

# TAKELEY PARISH COUNCIL

## MINUTES

### Ordinary Meeting of Takeley Parish Council

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

**Present:** Cllr Carol Pratt Cllr Geoff Bagnall  
 Cllr Pat Burnett Cllr Richard Cheetham  
 Cllr Sue Sprules Cllr Tina Domigan  
 Cllr Trevor Allen Cllr Jackie Cheetham (*left 9.30pm*)  
 Cllr Linda Steer Clerk Jane Heskey  
 Cllr John Green Asst Clerk Jane Bridgeman

**Apologies:** Cllr Tricia Barber, District Cllr Howard Ryles

**Visitors:** Mick and Sandra Reed (Three Horseshoes Pub, Molehill Green residents) Martin Peachey - CSW, Peter Morris (Takeley resident)

16/229	<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.  <i>All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about by a person attending the meeting.</i></p>	All note
16/230	<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 needs amended.</p>	All note
16/231	<p style="text-align: center;"><b>Minutes</b> <i>(previously circulated)</i></p> <p>The minutes of the Council meeting 5<sup>th</sup> October 2016, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.</p>	All note
16/232	<p style="text-align: center;"><b>Matters arising from the minutes</b></p> <p><b>16/207</b> Cllr Richard Cheetham would like an update on the request to the committee of the Stansted Airport Community Fund. TPC had requested that the terms of reference be changed to include applications from parish councils. Having recently received the same request from another parish council the committee had decided is to leave the terms unchanged.  <b>16/208</b> Cllr David Daykin's resignation. No reply have been received from the initial correspondence. A letter will be sent out thanking him for his work on the Council.</p>	All note
16/233	<p style="text-align: center;"><b>Open Forum</b></p> <p>Mr Mick Reed a resident from <b>Molehill Green</b> informed the Council that tenants have received letters from Strutt &amp; Parker acting on behalf of Stansted Airport (MAG). The letters are advising them that they intend to sell the properties. Some residents have been given 2 months' notice to vacate the properties. At this time of year it is immoral to think that people can to either secure funds to purchase the property or find alternative accommodation within 2 months. Most tenants are on short term 6 month rolling contracts that include a 2 month notice period.          Cllr Jackie Cheetham attended the recent STACC meeting and assurances were made that no tenants would be made homeless. Minute 16/207 recorded that MAG was giving 18 months notice to tenants.          Residents are organising a public meeting will be held on 15<sup>th</sup> November. Plans are also being made for a leaflet drop, contact with the media &amp; local MP. A copy of the letter will be forwarded to Stewart Ashurst Chairman of</p>	All note/ Clerk

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	<p>STACC.            TPC asked residents to keep them informed of developments and agreed to offer support if at all possible. Chairman Carol Pratt will attend the public meeting on 15<sup>th</sup> November.            Jim Backus a resident of Takeley would like to make the Council aware of trees being felled between the <b>Stortford Road</b> and the <b>Flitch Way</b>. TPC is aware and will contact UDC Planning Dept again.</p>	
<b>ADMINISTRATION &amp; FINANCE</b>		
16/234	<p style="text-align: center;"><b>October 2016 Financial Report</b>  <i>(previously circulated)</i></p> <p>Financial transactions for October 2016 were table &amp; agreed.            TPC noted a complete bank reconciliation.</p>	All note
16/235	<p style="text-align: center;"><b>Holy Trinity Church - Request for grant towards upkeep of the churchyard</b></p> <p>In addition, this year a tree report will need to be carried out for insurance purposed which will be an additional cost.            Members agreed that the Church should perhaps seek other grants or approach other contacts to obtain assistance with a tree report (Chelmsford Diocese, ECC, or Hatfield Forest may offer arboriculturist support)            TPC resolved to provide £1200 towards the upkeep of the Churchyard.</p>	All note/ Clerk
16/236	<p style="text-align: center;"><b>Friends of Essex Heritage Trust annual subscription</b></p> <p>TPC approved the annual subscription of £25.</p>	All note/ Clerk
16/237	<p style="text-align: center;"><b>Finance Committee Report &amp; Recommendations 19/10/16</b>  <i>(previously circulated)</i></p> <p>TPC approved the report &amp; recommendations of the Finance Committee as follows:</p> <p><b>1. HSBC Bank Accts:</b> HSBC Bank has incorrectly closed the 2 (linked) bank accounts. They confirm that they had received documentation required in order to re-authenticate TPC accounts (as per banking regulator requirements for Business Acts) but closed the account before reviewing our July submission. They have provided a statement and cheque for the accounts balance (which the Clerk has verified as the correct amount). The Clerk has balanced the account and made a list of the outstanding cheques (8) value £2066.71 and direct debits. The Clerk has been in contact with the payees to explain.</p> <p>HSBC could not reopen the accounts but offered a new account. This would take 5-10 days to administer. The Clerk agreed to refer to TPC but would advise that they seek alternate banking arrangements.            The Clerk has investigated other high street banks offering business accounts via the internet. The Clerk then looked at an internet based account offered by Unity Trust Bank (part of Nat West) specifically for parish councils and community groups. This was recommended via contacts at EALC and TPC's internal auditor. TPC also spoke to Santander via phone (awarded Best Business Bank Account) who were very unhelpful and did not understand that local authorities have standing orders rather than constitutions.</p> <p><b>The Committee reviewed the terms and conditions of Unity Trust Bank and agreed that the Clerk should proceed with an application</b> and Councillor Richard Cheetham would review the terms and conditions in details with the Clerk. The account would be set up on the same basis as</p>	All note/ Clerk

