

# TAKELEY PARISH COUNCIL MINUTES

## Ordinary Meeting of Takeley Parish Council

*Wednesday, 7<sup>th</sup> November 2018 at Priors Green Community Centre at 7.30pm*

**Present:**

- Cllr Carol Pratt (Chairman)
- Julia Peachey - Clerk
- Julia Potter - Assistant Clerk
- Cllr John Green
- Cllr Geoff Bagnall
- Cllr Patricia Barber
- Cllr Pat Burnett
- Cllr Jackie Cheetham
- Cllr Richard Cheetham
- Cllr Dom Roque
- Cllr Linda Steer
- Cllr Sue Sprules
- Cllr Peter Hewett
- County Councillor – Susan Barker

**Apologies:**

- Cllr Jim Backus
- Cllr Trevor Allen
- Cllr Dom Roque
- Howard Ryles – District Councillor

<b>17/353</b>	<b><u>WELCOME &amp; APOLOGIES</u></b>	<b>All note/ Clerk</b>
	<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>17/354</b>	<b><u>DECLARATIONS OF INTEREST</u></b>	<b>All note/ Clerk</b>
	<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> <p>Cllr Pat Burnett declared an interest as a member of the Royal British Legion. Cllr. Pat Burnett also highlighted her husband was a member of the PCC Cllr Jackie Cheetham declared an interest as a member of the PCC.</p>	

	<p>It was later suggested Cllr Linda Steer declare an interest as an employee of Uttlesford ref: The Mad Hatters Community Tea-Party donation, this was duly accepted.</p>	
17/355	<p style="text-align: center;"><b><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u></b> <b><u>(15 mins max).</u></b></p> <p>County Councillor Susan Barker highlighted her meeting with Uttlesford and the North Essex Parking Partnership with regard to the parking down Parsonage Road and elsewhere in Takeley. A decision was made by North Essex Parking Partnership to re-affirm and increase the rural clearway through to Bambers Green.</p> <p>It was noted that Little Canfield were holding a World War I event at All Saints Church and that Rob Burles could approach Susan Barker ref: the Airport Fund. It was also noted that the Stansted Airport Fund would be increasing Airport funds to Parish Councils should the Stansted Airport Application go through.</p> <p>It was highlighted by the Chairman, that there was opposition from Takeley Parish Council ref: Expansion at the Airport. However, County Councillor Susan Barker stated the council should still apply if the application goes through as there will be nothing the council can do about expansion, at that point of time.</p> <p>Susan Barker thanked the Council for their time and left the meeting at 7:45pm.</p>	All note/ Clerk
17/356	<p style="text-align: center;"><b><u>OPEN FORUM</u></b></p> <p>There were no members of the public present.</p>	
17/357	<p style="text-align: center;"><b><u>ADMINISTRATION</u></b></p> <p>The full council noted and approved the revised NALC Standing Orders and Financial Regulations as previously updated by the NALC and circulated by the Clerk.</p> <p>The full council formally appointed new councillor Peter Hewett onto the Planning and Finance Committees.</p> <p>It was noted John Monk's minute had been circulated to all councillors with regard the old school pre-contract meeting with Cllr Pat Burnett and Cllr Carol Pratt as the approved client to the appointed contractor, Ratcliffe &amp; Burridge.</p> <p>It was acknowledged that Cllr Peter Hewett would be in attendance tomorrow for the meeting with Ratcliff &amp; Burridge and Project Manager John Monk due to Cllr Pat Burnett working in the community café.</p>	

