green for April.</li> <li>2016/17 strimming contract to be undertaken by Michael Coleman. £200/mth April - October minimum 12 cuts per season as per schedule.</li> <li>Cllr Linda Steer to collect the bags for "Clean for the Queen" clean up.</li> </ul>	All note
<b>16/46</b>	<p style="text-align: center;"><b>Non Agenda List</b></p> <p>TPC noted the report</p>	Formatted Table

The meeting finished at 10.29pm

**THE NEXT MEETING:** of Takeley Parish Council will be held on Wednesday 6<sup>th</sup> April 2016 at Takeley Station House at 7.30pm.