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the HSBC account (no electronic payments), access to internet access to view accounts and internal transfers for the Clerk, signatories to be the same with the same authorisation rules (Clerk plus 2 councillors). A Post Office payment card will be applied for to enable cash to be paid in via Takeley Post Office.

If TPC then chose to authorise electronic payments at a later date a new mandate would be authorised.

- 2. Unity Trust Bank mandate:** Members approved the completion of the mandate and authorised signatories signed as required. A copy of the mandate will be retained by TPC. The master copy will be submitted to Unity Trust Bank along with minutes, Standing Orders & Financial Regulations, cheque for TPC funds to open the account (£270432.85)

- 3. 2016/17 ½ year Actual v Budgets Summary** (detailed schedule attached to the minutes):

	2016/17 Budget £	2016/17 ½ Actuals £	Balance £	
<b>Cfwd</b>	<b>163837</b>	<b>163837</b>		
Precept & UDC LTS Grant	93954	93954		
VAT Refund	3000	25050	-22050	All retrospective claims paid up to date
Bank interest	50	48	2	
Advertising	700	450	250	
Station House Hire	1000	479	521	
Community Cafe	200	350	-150	<b>Revise full year budget to £500</b>
INCOME	98904	120331	-21427	
<b>TOTAL</b>	<b>262741</b>	<b>284168</b>		
Employees	35005	16557	18448	
Administration	18250	9637	8613	<b>Subscriptions</b> budget +£50 <b>Insurance</b> budget - £300
Parish Services	23050	9063	13987	
Professional Advice	5000	3095	1905	
ICT Equipment	0	43	-43	Replacement laptop paid from Reserves
Community Projects	10000	0	10000	
S137 Community Groups	10000	5580	4420	
Vat	1000	4111	-3111	
<b>TOTAL EXPENSES</b>	<b>102305</b>	<b>48086</b>	54219	<b>Overall budgets:</b> Income = + £300, Expenses - £250

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## 4. Reserves (as of Sept):

	£	
School House Fund	29125	Plus £18k S106.
S. Jubilee Hall - Phase 2 develop	0	
Community Projects Reserve	15000	
<b>Community Projects</b>	<b>44125</b>	
Station House	0	
Sports Field & Rec. Grd Equipment	5645	
Legal/Professional Advice	11082	
ICT	0	
Clerks Pension Fund	6220	
Youth Club Fund	5900	
Morrells Green S106	21791	
<b>Total Reserves</b>	<b>94763</b>	
PGCH S106	128607	

## 5. VAT Course (6<sup>th</sup> Oct. 2016):

The Clerk attended this course and returned with some valuable information and advice in relation to the treatment of the School House refurbishment, VAT registration, VAT on PC functions. There are a number of recommendations that require further discussion. It was agreed that the Clerk should seek a quote for a ½ day session with Derek Kemp (Accounting Solutions) the course tutor who advises NALC re VAT & finance for parish councils. The Finance Committee will agree a list of discussion points for the session. The priority will be School House expenditure.

## 6. The Committee agreed to schedule a meeting to complete the remaining items on the agenda including:

- 2017/18 Budget & Precept proposals
- Review proposals to formulate a 3 year budget plan (as per Financial Regs)
- School House funding
- Financial Regulations - review update
- VAT Course & recommendations
- Need to review contract of employment in light of changes to pension provision (Clerk & Asst Clerk)

*NEXT MEETING WED. 9<sup>th</sup> NOV. 2016*

TPC agreed to make a complaint to HSBC seeking a dialogue or face to face meeting with a view to seeking compensation re reputational damage & reimbursement of time and effort (x hrly rate).

