

# TAKELEY PARISH COUNCIL MINUTES

**Annual General Meeting of Takeley Parish Council  
Wednesday, 6<sup>th</sup> June 2018 in Takeley Station House at 7.30pm**

**Present:** Carol Pratt, Chairman, JP  
 Cllr Pat Burnett  
 Cllr Trevor Allen,  
 Cllr Jim Backus  
 Cllr Sue Sprules  
 Cllr Tina Domigan  
 Cllr John Green  
 Cllr Patricia Barber  
 Cllr Dom Roque  
 Cllr Jackie Cheetham  
 Cllr Richard Cheetham  
 Cllr Geoff Bagnall  
 Clerk Julia Peachey  
 Cllr John Green

**Apologies:** Cllr Linda Steer  
 Cllr Geoff Bagnall  
 Jules Potter (Assistant Clerk)

Essex County Councillor – Susan Barker  
 District Councillor – Howard Ryles

17/302	<b><u>WELCOME &amp; APOLOGIES</u></b>	<b>All note/ Clerk</b>
	<p>The Chairman welcomed members, and visitors and received apologies as above which were approved by the council</p> <p>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.</p>	
17/303	<b><u>DECLARATIONS OF INTEREST</u></b>	<b>All note/ Clerk</b>
	<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 of interests needs amending.</p>	

17/304	<p style="text-align: center;"><b><u>MINUTES</u></b> <i>(previously circulated)</i></p> <p>The minutes of the Council meeting dated 2<sup>nd</sup> May 2018 which had been circulated previously, were approved as a true and accurate record and signed by the Chairman, Cllr Carol Pratt</p>	All note/ Clerk
17/305	<p><b><u>DISTRICT AND COUNTY COUNCILLOR REPORT - (15 mins max.</u></b></p> <p>Nothing to report.</p>	All note/ Clerk
17/306	<p style="text-align: center;"><b><u>APPOINTMENT OF CHARIMAN/COMMITTEES &amp; WORKING GROUP (as per circulated schedule).</u></b></p> <p><b><u>Nomination of Chairman</u></b></p> <ul style="list-style-type: none"> <li>• The Chairman stood down and Cllr Trevor Allen took the Chair. A proposal was put forward by Cllr Richard Cheetham which was seconded by Cllr Pat Burnett for Cllr Carol Pratt to reside as Chairman for the forthcoming year. The full council agreed unanimously that Cllr Carol Pratt continue as Chairman of Takeley Parish Council.</li> <li>• The appointment of Vice Chairman Geoff Bagnall was noted.</li> <li>• Cllr Tina Domigan decided to resign her position on the Council</li> <li>• There were no other changes to note on the Committees and working group schedule.</li> <li>• The vacancy will be advertised in the forthcoming weeks, as per the statutory requirements.</li> </ul>	All note/ Clerk
17/307	<p style="text-align: center;"><b><u>CLERKS REPORT</u></b></p> <p><b><u>Community Speed Watch</u></b></p> <p>Three good volunteers have moved away or been unable to continue through changed circumstances, so the community speed watch group are below "critical mass". Currently needs a minimum of another two volunteers and ideally four. One volunteer has come forward who Jim Backus has the details for. If anybody</p>	

would like to volunteer or knows of anybody who would like to volunteer, there will be an element of training involved as per details from Martin Peachey

### **Road Accident near Silver Jubilee**

Council noted Road Traffic Collision near Silver Jubilee occurred weekend before our annual assembly.

### **Car Mounting Pavement Outside Postoffice ( Four Ashes)**

A separate incident was also reported to the Parish Council whereby a car mounted the pavement outside the post office (nearly knocking over pedestrians one with a buggy). Photographs were sent to the council by a person who wishes to remain anonymous. NEPP could not act so they have been referred to report to:-

<https://www.essex.police.uk/do-it-online/>

### **Airport Balancing Pond**

Report received of evidence of foul water around one of Stansted Airport's balancing ponds and complaints about smell that some have attributed to work on mains water around North South Roads. Uttlesford Environmental Health have been contacted and they have sent out a uniformed team to investigate issue.

### **Matters reported to Essex County Council**

Parsonage Road pot hole: 2564189

Missing/damaged bollards Dunmow Road: 3175625

### **Request to Airport Express**

Further reports of Airport Express buses using the B1256 have been noted. Request has been sent to Airport Express requesting that they put up a poster and look to re-acknowledge the Governments Planning Inspector for Generation 1 approval for the Airport expansion to 35mppa which at the time allowed for Takeley Parish Council to establish agreement with the coach companies to use the preferred A120 route. The company had responded to Takeley's previous requests by stating that they only use the B1256 route when there is congestion. However, the latest complaints have revealed there is an early morning pattern to them using the B1256.

