## **TAKELEY PARISH COUNCIL**

## **MINUTES**

### **Ordinary Meeting of Takeley Parish Council**

Held on Wednesday, 7<sup>th</sup> June 2017, at 7.30pm at Takeley Station House.

Present: Cllr Carol Pratt, JP Cllr Geoff Bagnall

Cllr Sue Sprules Cllr Tina Domigan
Cllr John Green Cllr Dom Roque
Cllr Jim Backus Clerk Julia Peachey
Cllr Tricia Barber Cllr Linda Steer

Cllr Trevor Allen Cllr Richard Cheetham

Cllr Jackie Cheetham

District Councillor Sue Barker

**Apologies:** District Cllr Howard Ryles & District Cllr Derek Jones,

Cllr Pat Burnett (Holiday) Jane Bridgeman (sick leave)

Visitors: Marilyn Sayers— member of the public

17/108	Welcome and Apologies 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 Chair. All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about a person attending the meeting.	
	Declarations of Interest	
17/109	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.	
	Minutes	
17/110	(previously circulated)	
	The minutes of the Council meeting dated 3 <sup>rd</sup> May 2017, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.	
17/111	Matters Arising From the Minutes It is noted that no new decisions may be made under matters arising and that the item was put on for clarification of issues from the former minutes.	
17/112	Open Forum	
,	(A maximum of 15 minutes is allocated)	
	District Councillor Sue Barker updated the Council	
	SB highlighted that she had been re-elected and had taken on two new roles. These were:	
	Chairman of the Essex Pension Fund; which provides pensions for ECC staff, Staff of District and Borough Councils, Parish Councils, Police, Fire and Teaching staff	

In addition she confirmed she is acting as Cabinet Member for Culture, Communities and Customer Services

She went on to update the Council that The Local Development Framework preliminary meeting will occur on the 29<sup>th</sup> June 2017 and that corresponding information will be in the public domain on 23<sup>rd</sup> July 2017.

SB outlined intention to set up a strategic meeting for parishes in mid July (date to be confirmed) so that various common issues may be dealt with. Rissa from Highways will be invited.

# <u>Marilyn Sayers – Member of the Public/Neighbourhood Group Addressed</u> the Council.

Marilyn Sayers highlighted the statutory provision of Neighbourhood plans in the planning process which were duly noted. It was asked if the full council had written to UDC outlining the timescale and area to be covered. It was relayed that they had not, as more detailed information was required by the Parish Council

The previous Clerk Jane Heskey had outlined questions in the <u>Spring 2017 newsletter</u> which the new Clerk had been informed had not received response. It was agreed that these questions would need reviewing as well as any legal and technical issues related to presumption of development, which the council would need consensus on.

A sum of £1,000 has been earmarked in the reserves in the event it did conclude a Neighbourhood plan, however concern was expressed by a council member that they did not want to waste public money and they needed more detailed information to ratify decision on a Neighbourhood plan.

It was noted that Neighbourhood Planning and supplementary planning documents would be put on the agenda for next month as the council members felt they needed more information.

#### 17/113 Clerks Report

- **1.** Two Meetings occurred this month on the 9<sup>th</sup> May & 23<sup>rd</sup> May with neighbouring parishes and Takeley Park Residents Association ref: Local Development Plan
- 2. Clerk wrote to Chris Stoneham at ECC to implement a traffic count. This is now being handled by Rissa Long and will take place at the Four Ashes.
- 3. Two Planning meetings were formally advertised and attended in the Station House. (Significant application from National Express near Mill End which the council is sending more detailed response on will be sent off this week.
- **4.** Insurance a detailed analysis on insurance occurred earlier in the month. A copy of our current asset register was sent to the new provider Came & Company.

**5.** JP requested Highways do a site visit to install crossing signs for Takeley Christian School following an e-mail from Governor of School. JP concerned ECC have not responded due to regular e-mail address not being viable. (To follow up).

