

TAKELEY PARISH COUNCIL

MINUTES

Annual General Meeting & Ordinary Meeting of Takeley Parish Council

held on Wednesday, 4th May 2016, at 7.30pm at Takeley Station House.

Present:

Cllr Carol Pratt	Clr Richard Cheetham
Cllr Pat Burnett	Clr Tina Domigan
Cllr Jackie Cheetham	Cllr Linda Steer
Cllr David Daykin	Clerk Jane Heskey
Cllr Sue Sprules	Asst Clerk Jane Bridgeman
Cllr Trevor Allen	
Cllr John Green	

Apologies: Cllr Geoff Bagnall, Cllr Tricia Barber, & Mr. Martin Peachey - Community Speed Watch.

Visitors: Mrs. Tanya Ingram - PFA Takeley Primary School

16/75	<p style="text-align: center;">Welcome and apologies</p> <p>Chairman Cllr Carol Pratt opened the meeting and welcomed members and visitors, and received apologies as above.</p> <p>Before proceedings Chairman Carol Pratt offered deepest condolences on behalf of TPC to Cllr Tricia Barber and her family following the recent bereavement of her husband Colin.</p> <p>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
16/76	<p style="text-align: center;">Appointment of Chairman</p> <p>Cllr Jackie Cheetham nominated Cllr Carol Pratt as Chairman, this was seconded by Cllr Pat Burnett. No other nominations were received. TPC voted unanimously to elect Cllr Carol Pratt as Chairman. Cllr Carol Pratt thanked members for their support, and completed & signed a Declaration of Acceptance of Office.</p>	All note
16/77	<p style="text-align: center;">Appointment of Vice Chairman</p> <p>Cllr Tina Domigan nominated Cllr Geoff Bagnall as Vice Chairman, this was seconded by Cllr Trevor Allen. No other nominations. TPC voted unanimously to elect Cllr Geoff Bagnall as Vice Chairman.</p>	All note
16/78	<p style="text-align: center;">Declarations of Interest</p> <p>None.</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>	All note
16/79	<p style="text-align: center;">Minutes <i>(previously circulated)</i></p> <p>The minutes of the Council meeting 6th April 2016, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.</p>	All note
16/80	<p style="text-align: center;">Matters arising from the minutes</p> <ul style="list-style-type: none"> • Cllr Sue Sprules requested an update on the new play equipment for Morrells Green and asked if it would be installed by 11th June for the street party. A second site visit is yet to be carried out by the supplier with Cllr Pat Burnett. Approx. installation date given was 4-8 weeks from the date of order. • Cllr Trevor Allen enquired about the purchase of a projector for the Council. The Clerk is still looking at possible models to ensure they meet the 	All note

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	<p>requirements.</p> <ul style="list-style-type: none"> • Cllr Richard Cheetham, enquired whether the Clerk had received an email from the pharmacist in Takeley. No email has been received. • Cllr Linda Steer requested an update on the visit from the Village Agent. The visit was very positive. The agent will visit the Community Café on 5th May and speak to a group of regular customers regarding their needs. • Cllr David Daykin, enquired if the loan for Silver Jubilee Hall was a secured loan. This was confirmed by the Clerk. • TPC agreed a press release regarding the new UDC Local Plan process. Copies will be sent to Herts & Essex, Dunmow Observer, Tower, Grapevine and Takeley Newsletter. 	
16/81	<p style="text-align: center;">Open Forum</p> <p>Tanya Ingram (PFA) approached TPC regarding a request for funding for a community event to be held at Takeley Primary School. The summer fete will be open to residents from Takeley & Little Canfield. The proceeds will go towards a stage for Takeley Primary School. The PFA have secured some sponsorship from local businesses and sold advertising space for a brochure. The fete will be advertised throughout the village. This will be discussed further on item 11 of the agenda.</p> <p>Tanya Ingram also approached the Council regarding the bus shelter on Parsonage Rd. Since the bus stop was installed 5-7 years ago the hedge on the boundary of her garden, directly behind the shelter, has suffered due to the reduction in sunlight. Rubbish is also being deposited between the bus stop and the hedge. The Clerk has arranged for the rubbish to be collected on a regular basis. Tanya Ingram will consider the Council's suggestions of either cutting the hedge in order to let in more light to encourage re-growth, planting another hedge species in the gap, or replacing it with a fence panel.</p>	All note/ Clerk
16/82	<p style="text-align: center;">Appointment of Roles & Responsibilities, Committees & Working Groups. <i>(previously circulated)</i></p> <p>TPC appointed members to Planning & Finance committees, and agreed a schedule of roles & responsibilities. A schedule is attached to these minutes will be circulated to all members.</p> <p>In addition, Councillors gave signed consent forms authorising the Clerk to send the Council summons & agendas electronically if required. Others arrangements will be made for the 3 Councillors not able to receive electronic documents. The Clerk reiterated that councillors will ordinarily receive hard copy agenda and papers for all full Council meetings,</p>	All note
ADMINISTRATION & FINANCE		
16/83	<p style="text-align: center;">April 2016 Financial Report</p> <p>Financial transactions for April 2016 were tabled & agreed. In addition, TPC authorised payment of:</p> <ul style="list-style-type: none"> • 2x consultancy fees of £1500 (Gardner Planning Ltd) & £1594 (Railton TPC Ltd) for the UDC Local Plan Site Assessment process. • £150 to 'Letchwood' - Internal Auditors fee. <p>TPC noted a complete bank reconciliation.</p>	All note
16/84	<p style="text-align: center;">Takeley Primary School PFA Summer Fete</p> <p>Tanya Ingram (PFA) requested a donation towards the costs of hosting a summer fete which is a community event. TPC resolved to provide a donation of £1000 towards the costs of the event.</p>	All note/ Clerk

