



# TAKELEY PARISH COUNCIL

## Full Council Meeting

**Minutes of the Ordinary Meeting of Takeley Parish Council, held on  
Wednesday 7<sup>th</sup> June 2023 at 7.30pm at The Old School Community Centre**

**Present:** Cllrs Pat Burnett (Chairman), Phill Bodsworth (Vice Chairman), Jim Backus, Anila Banerjee, Patricia Barber, Darren Berwick, Paul Burnett, Jackie Cheetham and Sue Sprules.

**In attendance:** Jackie Deane (Clerk), Cllrs Susan Barker (ECC) Geoff Bagnall (UDC) and 3 members of the public.

Item	
23/22	<b>Apologies for Absence</b> Apologies were received and accepted from Cllrs David Daykin and Terry Good.
23/23	<b>Declarations of Interests</b> None.
23/24	<b>Public Forum</b> Topics raised were regarding: <ul style="list-style-type: none"><li>• A heavy increase in HGV traffic along Parsonage Road</li><li>• Poor condition of road surfaces</li><li>• Low water pressure and why more development is being approved while this issue is unresolved.</li></ul>
23/25	<b>Minutes of the Last Full Council Meeting</b> It was <b>RESOLVED</b> to approve the Minutes of the annual meeting held on 10th May 2023 as a true record of the meeting (proposed by Cllr Cheetham and seconded by Cllr Paul Burnett).
23/26	<b>Councillor Co-option</b> It was <b>RESOLVED</b> to co-opt Jeanne Bradley (proposed by Cllr Barber and seconded by Cllr Banerjee, the vote was unanimous. <u>Note:</u> There is another casual vacancy to be filled on the Parish Council.
23/27	<b>Ward Councillor/County Councillor Reports</b> Cllr Barker has confirmed receipt of parish council correspondence on County Council land which is being considered for an option agreement with a housing developer for up to 2,000 homes. Cllr Barker agreed to follow up potential airport parking on the Dunmow Road with Trading Standards. She also agreed to follow up on the resident query regarding low water pressure. Cllr Bagnall reported that newly elected ward councillors have attended new councillor training and there will be two planning committee meetings in June. He also updated members on the comments agreed at the UDC Planning Committee for





