

TAKELEY PARISH COUNCIL

MINUTES

Ordinary Meeting of Takeley Parish Council

Held on Wednesday, 2nd November 2017, at 7.30pm at Takeley Station House.

Present:

Chairman- Carol Pratt, JP	Cllr Jackie Cheetham
Cllr Susan Sprules	Cllr Richard Cheetham
Cllr Tina Domigan	Cllr John Green
Cllr Dom Roque	Cllr Jim Backus
Cllr Linda Steer	Cllr Pat Burnett
Clerk – Julia Peachey	
Fiona Donne – Member of the public, (Priors Green)	

Apologies: Cllr Trevor Allen, Cllr Tricia Barber, Cllr Geoff Bagnell,
Howard Ryles, District Councillor sent his apologies.

17/194	<p style="text-align: center;">Welcome and Apologies</p> <p>Chairman Cllr Carol Pratt 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>	All note/ Clerk
17/195	<p style="text-align: center;">Declarations of Interest</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>	All note/ Clerk
17/196	<p style="text-align: center;">Minutes <i>(previously circulated)</i></p> <p>The minutes of the Council meeting dated 4th October 2017, which had been circulated previously, were approved as a true and accurate record and signed by the Chairman, Cllr Carol Pratt.</p>	All note/ Clerk
17/197	<p style="text-align: center;">County & District Councillor Reports (A maximum of 10 minutes is allocated)</p> <p>It was noted that all Councillors had been e-mailed, but only District Councillor Howard Ryles had responded to give his apologies.</p> <p>Councillor Jackie Cheetham stated that she was disappointed that the other District Councillor Jim Gordan and District Councillor Derek Jones had not attended council meetings. It was noted that District Councillor Howard Ryles had attended regularly and was always contactable and responded to</p>	All note/ Clerk

	council requests. Councillor Jackie Cheetham suggested the Clerk write to Councillor Howard Rolfe at Uttlesford.	
17/198	<p style="text-align: center;">Open Forum (A maximum of 15 minutes is allocated)</p> <p>No members of the public wished to address the council.</p>	
17/199	<p style="text-align: center;">Clerks Report</p> <p>Second response to resident of Lupin Cottage has been posted highlighting the council will not be selling the school house land.</p> <p>Clerk has contacted Michael Coleman to put another dose of poison on stump outside Lupin Cottage following resident concern the roots are encroaching on his boundary fence.</p> <p>Complaint from Takeley Resident Park re: removal of concrete block from outside Takeley Park - Clerk has requested its removal. Compliments to the council have been received.</p> <p>Consultation on Libraries in Essex – brief response sent highlighting that Takeley Parish Council would be happy to accommodate the Mobile Library outside the Station House during café periods.</p> <p>TBS Hygiene confirmed bin installed. Payment now due. No comments were noted. Councillors agreed payment.</p> <p>Clerk confirmed Tender Notice for Old School House had been placed in newspaper with an expression of interest date noted as 2nd November 2017. Expression of Interest for tendering also advertised via Grapevine and noticeboard.</p>	
17/200	<p style="text-align: center;"><u>Finance</u></p> <p>The cheques for approval list had been circulated via e-mail and were approved for payment by Council Members.</p> <p><u>Approval of Quotes For Village Services</u> Quote from contractor Matt Jarrett has been received and was approved in respect of either repairing or replacing the gate at the recreation park. Councillors agreed, that as there was no difference in price of £150.00 the Council were better off having</p>	All note/ Clerk

a new gate. Clerk to notify Matt Jarrett that the work can go ahead and that a new gate can be installed.

Fencing around Morrells Green needs repair – councillors agreed that a list of materials could be put together, so the materials could be purchased direct by the council and then Matt Jarrett could then charge accordingly for his time.

Approval of Finance Committee Recommendations

It was concluded that the newsletter would no longer be printed as the cost of print in relation to income received from advertisements was not economically viable. Councillor Pat Burnett will speak to Rob Burles re: space in the Grapevine.