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16/85	<p style="text-align: center;">Queen's 90th Birthday Celebrations <i>(previously circulated)</i></p> <p>The Clerk has received several requests from local community groups for funding towards their celebrations. TPC approved the following:</p> <ul style="list-style-type: none"> • Morrells Green street party (11/6/16) - £350 • Takeley Primary School purple litter bins x 2 - £262 • Little Learners Pre-School 'Kings & Queens' tea party (28/6/16) - £200 • Takeley Sports & Social Club children's party (14/5/16) - £350 • Bunting will be provided to place around the village sign on the green at the Four Ashes. 	All note/ Clerk																																																												
16/86	<p style="text-align: center;">EALC/NALC Affiliation Fees 2016/17</p> <p>TPC resolved to pay 2016/17 affiliations fees of £678.01.</p>	All note/ Clerk																																																												
16/87	<p style="text-align: center;">Insurance Renewal 2016/2017</p> <p>TPC resolved to pay the amended insurance quote from AON of £1176.40.</p>	All note/ Clerk																																																												
16/88	<p style="text-align: center;">2015/16 Year End Finance Report & Recommendations 20/4/16 <i>(previously circulated)</i></p> <p>TPC noted the report & approved the following recommendations:</p> <ol style="list-style-type: none"> 1. Minutes from 23/12/15 : actions completed. 2. Internal audit scheduled for Sat. 23rd April 2016 3. 2015/16 EoY Payroll - Cllr Richard Cheetham has checked & verified salary payments 4. 2015/16 Actual v Budgets Summary (detailed schedule attached to the minutes): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 10%;">2015/16 Budget £</th> <th style="width: 10%;">2015/16 Actuals £</th> <th style="width: 10%;">Variance £</th> <th style="width: 40%;"></th> </tr> </thead> <tbody> <tr> <td>Cfwd</td> <td style="text-align: right;">105386</td> <td style="text-align: right;">105386</td> <td></td> <td></td> </tr> <tr> <td>INCOME</td> <td style="text-align: right;">102250</td> <td style="text-align: right;">104360</td> <td style="text-align: right;">-2110</td> <td>£7546 UDC Grant claimed twice. To be repaid 2016/17. VAT claim outstanding</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">207636</td> <td style="text-align: right;">209746</td> <td style="text-align: right;">-2110</td> <td></td> </tr> <tr> <td>Employees</td> <td style="text-align: right;">35005</td> <td style="text-align: right;">34322</td> <td style="text-align: right;">683</td> <td>53rd week Statutory Adoption Pay</td> </tr> <tr> <td>Administration</td> <td style="text-align: right;">18250</td> <td style="text-align: right;">9248</td> <td style="text-align: right;">9002</td> <td>£7533 Station House costs to be cfwd</td> </tr> <tr> <td>Parish Services</td> <td style="text-align: right;">23050</td> <td style="text-align: right;">19474</td> <td style="text-align: right;">3576</td> <td></td> </tr> <tr> <td>Professional Advice</td> <td style="text-align: right;">6000</td> <td style="text-align: right;">450</td> <td style="text-align: right;">5550</td> <td>cfwd</td> </tr> <tr> <td>Community Projects</td> <td style="text-align: right;">10000</td> <td style="text-align: right;">0</td> <td style="text-align: right;">10000</td> <td>Cfwd to Reserves</td> </tr> <tr> <td>S137 Community Groups</td> <td style="text-align: right;">10000</td> <td style="text-align: right;">4965</td> <td style="text-align: right;">5035</td> <td></td> </tr> <tr> <td>Vat</td> <td style="text-align: right;">1000</td> <td style="text-align: right;">4536</td> <td style="text-align: right;">3536</td> <td>Claimed</td> </tr> <tr> <td>TOTAL EXPENSES</td> <td style="text-align: right;">103305</td> <td style="text-align: right;">72995</td> <td style="text-align: right;">30310</td> <td></td> </tr> </tbody> </table>		2015/16 Budget £	2015/16 Actuals £	Variance £		Cfwd	105386	105386			INCOME	102250	104360	-2110	£7546 UDC Grant claimed twice. To be repaid 2016/17. VAT claim outstanding	TOTAL	207636	209746	-2110		Employees	35005	34322	683	53rd week Statutory Adoption Pay	Administration	18250	9248	9002	£7533 Station House costs to be cfwd	Parish Services	23050	19474	3576		Professional Advice	6000	450	5550	cfwd	Community Projects	10000	0	10000	Cfwd to Reserves	S137 Community Groups	10000	4965	5035		Vat	1000	4536	3536	Claimed	TOTAL EXPENSES	103305	72995	30310		All note/ Clerk
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5. Reserves:

	£	
School House Fund	30000	Plus £18k S106 monies - subject to ECC accepting offer. Includes legal costs
Silver Jubilee Hall Development - Phase 2	35000	Plus £15k S106 monies
Community Projects Reserves	15000	
Community Projects	80000	
Station House	37360	Backdated rent & utilities
Sports Field & Rec. Grd Equipment	5645	
Legal/Professional Advice	11082	Local Plan consultancy fees outstanding Station House Lease
ICT	370	
Clerks Pension Fund	6220	
Youth Club Fund	6766	
Morrells Green S106	28386	
TOTAL	175829	

6. Actions agreed:

- Conduct a review of **TPC Newsletter** (incl advertising charges) - to be scheduled
- **Green Waste Skip Service at Crumps Farm** - write to thank Nick Bone.
- **Carry forward** under spends as follows:

	£
Station House	7500
Professional Advice	5550
Community Projects	10000

- Vat reclaim £4.5k submitted (2015/16)
- Check outstanding S106 monies with UDC (Roger Harborough)

7. Year End Bank Reconciliation: Approved - see attached (Clr Geoff Bagnall - non signatory) verified quarterly bank recs. Transfer funds to provide PGCH funds in Reserve account

8. Contracts, Direct Debits & Subscriptions 2016/17 - recommended schedule attached

9. Station House Hire Charges - recommend no change

ROOM	Hourly Rate Mon-Sun 9am-11pm	Block booking (min. 10wks)	All day hire Mon - Sun 9am-11pm
Community Groups & Residents	£10 per hour	£9 per hour	£50
External & Commercial Hire	£15 per hour	£13.50 per hour	£100

10. TPC Newsletter advertising charges: to remain unchanged & reviewed as part of Newsletter Review (to be scheduled)

11. Financial Regulations: reviewed. Recommend adopt unamended.

12. Asset Register: reviewed & updated for insurance. Removed Rec Grd picnic tables x 2. Morrells Green Play Unit to be added shortly

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	<p>13. Risk Management Programme: reviewed & recommended for approval - schedule attached</p> <p>14. 2015/16 Year End Accounts & Annual Governance Review: recommended for approval (see attached Section 1 & 2) subject to completion of internal audit</p> <p>15. 2015/16 Variance Report: reviewed & recommended for approval - schedule attached</p> <p>16. 2016/17 Budgets: as agreed December 2015. To be reviewed at end of Q1</p> <p>17. Consider formulation of a 3 year budget plan (as per Financial Regs): Finance Committee to meet in June, all councillors invited to attend or contribute thoughts & ideas</p>	
16/89	<p style="text-align: center;">Council Policies & Procedures <i>(previously circulated)</i></p> <p>TPC adopted the following policies and procedures (unamended):</p> <ul style="list-style-type: none"> - Standing Orders & Financial Regulations - Complaints Procedure - Members Expense Claims - Training Policy - Data Protection Policy - Freedom of Information Publication Scheme - Business Contingency Plan - Risk Assessment Programme <p>The Clerk will investigate Health & Safety and Quality & Diversity policies.</p>	All note/ Clerk
16/90	<p style="text-align: center;">Silver Jubilee Hall Development Phase 2</p> <ul style="list-style-type: none"> • Building works are 1 week ahead of schedule and due to complete at the end of July. • Awaiting confirmation from the Public Works Board Loan of when funds will be released. The Clerk will contact them for an update. 	All note
16/91	<p style="text-align: center;">Station House Lease</p> <ul style="list-style-type: none"> • Letter received from ELS (Essex Legal Services) which was factually incorrect. A copy of this letter will be sent to David Finch, Leader of ECC and County Cllr Susan Barker. • No response has been received from the letter sent to Gavin Jones, Chief Exec of ECC regarding the previous correspondence which was also factually incorrect. • TPC will respond to ELS via Nokholds. • TPC resolved to pay for rent & utilities from the date of occupation. TPC will only pay for the service charge (maintenance) from the execution of a lease. 	All note/ Clerk
16/92	<p style="text-align: center;">Purchase of Old School House, Brewers End</p> <ul style="list-style-type: none"> • Approval given for works to be carried out on the protected tree (Cricket Ground). • TPC to seek confirmation that the other problematic trees will also be trimmed. • TPC to provide ECC with evidence of their funds i.e. PWLB and reserves to purchase the building. 	All note/ Clerk
PLANNING & CONSULTATIONS		
16/93	<p>UTT/16/0788/FUL Stansted Courtyard, Parsonage Road CM22 6PU</p> <p>Proposal: Erection of 2 no. units for B1 use</p> <p>Under delegated powers the Clerk submitted the following response having consulted with members of the Planning Committee:</p> <p>The Parish Council would not object to this application providing that:</p> <ol style="list-style-type: none"> 1. The 2 x proposed units are clad and tiled and of a similar construction to the 	All note

