

TAKELEY PARISH COUNCIL MINUTES

Ordinary Meeting of Takeley Parish Council

Wednesday, 3rd October 2018 at Priors Green Community Centre at 7.30pm

Present: Cllr Trevor Allen (acting Chairman)
 Julia Peachey - Clerk
 Julia Potter - Assistant Clerk
 Cllr Jim Backus
 Cllr Patricia Barber
 Cllr Pat Burnett
 Cllr Jackie Cheetham
 Cllr Richard Cheetham
 Cllr Dom Roque
 Cllr Linda Steer
 Cllr Sue Sprules
 Cllr Peter Hewett

Public present: Jon Carney
 Rhonda Carney
 Val Gary
 Ross Barker
 Steve Pearce

Apologies: Chairman – Carol Pratt
 Cllr Geoff Bagnall
 Cllr John Green

District Councillor
 Howard Ryles
 Cllr Derek Jones

17/340	<u>WELCOME & APOLOGIES</u>	All note/Clerk
	<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>	
17/341	<u>DECLARATIONS OF INTEREST</u>	
	<p>Members were reminded that they should declare relevant interests at each meeting for items on the agenda and to request a</p>	

	replacement form if their circumstances have changed and their register of interests needs amending.	
17/342	<p style="text-align: center;"><u>MINUTES</u> (previously circulated)</p> <p>The minutes of the Council meeting dated 6th September 2018 were agreed as a true and accurate record and signed by Cllr Trevor Allen.</p>	
17/343	<p style="text-align: center;"><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u> <u>(15 mins max).</u></p> <p>None present.</p>	
17/343	<p><u>OPEN FORUM</u></p> <p>Rhonda Carney spoke on behalf of those present. She highlighted an issue with airport parking at the Priors Green car parking facility by the local shops. The people involved have been regularly rude and aggressive to members of the public when questioned about the situation causing problems during peak periods especially at school pickup times.</p> <p>The Council relayed they did not own the carpark and that the ownership may be able to be ascertained by looking at the carpark signage. It was advised that the matter could be reported to enforcement at Uttlesford District Council who would require the name of the illegal airport operator to take action. Number plate identification may possibly lead to the identity of those involved – however that will be determined by the relevant authority.</p> <p>It was highlighted that Takeley Parish Council has no jurisdiction on highways. However, it was relayed that meetings had been occurring between Essex County Council, Manchester Airport Group, Uttlesford and North Essex Parking Partnership re: the ongoing general problem of airport related parking in Takeley, which had been identified as moving from one area to another.</p> <p>Chairman Cllr Trevor Allen advised the public they would benefit in working together as a group in conjunction with the rest of the community to come to a resolution over parking restrictions in the area. Cllr Pat Burnett pointed out this had been addressed in the past however the residents were unable to come to a unanimous decision and this would be vital if the North Essex Parking Partnership were to instigate restrictions.</p> <p>Ross Barker went on to raise an issue with the maintenance of the vegetation around the Priors Green development and the Community Centre. There are areas where brambles are protruding meaning people are having to move into the road to avoid them. The council will investigate who is responsible for the land and the assistant clerk will contact residents directly.</p>	

	<p>Ross Barker highlighted the lack of policing in the area. It was highlighted there were only three community police officers for the whole of the South of Uttlesford and that the issue stemmed from lack of funding. It was suggested letter could be written to the Police Commissioner enquiring as to what could be done, to better support the local community and have better police presence in the locality</p> <p>Rhonda Carney asked why the 42a bus does not run through Priors Green on a Sunday. Cllrs advised to contact ECC directly to ask the question.</p>	
17/344	<p style="text-align: center;"><u>CONGRATULATIONS</u></p> <p>Councillors congratulated Cllr Trevor Allen for receiving the EALC Councillor of the Year Award, beating all other councillor nominations in the District. It was acknowledged that Cllr Trevor Allen had served over 40 years on the council, previously held the position of chairman and had undertaken many voluntary tasks around the village from cutting back footpaths to volunteering at Christmas fetes etc.</p>	
17/344	<p style="text-align: center;"><u>EXTRAORDINARY MINUTES</u></p> <p>A matter suggested by Cllr Sue Sprules could not be altered as did not comply with regulations. The legislation under Local Government Act 2003 (paragraph 2(4)) of schedule 1) contains specific statutory prohibition in relation to delegation and individual councillors ref; borrowing. The council would not be able to overturn the government legislation in existence.</p> <p>The minutes of the Extraordinary meeting dated 8th August 2018 were agreed as a true and accurate record and signed by Chairman Cllr Trevor Allen.</p>	
17/345	<p style="text-align: center;"><u>CLERKS REPORT</u></p> <p><u>Village Issues:</u></p> <p>Reference Number 2584320 - Vegetation on walk to School route between The Shops at the Four Ashes towards Smiths Green has been re-reported. This was reported earlier in the year – advice was that hedgerow cuts, were not due to take place until after September – but no date could be ascertained.</p> <p>The EALC AGM notified the council on a CVSU Green Matters, garden scheme for one off clearance for vulnerable over 65 year olds who meet certain criteria.</p> <p>Essex County Council are facing ongoing cost cutting from central government. ECC are trying to engage councils to take on some of their responsibilities under the term devolution and are seeking three parish councils to take part in trials. Due to current workload Takeley are not able to volunteer.</p> <p><u>New Requirements For Audit.</u></p>	

