

TAKELEY PARISH COUNCIL MINUTES

Ordinary Meeting of Takeley Parish Council *Wednesday, 2nd May in Takeley Station House at 7.30pm*

Present: Cllr Geoff Bagnall
 Cllr Pat Burnett
 Cllr Trevor Allen,
 Cllr Jim Backus
 Cllr Sue Sprules
 Cllr Tina Domigan
 Cllr John Green
 Cllr Patricia Barber
 Cllr Linda Steer
 Cllr Dom Roque
 Cllr Jackie Cheetham
 Cllr Richard Cheetham
 Cllr Geoff Bagnall
 Clerk Julia Peachey
 Assistant Clerk Jules Potter
 County Councillor Susan Barker

Apologies: Cllr Carol Pratt
 Cllr John Green
 District Cllr Howard Ryles

17/290	<u>WELCOME & APOLOGIES</u>	All note/ Clerk
	<p>Chairman Carol Pratt had relayed her reason for non attendance to the Clerk. Vice Chairman Geoff Bagnall therefore opened the meeting, welcomed members, and visitors and received apologies as above. 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>	
17/291	<u>DECLARATIONS OF INTEREST</u>	All note/ Clerk
	<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>	

17/292	<p style="text-align: center;"><u>MINUTES</u> <i>(previously circulated)</i></p> <p>The minutes of the Council meeting dated 4th April, 2018 which had been circulated previously, were approved as a true and accurate record and signed by the Chairman, Cllr Geoff Bagnall.</p>	All note/ Clerk
17/293	<p><u>DISTRICT AND COUNTY COUNCILLOR REPORT - (15 mins max.)</u></p> <p>County Councillor Sue Barker advised that regulation 19 is due to be finalized on the 19th June 2018 (UDC's local plan) and that Uttlesford were considering adding in a small number of additional sites into the plan to ensure a five year land supply. These would be smaller sites or those which had more recently been granted planning permission such as the 92 at Newport.</p> <p>Sue Barker advised that after the 15th May 2018, Essex County Council are changing cabinet members for Highways, accordingly County Councillor Sue Barker suggested that she would set up a Highways Surgery for Takeley with the new member.</p> <p>The issues of mud falling from the lorries on Parsonage Road – was raised as was the need for making safe metal bollards near the fish and chip shop along the Dunmow Road B1256 which extended past The Lodge (CM22 6SH). The area was noted as a “Walk To School Route.”</p> <p>Issue highlighted with Ringway Jacob not picking up their signs. One has been noted at the Four Ashes which is just acting as an obstruction.</p> <p>County Cllr Sue Barker also went on to report that there were plans to set up a “quick delivery team” to deal with such matters, that did not need to go through planning stages. However, in the meantime the advice was to seek help from the highways rangers</p> <p>County Cllr Sue Barker, also highlighted that “ASP” an illegal airport carparking had been reported to Stansted Airport Transport Forum member John Pope.</p>	All note/ Clerk

17/294	<p style="text-align: center;"><u>CLERKS REPORT</u></p> <p>Clerk highlighted that residents have expressed concern that somebody is putting non official stickers on cars saying NO AIRPORT PARKING. It has been noted that North Essex Parking Partnership would be the only authority to impose penalties.</p> <p>Airport Bus Express coach reported on 20/04/18 morning at 8.35am at the Four Ashes going to the airport. Reg no YM64 AM. A further Airport Bus Express was also noted a little later in the month travelling down Parsonage Road. The company has been emailed requesting that they use the A120 route instead.</p> <p>Asst Clerk has met with Ruth Bodsworth and has gone through everything that needs to be done with the Defib outside the Silver Jubilee.</p> <p>Takeley Parish Council's Annual Assembly will be held on the 23rd May, 2018 in The Silver Jubilee Hall which is now booked for 8:00pm. The event was agreed to be advertised in the Grapevine which goes to all households, the website and generically on social media and the parish pinboard by The Four Ashes. (The notices also highlighted that our full agendas will be placed on the website and at the Four Ashes noticeboard nearer to the date and that the council will be giving and receiving feedback on the Refurbishment of The Old School House and PWLB options).</p>	All note/ Clerk
17/295	<p style="text-align: center;"><u>FINANCE REPORT</u></p> <p>Members approved cheque transactions as listed for the former month.</p> <p>The Variance Report was reviewed and approved however Councillors did however raise a question on the subscription to the EALC. It was noted that the subscription increased by 7% in the former year and that the subscription was also based on electoral role. The Clerk highlighted that it also covered the NALC membership with one invoice representing both areas.</p> <p>It was also acknowledged that the external auditors' fees had increased in line with the intermediate level – for councils with combined income and expenditure basis over £200,000. (5% of councils are picked for intermediate audit each year).</p>	All note/ Clerk

Considerations of Works within the Village -The cost of £40.00 was approved for a dog sign at Morrells Green and will be taken from the subsequent budget.

End of Year Payroll has been completed and passed to Cllr Sue Sprules to check before signing off.

The End of Year Bank Reconciliation was circulated and approved. It was noted that monies transferred into The Old School House Account had also been included in the figures.

Information represented information required as per pro-forma requirements of the External Auditor.

