

### Minutes of the Annual Parish Council meeting Held on Wednesday, 4<sup>th</sup> May 2022 at 7.30pm At the Old School House

**Present Clirs:** Geoff Bagnall, Jim Backus, Tricia Barber, Phill Bodsworth, Sonia Carr, Carol Pratt, Sue Sprules and Linda Steer.

**In attendance:** Jackie Deane (Locum Clerk) and three members of the public.

Item	Part 1
	Cllr Pratt welcomed members and the public to the meeting and held a minute's silence for former chairman of the Parish Council, Trevor Allen, who recently passed away. Trevor had been a councillor for over 40 years and was a local history recorder for Takeley.
	<u>Note</u> On Cllr Pratt's request, item 9a) Co-option of a councillor was brought forward on the agenda and was resolved before item 1.
1.	<ul> <li>Election of the Chairman for the Civic Year 2022/23</li> <li>In her absence, the Locum Clerk read a short statement from Cllr Burnett, in support of her willingness to stand as Chairman.</li> <li>RESOLVED to elect Cllr Burnett at Chairman (nominated by Cllr Barber, seconded by Cllr Bagnall and duly elected).</li> <li>Action: On her return from holiday, Cllr Burnett will complete her form of acceptance of office.</li> <li>Cllr Barber thanked outgoing Chairman Cllr Pratt for all her hard work for the parish council over many years and all agreed to record their thanks.</li> </ul>
2.	Election of Vice Chairman for the Civic Year 2022/23



	<b>RESOLVED</b> to elect Cllr Bagnall as Vice Chairman (nominated by Cllr Backus, seconded by Cllr Sprules, and duly elected). Cllr Bagnall signed the declaration of acceptance of office.
3.	Apologies for Absence Apologies for absence were received and accepted from ClIrs Cheetham, Burnett and Roque. Apologies were also received from ClIrs Barker, Isham and Sutton.
4.	<b>Declarations of interests</b> Cllr Pratt declared a non-pecuniary interest in item 7, as a trustee of the Silver Jubilee Hall.
5.	<b>Public Forum</b> Mr Jarrett thanked Cllr Pratt for her work over the years for the benefit of the parish and also thanked all members of the council for their hard work and commitment.
6.	Minutes of the Last Full Council Meeting The Full Council Minutes of the meeting held on 6 <sup>th</sup> April 2022 were approved as a true record of the meeting.
7.	Takeley 10k Donation RequestA request was received from the organising committee for adonation of £1,000 for their fundraising event. Mr Newmanfrom the committee gave background information for therequest for a donation for the community event, to fund anevent with approximately 500 runners. Money raised goes tothe Silver Jubilee Hall refurbishment and toilets for the socialclub, where part of this area is rented from the hall. The scoutsare given a donation for their help and the cricket club managethe car parking.
	<b>RESOLVED</b> to make a donation of £1,000 to the organising committee of the Takeley 10k run, for the Silver Jubilee Hall



	fund, to be made from the council's allocated budget for s137 community payments. (Proposed by Cllr Bagnall and seconded by Cllr Bodsworth).
8.	Ward Councillor/County Councillor Reports Cllr Bagnall reported that the interim director of planning was continuing her work to restructure the planning department and the new director of planning will start in June. He explained that an initial 11-month term was established for the special measures designation and there would be a notification in due course from the government with any update on the designation.



9.	Councillor Vacancies
	Note: item 9a was heard ahead of the election of the Chairman
	on the request of ClIr Pratt.
	a) The Council considered an applicant for co-option, to fill
	the vacancy following the resignation of Trevor Allen. This
	item was heard at the start of the meeting, on the
	request of Cllr Pratt. There was one applicant for the
	casual vacancy.
	<b>RESOLVED</b> to co-opt Lucy Johnson (proposed by Cllr
	Sprules and seconded by Cllr Backus).
	b) Notification of a vacancy following the passing of Richard
	Cheetham was received from UDC and was posted on the
	notice boards and parish council website, as required.
	Actions: If co-option is permitted, an advert will be placed
	on the Parish Council website, Facebook and locally
	within the parish, using the wording recently agreed.
	Members would like to consider any applicants for co-
	option at the August meeting.
10.	Clerk's Report
	a) Noted - appointment of a temporary administrator on 9 <sup>th</sup>
	February 2022 for 15 hours per week at SPC 10. The
	staffing committee will review requirements and
	advertise for a permanent role to start in July 2022.
	<ul> <li>b) Noted - appointment of a new caretaker on 26<sup>th</sup> April 2022 for 7 hours per week.</li> </ul>
	c) The Parish Clerk vacancy advertisement closing date was
	22 <sup>nd</sup> April. One application was received. Details were to
	be discussed in part 2 of the meeting, however the
	staffing committee has withdrawn the item.
	d) Arrangements for the Annual Parish Assembly 18 <sup>th</sup> May
	2022 at 7.30pm in the Old School House were noted.
	<ul><li>e) A grant of £1,500 has been received from UDC for youth</li></ul>
	services.



