

# TAKELEY PARISH COUNCIL MINUTES

## Ordinary Meeting of Takeley Parish Council

*Wednesday 15<sup>th</sup> May 2019 at The Station House, Sycamore Close at 7.30pm*

**Present:**

- Cllr Carol Pratt (Chairman)
- Julia Peachey – Clerk
- Julia Potter – Assistant Clerk
- Cllr Pat Burnett
- Cllr Jackie Cheetham
- Cllr Richard Cheetham
- Cllr Peter Hewett
- Cllr Dom Roque
- Cllr Susan Sprules
- Cllr Trevor Allen
- Cllr Jim Backus
- Cllr Patricia Barber
- Cllr John Green
- District Councillor Geoff Bagnall
- District Councillor Maggie Sutton
- District Councillor Vere Isham
- District Councillor Anthony Gerrard (Newport Ward)
- Martin Peachey - resident
- Lucy Johnson – resident

**Apologies:** Cllr Linda Steer

<b>17/422</b>	<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>	
<b>17/423</b>	<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>	

17/424	<p style="text-align: center;"><b><u>DISTRICT AND COUNTY COUNCILLOR REPORT</u></b> <b><u>(15 mins max).</u></b></p> <p><b><u>District Cllr Anthony Gerrard</u></b></p> <p>District Councillor Anthony Gerrard introduced himself to the Council as the new District Councillor for Newport representing Residents For Uttlesford. He advised that the administration and set up of the new elected Council at Uttlesford is in the very early stages and that Cabinet positions are still to be confirmed.</p> <p><b><u>District Councillors Maggie Sutton and Vere Isham</u></b></p> <p>District Councillors Maggie Sutton and Vere Murray Gyles Isham, also Residents For Uttlesford candidates introduced themselves to Takeley Parish Council.</p> <p>It was acknowledged that Cllr Geoff Bagnall from Takeley Parish Council also representing Residents For Uttlesford had also been elected under Takeley Ward and that the new councillors were looking forward to having a close working relationship with Takeley Parish Council going forward.</p>	All note/ Clerk
17/425	<p style="text-align: center;"><b><u>OPEN FORUM</u></b> (Members of the public given opportunity to speak up to 15 minutes)</p> <p><b><u>Martin Peachey – (resident)</u></b></p> <p>Martin Peachey advised he would forward the Council the matters, issues and questions which the inspector would look at under the emerging Local Plan. The Clerk will circulate.</p> <p>The issue of a National Express Coach travelling along the B1256 was also notified. It was confirmed by the Clerk that the matter had been raised with Steve Mills at MAG and that a response had been received stating that he would notify the coach company. It was acknowledged that Jeremy Pine at UDC planning had set out clauses in the new commercial bus contracts which outlined stipulations, that the bus companies use the A120 route.</p> <p><b><u>Lucy Johnson – (resident)</u></b></p> <p>Lucy Johnson confirmed she was a resident and that she was present to listen and observe the parish council proceedings and was interested in the local community of Molehill Green.</p>	All note/ Clerk

17/426	<p style="text-align: center;"><b><u>APPOINTMENT OF ROLES</u></b></p> <p><b><u>Appointment of Chairman</u></b></p> <p>Cllr Trevor Allen proposed the current Chairman Carol Pratt which was seconded by Geoff Bagnall. This was unanimously agreed by a show of hands.</p> <p>Chairman Carol Pratt asked Councillors to vote on the role of Vice Chairman. Councillors unanimously agreed the appointment of District Councillor Geoff Bagnall as Vice Chairman.</p> <p>The Draft Takeley Parish Council Schedule of roles and responsibilities, committees and councillor roles for the forthcoming year had been circulated and was approved.</p>	
17/427	<p>All Councillors were asked to sign:</p> <ol style="list-style-type: none"> <li>1. Declaration of Acceptance of Office</li> <li>2. Register of Interest</li> </ol> <p>All Councillors agreed to abide to the Code of Conduct.</p> <p>The Clerk collated and witnessed the signing of documentation and signed the declarations received. The Register of Councillors' Interest will become publicly available on the Uttlesford District Council website.</p>	
17/428	<p style="text-align: center;"><b><u>Council Members will note/approve the Councils policies</u></b></p> <p>Councillors unanimously agreed to adopt the following policies:</p> <p>Equality and Diversity Policy  Councillors Expense Policy  Model Financial Regulations  Model Standing Orders  Information and Data Protection Policy  Complaints Policy  Code of Conduct  Social Media Policy</p> <p>Further information on policies can be found on the council's new website. The link as noted below is advertised via the Grapevine newsletter.</p> <p><a href="https://www.essexinfo.net/takeley_parish_council">https://www.essexinfo.net/takeley_parish_council</a>.</p>	
17/429	<p style="text-align: center;"><b><u>CLERKS REPORT</u></b></p> <p>Missing safety barrier – logged with ECC customer services on the 23/04/19 – reference 2614472. Location Station Road on side of bridge. Rissa Long of Highways has stated it would be considered as a maintenance issue but may need funding from UDC Local Highway Panel. Susan Barker aware of situation.</p>	All note/ Clerk