	<p>It was acknowledged that the same councillors would be the lead contacts to John Monk to ensure consistency on reported issues.</p> <p>It was reminded by Cllr Cheetham, that an officer should be present at formal meetings and at tomorrows meeting. It was confirmed that Assistant Clerk Julia Potter would be in attendance.</p> <p>It was agreed the Finance Committee Minutes would be reviewed for agreement at later date.</p>	
17/358	<p style="text-align: center;"><b><u>CLERKS REPORT</u></b></p> <p><b><u>Priors Green Community Hall</u></b></p> <p>The previous managing agents for the land around the community centre and car park was handed over to a new agent in August this year. The council has spoken to the new agent Henry Burford who advised that they had someone quote on maintenance and were looking to ask them to take the job on ref: clearance of footpath and vegetation outside Priors Green Community Hall. Member of public who attended the previous months' meeting has been made aware of the situation.</p> <p>The Council have been copied in to further e-mails and it appears that the agent is investigating parking eye cameras at the Priors Green Community Hall car park. We have been advised this will take at least three months to take effect if it progresses. Retail shops will be given specific parking permits for their staff. This would likely result in vehicle owners being subject to fees which may dissuade illegal airport operators from parking in this vicinity.</p> <p><b><u>Airport Express Coaches</u></b></p> <p>E-mail has been submitted to enforcement to see if they are able to help re: the number of Airport Express coaches exiting on to the B1256 early in the morning. Action will depend very much if there are any planning restrictions in place. Cllr Jackie Cheetham has also mentioned the issue at Stansted Airport meetings.</p> <p>County Councillor Susan Barker has been given details of the pot holes at Millers, Cooks Hill. It was noted potholes in Broxted would fall under Simon Walsh.</p> <p><b><u>Rubbish on Airport Land</u></b></p> <p>Council has been in touch with Sam Lomax of Stansted Airport civils teams who have put aggregate on the laybys and have been looking at other measures to try and prevent parking.</p>	

	<p><b><u>Clinical Trial Information On Dementia</u></b></p> <p>Information poster has been received on memory loss and how to take part in clinical trials – criteria is that the person must be diagnosed with dementia. This will be put up in the station house and will be available for members of the not for profit café to read.</p> <p><b><u>Station House</u></b></p> <p>The Station House Lease has been redrafted by paralegal Julie Hancock of Essex County Council. It has been circulated to finance members to look at the detail – the new revised draft does not appear to hold us liable for the boiler and as previously mentioned Cllr Pat Burnett has managed to secure the boiler fit for us. It is due to be fitted Tuesday 30<sup>th</sup> Oct and Weds 31<sup>st</sup> Oct. There is a standard clause about insurance included which has been bought to finance members attention.</p> <p><b><u>2<sup>nd</sup> Quarter Figures</u></b></p> <p>It was noted that second quarter figures which had previously been reviewed by finance members were enclosed inside the members packs.</p>	
17/359	<p style="text-align: center;"><b><u>FINANCE</u></b></p> <p>The finance schedule was reviewed by members</p> <p>The council noted alternative Vat advice had been requested by Finance Member Richard Cheetham and signed off by Finance Member Sue Sprules as per our financial regulations, EALC fees of over £1157 had been considered in the course of the month as too high. It was acknowledged that Vat advice had now been circulated to all finance members and hardcopy is on council file for perusal.</p> <p>Cllr Linda Steer suggested that subscriptions be reviewed by the full council showing what each delivers to the council so informed decision could be made. Members agreed to this request and this will be put on future agenda for consideration of following year.</p> <p>Cllr Bagnall was reminded data with a personalized name would be categorized as sensitive under the revised data protection regulations and that any matter that may be considered personal to an employee should not be raised in a public setting.</p> <p>The full council agreed an invoice for the skip for Ratcliff &amp; Burridge which full council agreed should be paid. The earmarking was set aside against the Old School House costs.</p>	