It was acknowledged that a volunteer had come forward in respect of building a free website for the council. Essex are providing free training for parish councils and help with setting up a free site.

Clerk requested to find out if the Council owned the domain of its current website and also notify the web administrator that the council were looking to take on the work without costs at some point in the future.

It was not known how long it would take the volunteer to set up the new site and it was hoped there would be a smooth transition from the current site to the new

The employment comments in the Finance minutes were noted and approved and the finance committee will meet to set the budget on the 15th November to allocate the precept for the following financial year and ratify final staffing costs.

Station House Lease Costs

It was noted that the Station House Lease needed solicitor input due to lease terms that had been received in October 2017. The Council approved that Nockolds should look at the clauses. It was noted the council did require the building for the forthcoming year.

It was suggested that as well as seeking help from Nockolds it would be worth contacting County Councillor Sue Barker to see if she could help as Councillors did not think that Essex County Council which has a much larger precept than Takeley Parish Council, should be treating Parish Councils as commercial entities.

Councillor Linda Steer suggested that when we write back to Essex Council we highlight that we were expecting an extension of the existing lease.

To Approve Any Requests For Donations

Council members approved a general request for donation to the Royal British Legion of £375.00 in respect of help and aid

	for war widows during the Christmas period. Clerk to draw up cheque and write accordingly.	
17/201	<p style="text-align: center;"><u>The Old School House</u></p> <p>Chairman highlighted that she had met up with probation community services, with regard work on the school house. Probation community services confirmed they have eight men who are able to do a five and a half hour day. The Chairman highlighted that they have a running programme of work and that it was unlikely that they would be able to do anything between now and February. However, probation services confirmed that they would write to the Council when their workload subsides as they could possibly clear the playground or carry out some painting. It was noted that they would not be allowed to work by the roadside due to health and safety reasons.</p> <p>Councillor Cheetham highlighted that Jane Bridgeman had been very helpful circulating the Arriva Grant link via social media and that we were probably in the midpoint range of votes. Further votes would be gathered at the information morning on the 11th November. It was noted that the Arriva link came out after the publication date of the Grapevine.</p> <p>The Chairman thanked Councillor Tina Domigan for placing the information day notices in the local shops.</p> <p>The Clerk highlighted that the expression of interest adverts for contractors had been published in the Observer. All interested contractors had received the tender documents, plans, specification etc. The Clerk had also e-mailed the contractors John Monk's contact details. A conversation yesterday revealed that John Monk had not been contacted by any of the contractors to date. John Monk advised the Clerk to send out a deadline for receipt of tenders after the full council meeting. Councillors agreed the 22nd November 2017 with a view that the tenders would be opened at a later date. The next full council meeting was suggested. The clerk will need to contact Mark Hammond, quantity surveyor and also update the councillors as to receipt of sealed tender envelopes during the course of the month. The Clerk will send out tender labels.</p> <p>The Clerk highlighted that the four page CIF expression form had been filled out and acknowledged and that she now had to fill in a CIF application, which requires receipt of quotations for work and details of our accounts. These will need to be submitted before Feb 2017 latest.</p> <p>Clerk has signed Takeley Parish Council up to Essex Lottery – 60% of profits will come back to Old School House</p> <p>Waitrose Green Coin Scheme – Clerk confirmed Takeley Parish Council have applied and been put on waiting list. (May take a few months).</p>	All note/ Clerk