	<p>Bollards booked in to be installed and have been delivered to the Station House. Assistant Clerk organizing.</p> <p>Robin Wallbank of ECC has been sent detail of the posts as listed in the last paragraph of the minutes. 02/05/19</p> <p>The Beavers Group wish to borrow litter picking equipment for a litter pick on either the 17th or 24th May. Advice relayed that equipment can be borrowed from the Station House.</p> <p>Molehill Green residents have sent through spreadsheets of items they would like looked at extending to multiple pages – these have been viewed by the Chairman and advice has been given by the Council that Molehill Green residents may like to consider setting up a resident’s association. Details on how to do this have been forwarded by the Clerk.</p> <p>It was acknowledged, that a Molehill Green representative would be attending the full council meeting.</p> <p>The Trustees of Molehill Green are aware that Molehill Village Hall is currently under rental agreement with community group SSE and that some refurbishment work is required. Residents have expressed that they would like to utilise the building, at some point in the future, however this is not currently possible due to the current rental agreement.</p> <p><b>COMMUNITY POLICE ENGAGEMENT</b>  The Public Engagement Team on behalf of Chief Inspector Rawlingson has sent out invitation to attend the local community meeting and workshop to be held on Tuesday, May 21 2019 at 6pm, Dunmow Community Hub, 45 Stortford Road, Great Dunmow, CM6 1DQ.</p> <p>Can you please respond as to whether you will be attending on this date via email to <a href="mailto:public.engagement@essex.pnn.police.uk">public.engagement@essex.pnn.police.uk</a> or call 01245 452074. The evening will consist of Sergeant Miah from Uttlesford community policing team holding a local community meeting and then the Public Engagement workshop will commence straight after.</p> <p>Finance End of Year Payroll completed. Print offs have been supplied and have been signed off by members on Wed morning. HMRC basic payroll – rolled over into new financial year.</p> <p>Approved NALC payrates instigated from 1st April 2019. Notified to Finance members before payroll run.</p>	
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	<p>VAT has been processed for builders invoice 4 as below. Vat form to be issued by HMRC</p> <table border="1" data-bbox="395 293 963 416"> <tr> <td>Building Vat</td> <td>£6,110.52</td> </tr> <tr> <td>Regular Vat</td> <td>£96.14</td> </tr> <tr> <td>Total</td> <td>6,206.66</td> </tr> </table> <p>Loan forms for the £250,000 drawdown of the loan have been processed, so that provisions can be made for the builders payment for May. The loan term will be over 6 years as agreed by council members.</p> <p>Small shortfall ref: last months payment to the builder, as noted on the finance schedule.</p> <p>The relevant forms have been signed and processed by the RFO/Clerk and submitted to the PWLB to draw down mid May to comply with contractual builders terms.</p> <p>The PWLB will forward the RFO/Clerk the bank mandate once re-verified. This will need to be signed by two councillors when received.</p>	Building Vat	£6,110.52	Regular Vat	£96.14	Total	6,206.66	
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<p><b>17/430</b></p>	<p style="text-align: center;"><b><u>FINANCE REPORT</u></b></p> <p>Councillors approved cheque transactions as circulated and noted the end of year reconciliation.</p> <p>Councillors approved the transactions and reconciliation for the Old School House account.</p> <p>Councillors noted the Chairman allowance for the prior year of account applicable under regulation 15 (5) LGA 1972 as per the circular earlier in the month.</p> <p>Councillors noted the donation to Gt. Canfield for the Gladman appeal as pre-approved in January 2019 minutes.</p> <p>The first donation instalment from Weston Homes towards the Old School has been gratefully received.</p> <p>It was noted the councils insurance is due for renewal in June. Premium will be notified to council members.</p>	<p><b>All note/ Clerk</b></p>						
<p><b>17/431</b></p>	<p style="text-align: center;"><b><u>THE OLD SCHOOL HOUSE</u></b></p> <p>Chairman Carol Pratt advised the project remains on schedule. Revised drawings of the staircase are being produced following the decision to remove an internal door. It was highlighted that tree root issues have resulted from prior work carried out by the diocese. This will be followed up as it was considered the work had not been carried out properly.</p>	<p><b>All note/ Clerk</b></p>						