	<p>The cheque transactions were then formally approved by the full council.</p> <p>The full council agreed two non members of the Finance Committee approve bank reconciliations as per finance regulations for the second quarter. It was noted bank statements had been supplied to the Chairman for all three accounts.</p> <p>It was acknowledged that grass cutting was currently earmarked within the precept for Morrells Green with an earmarking for a set period of time. It was suggested the finance members will revisit the figures.</p> <p><b><u>Approval of further payments or works</u></b></p> <p>The Chairman highlighted that she had received a quote from M. Jarrett for hedge cutting at Morrells Green for £480.00. This was formally approved by the full council.</p> <p>The full council agreed a donation of £275 to the Royal British Legion ref: eleven veterans and widows gift box. Proposed by Cllr Cheetham and seconded by Cllr Patricia Barber and carried by a unanimous vote.</p> <p>Cllr Geoff Bagnall put forward a motion for agreement of payment of £300 to Rob Burles with regard monies for emergency tree cutting at the churchyard. This was seconded by Cllr John Green and was approved by all.</p> <p>Cllr Sue Sprules put forward a motion for £100 towards the Mad Hatters Community Tea Party at the Community Hall, which was seconded by Cllr Patricia Barber. The donation was then formally approved by the full council.</p> <p>Cllr Carol Pratt put forward a suggestion of £200 towards the Priors Wood Court Committee for Christmas lunch. This was seconded by Cllr Pat Burnett and was then formally approved by the full council.</p>	
17/360	<p style="text-align: center;"><b><u>THE OLD SCHOOL HOUSE</u></b></p> <p>Following discussion, the full council unanimously agreed the Chairman may oversee the signing of the contract and that the build date would be confirmed as 12<sup>th</sup> November, 2018</p>	
17/361	<p style="text-align: center;"><b><u>HIGHWAYS AND TRANSPORT ISSUES</u></b></p> <p>It was noted that the Takeley Park residents association had requested that they would like the 30mph speed limit reinstated along the Hatfield Broadoak road from the Four Ashes southwards</p>	

	<p>and had collected respective signatures from residents. This was endorsed by full council and the request will be forwarded to the Local Highways Panel.</p> <p>It was noted the drain outside Londis previously reported had not been prioritized by Essex County Council and had deteriorated further.</p>	
<b>17/362</b>	<p style="text-align: center;"><b><u>VILLAGE ISSUES</u></b></p> <p>It was observed that the bin post at Garnets still needed to be removed. A reminder to Cllr Dom Roque was suggested.</p> <p>It was acknowledged that the removal of the bin at the Fish and Chip shop had been undertaken by Paul Burnett in the latter part of the month.</p> <p>Cllr Sue Sprules commented on the sofa outside the fish and chip shop and it was suggested that Assistant Clerk J. Potter have a word with the shop keeper.</p>	
<b>17/363</b>	<p style="text-align: center;"><b><u>SPORTSFIELD &amp; RECREATION GROUND</u></b></p> <p>Cllr John Green relayed he had been liaising with Wickstead ref: the replacement swing at the recreation ground – but had not received a phone call to date.</p> <p>It was noted that Cllr Green and Cllr Allen had cleared brambles at the recreation ground.</p> <p>It was confirmed that play bark would meet the minimum standards for filling the gap at the bottom of the slide. Cllr Green stated he would look to do this.</p> <p>Cllr Green updated that Chris Sheldrick who is renting the Sportsfield for training sessions was deferring activity until the new year, due to current low turnout. The clerk confirmed the relevant insurance documentation had been obtained.</p> <p>It was acknowledged that the Bovis S106 monies for recreational facilities would be earmarked against the current recreation ground which is within direct vicinity of the current site.</p>	
<b>17/364</b>	<p style="text-align: center;"><b><u>PLANNING</u></b></p> <p>Takeley Parish Council approved the recommendations of the planning committee held on the 10<sup>th</sup> October, 2018. Members of the public may request copy of these minutes or note any Takeley Parish Committee comments on the UDC website.</p>	

	It was noted that Patricia Barber will be putting in a representation against Stansted Airport Expansion on behalf of Takeley Parish Council	
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The full council meeting concluded at 10:00 pm

The next (ordinary) meeting of Takeley Parish Council will be held on  
**Wednesday 5<sup>th</sup> December 2018 at 7.30pm in the Station House**  
**PUBLIC & PRESS ALWAYS WELCOME**