

# TAKELEY PARISH COUNCIL

## MINUTES

### Ordinary Meeting of Takeley Parish Council

Held on Wednesday, 10<sup>th</sup> January 2018, at 7.30pm at Takeley Station House.

**Present:**

Chairman- Carol Pratt, JP	Cllr John Green
Cllr Susan Sprules	Cllr Jim Backus
Cllr Tina Domigan	Cllr Pat Burnett
Cllr Dom Roque	Cllr Geoff Bagnell
Cllr Linda Steer	Cllr Tricia Barber
Cllr Jackie Cheetham	Cllr Richard Cheetham
Clerk – Julia Peachey	Cllr Trevor Allen

District Councillor Howard Ryles  
 District Councillor Derek Jones.  
 County Councillor Susan Barker

**Apologies:** No apologies to note.

17/236	<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.	
17/237	<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//238	<b><u>MINUTES</u></b> <i>(previously circulated)</i>	<b>All note/ Clerk</b>
	The minutes of the Council meeting dated 6 <sup>th</sup> December 2017, which had been circulated previously, were approved as a true and accurate record and signed by the Chairman, Cllr Carol Pratt.	
17/239	<b><u>COUNTY AND DISTRICT COUNCILLOR REPORTS</u></b>	<b>All note/ Clerk</b>
	County Councillor Susan Barker highlighted the work she was doing with Essex libraries and enquired as to the Council’s interest of taking over the service. The Chairman stated that the topic would need to be addressed at a later date. It was noted the mobile library service could visit the Station House during the Café Opening Times before any transfer to a new building.	

	<p>District Councillor Derek Jones agreed to attend the Uttlesford Planning Committee meeting in respect of the National Express Application being heard on Wednesday 17<sup>th</sup> January 2018 and would liaise with the Clerk accordingly.</p> <p>In light of Stansted Airport's expansion plans, District Councillor Howard Ryles suggested the Council put together a wish list in respect of Stansted Airport related issues that Takeley Parish Council would like to see resolved.</p>	
17/240	<p style="text-align: center;"><b><u>CLERKS REPORT</u></b></p> <p>Content of the Clerks Report was noted.</p> <p>Clerk has spoken to Chief Executive of CAB. The CEO has agreed to get in contact with Clerk in New Year to set up the CAB computer again. Advised we would only be in the station house until 1<sup>st</sup> September 2018 and that we would need to leave promptly by 31st August 2018. CEO happy for the previous arrangements to continue as convenient with the Council. It was noted that the Citizens Advice Outreach Service will be accommodated at the Old School House once renovations complete.</p> <p>UDC has been in contact re: Emergency Rest Centre management event– No dates or further details ref: numbers have come in yet, but expressions of interest were noted from Cllr Linda Steer, Cllr Jim Backus and Cllr Jackie Cheetham.</p> <p>Clerk updated on UDC's Planning Policy meeting in December. Summary notes below:-</p> <ul style="list-style-type: none"> <li>a) Regulation 18 was reviewed by UDC members and officers</li> <li>b) Regulation 18 still at proposal stage.</li> <li>c) UDC concerned about access at the Lt Easton site.</li> <li>d) Officers also looking at direct travel link to Stansted Airport</li> <li>e) Dunmow have employed transport consultants who have reported that the roads will not be able to sustain the level of traffic on the A120 route and that the B1256 could thus end up becoming a rat -run.</li> <li>f) Green infrastructure also being looked at by UDC to preserve historic/sensitive areas. Officers have highlighted an over allocation of housing numbers at the Garden Communities, to increase viability. However, this will mean that other areas would need to pick up the shortfall. No new numbers or allocations were discussed in detail. However, it is likely that the Garden Community sites will have been over allocated due to the five year land supply issues</li> </ul>	
17/241	<p style="text-align: center;"><b>FINANCE REPORT</b> <i>(as previously circulated).</i></p> <p>It was noted that the monthly finance schedule had been circulated to all councillors. Councillors resolved to approve cheque transactions for the month of December 2017.</p> <p>Cllr Geoff Bagnall Chairman of the Finance Committee highlighted that the benefit of undertaking the Old School House Work in one phase would ensure a significant saving. There was no noted outstanding invoices to approve at the time of the meeting for either the Old School House, or other new works within the village.</p>	<b>All note/ Clerk</b>