	<ul> <li>f) A grant of £6,000 has been received for Sports Field shelter installation and Jubilee events.</li> <li>g) The Public Works Loan Board repayment on 20<sup>th</sup> May will be £22,009.21 in respect of the loan to refurbish the Old School House.</li> <li>h) A grant from UDC for Jubilee £1,000 has been approved.</li> </ul>
11.	Building and grounds maintenance
	<ul> <li>a) An emergency repair of the outbuilding roof was carried out.</li> <li><b>RESOLVED:</b> The contractor payment to Paul Burnett to the sum of £120 for repairs was ratified.</li> </ul>
	sum of £130 for repairs was ratified.
	<ul> <li>b) A quote has been received from the original installer for the annual service of roller shutters, which is due in June.</li> <li><b>RESOLVED:</b> Payment of the annual service was approved to the sum of £235, subject to confirmation that it is in line with the contracts schedule.</li> </ul>
	<ul> <li>c) It was noted that the litter bin lid for bin 25 at Priors Green is missing. <u>Action</u>: The Clerk was asked to check if a replacement is readily available, to avoid rubbish blowing out of the bin.</li> </ul>
	<ul> <li>d) The Clerk requested guidance from members on the type of bins required to replace two oil drums on the Recreation Ground.</li> <li><u>Action:</u> – It was delegated to Cllr Roque to narrow the choice of bins and prices to be considered at the next meeting.</li> <li><u>Action</u>: Reminder to send UDC the bin list for review and make a new request a garden wasted bin for the Old School House.</li> </ul>



<ul> <li>e) Cllr Sprules circulated information on email regarding planters for either side of the entrance to the Old School House, for two commemorative trees.</li> </ul>
<b>RESOLVED</b> to purchase 2 x pairs of planters at approximately £165.30 each pair and 2 x weeping cherry trees up to the sum of £200. The total cost agreed would be up to £600 total, with funds from an allocated budget for planters and plants. (Proposed by Cllr Backus and seconded by Cllr Pratt, all agreed.)
<b>EALC and NALC Subscription Renewals</b> Cllr Pratt requested consideration of alternatives when reviewing renewal information however no viable alternatives were presented at the meeting for comparison.
<b>RESOLVED</b> to renew subscriptions: EALC Affiliation Fee 2022/2023 to the sum of £554.11 and NALC Affiliation Fee 2022/2023 to the sum of £276.83 (Proposed by Cllr Steer and seconded by Cllr Barber) <u>Action:</u> To review the support and services of EALC and if there are concerns, the matter should be reviewed in six months.
<ul> <li>Finance Committee Report and Recommendations <ul> <li>(Appendices 1, 2 &amp; 3)</li> <li>a) The end of year reports, minutes of the committee meeting held on 12<sup>th</sup> April and the updated asset register were noted.</li> <li>b) RESOLVED to appoint Mike Letch as internal auditor (proposed by ClIr Bagnall, seconded by ClIr Sprules, all agreed).</li> <li>c) Arrangements for part two of the end of year review were agreed to take place on Tuesday 24<sup>th</sup> May and the internal audit was scheduled for 10<sup>th</sup> May.</li> <li>d) The monthly receipts and payments were noted.</li> </ul> </li> </ul>
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14.	<ul> <li>Planning Committee Report and Recommendations <ul> <li>a) The Planning Committee meeting notes in lieu of minutes from</li> <li>13th April 2022 were noted.</li> </ul> </li> <li>b) The date of the next planning committee meeting was agreed to take place on Wednesday, 18th May at 10am, delayed for a week as committee members were required to speak on planning applications being considered by UDC Planning Committee.</li> </ul>
15.	Neighbourhood Plan Update – Appendix 4 The Clerk's report on major planning was discussed, which included updates on the following: a) Housing Needs Survey report b) Draft resident questionnaire c) Presentation for Annual Parish Assembly d) Heritage and Landscape assessments
16.	Annual Review of Committee Membership and Responsibilities <u>Representatives were agreed as follows</u> : 1. Playground equipment weekly safety inspections – ClIr Roque 2. Footpaths and PRoWs, Flitch Way and trees – ClIr Backus 3. Emergency planning – ClIr Burnett 4. Sports projects and liaison – ClIrs Bodsworth and Roque <u>Committee membership:</u> <u>Planning</u> ClIrs Pratt, Cheetham, Barber, Carr and Burnett. <u>Note:</u> The Planning Committee has a vacancy and ClIr Johnson would be willing to join if the meetings, if members agreed to reschedule to a to a mutually convenient evening. The meetings are currently held on the second Wednesday of the month at 10am.