	<p><b><u>Litter Pick Sticks and Vest</u></b></p> <p>Uttlesford have highlighted that they will not be able to provide extra litter vests and sticks as there have been problems in the past with other areas in that the equipment has not been returned, so we can at this time only rely on what we have in holding.</p> <p><b><u>Boiler Problems in the Station House</u></b></p> <p>This is to notify members that there have been ongoing problems with the boiler at the Station House.</p> <p><b><u>Electoral Role Figures</u></b></p> <p>UDC sent through our elector electoral role figures and commented that the scale of increase is very steep – as at May 2018 the figure had increased again from 3602 to 3,662 compared to 10 years ago the figure was 2118. (Takeley is currently larger than Thaxted and Newport, but smaller than Stansted in terms of population).</p> <p><b><u>General Data Protection Regulations</u></b></p> <p>Takeley Parish Council have been notified by the EALC that all parish councils are exempt from having their own data protection officer, but must comply with all the principles laid out in the new regulations.</p> <p><b><u>Grass on opposite side of Road to Speed Camera</u></b></p> <p>Resident has been in contact about the overgrown grass along the boundary fence opposite the speed cameras. E-mail sent to Planning as parish council have never cut this area – believed to be the developer who is responsible.</p> <p><b><u>Bus Stop Provision – Bovis</u></b></p> <p>Ann Kerr has been in contact with regard the bus stop progress or lack of it. I have contacted Nigel Brown – but not back in office until 30/05/18.</p>	
17/308	<p style="text-align: center;"><b><u>FINANCE</u></b></p> <p>Members approved the cheque transactions as circulated.</p> <p>Members approved signage at Morrells Green (the two signs total: £83.58. (A dog sign was officially approved last month a Give Way Sign) was also approved this month.</p>	All note/ Clerk

	<p>The Council noted that as per the approval for £500 donation in the February minutes, donations to the Country Fair were made this month for Punch &amp; Judy &amp; advertising signage, as per the schedule of payment.</p> <p>The Council approved the sum of £250 for the cutting of willow trees at the far end of the recreation ground. Branches will be removed however the trunk will be left in place for recreational play. Clerk to notify contractor Michael Coleman.</p> <p>The Council approved the sum of £1,134.25 in respect of the period 24/06/2018 – 31/08/2018 with regard the existing lease on the Station House made payable to Lambert Smith.</p> <p>The Council noted the request to extend the lease letter as approved by finance members and as already circulated to all. The Clerk highlighted she had been chasing for a response but is still currently awaiting a decision from Essex County Council.</p>	
17308a	<p>Councillors noted that the notice of Public Rights &amp; Publication of unaudited annual return and Summary of Rights are displayed on the Parish Notice Boards and website.</p>	
17308b	<p><b><u>Approval of External Audit Material Variance Report</u></b></p> <p>The Council acknowledged that they had approved the figures and Variance Statement at their former meeting – (2<sup>nd</sup> May 2018) and accordingly agreed the Variance Report</p>	
17308c	<p><b><u>SECTION 1 of annual return - Takeley Parish Council to Approve the Annual Governance Statement 2017/2018</u></b></p> <p>TPC resolved to approve the Annual Governance Statement which had been reviewed by the Finance members. The document was then signed by the Chairman and Clerk/RFO.</p>	
17308d	<p><b><u>SECTION 2 - Takeley Parish Council to Approve the Accounting Statement 2017/2018 (figures circulated to all).</u></b></p> <p>TPC resolved to approve the Annual Accounting Statement which had been reviewed by Finance members. The</p>	

	<p>document was then signed by the Chairman and Clerk/RFO.</p> <p>It was resolved Clerk will send documentation off to external auditor.</p>	
17308e	<p><b><u>Internal Audit</u></b></p> <p>The council also noted that the internal Audit had been signed off.</p> <p>The following summary points were noted for the former year-</p> <ul style="list-style-type: none"> <li>a) The accounts are generally well-presented, and the council is receiving the appropriate information to support their decision making. The new Clerk has continued the reliable and accurate management of finance and governance.</li> <li>b) Reconciliation processes can be enhanced by using double-entry accounting systems which will provide a more robust framework re: higher numbers of transactions the council is now receiving. <i>Council will review enhancing their reconciliation process, but were not keen on using new software presentation.</i></li> <li>c) Minute 17/67 refers to a transfer of £6,220 for the former Clerk's pension, but no sum has been paid or transferred. (April 2017 minutes, just before new employee joined). <i>NALC/SLCC paperwork on legal position of discretionary gratuities supplied to finance committee.</i></li> <li>d) The council has acquired the residuum of money raised to fund installation of defibrillators. This has been ringfenced to specific projects of benefit to the community involving the defibrillators.</li> <li>e) The Council has changed to Came &amp; Co. for insurance provision.</li> </ul> <p>The parish council acknowledged the summary of points and review where necessary will be carried out.</p>	All note/ Clerk

