

TAKELEY PARISH COUNCIL

MINUTES

Ordinary Meeting of Takeley Parish Council

held on Wednesday, 3rd May 2017, at 7.30pm at Takeley Station House.

Present: Cllr Carol Pratt, JP
 Cllr Pat Burnett
 Cllr Sue Sprules
 Cllr John Green
 Cllr Jim Backus
 Cllr Tricia Barber
 Cllr Trevor Allen
 Cllr Geoff Bagnall
 Cllr Richard Cheetham
 Cllr Tina Domigan
 Cllr Dom Roque
 Clerk Julia Peachey
 Asst Clerk Jane Bridgeman

Apologies: Cllr Linda Steer, District Cllr Howard Ryles & District Cllr Derek Jones

Visitors: Dr Neil Berry (Resident Takeley Street)

17/81	<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. 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. Cllr Carol Pratt informed the council that John Orpen who had previously served as a councillor for Takeley has sadly passed away. TPC send their deepest condolences to the family.</p>	All note
17/82	<p style="text-align: center;">Appointment of Chairman</p> <p>Cllr Trevor Allen took the Chair and requested the council formally nominate a new Chair. 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
17/83	<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 Sue Sprules. There were no other nominations and all voted unanimously to elect Cllr Geoff Bagnall as Vice Chairman.</p>	All note
17/84	<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 of interests needs amending.</p>	All note
17/85	<p style="text-align: center;">Minutes <i>(previously circulated)</i></p> <p>The minutes of the Council meeting 5th April 2017, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.</p>	All note
17/86	<p style="text-align: center;">Matters arising from the minutes</p> <p>Cllr Tina Domigan asked if it was necessary to insert the time of arrival on the minutes for a Councillor if they arrived late or left early for a meeting? It was relayed that Councillors late arrivals and absences were recorded in order to highlight their presence if and when decisions are made.</p>	All note
17/87	<p style="text-align: center;">Open Forum</p> <p>Dr Neil Berry a resident from Takeley Street spoke to the council regarding the increase of HGV vehicles in the village, particularly in Takeley Street & Parsonage Rd. In the last month TPC have contacted Essex Highways & ECC Cllr Susan Barker to request that a survey be conducted to assess the</p>	All note/ Clerk

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	<p>excessive volume of traffic travelling through Takeley. Previously TPC have tried to collate the information. Unfortunately the scale of the problem is so enormous that it is not something that can be organised through a residents group. TPC have also contacted the individual operators for information and requested that Stansted Airport lift their HGV restrictions on airport roads. Their recommendation would be for residents to contact ECC Cllr Susan Barker direct.</p>	
17/88	<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 will be circulated to all members. Cllr Jim Backus will be joining the Rights of Way, Footpaths & Land group. Cllr Dom Roque will be joining Sports Field & Recreation Ground group. Dom Roque would also like to be included in the distribution of the Takeley Newsletter.</p>	All note
ADMINISTRATION & FINANCE		
17/89	<p style="text-align: center;">Appointment of new Clerk – Julia Peachey</p> <p>TPC welcomed the new Clerk Julia Peachey to the council. A draft contract has been issued and Julia's start date was noted as 24th April 2017.</p>	All note
17/90	<p style="text-align: center;">Bank Mandate</p> <p>TPC authorised the changes to the bank mandate to include the new Clerk. Cllr Carol Pratt & Cllr Trevor Allen signed on behalf of TPC.</p>	All note
17/91	<p style="text-align: center;">March 2017 (EoY) & April 2017 Finance Report <i>(previously circulated)</i></p> <p>Financial transactions for March 2017 were table & agreed. TPC noted a complete bank reconciliation. The internal Audit will take place on 6th May 2017.</p>	All note
17/92	<p style="text-align: center;">EALC/NALC Affiliation Fees 2017/18</p> <p>TPC resolved to pay the fee of £728.05 (LY = £678.01) this is a 7% increase and is calculated on the number of residents in Takeley.</p>	All note
17/93	<p style="text-align: center;">Insurance Renewal 2017/18</p> <p>TPC authorised the Finance Committee to make recommendations on the insurance renewal. Two quotes have been received, awaiting a further one. The asset register had been verified for audit.</p>	All note
17/94	<p style="text-align: center;">New phone & email contacts for TPC</p> <p>Due to the change of Clerk TPC have made changes to their contact details. Email TakeleyparishCouncil@outlook.com telephone 01279 902434. TPC authorised changes to the XLN Business Broadband/phone contract.</p> <ul style="list-style-type: none"> • £25.95 + vat unlimited calls (currently £23.45) • £1.99 + vat call divert facility to TPC mobile. • £12.99 + vat sim only contract (12 months)- 700 units/mins. 	All note/ Clerk
17/95	<p style="text-align: center;">2016/2017 Year End</p> <p style="text-align: center;">Finance Committee report</p> <ol style="list-style-type: none"> 1. Payroll 2016/17 & Year End - Cllr Sue Sprules has completed checks & supervised the leavers payroll for J. Heskey - Clerk (April 2017) 2. Actuals v Budgets 2016/17 - statement approved & circulated. 	All note/ Clerk