	<p><b><u>Approval For The Precept 2018/2019</u></b></p> <p>Council Members considered the proposed budget figures for 2018 to 2019</p> <p>Cllr Geoff Bagnall, Chairman of the Finance Committee stated he had spoken to finance members prior to the meeting before putting forward a proposal to the full council for an increased precept for the revised amount of £152,051 for the 2018/2019 Year of Account.</p> <p>The business case for the precept uplift was based on ensuring £50,000 funds were in place for the forthcoming refurbishment, that would provide a sum to help with match funding grants in respect of the Old School House and/or ensure that there was enough funding in place for the forthcoming year.</p> <p>It was acknowledged that a public meeting had been held before The Old School House purchase and that the residents had all supported the extra services that the Old School House would bring.</p> <p>The full council reviewed the proposed budget, the donations to date, all forthcoming work in the village, prior movements in precept and considered the following analysis below:-</p> <p>The average UDC Town/Parish Council Band D Council Tax Property reflected an individual sum of £81.93. (2017/2018). The uplift as suggested for 2018/2019 in Takeley would mean an overall yearly increase of £25.85 on an average "Band D" property per year, or an extra £2.15 per month or 0.49p per week, however it was noted that the uplift still resulted in an average Band D property in Takeley falling below the average Town/Parish council tax rates across the District i.e. reflecting a yearly amount of £77.83 in Takeley as opposed to the previous years' average of £81.93</p> <p>Councillors noted that Takeley Parish Council was currently below the average Band D precept figure for Uttlesford. In light of the viability of the Old School House and other annual costs for the Parish, Takeley Parish Council resolved unanimously to set the precept for the 2018/2019 Year of Account to £152,051.</p> <p><b><u>To consider and or approve a donation in respect of tree work at the churchyard.</u></b></p> <p>The Clerk/RFO clarified there had been no payments for the Churchyard for the current financial year of account – (April 2017 to current date), however matter was deferred to a later date due to non-consensus.</p>	
17/242	<p style="text-align: center;"><b><u>THE OLD SCHOOL HOUSE</u></b></p> <p>It was noted that the council were awaiting one more tender. It was agreed that the Old School House Working Group would meet on the morning of Weds 24<sup>th</sup> January 2018 to open the tenders and look at fund-raising and discuss any other matter in relation to The Old School House refurbishment. Mark Hammond the appointed QS will be invited to attend.</p> <p>Further Old School House Working Group update meetings were suggested to take place at the Station House on Wednesday mornings as from 10:00 am onwards.</p>	<b>All note/ Clerk</b>

