

TAKELEY PARISH COUNCIL

MINUTES

Ordinary Meeting of Takeley Parish Council

held on Wednesday, 1st June, at 7.30pm at Takeley Station House.

Present: Cllr Carol Pratt Cllr Tricia Barber
 Cllr Pat Burnett Cllr Richard Cheetham
 Cllr Jackie Cheetham Cllr Tina Domigan
 Cllr David Daykin Cllr Linda Steer
 Cllr Sue Sprules Cllr Geoff Bagnall
 Cllr John Green Clerk Jane Heskey
 Asst Clerk Jane Bridgeman

Apologies: Cllr Trevor Allen, Martin Peachey - Community Speed Watch & ECC Cllr Susan Barker.

Visitors: District Cllr Howard Ryles

16/102	<p style="text-align: center;">Welcome and apologies</p> <p>Chairman Cllr Carol Pratt opened the meeting, welcomed members and visitors and received apologies as above. All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about by a person attending the meeting.</p>	All note
16/103	<p style="text-align: center;">Declarations of Interest</p> <p>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 needs amended.</p> <ul style="list-style-type: none"> ▪ Cllr John Green & Cllr Richard Cheetham declared a non-pecuniary interest to item no.8 on the agenda Takeley British Legion veterans & widow's lunch. ▪ Cllr David Daykin declared a non-pecuniary interest in item no.18 Priors Green Community Hall. 	All note
16/104	<p style="text-align: center;">Minutes <i>(previously circulated)</i></p> <p>The minutes of the AGM & Ordinary Council meeting 4th May 2016, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.</p>	All note
16/105	<p style="text-align: center;">Matters arising from the minutes</p> <p>Cllr Linda Steer questioned when the resurfacing works on Parsonage Road would be started. The works began on 24th May and will be complete on 2nd June. They began at the Coopers End roundabout. The work being carried out is for patching repairs rather than the whole road.</p>	All note
16/106	<p style="text-align: center;">Open Forum</p> <p>District Cllr Howard Ryles reported:</p> <ul style="list-style-type: none"> • Would like to make a financial contribution to the Takeley defibrillator project if and when it is started. • A meeting will be scheduled with District Cllrs Jim Gordon and Derek Jones to discuss the new UDC Local Plan. • The Satellite broadband voucher scheme has now been extended to include Wi-Fi for residents not able to receive a signal by the normal means. • The appeal was lost for the additional 7 dwellings at Church Lane development owned by Taylor Wimpey. One of the reason for this is because the land is bounded by other development. TPC reported that 	All note/ Clerk

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	<p>trees had been taken out from the hedgerow unnecessarily on the boundary with Church Lane. Pipes from the development flow into the ditch along Church Lane and have caused a blockage, and water is unable to flow. This was brought to the attention of the developers some months ago and appears to have been ignored.</p> <ul style="list-style-type: none"> • The 'Spy' is a new initiative at UDC. The aim is to identify more land for development in order to create revenue for the Council. • UDC Local Plan Statement of Community Involvement consultation - only 2 parish councils responded (Takeley & Newport). 	
ADMINISTRATION & FINANCE		
16/107	May 2016 Financial Report <i>(previously circulated)</i> Financial transactions for May 2016 were table & agreed. TPC noted a complete bank reconciliation.	All note
16/108	Takeley British Legion Veterans & Widow's Lunch 29th July 2016 The event will include a 4 course lunch with a speaker at Silver Jubilee Hall. Transport will also be provided for those that need it. There are 14 veterans/widows living in Takeley invited to attend. Cllr Howard Ryles has indicated that he can provide some funding. TRBL will be notified & the Clerk will pass the RBL contact details to DCllr Howard Ryles. TPC resolved to provide a donation of £250.	All note/ Clerk
16/109	2015/16 Year End Annual Governance Statement & Accounting Statement <i>(previously circulated)</i> TPC received the internal audit report 27/4/16 which noted: <i>'The Council's approach to governance is sound with standing orders and financial regulations under regular review. The accounts are well-presented and the council is receiving the appropriate information to support their decision making'.</i> <ul style="list-style-type: none"> • A change required to Standing Orders for contracts over £25k • Precept amendment made this year for the error in 2015. • Clerks pension fund to be invested in new Pension scheme <p>Following review & recommendation by Finance Committee TPC approved;</p> <ul style="list-style-type: none"> ▪ Year end bank reconciliation ▪ Summary of 2015/16 accounts & variance report 	All note/ Clerk
16/110	2015/16 Annual Governance Statement & Accounting Statement <i>(previously circulated)</i> Section 1: Annual Governance Statement - TPC resolved to approve the Annual Governance Statement which has been reviewed by the Finance Committee.	All note/ Clerk
16/111	2015/16 Annual Governance Statement & Accounting Statement <i>(previously circulated)</i> Section 2: Accounting Statement - TPC resolved to approve the 2015/16 Accounting Statement which has been reviewed by the Finance Committee. Any persons wishing to inspect the accounts may do so from the 3 rd June 2016. A notice will be displayed on the notice board and on the TPC website informing them of this.	All note/ Clerk