Members reviewed the explanation of variances and the variants were agreed along with the figures for the Annual Return.

The End of Year Reserves were reviewed and approved.

Members reviewed and approved the Risk Management programme and noted the inclusion of GDPR.

Members reviewed the Asset Register ready for insurance renewal on 1st June. Three quotations had been obtained – the Clerk highlighted that Inspire under Came and Company was noted as the cheapest and most comprehensive cover. The Council approved the insurance sum of £1,129.64 for the forthcoming insurance due for renewal on 1st June 2018.

The Council noted the Finance Committee Decision to extend the lease at the Station House – subject to approval from Lambert Smith for a further 15 months. Takeley Parish Council however have yet to hear back that this can go ahead and the Clerk will continue to chase this up.

Members agreed the appointment of Internal Auditor Mike Letch who will be carrying out the internal audit this coming month.

The Council noted that minimum pension payments were being paid out by direct debit under the Nest portal. A finance meeting was suggested to review any outstanding liabilities under previous employment contracts and to consider timescale and early repayment plans for PWLB payments.

17/296	<p style="text-align: center;"><u>OLD SCHOOL HOUSE UPDATE</u></p> <p>Confirmation was approved by Uttlesford cabinet that Takeley Parish Council will receive £79,830.67 in S106 monies towards the cost of The Old School House. The Clerk has had confirmation that the monies will be paid into our account tomorrow.</p> <p>The Clerk distributed copies of slides that she had put together in respect of the power point presentation that will go ahead at the Annual Assembly with regard considerations for Refurbishment and the Public Works Loan.</p> <p>Cllr Tina Domigan highlighted that she had visited various businesses in respect of donations to the project. It was also noted that Taylor Milburn estate agents were particularly supportive with regard distribution of information on behalf of the parish council.</p>	
17/297	<p style="text-align: center;"><u>HIGHWAYS & TRANSPORTATION ISSUES</u></p> <p>Mud on Parsonage road which has fallen off of lorries going to quarries. A continuation of this reported problem was also noted in County Councillor Sue Barker's report.(see above).</p> <p>Dangerous broken metal bollards along the B1526 noted and will be reported.</p>	
17/298	<p style="text-align: center;"><u>VILLAGE ISSUES</u></p> <p>Request was put forward to check legislation on litter bins with environmental health following concerns outlined by Cllr Sue Sprules and Cllr Tina Domigan who considered that there was a legal requirement for either the landlord or the owner to have to provide an external bin for a food establishment.</p> <p>Extra litter picks (20) and visa jackets to be requested/enquired about with UDC re: Keep Britain Tidy. It was noted that not all councillors had yet contacted the Assistant Clerk re: availability to carry out litter pick.</p>	
17/299	<p style="text-align: center;"><u>SPORTS FIELD & RECREATION GROUND</u></p> <p>It was noted that John Green was not in attendance to give an update on the Swing. However, the maintenance</p>	

	<p>book was reviewed whereupon it was noted a check had been carried out and equipment was in order. Ongoing reviews of the bark at the bottom of the slide was also noted.</p>	
17/2300	<p style="text-align: center;"><u>ROLES & RESPONSIBILITIES</u></p> <p>The Council decided to defer the Appointment of Roles & Responsibilities, Committees & Working Groups to the June meeting.</p> <p>Takeley Parish Council noted its obligations Under General Data Protection Requirements and approved the following policies which had been circulated in the month</p> <p><u>General Data Protection 2018</u></p> <p>Takeley Parish Council's Data Protection Policy. Takeley Parish Council's Privacy Notice Takeley Parish Council's Data Protection Authorisation Form Data Protection Audit Retention and Disposal Policy & Retention of Documents. Data Audit Schedule of personal data TPC Social Media Policy TPC Removal media policy. Privacy Impact Assessment Process</p> <p>The following Core Policies were also approved in their current format, with a notation from the Clerk that further review could be carried out during the year.</p> <ul style="list-style-type: none"> - Standing Orders & Financial Regulations – (to be reviewed) - Complaints Procedure – (to be reviewed) - Members Expense Claims - Training Policy - Freedom of Information Publication Scheme - Business Contingency Plan - Risk Assessment Programme - Risk Management. 	
17/2301	<p style="text-align: center;"><u>PLANNING</u></p> <p>Takeley Parish Council noted Sue Sprules comments about the planning committee's template, then went on to approve and note the recommendations/comments of the planning committee members which was held on the 11th April 2018 as a true and accurate record.</p>	

<p>All comments may be reviewed on the Uttlesford Website or alternatively members of the public may request copies of planning minutes which are available upon request from the Clerk.</p>	
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<p>All planning meetings are now held on the second Wednesday of the month at the Station House at 10:30am.</p>	
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<p>Councillors noted that a letter to the Secretary of State as well as letter to Uttlesford about Stansted Airport had been submitted in reference to the Stansted Airport Planning Application to increase passenger numbers.</p>	
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<p>The Clerk was requested to send Geoff Bagnall details about Hatfield Forest's response on the Coppice as he will be attending the Planning Committee Meeting next Wednesday.</p>	
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The full council meeting finished at 9:45 pm

The next meeting of Takeley Parish Council will be held on Wednesday June 6th 2018 at 7:30pm in the Station House.