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<b>16/238</b>	<p style="text-align: center;"><b>Purchase of Old School House, Brewers End</b></p> <ul style="list-style-type: none"> <li>ECC has not responded to the list of enquiries sent by TPC (via solicitor).</li> <li>Locations, meter nos &amp; suppliers of the utility meters have been provided by Mitie.</li> <li>TPC to undertake indemnity insurance for any liability in the title £200-300).</li> <li>TPC to contact the ECC &amp; Archbishop of Canterbury once the sale has gone through regarding the lack of cooperation from the Diocese.</li> <li>The Finance Committee (9/11/16) will consider the 3 quotes for the buildings insurance and agree the most appropriate cover once quotes are adjusted for increase to £10m public liability (£1460 - £1841).</li> <li>ECC want exchange contracts by 11<sup>th</sup> November or threaten to withdraw the offer. TPC agreed to proceed providing TPC solicitor was sure that this was a 'safe' purchase and that there were no outstanding legalities that would arise subsequently.</li> <li>TPC has not yet applied for planning permission/building regulations</li> <li>TPC approved payment of funds for the deposit to be placed on account with Nockolds Solicitors (£35040.06)</li> </ul>	All note/ Clerk
<b>16/239</b>	<p><b>Cllr Sue Sprules - Requirement for visual aids to support reading of Council material at meetings (as well as at home)</b></p> <p>Section 58 of 2010 Equality Act requires local authorities to make reasonable adjustments for disabled members.</p> <p>Cllr Sue Sprules requires the use of visual aids since recently being registering blind. The Clerk has consulted DWP &amp; EALC and supplied documents to Cllr Sprules detailing possible grants (the majority are means tested).</p> <p>Having attended an exhibition demonstrating the variety of aids available Cllr Sprules has identified solutions for at home and believes a magnifying tablet/unit costing £625 to be the most suitable device to help her when carryout her council duties (both at home &amp; in PC office/mtgs environment).</p> <p>TPC agreed to purchase the magnifying unit £625 (ex vat) which will be owned by the Council and loaned to Cllr Sue Sprules for office and home use.</p>	All note/ Clerk
<b>PLANNING &amp; CONSULTATIONS</b>		
<b>16/240</b>	<p style="text-align: center;"><b>Planning Committee Meetings 19<sup>th</sup> Oct 2016 &amp; 26<sup>th</sup> October 2016</b> <i>(previously circulated)</i></p> <p>TPC approved the following report and recommendations:</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>ESS/35/16/UTT Highwood Quarry, Gt Dunmow CM6 1SL</b>  <b>Brief Description:</b> Continuation of the importation of 70 000m<sup>3</sup> per annum of inert waste &amp; the installation &amp; use of soils washing plant for the recycling of waste, together with associated access onto the highway &amp; a separate silt press as permitted by planning permission ESS/45/14/UTT without compliance to condition 6 (Control of vehicle movements) to allow HGVs to travel offsite between the hrs 06:00 &amp; 07:00 Monday to Saturday &amp; amendment to condition 16 (Maximum heights) to regularise the plant height.</p> <p><b>ESS/34/16/UTT Highwood Quarry, Gt Dunmow CM6 1SL</b>  <b>Brief Description:</b> Continuation of the winning &amp; working of sand &amp; gravel, erection of a concrete plant, workshop &amp; ancillary buildings, and the importation &amp; treatment of inert material to produce secondary aggregate &amp; reclamation material for progressive restoration to landscaped farmland originally permitted by ESS/65/06/UTT as amended by planning permission ESS/52/13/UTT without compliance to condition 4 (Hours of operation) to allow HGVs to travel offsite between the hrs 06:00 &amp; 07:00 Monday to Saturday.</p> </div>	All note/ Clerk