Clerk

- 6. JB reported speeding at Priors Green to non-emergency police and e-mailed ECC to request speed camera advised resident it would be down to those agencies to deal with. Crime reference Web: SKH-J26-4WY
- 7. Harvest Fields Morrells Green approval received for restricted parking scheme. The Clerk relayed the scheme request has now been approved at a recent meeting however work on the site is unlikely to commence until the end of this year and will occur once they have fulfilled this year's 43 pre-approved schemes. The work is going to be carried out by North Essex Parking Partnership. Shane Taylor has been in contact with Laura Keys who had been e-mailing council.
- 8. Holidays and Absences: Assistant Clerk Jane Bridgeman is on sick leave for two week as from 2<sup>nd</sup> June.(Operation). Carol Pratt is on holiday from 9<sup>th</sup> to 23<sup>rd</sup> June. Jane Bridgeman will be on holiday from 28<sup>th</sup> July for 2 weeks
- **9.** Bus stop Cooper Smith Vicinity Mr.Kerr given ECC details. Noted that Adrian Summons is now dealing with bus stops.
- **10.** Police and fire service 135 pg document e-mailed to summarize it is about the two working together in joint governance and the business reasons behind it.
- **11.** Lease Station House lease has been secured for another year £6,000 per annum commencing 1<sup>st</sup> September 2017 rent paid quarterly in advance. Mutual break clause requiring three months notice.
- **12.** Old School House Clerk met with John Monk waiting on structural engineers ref: underpinning and waiting for planning permissions.
- **13.** Training The EALC are running a 2 Day Councillor Training Course on Saturday 24<sup>th</sup> June 2017. 9.30 am to 12.00 noon for new Councillors. Can new councillors please contact the clerk if they would like to attend as it would need to be booked.
- **14.** M11 More works on M11 being carried out. Pip Saunders from Kier has phoned the Clerk and wishes to meet with the council to discuss diversions on the roundabout.
- **15.** S137 Expenditure Limit 2017/2018 LG 1972 S137 Limit 2017/18 = £7.57 electorate + 2% on LY.

### 17/114 May 2017 Financial Report

The transactions for May were approved. It was noted that the Clerk had only just been given access to the online accounts as she had been waiting for authorisation from the bank. The Clerk/ Responsible Financial Officer (JP) confirmed that monthly bank reconciliations will continue as a matter of course

	The Clerk/RFO also confirmed that an April bank reconciliation had been approved and signed by two councillors.	
	The council reviewed the reserves sheet	
	Members took note of the risk assessment.	
17/115	Internal Audit Report	
	The auditor recommended that in view of the effects of social media and its potential for damaging statements the parish council should consider adding reputation management to the risk assessment programme.	
	The clerk highlighted that the new insurance policy covers the Council for up to £500,000 in respect of Libel & Slander claims.	
	VAT – in light of the planned expenditure on capital projects, the council may consider registering for vat if it is likely that the expenditure exceeds the claims limit & adopting a recognized financial package.	
	It was noted that the claims limit would need to be looked into and that the detail to this question would be delegated to further review of the finance committee.	
	It was noted that the Clerk and Assistant Clerk's home working allowances should be paid as expenses and not processed through payroll.	
	It was noted that when these are next payable they will not be subject to NI and Tax.	
	The audit report relayed that the Council was not yet signed up to a free Government website domain address.  This would be reviewed.	
	The auditor noted that a detailed insurance review/analysis was being carried out at the time of audit.	
17/116	Review 2016/2017 Variance Report	
	The variance report was circulated to all and reviewed and will be included in the information for external audit	
17/117	Approve the Annual Governance Statement 2016/2017	
	(previously circulated)  Section 1: Annual Governance Statement - TPC resolved to approve the Annual Governance Statement which had been reviewed by the Finance Committee.	
	The Governance Statement was signed by the Chair and the Clerk.	
17/118	2016/2017 Accounting Statement (previously circulated)	
	Section 2: Accounting Statement - TPC resolved to approve the 2016/2017 Accounting Statement which had been reviewed by the Finance Committee.	
	The accounting statement was signed by the Chair and the RFO	