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	<ol style="list-style-type: none"> 3. Reserves: agreed schedule of reserves were agreed and circulated - £89598 + £122426 Priors Green Community Hall S106 4. Bank Reconciliation to 31/3/17 approved & circulated. 5. Contract & Subscriptions & Direct Debits for 2017/18 agreed 6. Asset Register 2017/18 - reviewed & agreed for insurance 1st June 2017). 7. Risk Mgmt Programme - complete and reviewed & approved 8. 2016/17 Year End Accounts & Annual Governance Statements – Reviewed & recommended for approval at TPC meeting 7/6/17 9. Review 2016/17 Variance Report agreed 10. Draft 3 year budget plan 2017 -2020 - circulated to members for comment to be summarised and revisited at next Finance Committee meeting <p>The full council noted that the Finance Committee had authorised payments as per the monthly bank reconciliation.</p> <p>It was resolved the Finance Committee would authorise payment to the preferred insurance provider before the next full Council due to the existing insurance running out at an earlier date.</p>	
17/96	Council Policies & Procedures	All note/ Clerk
	<p>TPC adopted the following policies and procedures</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 - Risk Management 	
17/97	Station House Lease	All note
	<p>TPC are waiting on a reply to their request to extend their lease on the Station House for 12 months whilst renovations are being carried out on the Old School House. ECC have been chased via Lambert Smith Hampton. Confirmation is needed before June. Contingency plans have been made.</p>	
17/98	Purchase of Old School House, Brewers End	All note/ Clerk
	<ul style="list-style-type: none"> • TPC resolved to open a new bank account solely for the Old School House. This will enable members of the public to make donation towards the refurbishment. • Bat survey has been received and confirms no bats on the premises. A 2nd survey is required as part of the building regulation. • A planning application has been submitted and a decision is expected on/before 19th June 2017. 	