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16/112	<p style="text-align: center;">Station House Lease <i>(previously circulated)</i></p> <ul style="list-style-type: none"> • The completed lease (2011-17) was signed & exchanged on 23rd May 2016. • TPC paid £35 481.39 to ECC. This included rent Sept 2011- June 2016. Gas bill £4314.39, 2/3rds of repair work since occupation £579.25 & 2/3rd of statutory maintenance £1628.00. • Paper & electronic copies of the lease have been received. <p>TPC agreed to:</p> <ul style="list-style-type: none"> • Write to ELS (Essex Legal Services) to ask for payment for the additional charges incurred by our solicitor due to the inefficiency of their department. £2300 (final act) - £1250 (original estimate) = £1050 plus vat Details of previous correspondence to be included and to remind them of the statutory time limits which they did not adhere to in the letter of notice. • Copies of the letter to be sent to Chief Exec Gavin Jones and the leader of ECC Cllr David Finch. • TPC resolved to pay £2k outstanding legal fees to Nockolds & to thank them for their work to conclude this matter. 	All note/ Clerk
16/113	<p style="text-align: center;">Purchase of Old School House, Brewers End</p> <ul style="list-style-type: none"> • Tree work to begin week commencing 6th June 2016. Awaiting confirmation that all trees are included. • TPC to send a letter repeating our request for draft contracts. Copies of the letter to be sent to Cllr Susan Barker, Chief Exec Gavin Jones and the Leader Cllr David Finch. • TPC authorised the Clerk to complete the application for ECC's Assisted Purchase Scheme and the application to borrow £300k from the PWLB over 50 years (as agreed Nov 2015 minute 15/245). 	All note/ Clerk
16/114	<p style="text-align: center;">Local Govt Pension Scheme</p> <ul style="list-style-type: none"> • The annual employer contribution costs of the Essex LGPS is now estimated at approx. £6500. This is much more than initially anticipated & not within the parameters set. • TPC agreed further investigation to be made via independent pensions advisors, NEST, EALC. costs of which will be provided. 	All note/ Clerk/ July
16/115	<p style="text-align: center;">Clerks Salary Review 2016-18 (NALC) <i>(previously circulated)</i></p> <p>The Nation Joint Council for Local Govt Services has reached agreement:</p> <ul style="list-style-type: none"> • New pay scales for 2016/17 (backdated to 1st April 2016) - 1% increase • New pay scales for 2017/18 to be implemented 1st April 2017- 1% increase • For 2016/17 the cost to TPC will be £304.14, & for 2017/18 an additional £308.10 <p>TPC resolved to adopt the new pay scales backdated to April 2016. Cllr Richard Cheetham will verify the calculations.</p>	All note
PLANNING & CONSULTATIONS		
16/116	<p style="text-align: center;">Planning Committee Meeting 4/5/16 <i>(previously circulated)</i></p> <p>TPC approved the Report & Recommendations from the Planning Committee:</p> <ul style="list-style-type: none"> • UDC PPWG meeting will take place on 9th June which will include the findings of the Countryside Protection Zone review . Cllr Jackie Cheetham to attend on behalf of TPC. • UDC Local Plan Statement for Community Involvement consultation - Only 7 responses were received 2 of which were from parish councils (takeley & Newport). This is very disappointing as this is how UDC will 	All note