17308f	<p style="text-align: center;"><b><u>PUBLIC WORKS LOAN</u></b></p> <p><b><u>Resolution of the Council To Secure a Public Works Loan For Refurbishment of The Old School</u></b></p> <p>The council confirmed they had all received copy of the early repayment plan and financial business plan as circulated by the Clerk/RFO.</p> <p>The Council resolved that the officer should seek approval from the Secretary of State re a public works loan as per the requirements.</p> <p>The Council resolved to decide the amount of the loan and a figure of £250,000 was put forward.</p> <p>The Council resolved delegation to the Finance Committee to make recommendation with regard the payment terms.</p> <p>The council noted the overall cost of the refurbishment programme is expected to be approx. £430,000. The loan will represent the maximum shortfall following the raising of funding, currently standing at £230,000, through the following areas;</p> <ul style="list-style-type: none"> <li>• Public donations</li> <li>• S106 Monies</li> <li>• Grant Funding</li> </ul> <p>TPC will apply to the PWLB to structure the repayments in such a way that monies will be repaid within a shorter time period.</p> <p>TPC will apply for a loan value of up to £250,000, this also covers contingency monies. TPC will only draw down the required amount to settle the final bill, once all other funding has been utilised.</p> <p>To cover the repayments schedule Takeley Parish Council will look to agree to keep the precept at a similar level as this year, as a means of ensuring they are able to meet with the agreed schedule over a shorter timeframe, thus saving significant interest.</p> <p>A public consultation on the proposals was held on 23rd May 2018 in the Silver Jubilee Hall, Takeley and no objections were raised to the plans. Collected signatures reflect that there is strong support for proposals.</p>	All note/ Clerk
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17309	<p style="text-align: center;"><b><u>THE OLD SCHOOL- S106</u></b></p> <p>Clerk/RFO is currently liaising with Uttlesford about the earmarking of further S106 monies to the Old School. UDC have responded saying that with regard the outstanding smaller amount of £6,659.77, on the advice of their solicitor they have written to the various developers requesting that they express consent to the use of the money for The Old School House. Uttlesford have presented them a deadline to respond of 10<sup>th</sup> June, but one has been extended to 25<sup>th</sup> June because of the need to trace a new address. It is not thought anything else is owing, but database checks are being carried out.</p> <p>The larger sum of £79,830.67 which are tied into the refurbishment of The Old School as per the Clerks/RFO's submission proposal has now been paid directly into the Parish Council's account.</p>	All note/ Clerk
17310	<p style="text-align: center;"><b><u>HIGHWAYS &amp; TRANSPORT</u></b></p> <p>The bollards have not been repaired despite them being reported as referenced above. Concern was expressed as the one's outside Cllr Sprules' home are extremely sharp and a danger. Clerks to continue reporting.</p>	All note/ Clerk
17311	<p style="text-align: center;"><b><u>VILLAGE ISSUES</u></b></p> <p>The litter bin outside the fish and chip was discussed. It was suggested we should consider looking at securing the bin in existence to the ground and to consider how much it would cost for the council to empty. Cllr Carol Pratt said that she would look to speak to the owner of the site Paul Marris.</p> <p>Cllr Pat Burnett highlighted that she was working with the church with regard a litter pick and that volunteers would be carrying out a litter pick at Church Lane this weekend.</p>	All note/ Clerk
17312	<p style="text-align: center;"><b><u>SPORTS FIELD AND RECREATION GROUND</u></b></p> <p>Cllr John Green has made safe the swing at the recreation, however a new seat is required and he is currently investigating costings.</p>	All note/ Clerk
17313	<p style="text-align: center;"><b><u>PLANNING</u></b></p> <p>The Council approved and noted the recommendations of the Planning Committee members as per the planning minutes dated 9<sup>th</sup> May 2018.</p>	All note/ Clerk



Planning Committee meetings are currently held on the second Wednesday of each month at 10:30 am in the Station House. The next monthly meeting will be held on Weds 13<sup>th</sup> June at 10:30 am in the Station House.

The pre-submission document for Regulation 19 has now been printed. The council approved that Cllr Jackie Cheetham could speak on 12<sup>th</sup> June, 2018 at the UDC planning meeting.

Cllr Cheetham highlighted that Regulation 19 had just copied parts of MAG's documentation and that she would speak to Cabinet to highlight SSE's views on the airport.

The Council noted the following:-

**UTT/18/0318/OP** – Gladman Application for 135 homes – Takeley Park have noted Japanese Knotweed growing on the land next to them which as you will recall refers to the above planning application – pictures have been taken and it has been confirmed as the said plant.

The farmer Chris Philpot of Boyton Hall Farm has been written to and has responded by saying that they have investigated and sprayed the area marked on the Takeley Resident Associations' map. The clerk will seek further advice from the environment agency. Cllr Richard Cheetham stated he would speak to the Horticultural Society to which he is a member.

**UTT/16/3565/OP - Bonningtons Farm, Takeley**

E-mail received from Karen Denmark (UDC Planning) noted: "Further work is being undertaken in respect of the Environmental Statement which has included additional survey work. UDC are awaiting the revision to the ES and UDC do not have a timeline for this at the present time."

**The Coppice**

This application was approved by UDC. TPC Planning Committee wish to send a letter to the secretary of state objecting to UDC's decision. Report from Hatfield Forest has been requested to help support decision. This will be drawn up by the clerk and circulated to planning members before submission.

**The full council meeting finished at 8:45 pm**

**The next meeting of Takeley Parish Council will be held on Wednesday July 4<sup>th</sup> 2018 at 7:30pm in the Station House.**