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	<ul style="list-style-type: none"> A further clean-up of the playground is needed. Ivy and trees will be sprayed to allow for easy removal. Takeley Cricket Club have been given permission for the home team to park in the playground on match days. <p>TPC resolved to pay the planning application fees of £885.30.</p>	
17/99	Silver Jubilee Refurbishment	All note
	TPC is liaising with SJH re the extra charges from Nockolds for the fees incurred for producing the loan agreement. TPC resolve to pay £1150 + vat to Nockolds direct and await confirmation from SJH Committee.	
PLANNING & CONSULTATIONS		
17/100	Planning Committee meeting 12th April 2017	All note/ Clerk
	<p><u>UTT/17/0731/FUL</u> Ryanair, Long Border Road Stansted Airport <u>Brief Description:</u> Proposed extension to training facility adjacent to Hanger 10. <u>Recommendation:</u> No comment <i>Deadline 20/04/2017</i></p>	
	<p><u>UTT/17/0490/AV</u> Land south west of Enterprise House, Bassingbourn Rd, Stansted Airport <u>Brief Description:</u> Amended: External signage scheme consisting of 4 x fascia signs (1 at 3.05m from ground to be illuminated) & 1 x illuminated monument sign <u>Recommendation:</u> Objection We have noted the revised application and that the tallest sign (21.5m from the ground) will be non-illuminated. We request a planning condition to restrict subsequent illumination of this sign in anyway. <i>Deadline 21/04/2017</i></p>	
	<p><u>UTT/17/0758/HHF</u> 52 Garnetts <u>Brief Description:</u> Single storey rear extension & loft conversion with front & rear dormer. <u>Recommendation:</u> No Objection <i>01/5/17</i></p>	
	<p><u>ESS/25/17/UTT</u> Crumps Farm, Little Canfield <u>Brief Description:</u> Continuation of temporary window composting of green waste and waste wood. This includes the importation and blending of soils and sands without compliance with condition 5 (time limit) of planning permission ESS/12/15/UTT to allow operation until March 2019. <u>Recommendation:</u> No Objection <i>5/5/2017</i></p>	
17/101	Future Development in Uttlesford (particularly south)	All note/ Clerk
	<ul style="list-style-type: none"> TPC approved expenditure of £1100 +vat (ref: Geoff Gardner) for professional advice re Highways and UDC housing/land supply in preparation for the assessment of UDC draft Local Plan. Awaiting outstanding queries re Highways. Next meeting to be scheduled. Easton Park Development – Cllr Jackie Cheetham, Cllr Richard Cheetham & Cllr Tricia Barber attended a presentation by the developers. <ul style="list-style-type: none"> The site allocation could go up to 10,000 dwellings but they could also make it viable for a smaller amount but highlight there would not be any additional benefits for a smaller site such as schools, health facilities etc. They want to develop 30-35 dwellings an acre, with no industry on site. Access to local network will be by the gravel pit Dunmow. This 	

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	<p>means more pressure on the A120/M11 junction 8 which is already at capacity. Highways England have requested a delay in development on A120 corridor until this junction is sorted out.</p> <ul style="list-style-type: none"> ○ Building proposed to start 2021 for 250-350 dwellings per year over a 10 year period. ○ Maps of the local used in the presentation were noted as very much out of date. 	
REPORTS		
17/102	<p style="text-align: center;">Clerk's Report</p> <ul style="list-style-type: none"> ● Annual Parish Assembly – 24th May 2017 Station House 7.30pm. ● Planning & Enforcement issues – There are several outstanding issues not being addressed. TPC to write to Chief Exec UDC Dawn French and invite her to visit & discuss. ● TPC has written to Mr Bob Weston to thank him for visiting the Old School House. He has asked TPC to keep him up to date with the progress. ● TPC contacted LCPC re their request for a site visit to Priors Green to discuss the parking problems. No response at this time. 	All note
17/103	<p style="text-align: center;">Highways & Transport Issues</p> <p>Potholes in Station Road with exposed wires. Highways have been contacted several times regarding this and the substandard repairs. Cllr Geoff Bagnall to contact them again.</p>	All note/ Clerk
17/104	<p style="text-align: center;">Sports Field & Recreation Ground</p> <p>Travellers have now left the Sports Field. Unfortunately, they have left large amounts of rubbish. UDC have been contacted to assist with the clean-up.</p>	All note
17/105	<p style="text-align: center;">Village Services</p> <p>Litter pick events took place on Priors Green took place on 25th March, Chestnut Way 8th April & Dunmow Rd (B1256) on 19th April. Unfortunately, other than Priors Green the events have not been well attended by residents. The litter pick scheduled for 5th May, Parsonage Rd has been cancelled.</p>	All note/ Clerk
17/106	<p style="text-align: center;">Other Reports</p> <ul style="list-style-type: none"> ● A tree on Morrells Green has been damaged again. A new sign will be erected on the green stating no ball games. 1 other tree is due to be replaced later in the year. ● Cllr Geoff Bagnall will schedule a site visit with Essex Highways to Byway 25/Jacks Lane re tidying up and other issues. He will also speak to Euan Kennedy regarding his contribution and other village matters. 	All note
17/107	<p style="text-align: center;">Non Agenda List</p> <p style="text-align: center;">All items listed above.</p>	All note

The meeting finished at 9.15pm

THE NEXT MEETING of Takeley Parish Council will be held on Wednesday 7th June 2017 at Takeley Station House at 7.30pm.