	Councillor Pat Burnett agreed to make enquiries with regard the Tesco Coin Scheme.	
17/202	<p style="text-align: center;"><u>Priors Green Community Hall</u></p> <p>Members approved and acknowledged the transfer of the entire Priors Green Committee funds being held by the council to the Priors Green Hall Committee of £122,426 would take place very shortly. The Chairman highlighted that the Priors Green Committee members had signed the Lease and it had been sent back to their solicitors. It was noted that the Priors Green Hall Committee had accepted that Takeley Parish Council would expect any uninsured risks to be covered in the hand over sum. It was clarified that the Lease was for a 25 year period with a nominal £1.00 yearly request to ensure the recreational value to residents was maintained. The Lease has been formalized by Nockolds in Bishops Stortford and both the Chairman and Vice Chairman will be signing the Council copy. The Clerk to forward back to Nockolds.</p>	All note/ Clerk
17/203	<p style="text-align: center;"><u>Highways & Transport issues</u></p> <p>Road signs have been left on the footpath along Dunmow Road, that are trip hazards – Clerk will look to report to Essex Highways.</p> <p>It was noted that ECC have not put in a replacement bus notice at the Four Ashes junction but have just filled in the hole. The Clerk has reported the issue on line via inputting the details on a map. No reference was produced afterwards only a notice saying the matter had been forwarded to the correct department. The bus representative had reported difficulties in reporting it. The Clerk will see if the ECC website has any updates on the matter or see if it falls within Chris Stoneham's remit.</p> <p>Takeley Parish Council have now heard back from Arriva re: enquiry of why bus route 508 does not run after 6.50pm and does not run on a Sunday and they are not proposing any changes as stated, "it is not commercially viable".</p>	All note/ Clerk
17/204	<p style="text-align: center;"><u>Sports Field & Recreation Ground</u></p> <p>It was noted that the Pyracantha that the Takeley Residents Association wished to be planted, following damage by the travellers, was not something that Takeley Parish Council were willing to undertake, as it was noted as being on Uttlesfords list of species, that was poisonous, and this would have health & safety implications if the council were noted as planting it. Michael Coleman had visited the site and did a cursory inspection and had not noted any obvious work within the council's remit.</p>	All note/ Clerk

17/205	<p style="text-align: center;"><u>Planning</u></p> <p>Stop Stansted Expansion – Updates. These had been circulated by the Clerk.</p> <p>To report on planning received at time of meeting. UTT/17/2872/HHF -: Erection of single storey rear extension – 6 School House Villas. The plans had been reviewed by both Chairman Carol Pratt and Councillor Jackie Cheetham and no comments were noted.</p> <p>It was noted that the Clerk had been contacted by Endurance estates who wish to promote land for building on Parsonage Road. The site is past the Weston Homes site and is thought to be the field on the left. Enquiries about care homes in the village and what facilities were required or would be favoured was made. Proposals are at very early stages, so it is just a matter of watching our post box. The Clerk has relaid that the local plan currently has an allocation up to 2032 of providing 42 dwellings.</p>	All note/ Clerk
17/206	<p style="text-align: center;"><u>Village Services</u></p> <p>The Post office stores in Broxted was noted as an asset of community value which was being sold off. It was acknowledged that Takeley Parish Council already had a large public works loan of the Old School House so would not be able to purchase the building.</p> <p>It was noted that Uttlesford are currently renewing Community Value Assets and that accordingly premises need to be re-registered.</p> <p>Takeleys were noted at the meeting as The Four Ashes pub, The Green Man and The Three Horseshoes pub along with the following halls:-</p> <p>Silver Jubilee Hall, Priors Green Community Hall, The Day Centre, Molehill Green Hall, The Old School, The School Hall attached to the Christian School and The Station House.</p> <p>UDC provide online forms and instructions on the process which the Clerk will look into.</p>	All note/ Clerk
17/207	<p style="text-align: center;"><u>De-Fibs</u></p> <p>It was noted that the Defib Group were due to have a final meeting before ceasing.</p> <p>Takeley Parish Council resolved to set out a separate account for any de-fib monies received.</p> <p>Councillors acknowledged that upon the acceptance of any monies received, that those monies upon acceptance would only be used for specific purposes related to community</p>	

	<p style="text-align: center;"><u>Any Other Reports as Tabled by Members</u></p> <p style="text-align: center;">It was noted that Footpath 21 had been reported by the Clerk to Robin Wallbank at ECC, but no response had been received.</p>	
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The meeting finished at 9:30 pm

The next meeting of Takeley Parish Council will be held on
Wednesday 6th December 2017 at 7:30pm in the Stationhouse.