17/243	<p style="text-align: center;"><b><u>PRIORS GREEN COMMUNITY HALL</u></b></p> <p>The signed lease has been received and saved to file. Original has been saved in Nockolds archives. The Council will receive the invoice in the forthcoming month. It was noted that Nick Belcher and his team carried out some work on the Lease before (Nockold Solicitor) Alison Hare’s involvement. The invoice will therefore be ratified by Nockold’s Head of Department and Takeley Parish Council Finance Committee upon receipt.</p>	<b>All note/ Clerk</b>
17/244	<p style="text-align: center;"><b><u>HIGHWAYS &amp; TRANSPORT ISSUES</u></b></p> <p>It was noted that there had been considerable flooding on the area of Parsonage road adjacent to Le Knells, Coopers End Villas. Water has drained off the field into the road which has caused the highway to remain flooded. The area has been like this for at least 3 or 4 days. This has been reported to Essex County Council by at least 5 members of the public via the map identifier. The Clerk has notified planning in addition, in light of pending planning applications which may require further access to this road, which is observed as slippery and dangerous in its current state.</p> <p>It was noted by Cllr Geoff Bagnall that there had been some change to the traffic light sequencing at the Four Ashes Lights. (The Council can make representations, but would not have the jurisdiction to get this changed as falls under ECC who are governed by certain regulations).</p>	<b>All note/ Clerk</b>
17/245	<p style="text-align: center;"><b><u>SPORTS FIELD &amp; RECREATION GROUND</u></b></p> <p>Jonny Blackwell of Fitness Squad has been in touch with the clerk to see if he may utilize the sports ground for training sessions. It was agreed by the Council that the schedule of training times for the Football Clubs would need to be ascertained first before consideration could be given, as it was known multiple groups used the facility at the weekend. Pat Curran to be contacted.</p>	<b>All note/ Clerk</b>
17/246	<p style="text-align: center;"><b><u>ROLES &amp; RESPONSIBILITIES</u></b></p> <p><b><u>Data Protection</u></b> The Council were awaiting clarity from the two respective bodies NALC and SLCC in respect of the appointment of data protection officer. No new updates had been received at the time of the meeting.</p> <p><b><u>Appointment of Assistant Clerk</u></b> It was noted the advertising of the Assistant Clerk will occur this month. Adjustment was suggested to the advert ref: reporting line in respect of Responsible Financial Officer duties. It was agreed the advert will go out to the EALC, Website, Noticeboard and Grapevine in the first instance. Cllr Jim Backus agreed to place the advert online.</p>	<b>All note/ Clerk</b>

17/247	<p style="text-align: center;"><b><u>PLANNING</u></b></p> <p>The Planning Committee minutes held on the 13<sup>th</sup> December were approved as a true and accurate record. All planning comments made by Takeley Parish Council have been lodged on Uttlesfords website for public viewing. Minutes available upon request.</p> <p><b><u>To Consider Appointment of Planning and or Highways Consultant</u></b></p> <p><i>The Council deferred a decision on this as the full application had not come in..</i></p> <p>RE: UTT/17/3572/SO - Request for formal scoping opinion for the Environmental Statement to accompany an outline planning application for up to 135 dwellings. Land West of Canfield Road, Great Canfield Road, Great Canfield, Essex – <b>Subject to later receipt of main application</b></p>	<b>All note/ Clerk</b>
17/248	<p style="text-align: center;"><b><u>VILLAGE SERVICES</u></b></p> <p>It was noted the bin outside the Fish and Shop on the industrial estate was overflowing and was thought to be better sited around the back. Suggested the council write to the corporate owner on the industrial estate, as the bin appears to be broken, raising health and safety implications.</p>	<b>All note/ Clerk</b>
17/249	<p style="text-align: center;"><b><u>DEFIBS</u></b></p> <p>It was noted the sum of £4,547.33 defib funds money had been transferred into the council's account. The monies have gone into a separate account as per the noted agreement that the monies may only be used for matters pertaining to the Defibs. It was clarified that the current responsibilities for the De-fibs would fall under the remit of Jane Bridgeman at the Silver Jubilee Hall who had undergone training and Steve Casey at the Priors Green Community Hall. Takeley Parish Council have agreed to oversee the safe keeping of the raised funds for further training, replacement pads or any matter in connection with the upkeep, maintenance and long term viability of the machines.</p>	<b>All note/ Clerk</b>
17/250	<p style="text-align: center;"><b><u>OTHER REPORTS INCLUDING FOOTPATHS &amp; TREES</u></b></p> <p>Cllr Jim Backus highlighted that Friends of the Fritchway have been undertaking a major clearance of footpath 40. Further work on Footpath 21 including the bridges, by the A120 is being carried out in due course. Cllr Jim Backus has thanked Friends of the Fritchway on behalf of the council</p>	<b>All note/ Clerk</b>

**The full council meeting finished at 9:45 pm**

Under resolution of the Public Bodies Act 1960, the public and representatives of the press and broadcast media were excluded for part 2 by virtue of the matter being considered confidential.

**The next meeting of Takeley Parish Council will be held on Wednesday February 7<sup>th</sup> 2018 at 7:30pm in the Stationhouse.**