17/432	<p style="text-align: center;"><b><u>HIGHWAYS AND TRANSPORT ISSUES</u></b></p> <p>Cllr Peter Hewett advised a further traffic survey is to be arranged monitoring vans and domestic vehicles. Cllr Peter Hewett will organise and email Councillors with details in due course. Martin Peachey advised he has historic traffic data we may find of use. He will try and locate and email to Cllr Peter Hewett.</p>	All note/ Clerk
17/433	<p style="text-align: center;"><b><u>PARISH ISSUES</u></b></p> <p><b><u>Pastures</u></b></p> <p>The Clerk highlighted a resident of the Pastures has been in contact requesting whether further maintenance work could be carried out to tidy the area.</p> <p>The Council resolved that S106 monies supplied by the developer would be most effectively used for the grass-cutting, to ensure that the expenditure of the monies lasted for the longest period possible. It was noted by councillors, that the additional item of a hedge cut had been agreed earlier in the year as an extra item outside the grass cutting.</p> <p>However, works to the flower beds and any other extra work were not included, under the current contract and would impact the seven year allocation set aside for grass cutting.</p> <p>The clerk highlighted that the flower bed had been tended to over the weekend by the same resident who had lodged a complaint, however after three hours and several sacks of rubbish the resident had stated she could see the logic of having the flowerbed seeded over as did not want to be responsible for it.</p> <p>The question of occasional strimming was raised, but this was not confirmed by the council, as the area could not be treated any different from other areas once the S106 monies disappeared.</p> <p>Chairman agreed to carry out a site visit in the interim and consultation via the Grapevine can be sought.</p> <p><b><u>Dog Bin</u></b></p> <p>Councillors considered the proposal from Cllr Geoff Bagnall for an additional dog bin outside 16 Burgattes Road. Councillors noted three dog bins are already in the vicinity of this area. Cllr Pat Burnett highlighted that despite a dog bin being present at the Station House, dog waste bags are still hung on</p>	

	<p>trees directly behind the Station House. Councillors resolved a different measure may be more effective and the council will look into how we can better sign post residents to where our bins are located. It was noted that previous “Do Not Litter” signage had been successful elsewhere in the area and that similar measures could be considered if problems persist.</p> <p><b><u>Molehill Green Village Pin Board</u></b></p> <p>Lucy Johnson as per the agenda item requested if it was possible for Molehill Green residents to have a village pin board. Cllr Pat Burnett advised she can pass on the details of an organisation who will make one subject to a donation. The parish council agreed that it could be located where the disused telephone box is currently located.</p> <p><b><u>BT Openreach work</u></b></p> <p>Cllr Trevor Allen advised the work recently carried out by BT has not been suitably cleared up afterwards. This will be kept under review to make sure it is not left. Area in question is opposite the shops on the verge to Station Road.</p>	
17/434	<p style="text-align: center;"><b><u>RECREATION GROUND AND SPORTSFIELD</u></b></p> <p>It was noted the bollards are now installed at the sports field. Thanks was extended to assistant Julia Potter and further bollard keys will be purchased for the football club.</p>	All note/ Clerk
17/435	<p style="text-align: center;"><b><u>PLANNING</u></b></p> <p>Takeley Parish Council approved and noted the recommendations/comments of the planning committee members held on 10<sup>th</sup> April at 10:30am 2019.</p> <p>Members of the public may view applications online at Uttlesford at any time and note any responses the parish council have made. (Hard copy of minutes are available upon request from the clerk). Responses to major applications are also published on Takeley’s website.</p> <p>Cllr Peter Hewett read out UDC’s response regarding the refusal to planning application UTT/19/0051/FUL: Land to the South of Smiths Green Dunmow Road Takeley. This can be found on the UDC website under the above reference number.</p> <p>District Councillor Anthony Gerrard advised the planning department at UDC is currently being reviewed. Staffing and training will be addressed. It was highlighted enforcement is currently an issue that he would like to investigate.</p> <p>It was noted the removal of a hedge at the Bovis site remains an issue.</p>	All note/ Clerk

	<p>The Chair highlighted that assistant clerk Jackie Deane from Dunmow Council had been in contact and were intending to send us a letter tomorrow morning via e-mail to which they would like Takeley to add their name. The letter refers to a request to consider Carver Barracks in the local plan. It was resolved that councillors would express their views tomorrow morning when the letter would be received, and views would be recorded in the clerks report for the following minutes. It was noted Dunmow were wanting to post the letter out to coincide with when the Uttlesford District Council were next meeting.</p> <p><b><u>Gladmans Update</u></b></p> <p>It was noted that Takeley's November 2018 letter had been returned signed from Gt Canfield. Takeley have since agreed to sign the paperwork to appoint the Barrister following further officer discussions with those who attended the extra-ordinary meeting.</p>	
17/436	<p><b><u>OTHER REPORTS INC. FOOTPATHS AND TREES</u></b></p> <p>Chairman Carol Pratt highlighted the Council are able to apply to MAG for trees. Locations such as Molehill Green and the Sportsfield would be favourable if we can source these.</p>	All note/ Clerk

The next meeting of Takeley Parish Council will be the Annual Meeting and will be held on **Wednesday June 5th at 7.30pm at The Station House, Sycamore Close.**

**PUBLIC & PRESS ALWAYS WELCOME**

Clerk to Takeley Parish Council

*Julia Peachey*

**The meeting concluded at 9:30 pm**