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	<p>determine what involvement the local community has in the Local Plan. The response from TPC will be sent to Sir Alan Haselhurst.</p> <p>UTT/16/1031/FUL Land east of Belstock, Molehill Green Brief Description: Erection of a pair of semi detached custom build dwellings Recommendation: Objection</p> <p>UTT/16/1007/FUL Land adj. 37 Bennett Canfield, Priors Green Brief Description: Variation of cond. 6 of permission UTT/13/0768/FUL for the erection of dwelling & garage ('Prior to commencement of the development the vehicular access shall be constructed at right angles to the highway boundary & to the existing carriageway') in order to allow construction of the vehicular access prior to occupation of the development Recommendation: Objection</p> <p>UTT/16/0992/HHF The Bungalow, Takeley Street Brief Description: Proposed raising of roof ridge height & loft conversion Recommendation: No objection</p> <p>UTT/16/0912/HHF 3 Garnetts, Takeley Brief Description: Proposed new vehicular crossing Recommendation: No objection</p> <p>UTT/16/1163/FUL Joyners & The Green Man, The Street, Takeley Brief Description: Relocation of boundary wall Recommendation: Objection</p> <p>UTT/16/0922/CLP Waterside Cottage, Jacks Lane Brief Description: Certificate of lawfulness for proposed side wall extension, rear extension & front infill extension For info only</p> <p>TPC has responded to the request for feedback re the Enforcement Dept at UDC.</p>	
16/117	<p style="text-align: center;">UDC Local Plan - Site Assessment Employment Land in Takeley <i>(previously circulated)</i></p> <p>TPC approved the response coordinated by the Planning Committee & submitted to meet the 31/5/16 deadline: In relation to Takeley the additional sites are 18TAK16 & 19TAK16 Both these sites relate to the development of employment land at Stansted Courtyard, Parsonage Road, Takeley</p> <p>Takeley PC would object to further development of this site and point out that:</p> <ol style="list-style-type: none"> 1. The site is within the CPZ & further extension of the site with promote coalescence with the airport 2. Applications UTT/15/3527/FUL & UTT/16/0788/FUL have both been approved/submitted and will expand the current operation 3. Further development will increase the volume of traffic on Parsonage Road, and through Takeley via B1256, where residential areas are already blighted by the volume of traffic, particularly HGV traffic to & from Elsenham Quarry. 4. Lorries are not permitted on airport roads and therefore all deliveries will be routed through Takeley. 5. The Four Ashes junction (B1256 with Parsonage Road & B183) is at capacity 6. Development of this site will add further pressure to M11 jtn 8 which is already at capacity. 	All note

