



TAKELEY PARISH COUNCIL

Full Council Meeting

Meeting Notice

Councillors are hereby summoned to attend the Ordinary Meeting of Takeley Parish Council which will be held on **Wednesday 1st May 2024 at 7.30pm at The Old School Community Centre, Brewers End, CM22 6SB** for the purpose of transacting the business set out on the agenda below.

Council Members: Pat Burnett (Chairman), Phill Bodsworth (Vice Chairman), Jim Backus, James Banks, Patricia Barber, Paul Burnett, Jackie Cheetham, Helen Carter, David Daykin, Samantha Moore and Sue Sprules.

Signed: *Jackie Deane*
(Clerk to the Council)

Date of publication: 25th April 2024

Members of the public and press are welcome to attend in person. There is no requirement to register in advance to attend but notification of your intention to attend is appreciated.

AGENDA

Item	Part 1 – Public Meeting
24/1	Election of Chairman for Civic Year 2024-25
24/2	Appointment of Vice Chairman for the Civic Year 2024-25
24/3	Apologies for Absence Members to approve apologies sent to the Clerk ahead of the meeting.
24/4	Declarations of interests Members to declare interests for matters on the agenda.
24/5	Public Forum and County Councillor Report Up to 15 minutes for public questions and statements, 3 minutes for individuals and a report from Cllr Barker.
24/6	Minutes of the Last Meeting To consider approval of the Full Council Minutes of the meeting held on 3 rd April 2024.
24/7	Ward Councillor Reports To receive reports.
24/8	Councillor Reports on External Meetings and Working Groups To receive reports.



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24/9	<p>Clerk's Report and Correspondence</p> <p>The following appointments have been arranged:</p> <p>8th May - Nigel Brown – UDC Planning Liaison 2pm Takeley</p> <p>8th May – Local Plan Panel – UDC 7pm – TPC speaker required</p> <p>9th May – ECC Highways – Sarah Tomalin and Cllr Susan Barker (Parsonage Road)</p> <p>15th May – Annual Parish Assembly 7pm</p> <p>20th May – UDC Planning Policy/Local Plan Liaison – Lt Canfield 12.15pm</p> <p>25th May – Additional Finance Committee Meeting at 10am</p> <p>30th May – Internal Auditor Val Evans</p>
24/10	<p>Committee Membership, Representation at External Meetings and Working Groups</p> <p>To consider membership and representative changes.</p>
24/11	<p>Calendar of Meetings</p> <p>To consider changes to scheduled meetings to allow time for monthly finance reports to be published:</p> <p>To set monthly meeting dates from the first Wednesday to the second Wednesday of the month, starting at either at 7pm or 7.30pm and for planning and finance committee meetings to also be held on the second week of the month from June 2024.</p>
24/12	<p>Policies for Adoption</p> <p>To consider re-adoption of policies in the councillor information packs as follows:</p> <p>Councillors Code of Conduct</p> <p>Standing Orders</p> <p>Financial Regulations</p> <p>Training Policy</p> <p>Complaints Procedure</p> <p>Grievance Procedure</p> <p>Note: Any requested changes or queries should be sent to the Clerk ahead of the meeting.</p>
24/13	<p>EALC Affiliation Fee</p> <p>To consider the renewal of the EALC subscription for 2024/25 to the sum of £876.91.</p>
24/14	<p>Sports Field and Recreation Ground</p> <p>a) To receive an update from the Clerk on UDC requirements for a schedule of Sports Field works so that UDC can draw up an agreement for drawing down the grant.</p>



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	b) To receive an update from the working group on plans for the Sports Field and Recreation Ground.												
24/15	<p>Food Share Cooking Lessons</p> <p>Members agreed to waive hire charges for a group of parents from the local primary schools to receive cookery instruction on home-prepared family meals. These sessions started on 23rd April for 5 weeks. There is now demand for a second to start on 11th June, for a further 5 weeks.</p>												
24/16	<p>Takeley Scouts 1st Cubs</p> <p>The group has requested permission to replant the Parish Council planters ready for the summer at the Old School House, if the Parish Council provides funding for the plants and compost. This will help to engage the younger residents of Takeley and enable them to achieve their gardening badge. The project could be an ongoing arrangement for the Spring and Summer months.</p>												
24/17	<p>Finance</p> <p>a) To approve the monthly finance report (tabled at the meeting). b) To note the balance on account on 1st April 2024. c) To receive a report from the finance committee meeting. d) To consider recommendations from the Finance Committee. e) To consider payments for approval:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Total</th> <th>Net Cost</th> </tr> </thead> <tbody> <tr> <td>Clear Councils Insurance (formerly BHIB)</td> <td>Annal Insurance Cover</td> <td>£2,279.74</td> <td>£2,279.74</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payee	Description	Total	Net Cost	Clear Councils Insurance (formerly BHIB)	Annal Insurance Cover	£2,279.74	£2,279.74				
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Clear Councils Insurance (formerly BHIB)	Annal Insurance Cover	£2,279.74	£2,279.74										
24/18	<p>Planning Committee</p> <p>a) To note the minutes of the last meeting. b) To receive a report from the Chairman of the Committee.</p>												
24/19	<p>Neighbourhood Plan Update</p> <p>To receive an update.</p>												
24/20	<p>Local Plan Update</p> <p>To receive an update from the Clerk.</p>												
24/21	<p>Matters to Note and Future Meetings</p> <p>Hall Hire conditions on the published hire agreement to be reviewed at the next meeting. Committee Terms of Reference to be reviewed at individual committee meetings.</p>												



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24/22	Date of the Next Meeting The next Full Council meeting date and the Calendar of Meetings to be agreed at this meeting.
Part 2	
Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information.	
To receive a legal update on a planning matter.	