TAKELEY PARISH COUNCIL MINUTES

Ordinary Meeting of Takeley Parish Council

Wednesday, 6th November 2019 in the Station House at 7.30pm.

Present: Cllr Carol Pratt (Chairman)

Julia Peachey - Clerk

Julia Potter – Assistant Clerk

Cllr Trevor Allen

Cllr Geoff Bagnall – (District/Parish)

Cllr Jim Backus
Cllr Patricia Barber
Cllr Pat Burnett
Cllr Dom Roque
Cllr John Green
Cllr Richard Cheetham
Cllr Jackie Cheetham
Cllr Susan Sprules
Cllr Linda Steer

County Cllr Susan Barker

Members of Molehill Green

Sarah Kirby Lucy Johnson Ian Schaffer Andrew Kirby Sonia Carr Martin Carr

Apologies: Cllr Peter Hewett

17/493	WELCOME & APOLOGIES	All
	The Chairman welcomed members, and visitors and received apologies as above which were approved by the council. Members were asked to direct any comments through the Chairman. All parties present were reminded that proceedings may be filmed, recorded	note/ Clerk
	or photographed or otherwise reported about a person attending the meeting.	
17/494	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.	All note/ Clerk
	Cllr Jackie Cheetham highlighted she was a member of Takeley and Little Canfield Parochial Church Committee ref: donation for grass cutting.	

MINUTES OF MEETING	All note/
The 2 nd October 2019 Minutes previously circulated were formally approved by the council and signed as a true and accurate record by the Chairman.	Clerk
DISTRICT & COUNTY COUNCILLORS REPORT	All
County Cllr Susan Barker agreed to follow up the Chairman's request to find out what is happening with the bus stop in Molehill Green. It was noted the bus stop needs to be further back for safety reasons.	note/ Clerk
County Cllr Susan Barker also discussed the Local Plan and highlighted her views that although it wasn't ideal to have more housing – it would prevent ad-hoc housing and necessary infrastructure was more likely to be delivered.	
OPEN FORUM (Maximum 15 minutes)	All note/
Resident Lucy Johnson introduced herself as member of the Molehill Green Group. A discussion followed on the subject of defibrillators and appropriate locations within Molehill Green. It was suggested that the group contact Ruth Bodsworth who helped with advice on defibrillators elsewhere in the parish.	Clerk
Molehill Green Hall was discussed. The Chair highlighted that the building was not fit for public usage at this time and could not confirm decisions on behalf of other trustees. It was highlighted that the trustees had written to the Group. The Molehill Group conveyed their frustration on not being able to use the building and it was indicated the intention was to contact the Charity Commission.	
Molehill Green Group stated they were seeking advice from Highways on a suitable location for the Friendly Bench the day after the council meeting.	
The Chairman highlighted that she had personally followed up on the restrictions in Molehill Green as initially nothing was going to be done by highways.	*
It was reported that the clearway would be extended to run through Molehill Green into Chapel end. Yellow line restrictions will not go all the way down school lane as the officer considered it narrows and is not substantial as a single track. Restrictions are being further considered at the top end on the right hand side. It was noted UDC are undertaking some more preparation work and that once the ground work has been completed any decision would be relayed to the North Essex Parking Partnership. It was acknowledged that proposals take around 18 months to implement if given the go ahead.	
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17/498	ADMIN The full council noted the amendments to the roles and responsibility list.	All note/ Clerk
17/499	<u>CLERKS REPORT</u>	All note/ Clerk
	MAINTENANCE Overhanging bushes - Dunmow Road - ECC ref: 2635689 reported 10/10/19	
	Rubbish outside The Forge has been reported to enforcement following public complaint.	
	Unknown resident has installed their own temporary sign in Burgattes way following dog fouling near their property. A request will be made to ask for its removal as there are regulations and planning permissions that it needs to adhere to.	
	STREET LIGHTS Light out in between 45 Ramsey Drive and 37 Burgattes Road, marked nos 15. Street lights Reported to ECC customer service 13/10/19. Burgattes Road is adopted by Highways on the ECC map, Ramsey Drive is still marked yellow meaning it is unadopted. Details of Bellway Technical team have been forwarded to resident. Tel: 01245 259989 www.bellway.co.uk .	
	Hampton Road street light in Priors Green was also reported out, during the month.	
	Lights near to the Lodge and request for filter/ dim brightness also sent to ECC at the same time as other requests.	
	STATION HOUSE Rent of £7,495.89 (£6,000 1/9/2018-31/08/2019) + (91days for 1/9/2019-30/11/2019 = £1,495.89) will be due on the Station House. We have requested an invoice highlighting the amount cannot be paid until we receive an invoice.	
	We are officially due to move out at the end of November. E-mail has been sent to Silver Jubilee ref: availability during December. Confirmation of next meeting will be given when location known.	
	CROSSING AT PRIORS GREEN A crossing at Priors Green has been requested by resident – there is not currently anything official in place. E-mail has been sent to Highways Officer Rissa Long with a request to visit the site.	
	PARSONAGE LANE APPLICATION The applicant sent e-mail	
	Proposing a minor change to the proposed development to provide 10% of the development as self-build dwellings. Rather than being constructed by a housebuilder, serviced plots will be made available to prospective purchasers who wish to construct their own dwellings. If accepted by the Inspector, this change is intended to form part of the discussion at the Inquiry and will be reflected in any planning permission that is granted.	