	<u>Finance</u> Cllrs Pratt, Bagnall, Backus, Sprules, Bodsworth and Burnett.
	Staffing Subject to a review of the Terms of Reference and committee structure at the next meeting, ClIrs Pratt, Barber, Sprules, Backus, Carr, Cheetham and Bodsworth were all happy to continue. ClIrs Cheetham and Bodsworth were also on the appeals/grievance sub-committee and ClIr Johnson would be willing to join if there is a vacancy, subject to her evening availability.
	<u>Action</u> : – The Locum Clerk was asked to take advice and to prepare new Terms of Reference for the staffing committee, including clarification of a query on the membership of the committee and of an appeals sub-committee. This might require an extraordinary meeting to re-constitute the committee.
17.	<ul> <li>Major Planning Update – Appendix 4</li> <li>The Clerk's report on major planning was discussed, which included updates on the following:</li> <li>a) Warish Hall Appeal</li> <li>b) Planning applications from Endurance Estates</li> <li>c) Local Plan - infrastructure requirments and arrangements for the Regulation 18 Consultation</li> </ul>
18.	<ul> <li>Correspondence</li> <li>a) Letter from EALC supporting their request for subscription renewal.</li> <li>b) Update from UDC on the New Local Plan timetable.</li> </ul>
19.	Items to Note and for Future Meetings Working group report on sports requirements at a future meeting.



	Chairman to ensure that standing orders are followed for extending meetings over 2 hours in duration.
20.	Date of the Next Meetings The Annual Parish Assembly will be held on 18 <sup>th</sup> May at 7.30pm in the Old School Community Centre. The next Full Council meeting is due to take place on Wednesday, 1 <sup>st</sup> June 2022 at 7.30pm.

Being no further business, the meeting closed at 10.09pm.

Signed by the Chairman .....

Date .....