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- existing 'barns'
2. Parking and paving surfaces are permeable
 3. All parking provision will be accommodated within the site boundary and will provide sufficient capacity.

REPORTS

16/94	Clerks Report <i>(previously circulated)</i>	All note/ Clerk
<p>TPC noted the report including:</p> <ul style="list-style-type: none"> • Annual Parish Assembly 11th May 2016 at 7.30pm in Station House. • Cllr Howard Rolfe to attend a meeting with TPC, date to be confirmed. • Alistair Andrew from MAG Planning will be attending a meeting with TPC discuss airport related matters. An invite will be sent out to all Council members when a date has been confirmed. • TPC received a letter of complaint from a resident. Lord of the Manor, Mr. Euan Kennedy refused permission to erect a sign on grass verge at Warish Hall. TPC has no responsibility for the verge along Warish Hall Road and the resident was asked to contact Mr Kennedy directly. 		
16/95	GP Provisions for Takeley Residents	All note/ June mtg
<p>Cllr Sue Sprules will give an update at the June meeting.</p>		
16/96	Priors Green Community Hall	All note
<ul style="list-style-type: none"> • The Committee have confirmed that they do not need additional funds to pay for repairs to the hall roof. • There are no plans to hold a party at the hall for the Queen's 90th birthday 		
16/97	Highways & Transport Issues	All note
<ul style="list-style-type: none"> • Community Speed Watch (CSW) was carried out on 5 occasions, Parsonage Rd x1, Station Rd x2 and B1256 outside Silver Jubilee Hall x 2. CSW have requested volunteers from Takeley Street to participate in monitoring in that area, no volunteers have come forward at this time. • TPC to contact Essex Highways regarding the bus stop at Pincey Brook. Drivers are using the opposite side of the carriageway to overtake the bus once it has stopped. • TPC will contact the Essex Highways Inspector regarding the current list of reported faults. There is no consistency with logged faults. A similar fault in the same area has apparently been given a different priority status. • Dunmow Rd B183 resurfacing works to start 6th May for 6 nights (no weekend work). Phase 2 will start in July. • Parsonage Rd resurfacing to start 24th May. Phase 2 will start in July. • Awaiting quote to convert TPC street lights to LED bulbs. 		
16/98	Sports & Recreation Ground	All note/ June agenda
<ul style="list-style-type: none"> • TPC received 2 quotes to replace the fencing at the Sports Field which are both around £10k. An alternative to this costly repair is to leave the fence in situ and to plant a hedge. A proposal & quote will be considered at the June meeting. Clerk contact UDC Planning Dept to ensure planning permission is not required and that there is no risk re 'bird strike'. • The repaired oak tree in the Recreation Ground has new buds appearing. This is a good sign that the repair was a success. 		
16/99	Tidy Takeley	All note
<ul style="list-style-type: none"> • Cllr Tina Domigan would like to thank Paul Burnett for taking down the banner from the green. • The next 'Tidy Takeley' month will be held in September. 		

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16/100	<p style="text-align: center;">Other Reports</p> <ul style="list-style-type: none">• The new trees planted on Morrells Green are showing signs of blooming.• UDC Highways Panel has approved funding for the re-surfacing of byway 25 (Jacks Lane). TPC met with Mr. Euan Kennedy to discuss what needs to be done to prepare the byway before Essex PROW Team can begin work. The responsibility for clearing the ditches and cutting back the canopy is with the Lord of the Manor.	All note
16/101	<p style="text-align: center;">Non Agenda List <i>(previously circulated)</i></p> TPC noted the report.	All note

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The meeting finished at 10.42pm

THE NEXT MEETING & AGM will be held on
Wednesday 1st June 2016 at Takeley Station House at 7.30pm.