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	<p>a S62a application for 40 homes at Land North of Jacks Lane, to be decided by the Planning Inspectorate.</p> <p>Cllr Sutton gave an update on the introduction of new speed camera technology ‘TruCam’ and that the Takeley Community Policing Team has had training to use the equipment locally.</p>																																				
23/28	<p><b>Councillor Reports on External Meetings</b></p> <p>Cllr Barber and the Clerk attended the UDC Parish Forum and meeting notes have been circulated by UDC to members.</p>																																				
23/29	<p><b>Clerk’s Report</b></p> <ul style="list-style-type: none"><li>a) The TouchPoint volunteer group in Stansted has launched its FoodShare initiative as a ‘pop-up’ on Thursday mornings 10-11am, along with a free fitness class. Both are well-attended.</li><li>b) Cllr Sutton has met with interested parties regarding a fundraising project for improvements on the Sports Ground. An agenda item has been set to consider establishing a new parish council committee for Open Spaces.</li><li>c) The Smiths Green Conservation Area draft appraisal has been approved for public consultation in liaison with UDC and Essex County Council.</li><li>d) The Clerk has received correspondence from the National Trust at Hatfield Forest in support of a potential Parish Council initiative to create a new woodland in Smiths Green, should land become available.</li><li>e) Policies for renewal and adoption will be circulated with the July agenda.</li><li>f) Terms of reference for the Staffing Committee have been circulated for agreement and terms of reference for the other committees will be circulated with the July agenda.</li></ul>																																				
23/30	<p><b>Finance</b></p> <p>a) It was noted that the balance on 31<sup>st</sup> May was £92,190.80.</p> <p>b) It was <b>RESOLVED</b> to approve the May finance report (proposed by Cllr Sprules and seconded by Cllr Bodsworth).</p> <p>c) It was <b>RESOLVED</b> to approve the following payments (proposed by Cllr Cheetham and seconded by Cllr Bodsworth):</p> <table><tr><th>Payee</th><th>Details</th><th>Net cost £</th><th>Total £</th></tr><tr><td>J Bridgeman</td><td>Expenses (printer replacement drum)</td><td>82.42</td><td>98.90</td></tr><tr><td>M Jarrett</td><td>Bus shelter repairs</td><td>140.00</td><td>140.00</td></tr><tr><td>TBS Hygiene</td><td>Inv 3783 26<sup>th</sup> May</td><td>305.60</td><td>366.80</td></tr><tr><td>I Brown</td><td>Inv TPC/IB/2023\012</td><td>-</td><td>99.90</td></tr><tr><td>SLCC</td><td>Training</td><td>120.00</td><td>144.00</td></tr><tr><td>Window Wash</td><td>Cleaning</td><td>60.00</td><td>60.00</td></tr><tr><td>TBS Hygiene</td><td>Inv 3901</td><td>305.60</td><td>366.72</td></tr><tr><td>TBS Hygiene</td><td>Inv 3784 28<sup>th</sup> April</td><td>28.00</td><td>33.60</td></tr></table>	Payee	Details	Net cost £	Total £	J Bridgeman	Expenses (printer replacement drum)	82.42	98.90	M Jarrett	Bus shelter repairs	140.00	140.00	TBS Hygiene	Inv 3783 26 <sup>th</sup> May	305.60	366.80	I Brown	Inv TPC/IB/2023\012	-	99.90	SLCC	Training	120.00	144.00	Window Wash	Cleaning	60.00	60.00	TBS Hygiene	Inv 3901	305.60	366.72	TBS Hygiene	Inv 3784 28 <sup>th</sup> April	28.00	33.60
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	<p><b>Action:</b> Members requested that the invoices are checked to ensure that TBS Hygiene have deducted collection charges for the missing bin.</p> <p>d) <b>RESOLVED</b> to approve maintenance quotes received as follows (proposed by Cllr Pat Burnett and seconded by</p> <ul style="list-style-type: none"><li>Window Wash UK to the sum of £100 every 3 months to wash away debris from 3 x bus stops on Parsonage Rd/Dunmow Rd</li><li>Recreation Ground jet-wash rubber safety surface and general moss and debris removal to the sum of £300</li></ul> <p><u>Note:</u> Members request for before and after photos to be taken.</p>												
23/31	<p><b>External Audit - Annual Governance and Accountability Return 2022/23</b></p> <p>a) <b>RESOLVED</b> to approve recommendations from the Finance Committee</p> <p>b) <b>RESOLVED</b> to approve the Annual Internal Audit Report and to approve the recommendations from the internal auditor (proposed by Cllr Bodsworth and seconded by Cllr Sprules).</p> <p>c) Section 1 of AGAR – <b>RESOLVED</b> to agree the Annual Governance Statement 2022/23, which was signed by the Clerk/RFO and Chairman (proposed by Cllr Bodsworth and seconded by Cllr Sprules).</p> <p>d) Section 2 of AGAR – <b>RESOLVED</b> to agree the Accounting Statements for 2022/23, which were prepared and signed by the Clerk/Responsible RFO. The Chairman signed Section 2 at the meeting. (Proposed by Cllr Pat Burnett and seconded by Cllr Sprules).</p> <p>e) <b>RESOLVED</b> to agree details for the notification of the dates of the period for the exercise of public rights from Monday 3 July – Friday 11 August 2023 (proposed by Cllr Cheetham and seconded by Cllr Backus).</p>												
23/32	<p><b>Planning Committee Report and Recommendations</b></p> <p>a) The Planning Committee minutes from 10th May 2023 were noted.</p> <p>b) The Chairman gave an update on the Council’s additional comments which have been agreed sent to PINS for 40 homes North of Jacks Lane, on the ECC Highways revised comments on this application and on relevant extracts from the draft</p>												





