

# TAKELEY PARISH COUNCIL MINUTES

## Ordinary Meeting of Takeley Parish Council Wednesday, 4<sup>th</sup> April in Takeley Station House at 7.30pm

**Present:** Chairman Carol Pratt, JP  
 Cllr Sue Sprules  
 Cllr Tina Domigan  
 Cllr John Green  
 Cllr Patricia Barber  
 Cllr Linda Steer  
 Cllr Dom Roque  
 Cllr Jackie Cheetham  
 Cllr Richard Cheetham  
 Cllr Geoff Bagnall  
 Clerk Julia Peachey  
 Assistant Clerk Jules Potter

**Apologies:** Cllr Pat Burnett  
 Cllr Trevor Allen  
 Cllr Jim Backus

17/276	<b><u>WELCOME &amp; APOLOGIES</u></b>	<b>All note/ Clerk</b>
	Chairman Cllr Carol Pratt opened the meeting, welcomed members, and visitors and received apologies as above. 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.	
17/277	<b><u>DECLARATIONS OF INTEREST</u></b>	<b>All note/ Clerk</b>
	Members were reminded that they should declare relevant interests at each meeting for items on the agenda and to request a replacement form if their circumstances have changed and their register of interests needs amending.	
17/278	<b><u>MINUTES</u></b> <i>(previously circulated)</i>	<b>All note/ Clerk</b>
	The minutes of the Council meeting dated 14 <sup>th</sup> March, which had been circulated previously, were approved as a true and accurate record and signed by the Chairman, Cllr Carol Pratt.	
17/279	<b><u>DISTRICT AND COUNTY COUNCILLOR REPORT - (15 mins max.)</u></b> (District/County Councillors will provide verbal or written reports and answer questions). District Councillor Howard Ryles sent his apologies last month.	

17/280	<p style="text-align: center;"><b><u>OPEN FORUM</u></b></p> <p style="text-align: center;">There were no members of the public present.</p>	
17/281	<p style="text-align: center;"><b><u>CLERKS REPORT</u></b></p> <p>Potholes reported by assistant clerk</p> <ul style="list-style-type: none"> <li>• Dunmow Road Ref: 2560261</li> <li>• Church Lane ECC Ref: 2560262</li> </ul> <p><u>Damaged Bus Stop.</u></p> <p>Contractor Matt Jarrett has cleared the shattered glass at the bus stop near Garnetts opposite Weston Homes. This is to be left until further notice.</p> <p><u>Recreation Ground Issue</u></p> <p>Bark at the bottom of the slide has been topped up due to report of glass. Swing damage is being assessed as to decide whether a replacement seat is required or whether a repair will be sufficient. The site has been made safe in the meantime.</p> <p><u>Mobile Library Service</u></p> <p>Essex County Council are no longer providing the mobile library services at The Village Stores, Molehill Green or Priors Wood, Takeley as the average customers have been less than one</p> <p>Takeley Park’s library will now be visiting the Takeley Park, Caravan Park, CM22 6TD. The link to view when the library site will be visiting is</p> <p><a href="http://libraries.essex.gov.uk/mobile-library-service/">http://libraries.essex.gov.uk/mobile-library-service/</a></p> <p>The next visit is due on April 18<sup>th</sup>, 2018, 2.55pm to 3.25pm</p> <p><u>Complaint About Litter</u></p> <p>Member of public at Mole Hill Green has been advised to contact UDC to report the litter problem. Residents met on the 24<sup>th</sup> March 2018 outside Priors Green Hall and carried out a very successful litter pick. The Council wish to extend thanks to resident Lisa Carter and volunteers for their community involvement.</p> <p><u>Lt Canfield Working Group</u></p> <p>Lt Canfield wishes to meet with the council to see if it can work with Takeley Parish Council. This has been agreed to be put back into place, going forward and considered a benefit for both parties.</p>	