TAKELEY PARISH COUNCIL ACTUALS V BUDGETS 2021-22 & 22-23 BUDGETS

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Village Maintenance (inclus shetters)       1800       2000       2000       1065       935       Applied for grant for balance of cost & Morrells Green £3740 S106 funds         Planter - plants       561       1500       1500       1666       834         Sportsfield Electricity       1400       2000       2000       142       580         Sportsfield Water       61       2000       700       500       500         Sportsfield Water       61       2000       700       500       500         Total       256       0       0       300       300       700         Community Centre Purchase       11337       11337       11338       11238       10         Silver Jubilee Hall       111238       11238       11238       10       0         Silver Jubilee Hall       11238       -11238       -11238       -11238       1238       0         Silver Jubilee Hall       11238       -11238       -11238       -11238       1238       0         Total       68033       68032       68033       68032       68032       Cash in bank 31/3/22       1249         VAT       7548       7500       10279       10387       -10387       -1048								Sportsfield shelter March 2022 £9990 - see £7k Grant Apr 21		
Planter - plants       561       1500       1500       666       884         Litter & Dog Bin Collections       3104       4000       3000       3390       590         Sportsfield Eteritricity       140       200       2200       142       58         Sportsfield Eteritricity       1112       225       250       1824       -1574         Defils - segness from ringfenced reserve       256       0       300       0       300         Total       16753       22150       20150       20750       30653       -9903         Community Centre Purchase       11337       11337       11338       -1         Community Centre Refurb       44018       44018       44018       0         Silver Jubilee Hall       11228       11238       11238       1238       0         Total       68033       68032       68033       67984       499       0         Sila7       1738       2500       2500       1752       -1752       0         VAT       7548       7500       10279       10387       -10387       Cash in bank 31/3/22       1249         Queen's Jubilee Celebration Grant         11238       11238										
Litter & Dog Bin Collections         3104         4000         4000         3000         3590         -590           Sportsfield Vetricity         140         200         200         142         58           Sportsfield Water         61         200         700         500         0         500           Sportsfield Water         61         200         700         500         0         3000         3590         -590           Defibs - expenses from ringfenced reserve         226         0         0         300	-							,   + + + · · · · · · · · · · · · · · · ·		
Sportsfield Electricity       140       200       200       142       58         Sportsfield Water       61       200       700       500       0       500         Defibs - expenses from ringfenced reserve       256       0       0       300       300       300         Total       16753       22150       22050       30633       -9093       -9093         LOANS - PWLB       11337       11337       11337       11338       -1         Community Centre Purchase       11337       11337       11338       -1         Community Centre Refurb       44018       44018       44018       44018       0         Silver Jubilee Hall       11228       11228       11238       1238       0         Start       7550       10279       10387       -10387         Less SiH Loan reimbursed       -11238       -11238       -11238       -10387         Morrells Green S106 monies       1       14471       1       0       0ld School Reserve       34130         Old School Reserves       1       34130       1       22/23 Receipts       1436         Old School Reserves       1       34130       122/23 Receipts       1436										
Street Lighting       112       250       250       1824       -1574       Q4 New LED lamps         Defibs - expenses from ringfenced reserve       256       0       0       300       300         Total       16753       22150       20750       30653       -9903         LOANS - PWLB	Sportsfield Electricity	140	200	200	200	142	58			
Defibs - expenses from ringfenced reserve         256         0         0         300         300           Total         16753         22150         20150         30653         -9903           LOANS - PWLB Sportsfield         1439         1439         1439         1337         11337         11338         -1           Community Centre Purchase         11337         11337         11337         11338         -1           Community Centre Refurb         44018         44018         44018         44018         44018         4018         4018         0           Silver Jubilee Hall         11238         11238         11238         11238         16733         68033         67984         49           Silar         1738         2500         2500         1752         -1752           VAT         7548         7500         10279         10387         -10387           Cash in bank 31/3/22         12493         -11238         -11238         -11238         -1238         0           Morrells Green S106 monies         Image: Silar         Image: Silar         Image: Silar         Image: Silar         Image: Silar         Silar           Old School Reserves         Image: Silar         Image: Silar	Sportsfield Water	61	200	700	500	0	500			