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	conservation area appraisal. There were also agreed comments to include extracts from the draft Conservation Area appraisal to be sent to Essex County Council regarding their development option. It was also noted that the potential community woodland proposal would be supported by Hatfield Forest National Trust.
	<i>At 9pm Cllr Cheetham left the meeting.</i>
23/33	<p><b>Staffing Committee</b></p> <p>a) It was <b>RESOLVED</b> to agree the Terms of Reference for the Staffing Committee (proposed by Cllr Backus and seconded by Cllr Paul Burnett).</p> <p>b) It was agreed that the next staffing committee meeting will be held on <b>Wednesday 19<sup>th</sup> July at 10am</b> to discuss matters from the recent annual appraisals. <u>To note:</u> Cllr Burnett agreed to join the committee until the autumn.</p>
23/34	<p><b>Open Spaces Committee</b></p> <p>A group of interested parties has been meeting with UDC representatives to consider future improvements to the football pitches and fundraising for an all-weather football pitch. Members are asked to consider setting up a new Open Spaces Committee with terms of reference to manage current facilities, equipment and services. This committee could also consider improvements, fundraising projects and liaison with stakeholders for football and other sports. If members are supportive of the new committee, the new committee members should establish terms of reference for agreement at the July meeting.</p> <p><u>Note:</u> Decisions on the change of use and long-term projects could be taken by the committee or by the full council, if stated in the terms of reference. The terms of reference could also include an expenditure budget.</p> <p>a) It was <b>RESOLVED</b> to set up a working group to give recommendations for maintaining and renewing play equipment and future projects on the Council's open spaces – defer to a future meeting. Membership: Cllrs Pat Burnett, Paul Burnett, Barber, Banerjee and Sprules. Action: for the working group to visit the facilities provided by neighbouring parishes where facilities, with completed improvement projects.</p> <p>b) Recommendations from the working group are to be considered at future meetings.</p> <p>c) Members deferred a decision on consideration of forming a new committee for open spaces management.</p>





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23/35	<p><b>Neighbourhood Plan</b></p> <p>Cllr Barber recorded thanks to Cllr Bodsworth and Mrs Bodsworth for compiling the consultation and to Cllr Cheetham for her work in managing the distribution of 2,000 leaflets across the parish.</p> <p>Cllr Bodsworth gave an update on the intention to provide information drop-in sessions in the café, and work will be done to maximise the responses during the consultation, which is open until 21<sup>st</sup> July.</p>
	<p>At 9.30 it was <b>RESOLVED</b> to suspend the Council's standing orders to continue with the meeting past 2 hours (proposed by Cllr Pat Burnett and seconded by Cllr Bodsworth).</p> <p><i>Cllr Berwick left the meeting.</i></p>
23/36	<p><b>Grant to Takeley Primary School – PFA Summer Fete</b></p> <p>It was <b>RESOLVED</b> to make a grant of £246 to the Takeley Primary School PFA to hire a Helter Skelter for their summer fete and circus community event on 10th June 2023 (proposed by Cllr Paul Burnett and seconded by Cllr Banerjee, the vote was unanimous).</p>
23/37	<p><b>Bottle Bank – Priors Green Local Centre</b></p> <p>TBS Hygiene has reported a large amount of glass from bottles being left by the bin outside Priors Green Community Hall. Members discussed the potential to fund a bottle bank at the location, with information received on potential costs. Members felt that this was something that could be requested and organised by the local businesses and owners of the car park.</p> <p><b>Action:</b> To contact Tesco Express to ask if they would consider putting in a recycling bin and explain how residents are dumping the bottles near the Parish Council litter bins.</p>
23/38	<p><b>Commemoration Plaque</b></p> <p>Correspondence has been received from Jennifer Tolhurst, HM Lord-Lieutenant of Essex with details of a plaque to commemorate the King's Coronation.</p> <p>It was <b>RESOLVED</b> to purchase a plaque, to erect on the Community Centre building. The plaque is made from 3D Deluxe stainless steel and measures 500mm in diameter and 3mm in thickness, to the sum of £199.00, including delivery. (Proposed by Cllr Paul Burnett and seconded by Cllr Backus).</p>
23/39	<p><b>Correspondence</b></p> <p>Grant funding opportunities have been circulated to members.</p>





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23/40	<b>Items to Note and for Future Meetings</b> Actions and future agenda were noted.
23/41	<b>Date of the Next Meeting</b> The next Full Council meeting is due to take place on Wednesday, 5 <sup>th</sup> July 2023 at 7.30pm in the Old School.