	<p>Key Threats</p> <ol style="list-style-type: none"> <li>1. Stansted Airport Application</li> <li>2. Gt Easton Application</li> <li>3. Windfall Site Allocations such as Gladmans.</li> </ol> <p><u>Old School House Completion Dates</u></p> <p>These dates were obtained in response to detail required for grant applications and have been listed for future reference.</p> <p>Contractor start and completion dates have been ascertained as follows:-</p> <ul style="list-style-type: none"> <li>• Ratcliffe &amp; Burrige – start in July and 40 weeks to complete.</li> <li>• Roy W. Blackwell – start in July and 50 weeks to complete.</li> <li>• G. E.&amp; A.F. Silvester – start in September and 42 weeks to complete</li> </ul> <p><b><u>Correspondence Received</u></b></p> <p>Invitation to Foodbank Quiz Evening &amp; Raffle  Invitation to attend UDC ref: Stansted Airport Application 26/03/18  SSE Information - via e-mail  NHS – Re: Check before repeating prescriptions at Easter – via e-mail  Thanks from Broxted Council for supporting application ref: objection to Gypsy Site  EALC/NALC updates  Frontline update – via e-mail.  Water Resources – March update – via e-mail.  Changes to mobile libraries</p>	
17/282	<p style="text-align: center;"><b><u>FINANCE REPORT</u></b></p> <p>Members approved the transactions listed and noted that bank reconciliations had occurred for the former month.</p> <p>Takeley Parish Council approved the recredit of £571.21 for Lt Canfields portion of bin and dog litter bin emptying and noted, that arrangements have been made from Lt Canfield to be invoiced directly as from 31/01/18. Takeley Parish Council will await the cheque.</p> <p>Costs of swing repairs were not known at the time of meeting. It was agreed that John Green would get in touch with Wickstead with regards the cost of repairs for the recreation ground swing and that these could be ratified by finance committee members or the full council.</p> <p><b><u>PLWB</u></b></p> <p>PLWB: Cllr Geoff Bagnall, Chairman of finance has discussed the loan application procedure with Chief Executive Joy Darby, EALC. The council need to initiate the process by sending the application to the EALC to be checked over before full submission to the Secretary of State. Part of the application involves public consultation and it was noted the May Annual</p>	All note/ Clerk

	<p>Assembly usually held the highest attendance. This will be advertised in due course with the matter to be raised as a heading.</p> <p>It was suggested the Annual Parish Assembly be held on the May 9<sup>th</sup> 2018. (The Silver Jubilee Hall was suggested as an alternative venue).</p>	
17/283	<p style="text-align: center;"><b><u>THE OLD SCHOOL HOUSE</u></b></p> <p>Weston Homes is providing expert independent advice and working closely with project manager John Monk on revised plans. The plans were shown to the Working Group on 21/03/19 who were happy with the amendments. Russell of Weston Homes is finalizing the plans and specification in the next couple of weeks free of charge. These will be sent to contractors so that tenders may be re-adjusted.</p> <p><b><u>Community Asset Application</u></b></p> <p>This has been submitted by working group members and we await a response.</p> <p><b><u>Charitable Status</u></b></p> <p>Sue Shephard from RCCE met with Councillors in the morning April 4<sup>th</sup> 2018 to advise on the pros/cons of a charitable status. It was noted that whilst the rates on the building would be reduced; charges would have to apply to other charities using the building such as “The Foodbank”. The parish councillors agreed that this this would not fit into the ethos of its planned and intended usage to be a building for “The Community”. Cllr Linda Steer pointed out that rate reductions may be applicable anyway in light of it being a community building. Cllr Geoff Bagnall is also looking into council tax rebates.</p> <p>Sue Shepherd agreed that consideration had to be given to the intended uses , ie, The building use will include housing the non profit community café, foodbank, satellite citizens advice bureau, youth centre, toy/media library</p> <p><b><u>Fundraising- Update</u></b></p> <p><b><u>Aviva Grant</u></b></p> <p>Aviva have confirmed a grant of £300 and this has been received.</p> <p><b><u>Waitrose Green Coin scheme</u></b></p> <p>Waitrose Green Coin Scheme has generated £203.00</p> <p><b><u>CIF Funding</u></b></p> <p>Community Initiative Fund.- to note the Council have been successful in securing the maximum £15,000.</p> <p><b><u>S106 Application - Awaiting</u></b></p> <p>A full business case proposal has been submitted on behalf of the council by the Clerk/RFO. The cabinet are meeting to make a decision specific to The Old School House tonight, following previous public UDC notification on</p>	All note/ Clerk