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	<p><b>Recommendation: Objection</b></p> <ul style="list-style-type: none"> <li>• Takeley Parish Council objects to the alteration of operating hours and requests that the 07:00 is maintained 'in the interest of limiting the effects on local amenity, to control the impacts of the development, and to comply with planning policies.</li> <li>• Since these permissions were granted there has been considerable housing development along the B1256 in Takeley and Lt. Canfield. 312 vehicle movements are currently permitted each day. Extending the operating hours of the site will increase the detrimental impact on local amenity.</li> <li>• Further, Takeley Parish Council requests that ESS/45/14/UTT Condition 5 is strengthened/clarified as follows: 'All vehicular access &amp; egress to &amp; from the site shall be from the B1256 <b>roundabout via the A120</b> as indicated on Plan No. M14.103.D.001 dated 14<sup>th</sup> Sept 2014.'</li> </ul> <p>As currently written the condition suggests a route via the B1256 when in fact all HGV traffic should travel via A120 (rather than along the B1256 through Takeley &amp; Lt. Canfield).</p> <hr/> <p><b>UTT/16/2209/HHF Sunny View, School Lane Molehill Green</b>  <b>Brief Description:</b> Demolition of porch. Conversion of garage to residential use. Changes to doors &amp; windows &amp; retiling of roof.  <b>Recommendation: No Objection</b></p> <hr/> <p><b>UTT/16/2637/HHF 1 North Road, Takeley</b>  <b>Brief Description:</b> Erection of first floor &amp; 2 storey extensions  <b>Recommendation: No Objection</b></p>	
16/241	<p style="text-align: center;"><b>Update re UDC Local Plan</b></p> <ul style="list-style-type: none"> <li>• Cllrs Tricia Barber &amp; Cllr Jackie Cheetham attended the UDC Parish Forum 10/10/16</li> <li>• Draft UDC Local Plan has been paused/delayed.</li> <li>• UDC Cllr Howard Rolfe spoke to members of TPC and the Clerk to advise them that Bonnington Green site was allocated in the intended Local Plan (200-230 dwellings). This is land west of Station Road on the Takeley/HBO boundary. The site was deemed sustainable due to the list of facilities to be provided by the developer. TPC members raised questions regarding UDC's evidence for the sustainability of this site &amp; reminded Cllr Rolfe &amp; Nigel Brown re TPC submission/representations to the 'Residential Allocations in Towns &amp; Villages' dated 1<sup>st</sup> Sept. 2016.</li> <li>• The Clerk has since spoken to Geoff Gardner Planning Consultants re options going forward. These are options:             <ol style="list-style-type: none"> <li>1. Wait for a planning application (which may come prior to or post the UDC Local Plan) &amp; respond accordingly</li> <li>2. Wait for the Local Plan to be published &amp; respond to the consultation</li> <li>3. Prepare an interim report now evidencing the issues that have been highlighted with a view to influencing UDC to remove the site from the LP allocations</li> </ol> <p>The Planning Committee has discussed these options and agreed to recommend option 3. It was felt that TPC should aim to influence the allocation before the draft Local Plan is published for consultation as once the LP is published it is unlikely to be changed prior to examination. In addition, such a report would be equally valuable to respond to any planning application that might be submitted in advance of the LP publication.</p> </li> <li>• TPC will request support from Hatfield Broad Oak PC &amp; Great Canfield PC.</li> </ul>	All note

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- Apparently the proposal for a boundary review between Lt Canfield & Takeley has been dropped. TPC to write to UDC requesting the minutes of the meeting and confirmation of the decision.

## REPORTS

<b>16/242</b>	<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>• TPC to advertise <b>councillor vacancies</b>. A copy of the advert will be emailed to previous applicants.</li> <li>• A <b>Community Achievement Award</b> has been awarded to Mrs Barbara Aviet who will attend a ceremony on the 30<sup>th</sup> November at UDC with Cllr Tricia Barber.</li> <li>• The gas bill for the <b>Station House</b> is still outstanding. The bill was due to be paid by ECC from monies transferred from TPC when the lease was signed, this has not been done. TPC will pay the bill and deduct the amount from the next rent payment to ECC. A letter will be sent to the Cabinet Member for Finance at ECC advising them of the situation.</li> <li>• <b>PGCH</b> has confirmed charity status. Solicitor details will be exchanged in preparation for issuing of a lease.</li> <li>• The funeral of <b>Mrs Jill Baldwin</b> will take place on 14<sup>th</sup> November at 2pm at Holy Trinity Church.</li> <li>• <b>SSE Liaison</b> meeting on 15<sup>th</sup> November. Cllr Richard Cheetham to attend.</li> <li>• <b>Hatfield Forest</b> are holding workshops to find ways of managing the forest in the winter months. Cllr Carol Pratt &amp; Cllr Jackie Cheetham to attend.</li> <li>• Cllr Geoff Bagnall to attend the <b>Local Government Peer Challenge</b> on 8<sup>th</sup> November.</li> <li>• The <b>Station House</b> has had a rate valuation and a bill has been sent for £874. The Clerk will investigate if this is correct and who should pay.</li> <li>• A cheque has been sent by <b>Power Network</b> for £500 as compensation for digging a trench across the Four Ashes village green.</li> <li>• The Environment Agency has started work at the rear of <b>Roseacres</b>. 2 custom made trash screens will be installed.</li> <li>• UDC are waiting on confirmation from the Government regarding <b>2017/18 Precept</b>. Details will be given on 9<sup>th</sup> December. The Finance Committee have scheduled a meeting for 14<sup>th</sup> December.</li> <li>• Organisers of the <b>Christmas Fayre at SJH</b> have asked permission to advertise on the village green. TPC agreed.</li> </ul>	All note/ Clerk
<b>16/243</b>	<p style="text-align: center;"><b>Village Defibrillator Group</b></p> <ul style="list-style-type: none"> <li>• 10 volunteers have come forward to work on the project. The group are very enthusiastic and proactive.</li> <li>• Demo machines were made available and the group are still considering which would be most suitable for the village.</li> <li>• A representative from Essex Ambulance Service will be invited to the next meeting on 28<sup>th</sup> November to give some advice.</li> <li>• A training session for the volunteers will be held on 14<sup>th</sup> November. Training will also be offered to residents of Takeley at a later date.</li> <li>• Online payment packages, bank accounts, grants &amp; funding are being investigated.</li> <li>• Possible locations for the equipment are being finalised. One will be on Priors Green and the other in the centre of the village.</li> <li>• Adverts will be put into the Grapevine, Takeley Newsletter &amp; both primary</li> </ul>	All note/ Clerk