	Notice of Public Rights & Publication of unaudited annual return and Summary of Rights are displayed on the Parish Notice Boards and website.	Clerk
	Dates of the period of exercise of public rights have been set from 5 <sup>th</sup> June to 14 <sup>th</sup> July 2017.	
	Clerk/RFO to organize documentation pack to be sent to the external auditors.	Clerk
17/119	Station House Lease	
	As per the Clerks Report as outlined above the lease has been extended for another year on the same terms and conditions.	
17/120	Purchase of Old School House	
	John Monk is seeking engineering report in respect of underpinning.	
	Further to the full council previously agreeing that a new bank account be set up both for fundraising and the allowance of professional fees to be paid expediently the full council acknowledged that the Finance Committee would ratify transfer of funds (Date to be confirmed). Delegated signatories would remain consistent.	
17/121	Council Members agreed to support the ethos of Takeley Park's Residents Association campaign against further housing development in this area and surrounding villages, so long as the campaign did not became a political party matter.	
	It was noted that Hatfield Broad Oak Parish Council, Great Canfield Parish Council, Hatfield Forest and Friends of the Flitch members had signed up to the petition also. All members agreed to support the joint campaign.	
	It was resolved that the Council would authorise payment for the banners under S137 (Section 20C).	
17/122	Takeley Parish Council approved the Report & Recommendations from the Planning Committee It was noted that there had been two advertised planning meetings this month due to the volume of applications.	
	It was noted that an application for the National Express Depot would go out under separate cover.	Clerk
	It was reported that Illegal Parking had been reported in Warish Hall Road and that the company had set themselves up under the new name of Peak Construction. Clerk to notify enforcement.	Clerk
17/123	Priors Green Community Hall	
	Jim Backus agreed to speak to Stephen Casey in respect of joining the Priors Green Community Hall Committee. Clerk to e-mail him details.	Clerk
	It was suggested that the Parish Council would look to attend two parish council meetings a year at the Priors Green Hall. Dates to be confirmed.	

17/124	Highways and Transport Issues	
	Speeding at Priors Green	
	It was noted that a second complaint about speeding at Priors Green had been reported this month. The area between Warwick Road and the Lion and Lamb. The police were contacted about an earlier incident in the month (see clerks report above). The matter falls within ECC's remit in terms of whether speed cameras will be investigated. Matter reported to Highways.	
	The following Highways issues were identified as needing further review.	
	Traffic Calming Review. Whether there is funding for planting by the gate as per original plans? Takeley Sign – Not yet in place on B1256 Smiths Green Sign – Not yet in place	Clerk
	It was noted that the pot-holes by the Four Ashes junction had passed a quarterly inspection and would not be looked at until the next quarter. The pot holes can be re-reported on line via the ECC website however may still be subject to the quarterly inspection	
	It was noted that Essex County Councils new website does not allow reporting of non-generic items. Correspondence to be sent.	Clerk
	Courte Field 9 Description Courted	
17/125	Sports Field & Recreation Ground	
17/126	There were no issues to report at this time.  Village Services	
	It was noted that the bin by the Parish Pinboard was loose and needed to be secured. A replacement bin was also required to go next to the existing one.	Clerk
	It was noted that non-standard rubbish was being deposited in the bin by the Four Ashes. Contractors have been requested to see if they can identify any details of the person who has dumped the rubbish. The Parish Council agreed to pay for an extra clearing service and would keep the situation under review.	Clerk
	Clerk to speak to contractors.	
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It was noted that Sue Sprules would not be able to attend a Finance Committee meeting until after next Thursday. Date will be circulated in due course.

The meeting finished at 10:30 pm

The next meeting of Takeley Parish Council will be held on Wednesday 5<sup>th</sup> July at 7:30pm in the Stationhouse.

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Chairman