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LOANS - PWLB         Integration         Integration <thintegration< th=""> <thintegration< th=""></thintegration<></thintegration<>	Defibs - expenses from ringfenced reserve									
Sportsfield       1439       1438       11338       11338       1338       1338       1338       1338       1338       1338       1338       1338       1338       1338       1338       1338       1337       1338       1338       1338       1338       1337 </td <td>Total</td> <td>16753</td> <td>22150</td> <td>20150</td> <td>20750</td> <td>30653</td> <td>-9903</td> <td></td>	Total	16753	22150	20150	20750	30653	-9903			
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Silver Jubilee Hall       11238       11238       11238       11238       0         Total       68033       68033       68033       67984       49         S137       1738       2500       2500       1752       -1752         VAT       7548       7500       10279       10387       -10387         Less SJH Loan reimbursed       -11238       -11238       -11238       -11238       0         TOTAL COSTS       168619       169495       210593       154516       160358       -5842       RESERVES         Morrells Green S106 monies       114471       1       0ld School Reserve       34130       34130       122/23 Receipts       1736         Old School Reserves       34130       34130       122/23 Expenditure       210593       12493	Community Centre Purchase									
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S137       1738       2500       2500       1752       -1752         VAT       7548       7500       10279       10387       -10387         Less SJH Loan reimbursed       -11238       -11238       -11238       -11238       0         TOTAL COSTS       168619       169495       210593       154516       160358       -5842       RESERVES         Morrells Green S106 monies       14471       1       Old School Reserve       34130         Queen's Jubilee Celebration Grant       4590       1       Morrells Green S106       14471         Old School Reserves       34130       22/23 Receipts       1736         22/23 Expenditure       210593       34130       22/23 Expenditure       210595	Silver Jubilee Hall	11238	11238	11238	11238	11238	0			
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Less SJH Loan reimbursed       -11238       -11238       -11238       -11238       0         TOTAL COSTS       168619       169495       210593       154516       160358       -5842       RESERVES         Morrells Green S106 monies       14471       0       Old School Reserve       34130         Queen's Jubilee Celebration Grant       4590       Morrells Green S106       14471         Old School Reserves       4590       Morrells Green S106       14471         Old School Reserves       34130       22/23 Receipts       17369         22/23 Expenditure       210593       154130       22/23 Expenditure       210593	S137	1738	2500	2500		1752	-1752			
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TOTAL COSTS       168619       169495       210593       154516       160358       -5842       RESERVES         Morrells Green S106 monies       14471       1       0ld School Reserve       34130         Queen's Jubilee Celebration Grant       4590       Morrells Green S106       14471         Old School Reserves       4590       Morrells Green S106       14471         Old School Reserves       34130       22/23 Receipts       17369         22/23 Expenditure       210593       34130       22/23 Expenditure       210593	VAT	7548	7500	10279		10387	-10387			
TOTAL COSTS       168619       169495       210593       154516       160358       -5842       RESERVES         Morrells Green S106 monies       14471       1       0ld School Reserve       34130         Queen's Jubilee Celebration Grant       4590       Morrells Green S106       14471         Old School Reserves       4590       Morrells Green S106       14471         Old School Reserves       34130       22/23 Receipts       17369         22/23 Expenditure       210593       34130       22/23 Expenditure       210593		· · · · · ·			-	-		l l		
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Morrells Green S106 monies       Cash in bank 31/3/22       12491         Queen's Jubilee Celebration Grant       Identified       Old School Reserve       34130         Defib Reserves       Morrells Green S106       14471       Identified       14471         Old School Reserve       4590       Identified       14471       Identified       14471 <td< td=""><td>TOTAL COSTS</td><td>168619</td><td>169495</td><td>210593</td><td>154516</td><td>160358</td><td>-5842</td><td>RESERVES</td></td<>	TOTAL COSTS	168619	169495	210593	154516	160358	-5842	RESERVES		
Queen's Jubilee Celebration Grant       Defib Reserve       4590         Defib Reserves       Morrells Green S106       1447         Old School Reserves       34130       22/23 Receipts       17369         22/23 Expenditure       21059       21059       21059								Cash in bank 31/3/22 124910		
Defib Reserves	Morrells Green S106 monies			14471				Old School Reserve 34130		
Defib Reserves	Oueen's Jubilee Celebration Grant							Defib Reserve 4590		
Old School Reserves         7171           22/23 Receipts         1736           22/23 Expenditure         21059										
Old School Reserves         22/23 Receipts         17369           22/23 Expenditure         21059	Defib Reserves			4590				Morrells Green S106 14471		
22/23 Expenditure 21059								71719		
	Old School Reserves			34130				,		
BALANCE 3482								· · · ·		
								BALANCE 34821		