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	<p>schools. The group have asked TPC for a small loan for set up costs such as donation tins &amp; printing etc. TPC resolved to provide £100 to help the group with its set up and also offered help with printing.</p>	
<b>16/244</b>	<p style="text-align: center;"><b>Joint Working Party Lt Canfield PC &amp; Takeley PC 13/10/16</b></p> <ul style="list-style-type: none"> <li>• Clr Geoff Bagnall, Jackie Cheetham &amp; Sue Sprules attended on behalf of Takeley PC</li> <li>• The meeting was chaired by LCPC. Cllr Paul Bryant (LCPC) will act as Chairman &amp; Geoff Bagnall (TPC) will act as Vice Chairman.</li> <li>• There will be 6 meetings per year. One topic will be discussed at each meeting.</li> <li>• A list of issues/topics tbc</li> <li>• The minutes of the meeting have not yet been circulated.</li> </ul>	All note
<b>16/245</b>	<p style="text-align: center;"><b>Highways &amp; Transport Issues</b></p> <ul style="list-style-type: none"> <li>• UDC has confirmed street cleaning will be carried out on a rolling program in the village.</li> <li>• Airport parking is still a problem on Parsonage Road near Coopers End roundabout and in Takeley Street. This will be reported to Essex Parking Partnership.</li> <li>• ECC will be contacted regarding the status of Gore Lane. It should be a designated PROW. Notices and adverts were posted in newspapers over 15 years ago</li> </ul>	All note/ Clerk
<b>16/246</b>	<p style="text-align: center;"><b>Sports Field &amp; Recreation Ground</b></p> <ul style="list-style-type: none"> <li>• TPC has requested a key to the portacabin at the Sports Field from the football club.</li> <li>• A litter pick will take place week commencing 7<sup>th</sup> November.</li> <li>• TPC noted the report given by Clr John Green re equipment inspection &amp; meter reading.</li> </ul>	All note
<b>16/247</b>	<p style="text-align: center;"><b>Village Services</b></p> <ul style="list-style-type: none"> <li>• TPC agreed to the installation of a bin on the walk to school route on the Dunmow Rd opposite Takeley Business Centre (£106). A litter bin will also be installed near the bench at the entrance to Roseacres.</li> <li>• The hedge next to the bus stop on Parsonage Rd is in need of a trim. The Clerk will write to the owners requested the work be carried out.</li> </ul>	All note/ Clerk
<b>16/248</b>	<p style="text-align: center;"><b>Other Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Jacks Lane:</b> A site visit with the contractor will be carried out on 3<sup>rd</sup> November by ECC Highways.</li> <li>• UDC Parish Forum 10/10/16: Proposal to cease printing of planning application plans for parishes in April 2017 has been put on hold. TPC agreed to postpone the purchase of a projector and screen until 2017.</li> </ul>	All note
<b>16/249</b>	<p style="text-align: center;"><b>Non Agenda List</b></p> <p>TPC noted the report</p>	All note

The meeting finished at 10.41pm

**THE NEXT MEETING:** of Takeley Parish Council will be held on Wednesday 7<sup>th</sup> December 2016 at Takeley Station House at 7.30pm.