	<p>Takeley Parish Council have received instruction that this years Return Information has to stay on our website for five years. (Our audit reference for this year is EX0243 2017/2018 AGAR) and the council also now have to place an advert closing the audit. This has been placed on the website.</p> <p>Takeley Parish Councils audit for 2017-2018 has been signed off.</p> <p>There is a notation relating to the former year 2016-2017 year of account – that the council was just outside the recommended advertising dates for The Notice of Public Rights and Publication, accordingly the council should have this year written “No” in Box 4 this year to reflect this.</p> <p>For compliance the Council have noted this in their minutes for observation and will highlight on their website that the council’s financial information is available at any time of the year.</p> <p>This will be brought to the internal auditors attention next year to highlight the council have observed the comment.</p> <p><u>The Old School House:</u></p> <p>The tenders have been received and a report and letter from the project manager John Monk, have been included in the councillor packs.</p> <p><u>Planning:</u></p> <p>Planning consultant, Ian Coward in conjunction with Takeley Parish Council have put in responses on the Bonningtons application.</p> <p>Highways consultant Bruce Bamber has submitted a report on the highways element of Bonningtons for 275 units as per the previous agreement.</p> <p>Highways Consultant Bruce Bamber and Geoff Gardiner agreed to speak on the Gladmans site ref: 135 units on Land West of Gt. Canfield at the Uttlesford District Council Committee meeting following formal approval of finance members.</p> <p>The committee meeting was held on 26/09/18 whereupon the application decision was unanimously rejected. Takeley Parish Council have recently been made aware the applicant is lodging an appeal.</p>	
17/346	<p style="text-align: center;"><u>FINANCIAL REPORT</u></p> <p>Councillors approved the monthly cheque transactions.</p> <p><u>Planning Consultant Approval</u></p>	

	<ol style="list-style-type: none"> 1. Councillors approved two thirds of the payment towards Highways Consultant, Bruce Bambers invoice (Gladmans) ie £333.33 for public representation at Uttlesford Planning Committee Meeting. 2. Councillors approved two thirds of the payment towards Planning Consultant Geoff Gardiners invoice ie £500 (Gladmans) for public representation at Uttlesford's Planning Committee Meeting. <p>Councillors acknowledged the advertising of the closure of audit notice had been put online and the return of the external audit material, as per the Clerks report.</p> <p>A confirmation letter from the Publics Work Loan Board had been received and circulated highlighting the Council had secured the sum of £250,000 for the School House renovation project</p> <p>Professional advice from the PWLB who were sent copy of the accounts, highlighted that the council may wish to consider a longer loan term to provide greater flexibility, the PWLB have not been prescriptive but have stated to the Clerk/RFO it must not be lower than 6 years or higher than a 50 year term. This will be ratified at a later date.</p> <p>The financial regulations will allow the Council to award the contract up to the level of money secured.</p> <p>A further note on the council's financial regulations in respect of the contract is noted below in 17/347, upon appointment of the chosen contactor.</p> <p>Donation request for £200 for a community Mad Hatters Tea Party will be included on the Finance Committee Agenda.</p>	
17/347	<p style="text-align: center;"><u>THE OLD SCHOOL HOUSE</u></p> <p><u>Contractor Approval:</u></p> <p>The Chairman acknowledged that all councillors had seen sight of the final tenders, as well as a letter from Project Manager John Monk and had been asked to e-mail or contact the Clerk if they had any questions for the Project Manager.</p> <p>In order to appoint the contractor councillors needed to cast an independent vote.</p> <p>Chairman, Trevor Allen circulated voting sheets for each councillor present. Each councillor ticked a preference for the contractor they wished to use selecting one of the three options listed.</p>	

	<p>Assistant Clerk Julia Potter collected the voting sheets and revealed a unanimous decision for Ratcliffe & Burridge Construction Ltd to be appointed contractor. Cllr Dom Roque abstained from voting.</p> <p>Takeley Parish Council's Finance regulations in relation to the appointment of the contract were noted by councillors below:-</p> <p>Based on a basic contract price as outlined in John Monks' letter dated 24th September, 2018. Under d) of the council's financial regulations the council had waived the usage of a contract finder. The council's recommendation to award the contract was notated as being based on the following principals:-</p> <ol style="list-style-type: none"> 1. <i>The invitation to tender had been advertised in the local newspaper, with notices placed in the observer newsletter, agendas etc in the prior year.</i> 2. <i>The tendering process had been overseen by an independent company - Weston Homes a professional building company in conjunction with an independent project manager, John Monk.</i> 3. <i>Reputational value of local companies was more easily identified.</i> 4. <i>The lowest tender was unanimously voted upon by councillors.</i> <p>Councillors suggested the School House Working Group meet on Weds 17th October to consider any outstanding work to be carried out at the Old School. Councillors later arranged to meet on two Saturdays to carry out work on the premises to reduce costs. This was organized by Pat and Paul Burnett with an e-mail being sent to all by the Clerk re: the initial meeting.</p> <p>Cllr Jackie Cheetham proposed the Old School House project be considered for the Aviva Community Award scheme.</p> <p>Cllr Jim Backus highlighted he was a chartered electrical engineer. It was noted by council, that any amendments to the contract or tender would be privy to the project manager and builders' agreement, as once awarded the work involved would be binding.</p> <p>The contractors likely start date will be ascertained by the Clerk from John Monk. The site will later be shut off from the public and councillors for health and safety reasons to comply with insurance requirements around this time.</p>	
17/347	<p style="text-align: center;"><u>HIGHWAYS AND TRANSPORT</u></p> <p>Cllr Peter Hewett pointed out the issue of speeding cars on Station Road just over the bridge. Assistant Clerk Julia Potter agreed to investigate whether the council could have use of the mobile 30mph sign at this site.</p>	