### **TAKELEY PARISH COUNCIL**

AS	SET	<b>REGISTER</b> 2	2021/2022					
ASSET	INS	INSURANCE VALUE (£)	LOCATION	INSTALLATION / PURCHASE DATE				
STREET FURNITURE								
<ul> <li>6 x Park Seats</li> </ul>	×		2 x Bus Shelters 1 x Corner of Roseacres 3 x Recreation Ground					
<ul> <li>Bench</li> </ul>	×		Morrells Green	Morrells Green - Jan 2014 £300				
<ul> <li>5 x Bus Shelters</li> </ul>	×		2 x Four Ashes 3 x Parsonage Rd					
Insurance excess frequently exceeds purchase cost hence not all insured) Dog bins (10) Litter bins (19)	×			New bins purchased in 2013 Insurance valuation remained static as listed under location.				
<ul> <li>Notice Boards x 2</li> </ul>	×		Four Ashes Old School CC	Repair of cork backing Feb 2019 New Mar 2021 - £1356				
<ul> <li>Village Sign</li> </ul>	×		Four Ashes Village Green					
<ul> <li>Sports Field &amp; Recreation Ground ownership signs</li> </ul>	×		2 x Rec. Ground 1x Sports Field	New March 2011 Replaced Feb 2016				
<ul> <li>8 x Village Planters</li> </ul>	×		2 x Takeley Street 2 x Four Ashes 4 x Old School	£500 Old School Planter 2021				
TOTAL STREET FURNITURE		31212						
		TES & FENCE	S					
Various	×	7364		Morrells Green - Jan				
<ul> <li>Fencing &amp; gates</li> </ul>	×	5567		2014				
<ul> <li>Multi Use Games Area</li> </ul>	×	44578	Sports Field					
	1							
War Memorial	X	9555 Round Equip	Silver Jubilee Hall					
<ul> <li>Various Play Equipment &amp; fencing</li> </ul>	×		Recreation Ground	NEW EQUIP 2013 Spiro = £5836 Swings = £2750 Springers = £1100				
<ul><li>2 x Springers</li><li>Multi Play System</li></ul>	×		Morrells Green	Green space added Jan 2014 MPS added July 2016				
<ul> <li>Youth Shelter</li> </ul>	×		Sports Field					
Frame Seat	×		Sports Field					
<ul> <li>Table Top Skateboard Equipment</li> </ul>	×		Sports Field					
<ul> <li>Spine Skateboard Equipment</li> </ul>	×		Sports Field					
<ul> <li>Grind Rail Skateboard Equipment</li> </ul>	×		Sports Field					
<ul> <li>Skate Park Equipment</li> </ul>	×							
<ul> <li>Ground Surfaces</li> </ul>	×							
TOTAL PLAY EQUIPMENT		79438						
<ul> <li>Portacabin x 2</li> </ul>	×	11669	Sports Field	Added additional portacabin to ins 2012/13				

OFFICE EQUIPMENT							
<ul> <li>Laptop PC</li> <li>Laptop PC</li> <li>projector for plans/presentation</li> </ul>			Clerk Asst Clerk	Oct 2021 - £1k Feb 2019 - £400 Feb 2019 - £500			
Portable Light Reader				New 2016 - £825			
<ul> <li>Old School equipment</li> </ul>				Office & Community cafe			
GRIT BINS							
<ul> <li>Roding Drive</li> </ul>				2012/13 - £225			
<ul> <li>Four Ashes</li> </ul>				2012/13 - £158			
<ul> <li>Defibrillators x 2</li> </ul>	x	5000		Priors Green Hall & Silver Jubilee hall 2017			
<ul> <li>Old School Community Building</li> </ul>	x	824000		Opened Jan 2020			
SUBTOTAL VALUE		1018383					

CUSTODIAN TRUSTEE				
Priors Green Community Hall Rented for £1.00 per year to Priors Green Hall Committee	×	NIL	Priors Green Hall Committee (Insurance held separately to the Parish Council)	December 2013 Insurance/rateable value £885942 As per Governance & Accountability for Local Councils Practitioners Guide 2014 1.49