	<p>their website. It is likely to be around £80,000 with any further amount to be ratified.</p> <p><b><u>Heritage Lottery Fund - Awaiting</u></b></p> <p>The initial application for the funding has been completed by the Working group. This will be sent off tomorrow and the council will likely receive notice before the next full council meeting.</p>	
17/284	<p style="text-align: center;"><b><u>HIGHWAYS &amp; TRANSPORT ISSUES</u></b></p> <p>Large pot hole on Parsonage Road to be reported to Highways.</p> <p>Flooding on entrance to Smiths Green to be reported to Highways.</p> <p>Bollards on Dunmow Road missing/broken to be reported to Highways.</p>	
17/285	<p style="text-align: center;"><b><u>VILLAGE ISSUES</u></b></p> <p>Litter pick dates circulated. Agreed Cllr Dom Roque would volunteer on Sat 14<sup>th</sup> July. We still need volunteers for Sat 19<sup>th</sup> May and Sat 27<sup>th</sup> Oct. Noted these dates can be amended if required.</p> <p>The council considered lorry damage to water meters at You're Furnished and surrounding verges. Details of proposed work to be carried out was detailed on the agenda and is noted again below:-</p> <p>To reinstate the granite kerbs on the entrance, dig &amp; concrete back In Kerbs will be banked up with concrete to help with the volume of lorry's in &amp; out. To install 14 No 1.5Mtr metal polls at approx 3 Mtr apart along each side of the entrance, 300mm set back off from the edge of road. Each post will be 1mtr out of the ground &amp; concreted in Cost £490.00</p> <p>Following further discussion, a vote was suggested. A proposal was put forward by Cllr Richard Cheetham and seconded by Cllr Geoff Bagnall. All Councillors voted in favour of the work being carried out, apart from Cllr Linda Steer who abstained from voting</p> <p>The matter was resolved, and the work will be carried out with agreement that a letter will also be sent to You're Furnished requesting vehicles to be more vigilant when using the entrance.</p>	
17/286	<p style="text-align: center;"><b><u>SPORTS FIELD &amp; RECREATION GROUND</u></b></p> <p>Cllr Dom Roque reported that the owners of Fitness Squad were on holiday and there is no update re: hire of the Sports field.</p>	
17/287	<p style="text-align: center;"><b><u>ROLES &amp; RESPONSIBILITIES</u></b></p> <p><b>Data Protection</b> The Clerk has sent out some documentation for review with further documentation to follow. She asked Cllrs for their comments as she continues to share this information as the council will need to be compliant by 5<sup>th</sup> May 2018.</p>	

**PLANNING**

The planning committee minutes of 14<sup>th</sup> March 2018 were formally approved as a true and accurate record.

Takeley Parish Council will be holding planning meetings on the 2<sup>nd</sup> Wednesday of the month at the Station House at 10:30am. (The applications below will be reviewed).

All comments to all planning applications are viewable on the Uttlesford District Council website.

**STANSTED AIRPORT - UTT/18/0460/FUL**

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 and a throughput of 43 million terminal passengers, in a 12-month calendar period.

**GT CANFIELD- GLADMANS**

UTT/18/0318/OP - outline planning permission for the erection of up to 135 dwellings with public open space, landscaping and sustainable drainage system(SuDS) and vehicular access point from Great Canfield Road. All matters reserved except for means of access

**SKYWAYS HOUSE - UTT/18/0733/FUL**

12 (hours of illumination) and 14 (hours of operation) of planning permission UTT/17/1854/FUL (demolition of Skyway House and erection of two storey office building) to read "No lights other than for security, cleaning, delivery and servicing purposes within the building hereby permitted shall be illuminated between the hours of 22.00hrs and 06.00hrs", and "The office building hereby permitted shall not operate before 06.00hrs or after 22.00hrs other than for security, cleaning, delivery and servicing".

**LAND TO THE NORTH OF JACKS LANE - UTT/18/0735/FUL**

1 No Detached Dwelling & Garage.

**ASHWELL THE STREET - UTT/18/0654/FUL**

Demolition of existing bungalow and garage, new replacement 1 ½ storey dwelling and formation of new access from Dunmow Road.

**1 THE STREET TAKELEY - UTT/18/0733/FUL**

Erection of two storey rear extension.

**LAND ADJ TO COPPICE CLOSE - UTT/17/1852/FUL**

Residential Development of 20 Dwellings with associated vehicular access points off Dunmow Road, open space, car parking & associated infrastructure.

17/289

**OTHER REPORTS INC FOOTPATHS AND TREES**

Overhanging trees reported by 23 Ramsey Drive/Burgattes. Cllr Jackie Cheetham confirmed she would supply the contact details for Andrew Taylor (Countryside) for whom we believe is responsible for the maintenance. Jules Potter (Assistant Clerk) will follow up.

Overhanging trees on Dunmow Road by Sunnydene to be reported to Highways.

Noted overhanging trees on Parsonage Road that are causing pedestrians to have to enter the road to pass by.

Foodbank Quiz details circulated. No forthcoming attendees.

**The full council meeting finished at 9:20 pm**

**The next meeting of Takeley Parish Council will be held on  
Wednesday May 2<sup>nd</sup> 2018 at 7:30pm in the Station House.**