

Minutes of the Annual Parish Council meeting Held on Wednesday, 4th 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.	 Election of the Chairman for the Civic Year 2022/23 In her absence, the Locum Clerk read a short statement from Cllr Burnett, in support of her willingness to stand as Chairman. RESOLVED to elect Cllr Burnett at Chairman (nominated by Cllr Barber, seconded by Cllr Bagnall and duly elected). Action: On her return from holiday, Cllr Burnett will complete her form of acceptance of office. 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.
2.	Election of Vice Chairman for the Civic Year 2022/23



	RESOLVED 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.	Declarations of interests Cllr Pratt declared a non-pecuniary interest in item 7, as a trustee of the Silver Jubilee Hall.
5.	Public Forum 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 th 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.
	RESOLVED 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.
	RESOLVED 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 th
	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.
	 b) Noted - appointment of a new caretaker on 26th April 2022 for 7 hours per week.
	c) The Parish Clerk vacancy advertisement closing date was
	22 nd 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 th May
	2022 at 7.30pm in the Old School House were noted.
	e) A grant of £1,500 has been received from UDC for youth
	services.



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



 e) Cllr Sprules circulated information on email regarding planters for either side of the entrance to the Old School House, for two commemorative trees.
RESOLVED 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.)
EALC and NALC Subscription Renewals Cllr Pratt requested consideration of alternatives when reviewing renewal information however no viable alternatives were presented at the meeting for comparison.
RESOLVED 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.
 Finance Committee Report and Recommendations (Appendices 1, 2 & 3) a) The end of year reports, minutes of the committee meeting held on 12th April and the updated asset register were noted. b) RESOLVED to appoint Mike Letch as internal auditor (proposed by ClIr Bagnall, seconded by ClIr Sprules, all agreed). c) Arrangements for part two of the end of year review were agreed to take place on Tuesday 24th May and the internal audit was scheduled for 10th May. d) The monthly receipts and payments were noted.
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14.	 Planning Committee Report and Recommendations a) The Planning Committee meeting notes in lieu of minutes from 13th April 2022 were noted. 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.
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.	 Major Planning Update – Appendix 4 The Clerk's report on major planning was discussed, which included updates on the following: a) Warish Hall Appeal b) Planning applications from Endurance Estates c) Local Plan - infrastructure requirments and arrangements for the Regulation 18 Consultation
18.	 Correspondence a) Letter from EALC supporting their request for subscription renewal. b) Update from UDC on the New Local Plan timetable.
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 th May at 7.30pm in the Old School Community Centre. The next Full Council meeting is due to take place on Wednesday, 1 st 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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	Old School Reserves			34130				,		
BALANCE 3482								· · · ·		
								BALANCE 34821		

TAKELEY PARISH COUNCIL

AS	SET	REGISTER 2	2021/2022					
ASSET	INS	INSURANCE VALUE (£)	LOCATION	INSTALLATION / PURCHASE DATE				
STREET FURNITURE								
 6 x Park Seats 	×		2 x Bus Shelters 1 x Corner of Roseacres 3 x Recreation Ground					
 Bench 	×		Morrells Green	Morrells Green - Jan 2014 £300				
 5 x Bus Shelters 	×		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.				
 Notice Boards x 2 	×		Four Ashes Old School CC	Repair of cork backing Feb 2019 New Mar 2021 - £1356				
 Village Sign 	×		Four Ashes Village Green					
 Sports Field & Recreation Ground ownership signs 	×		2 x Rec. Ground 1x Sports Field	New March 2011 Replaced Feb 2016				
 8 x Village Planters 	×		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				
 Fencing & gates 	×	5567		2014				
 Multi Use Games Area 	×	44578	Sports Field					
	1							
War Memorial	X	9555 Round Equip	Silver Jubilee Hall					
 Various Play Equipment & fencing 	×		Recreation Ground	NEW EQUIP 2013 Spiro = £5836 Swings = £2750 Springers = £1100				
2 x SpringersMulti Play System	×		Morrells Green	Green space added Jan 2014 MPS added July 2016				
 Youth Shelter 	×		Sports Field					
Frame Seat	×		Sports Field					
 Table Top Skateboard Equipment 	×		Sports Field					
 Spine Skateboard Equipment 	×		Sports Field					
 Grind Rail Skateboard Equipment 	×		Sports Field					
 Skate Park Equipment 	×							
 Ground Surfaces 	×							
TOTAL PLAY EQUIPMENT		79438						
 Portacabin x 2 	×	11669	Sports Field	Added additional portacabin to ins 2012/13				

OFFICE EQUIPMENT							
 Laptop PC Laptop PC projector for plans/presentation 			Clerk Asst Clerk	Oct 2021 - £1k Feb 2019 - £400 Feb 2019 - £500			
Portable Light Reader				New 2016 - £825			
 Old School equipment 				Office & Community cafe			
GRIT BINS							
 Roding Drive 				2012/13 - £225			
 Four Ashes 				2012/13 - £158			
 Defibrillators x 2 	x	5000		Priors Green Hall & Silver Jubilee hall 2017			
 Old School Community Building 	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		
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 TH 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 22nd 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 11th 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 11th 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.