### Advisory notes:

Audited April 2022

#### **TAKELEY PARISH COUNCIL**

### **APRIL 2022 FINANCE REPORT**

	Business Current Account					
Рауее		Gross	RECEIPTS	EXPENSES	VAT I	R Budget
	Detail			(net)		Ref
Date		£	£	£	£	
3FWD		86190.45				-
01/04/2022 S/O to: Activ Web Design	TPC website	-42.00		35.00	7.00	
04/04/2022 EFT - Enjoying Fitness Together	Hall Hire inv 2219	60.00	60.00			
07/04/2022 UTTLESFORD DIS A/C	Grant for Youth Project	1500.00	1500.00			
08/04/2022 B/P to: Sterling Washroom	INVOICE 18333 Old School	-103.68		86.40	17.28	
08/04/2022 B/P to: Hertfordshire Asso	inv 2223/131 Ad. for Clerk vacancy	-25.00		25.00		
08/04/2022 B/P to: CERDA Planning Ltd	INVOICE 9947 Warish Hall Appeal	-5468.94		4557.45	911.49	
08/04/2022 B/P to: RTTEC Limited	INV NO 8691 Microsoft License & migrating & syncing data x	-370.00		308.33	61.67	
08/04/2022 B/P to: MKA Ecology Ltd	2112004 Neighbourhood Plan	-2820.00		2350.00	470.00	
11/04/2022 THURSTON LJ	L.T HALL HIRE inv 2221	54.00	54.00			
11/04/2022 Direct Debit (XLN TELECOM)	4739360 19594621 Broadband & phone	-72.53		60.44	12.09	
12/04/2022 B/P to: J M Deane	EXPENSES 5 APRIL - Stationery	-21.80		21.80		
12/04/2022 B/P to: Just us Digital	INVOICE 22/9493- NHPlan	-67.20		67.20		
14/04/2022 Transaction: Credit	87 Hall Hire - inv 2216 £55, 2217 £60, 2218 £22.50	142.50	137.50			
	NHP Booklet		5.00			
14/04/2022 UTTLESFORD DIS A/C	Ward Clirs Grant as per request 13/4/22	6000.00	6000.00			
19/04/2022 B/P to: Window Wash	Window Cleaning Old School	-260.00		260.00		<b></b>
20/04/2022 Direct Debit (E.ON NEXT)	A-EC1C9BFC-001 Sports Field electricity	-14.53		14.53		
21/04/2022 UTTDC GEN	PRECEPT (1 of 2)	80247.50	80247.50			
21/04/2022 ESSEX PARTNERSHIP		30.00	30.00			
27/04/2022 21CC Group Ltd	Jubilee Beacon	-588.00		490.00	98.00	
27/04/2022 Landmark BACs Account	2nd payment - Warish Hall Appeal	-4200.00		3500.00	700.00	
27/04/2022 TBS Hygiene	April dog & litter bin collections	-372.00		310.00	62.00	
27/04/2022 Employee 4	April pay	-676.80		676.80		
27/04/2022 Locum Clerk	Expenses: Jubilee Medals £84.24 (ex vat) & £70 Careta	-171.09		154.24	16.85	
27/04/2022 Locum Clerk	April Clerk hours £2600 Planning Appeal hrs £1650	-4250.00		4250.00		
27/04/2022 Locum Clerk	Neighbourhood Plan Support Service	-390.00		390.00		
29/04/2022 SSE Electric	Old School electricity Feb & March 2022	-424.11		403.92	20.19	
TOTAL		153886.77	88034.00			
	Grants Receipts & Expenditure highlighted					
	B/Fwd	86190.45				
	Receipts	88034.00				
	Expenses	17961.11				
	VAT	2376.57				
	ז	153886.77				
	L					
	Current Acct Bank Statement	153886.77				
	Defib Account	4590.21				
	Delib Account					
	School House Account	34129.61				

MEETING	FULL COUNCIL MEETING 4 <sup>TH</sup> MAY 2022	APPENDIX 4
SUBJECT	CLERK'S REPORT ON THE NEIGHBOURHOOD PLAN, MAJOR PLANNING APPLICATIONS AND THE UDC LOCAL PLAN	AGENDA ITEMS 15 & 17
AUTHOR	JACKIE DEANE (LOCUM CLERK)	

#### 1) <u>Neighbourhood Plan Update – Agenda item 15</u>

#### a) Housing Needs Survey

The full draft report has been circulated separately. The key findings and recommendations which are on pages 9, 10 and 28 of the report:

- The response rate was 15% which is below the county average of 25%. There were 320 responses. RCCE used 2068 as the total number of surveys delivered. We delivered I 1977which is a 16% response. The steering group will ask RCCE to use our distribution total for their analysis.
- Of the 320 responses 66% were in support for a small development, (4-8 homes) which would be primarily affordable homes for local people.
- Around one third of the responses were supportive of further development of houses for sale on the open market.
- The scale of any future development should have regard to the local infrastructure and local amenities and not be unsympathetic to the surroundings.
- There was concern about the loss of green space.
- Based on the analysis of the data RCCE suggest an **affordable rented recommendation** of up to 10 units of mixed size. Page 28 provides more detail about this including special housing need for a physically adapted home.
- RCCE recommend that TPC raise awareness of the need to be on the UDC Housing Register, so residents' needs are considered for affordable housing schemes in the future.
- Community-led housing/community-led development might be worth investigating.

#### b) Draft Resident Questionnaire

The daft questionnaire has been circulated to all councillors and steering group members for comments. This questionnaire is a key component of the neighbourhood plan and will be distributed to all residents. Combined with the data gathered from the RCCE Housing Needs

Survey, it will provide a further layer of evidence that can be incorporated into the Neighbourhood Plan.