17/348	<p><u>VILLAGE ISSUES</u></p> <p>Cllr Jim Backus advised there is a Priors Green litter pick scheduled for Saturday 6th October. This has been advertised on Facebook. Cllr Pat Burnett has litter pick equipment ready at Station House for collection.</p> <p>Assistant Clerk Julia Potter asked for volunteers for the Council litter pick scheduled on October 27th. Further information will be emailed so councillors can put their names forward.</p> <p>Cllr Dom Roque agreed to remove the metal bin post at Garnetts which is currently being used to hang plastic bin liners of rubbish on.</p> <p>Councillors agreed to remove the bin at the Fish and Chip shop that is attracting excessive rubbish. Cllr Dom Roque volunteered he would relocate the bin to the Station House until it is decided where else it can be placed.</p> <p>It was noted UDC Environmental Health Manager J O'Boyle had written to the council – ref: Dog Fouling. Whereupon it had been identified that people are less likely to clean up after their dogs at night when owners do not feel like they are being watched. Cllr Jim Backus agreed to identify hot spots for dog fouling.</p> <p>The council will then put in a request to UDC to receive posters. A limited number of bin stickers and posters are being made available for parish councils by UDC to fix at suitable locations. Some areas will be asked to purchase their own. The council will accept free posters only, subject to confirmation.</p>	
17/350	<p><u>SPORTS FIELD & RECREATION GROUND</u></p> <p>Cllr Peter Hewitt and Clerk Julia Peachey agreed to liaise regarding submitting a letter to the MP in relation to travellers and eviction rights.</p> <p>The sportsfield gate has been fixed.</p> <p>Cllr Dom Roque advised there has been damage to some of the fencing in the sports field backing onto Takeley Park. Cllr Peter Hewitt agreed to speak with Cllr John Green about this matter,</p> <p>Cllr Trevor Allen noted the swing in the recreation ground still remains unfixed.</p> <p>Councillors considered the request for use of the sportsfield by Chris Sheldrick. Councillors agreed an hourly rate of £20.00. The Clerk will follow up with request for more information, including copy of insurance, times of use etc and will liaise with John Green ref: opening the Gate</p>	
17/351	<u>PLANNING</u>	

	<p>Takeley Parish Council approved the recommendations of the planning committee held on the 12th September 2018. Members of the public may request copy of these minutes or note any Takeley Parish Committee comments on the UDC website.</p> <p><i>UTT/18/0460/FUL STANSTED AIRPORT PROPOSAL: Airfield works comprising two new taxiway links to the existing runway (a Rapid Access Taxiway and a Rapid Exit Taxiway), six additional remote aircraft stands (adjacent Yankee taxiway); and three additional aircraft stands (extension of the Echo Apron) to enable combined airfield operations of 274,000 aircraft movements (of which not more than 16,000 movements would be Cargo Air Transport Movements (CATM)) and a throughput of 43 million terminal passengers, in a 12-month calendar period.</i></p> <p><i>The Clerk has sent off a four page response on behalf of the council which can be found on the Council's website. Cllr Cheetham and Cllr Patricia Barber will be working on representations at the Uttlesford Planning Committee Meeting being held in November.</i></p> <p><i>Cllrs noted the rejection of the Gladmans application by the planning committee at Uttlesford,</i></p> <p><i>It was noted the next formal Planning Meeting will be held on Weds 10th October 2018, at 10:30 am in the Station House.</i></p>	
17/352	<p style="text-align: center;"><u>FOOTPATHS AND TREES</u></p> <p>Cllr Jim Backus noted that there are two signs lying on the floor at Priors Wood yet to be concreted into the ground.</p> <p>Cllr Patricia Barber noted that there is a small tree protruding near Oak Lodge on Jacks Lane. Cllr Jim Backus agreed to investigate.</p>	

The full council meeting concluded at 9.45pm

The next (ordinary) meeting of Takeley Parish Council will be held on
Wednesday 7th November 2018 at 7.30pm in the Station House
PUBLIC & PRESS ALWAYS WELCOME