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REPORTS

16/118	<p style="text-align: center;">Clerks Report <i>(previously circulated)</i></p> <p>TPC noted the report including:</p> <ul style="list-style-type: none"> • Neighbourhood Plan working group meeting 9th June at Station House. Cllr David Daykin and Cllr Pat Burnett to attend. • NWEEHPA AGM Thurs. 30th June 2016 Priors Green Community Hall. Cllrs Jackie Cheetham, Richard Cheetham & Tricia Barber to attend. • Mayor of Dunmow invites members of TPC to a memorial service at St Mary's Church 12th June. Apologies to be sent, members unable to attend due to previous engagements for the Queens 90th Birthday celebrations in Takeley. • TPC vacancy: one application to date. An advert has been placed in the Newsletter to be distributed week commencing 5th June. • Only 1 volunteer has come forward for the Defibrillator project. An advert will go up on the notice board. • A Finance Committee meeting will take place on 22nd or 29th June to discuss the 3 year forward plan. • Cllr Richard Cheetham and Cllr David Daykin to carry out a Newsletter review. Meeting date tbc (end of June) • UDC has been given the power to fine individuals up to £400 if they are found to be fly tipping. 	All note/ Clerk
16/119	<p style="text-align: center;">GP Provisions for Takeley Residents</p> <p>Cllr Sue Sprules reported enquiries are being made. This will be added to the July agenda.</p>	All note/ July agenda
16/120	<p style="text-align: center;">Priors Green Community Hall</p> <ul style="list-style-type: none"> • Treasurer has made a great start on the accounts. Years 2014/15 & 2015/16 have been sent to RCCE for inspection before being submitted to the Charity Commission. • The hall is running very smoothly and the Committee are doing an excellent job. 	All note
16/121	<p style="text-align: center;">Highways & Transport Issues</p> <ul style="list-style-type: none"> • Resurfacing works/patch repairs taking place on Parsonage Rd & Station Rd. • The traffic lights at junction 8 (M11) are not running efficiently due to rats eating through internal wiring in the control cabinets. • Community Speed Watch carried out on B1256 Dunmow Rd. • A request has come from a parent from Takeley Christian School for a school warning sign to be placed on the Dunmow Road. Unfortunately, this is not within the powers of the Parish Council. The Clerk has suggested that the request be put to the School Governors to write to Essex Highways. TPC would support the request. • Request from resident of Priors Green to cut the verges. Verge cutting is now the responsibility of Essex Highways who now only cut the verges once a year (later in the season). Both the Parish Council and Andrew Fisher of Countryside urge residents to contact ECC with their comments. The Clerk will publish a note in the Grapevine. • The fish & chip shop sign was broken by a vehicle attempting to exit the car park out of operating hours. The landlord has been contacted. 	All note

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16/122	Sports & Recreation Ground.	All note/ Clerk
	<ul style="list-style-type: none"> • The annual ROSPA safety inspection has been carried out on all Parish Council play equipment. TPC authorised payment the inspection fees (£206.50 + vat). A full report will be provided at the July meeting. There is one item deemed as high risk which requires urgent attention. • Further investigations to be carried out on hedge plants for the Sports Field. Hedging will be placed along the boundary fence with Takeley Park. Clerk to research funding opportunities. • 3 quotes received and circulated to the Council for the repair of the tarmac on the Sports Field youth shelter/skate park area. TPC approved the JF Knights quote will be verified prior to implementation. • The Manager at Takeley Mobile Home Park has a request for a dog bin along the verge outside the site. This is ECC Highways land & therefore TPC would not be authorised to site a dog bin. Members agreed that dog owners should be encouraged to use the dog waste bin near the entrance to the Sports Field. It should also be noted that dogs are not permitted on the Sports Field. • The concrete bin at the Recreation Ground has been vandalised/smashed up. 	
16/123	Village Services	All note/ Clerk
	<ul style="list-style-type: none"> • The bin at the Four Ashes bus stop appears to be full most of the time. The Clerk will ask TBS Hygiene to check the contents for loose items or large bags of rubbish. • Morrells Green new play equipment will be installed at the end of June. • Occupants of Takeley House will be contacted re-cutting back some of the vegetation which is blocking the footpath. • A hole in the bus shelter at the Four Ashes needs to be repaired. 	
16/124	Other Reports	All note
	<ul style="list-style-type: none"> • Awaiting details from Essex Highways regarding the resurfacing of Byway 25/Jacks Lane. Cllr Geoff Bagnall will chase them. 	
16/125	Non Agenda List	All note
	None	

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The meeting finished at 22.24pm

THE NEXT MEETING: of Takeley Parish Council will be held on Wednesday 6th July 2016 at Takeley Station House at 7.30pm.