The meeting closed at 9.47pm.

Signed by the Chairman .....

Date .....



# TAKELEY PARISH COUNCIL

## JUNE FINANCE REPORT

Business Current Account							
Date	Payee	Detail	Gross £	RECEIPTS £	EXPENSES (net) £	VAT £	R Budget t Ref
BFWD			92190.80				
01/06/2023	DD	Activ Web Design	Web hosting				
			-42.00		35.00	7.00	
05/06/2023	BACS	MF James	Art Group Hall Hire	60.00			
06/06/2023	BACS	P Burnett	Hall Hire Ladies Circle	22.50			
06/06/2023	BACS	Essex C Scout Coun	Hall Hire Inv	244.00			
08/08/2023	DD	TV License	TV License	-13.25			
12/06/2023	BACS	SLCC	Clerk planning training day 5 July	-120.00			
12/06/2023	BACS	Window Wash UK	External windows May	-60.00			
12/06/2023	BACS	Ian Brown	Locum Clerk APM	-99.90			
12/06/2023	BACS	M Jarrett Services	Bus shelter and bin repairs	-140.00			
12/06/2023	BACS	J Bridgeman	Expenses Cartridge People Printer replacement drum unit	-98.90			
			0.00			16.48	
12/06/2023	BACS	G Yani	Hall deposit refund	-100.00			
12/06/2023	BACS	TBS Hygiene	inv. 3783 balance to pay	-60.48			
12/06/2023	BACS	TBS Hygiene	inv 3901	-366.72			
12/06/2023	BACS	TBS Hygiene	inv 3784	-33.60			
12/06/2023	BACS	Takeley Primary PF	Grant for medals	-183.00			
12/06/2023	BACS	PFA	Grant for school fete	-246.00			
12/06/2023	BACS	EALC	Good Cllr Guides	-19.96			
12/06/2023	BACS	EALC	Cllr Banerjee Planning Training	-114.00			
12/06/2023	BACS	EALC	Cllr Banerjee Training Days 1 & 2	-288.00			
					240.00	48.00	



12/06/2023	BACS	G Panayi	Expenses Petrol and oil for strimmer	-16.64		13.87	2.77
12/06/2023	BACS	S Sprules	Expenses plants and mileage	-356.80		307.54	49.26
12/06/2023	DD	XLN	Landline	-26.01		20.98	5.03
12/06/2023	BACS	PHF Electrical	Fire Alarm Service	-132.00		110.00	22.00
12/06/2023	DD	Lloyds	Card payment - Cartridge People and Travis Perkins	-153.47		130.00	23.47
20/06/2023	BACS	D Bentley	Hall Hire Inv	157.50	157.50		
23/06/2023	BACS	George Panayi	Salary	-381.33		381.33	
23/06/2023	BACS	J Bridgeman	Salary	-804.58		804.58	
23/06/2023	BACS	J Deane	Salary	-2053.15		2053.15	
26/06/2023	BACS	HMRC	HMRC	-790.00		790.00	
26/06/2023	BACS	Essex Pension Fund	Pensions	-1132.11		1132.11	
29/06/2023	BACS	UDC	Credit	100.00	100.00		
29/06/2023	DD	PWLB	Silver Jubilee Hall Loan	-5668.62		5668.62	
30/06/2023	DD	RTTEC	Microsoft 365	-12.03		12.03	
30/06/2023	DD	ICO	Data Protection	-35.00		35.00	
30/06/2023	DD	Unity Bank	Charges manual credit	-3.30		3.30	
30/06/2023	DD	Unity Bank	Charges service	-28.50		28.50	

**TOTAL**

**79195.45**

**13329.62**

**249.73**

*Highlighted - Grants and ringfenced reserve*

B/Fwd	92190.80
Receipts	584.00
Expenses	-13329.62
VAT	-249.73

**79195.45**

Current Acct Bank Statement

**79195.45**

Defib Account

3620.04 Agreed to transfer to main account

School House Account

34635.17