### c) Presentation for Annual Parish Assembly

A steering group member will give a 5-minute update which highlights why a Neighbourhood Plan is important for Takeley, what has happened to date and how the process for community engagement and consultation will take place over the next six months or so. Every attendee will be asked to write three words to describe Takeley, as one method to inform the vision and values of the Neighbourhood Plan.

#### d) Heritage and Landscape Assessments

First drafts of the Landscape and Heritage Reports are being studied by the steering groups and feedback will be given to the consultants. These reports will be used to justify proposed new local policy wording

#### 2. Major Planning Applications and the Local Plan – Agenda Item 17

a) Land at Warish Hall Farm <u>Appeal Details</u> APPEAL REF: APP/C1570/W/22/3291524 Land at Warish Hall Farm, Smiths Green, Takeley

#### Revised Timetable 14 April 2022

17 May 2022 - Deadline for submission of:

• Signed Main SofCG (including appended Conditions list) N.B. the final core documents list must be agreed before Main SofCG is submitted

• Topic specific SofCG excepting landscaping

#### 24 May Deadline for submission of:

- all proofs (excepting those for the Character & Appearance RTS)
- Parish Council response to Main SofCG
- Character & Appearance/Landscape SofCG

**27 May 2022** Deadline for submission of final positions on RTS versus EIC and X-exam

**31 May 2022** Deadline for submission of Character & Appearance/ Landscape POEs

#### 7 June 2022 Deadline for:

- Council to submit a copy of the Inquiry notification letter and list of those notified
- final draft planning obligation

#### 10 June 2022 Deadline for submission of any necessary rebuttal proofs

#### **14 June 2022** Deadline for submission of:

- CIL Compliance Statement (Council)
- Final timings
- Draft agendas for each RTS

21 June 2022 Inquiry opens at 10.00am with pre-agreed list of public speakers

#### b) Planning Applications from Endurance Estates

- UTT/22/0152/DFO Land West of Parsonage Road detailed application approved on 22<sup>nd</sup> April 2022 for <u>110 homes</u>
- UTT/19/0394/OP Land East of Parsonage Road approved on appeal in January 2020 for development of a care home (use class C2) with up to 66 bed spaces APP/C1570/W/1 9/3234532 <u>66-bed care home</u>
- UTT/21/2488/OP LAND EAST OF PARSONAGE ROAD planning committee decision pending (committee meeting 11<sup>th</sup> May 2022) for <u>88 homes</u>

<u>In liaison with UDC and Endurance Estates</u>, the following financial mitigation has been included in the draft s106 legal agreement should the development go ahead:

**Contribution** for Outdoor Sport Facility and Community Café Projects in Takeley £250 per unit, total contribution = £22,000.00

Contribution towards a Community Facilities Assessment - total contribution = £7,200.00

 UTT/21/3311/OP LAND WEST OF GARNETTS planning committee decision pending (committee meeting 11<sup>th</sup> May 2022) for <u>155 homes</u>
 Officer's recommendation is for APPROVAL. <u>In liaison with UDC and Endurance Estates</u>, the following financial mitigation has been included in extracts of the draft s106 legal agreement should the development go ahead:

Retained the provision of 3.79 ha of Agricultural Land: the continued management and maintenance of the land to be retained in its current agricultural use – to protect the isolated nature of the church.

**Contribution** for Outdoor Sport Facility and Community Café Projects in Takeley £250 per unit, total contribution = £38,750.00

**Contribution** towards a Community Facilities Assessment total contribution = £12,800.00.

#### c) Local Plan revised timetable and Regulation 18 consultation

#### **Key dates**

The amended governance dates for the run-up to the Regulation 18 public consultation have been set.

#### Local Plan Leadership Group

- <u>Thursday 12 May</u> to consider the policy chapters
- <u>Wednesday 18 May</u> to consider the strategy chapters

#### All members

• Thursday 12 May - all-member briefing, to consider the draft Local Plan (this meeting will be held ahead of Local Plan Leadership Group)

#### Cabinet

• <u>Tuesday 7 June</u> - to recommend the Regulation 18 Local Plan for consultation

#### **Full Council**

• <u>Wednesday 15 June</u> - to approve the draft local plan for consultation

#### Consultation

Consultation on the Regulation 18 Local Plan will be subject to approval by Full Council

• Monday 20 June to Friday 29 July

#### Approval

We aim to have a local plan in place by summer 2024.