	The parish council do not feel this should be accepted by the inspector as it outside the timeframe for statutory consultation. The effect on the development is considered neutral by UDC as it still being built in the CPZ. The planning committee have been working hard putting forward a response on Health and help with a noise report is being given by member of SSE.	
	FINANCIAL UPDATE	All
	2 nd Quarter running costs Vat = £1,469.77 2 nd Quarter old school house Vat = £24,118.37 Processing in progress.	note/ Clerk
	The Parish Council cannot insure the building until the building work is all signed off by the builder as currently covered under a separate insurer.	
	Overall our policy will be £1,882.69 including IPT for next year (insurance for everything including old school house).	
	Last year insurance was £3057 - so insurance will reduce by £1,194.31. This is partly due to the building having to have more expensive insurance whilst it is under construction.	
	The premium for the inclusion of the Old school community building will be £432.60 including IPT for the rest of the year. This figure may reduce depending on how many months are left before next insurance premium and exact date the building is signed off.	
	A finance pack is being prepared in respect of a grant for £3,500 towards the tarmac at the old school. Ref: UDC community grant.	
	Latest Ratcliffe & Burridge invoice in for the build as follows: - Subtotal 38,070.13 VAT @ 20% 7,614.03 BALANCE DUE £45,684.16	
17/500	FINANCE	All
	Councillors approved the schedule of payments highlighting the current cheque transactions as a true and accurate record.	note/ Clerk
	Councillors approved the 2 nd quarter Old School House Reconciliation. A bank statement copy will be supplied to Cllr Bagnall.	
	Councillors noted a Quarterly Bank Reconciliation was reviewed and approved by Finance Members at their last finance committee meeting both for the current account and The Old School House.	
	Councillors considered the letter from Rob Burles with regard grass-cutting at the church.	
	It was noted the council had sourced the EALC file note on the matter and this had been circulated in a prior pack. It was also acknowledged that the legal situation had been taken up by the Society of Local Council	

Clerks who were supportive of and wishing to obtain parliamentary clarification on the matter. It was acknowledged the situation had been delayed by Brexit,	
Cllr Trevor Allen put forward a proposal of £1200 for grass cutting which was seconded by Cllr Jim Backus. Three councillors refrained from voting. Ten councillors voted in favour. It was resolved the donation would be made.	
Councillors noted the ECC free website hosting is due to close in March and an appropriate budget will be deferred to the finance committee meeting.	
Councillors noted that three quotations had been circulated in the packs following investigation into sanitary services for the Old School house. Councillors agreed a contractor based on best value and opted for Sterling Washrooms. It was noted that all three contractors had a monthly programme in place.	
OLD SCHOOL HOUSE	All
The full council considered whether the Old School car park could be utilised for a recycling bank. Councillors commented upon the mess that these had caused in the past. It was also noted that the site would be locked at certain times for security. The proposal will therefore not be carried forward.	note/ Clerk
The full council considered the principal of the The Old School being used as a suitable hire for Police Meetings. It was agreed that the facility could accommodate this type of hire. It was resolved that uniform pricing would be put in place and this will be circulated by the RFO for councillors approval.	
Takeley Parish Council acknowledged the agreement for the Breakfast Club to utilize the building. The building will also be used for youth facilities -ref: UDC John Starr.	
HIGHWAYS AND TRANSPORT	All note/
Airport parking around the airport was reported. It was queried if the airport had been notified.	Clerk
Footpath from Dunmow Road that crosses Fleming road has a bollard missing. This needs to be reinstated to block vehicle access.	
SPORTSFIELD AND RECREATION GROUND	All
Cllr Roque reported he was awaiting the third quote for the skate park shelter for the Sportsfield which will allow viewers of local football games to watch games out of the rain.	note/ Clerk
	clarification on the matter. It was acknowledged the situation had been delayed by Brexit, Cllr Trevor Allen put forward a proposal of £1200 for grass cutting which was seconded by Cllr Jim Backus. Three councillors refrained from voting. Ten councillors voted in favour. It was resolved the donation would be made. Councillors noted the ECC free website hosting is due to close in March and an appropriate budget will be deferred to the finance committee meeting. Councillors noted that three quotations had been circulated in the packs following investigation into sanitary services for the Old School house. Councillors agreed a contractor based on best value and opted for Sterling Washrooms. It was noted that all three contractors had a monthly programme in place. OLD SCHOOL HOUSE The full council considered whether the Old School car park could be utilised for a recycling bank. Councillors commented upon the mess that these had caused in the past. It was also noted that the site would be locked at certain times for security. The proposal will therefore not be carried forward. The full council considered the principal of the The Old School being used as a suitable hire for Police Meetings. It was agreed that the facility could accommodate this type of hire. It was resolved that uniform pricing would be put in place and this will be circulated by the RFO for councillors approval. Takeley Parish Council acknowledged the agreement for the Breakfast Club to utilize the building. The building will also be used for youth facilities -ref: UDC John Starr. HIGHWAYS AND TRANSPORT Airport parking around the airport was reported. It was queried if the airport had been notified. Footpath from Dunmow Road that crosses Fleming road has a bollard missing. This needs to be reinstated to block vehicle access. SPORTSFIELD AND RECREATION GROUND

	Cllr Roque highlighted that he had been out with TBS Hygiene to consider the situation with bin emptying. The Council agreed that lids for the bins could be put in place and that Matt Jarrett should be contacted.	
17/504	PLANNING	
	(The planning committee members held their meeting on the 2 nd Weds of the month at 10:30 am in the Station House, Sycamore Close)	
	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 can also be requested from the Clerk.	
	It was noted the Appeal for the Parsonage Road applications will be heard on the 3 rd December over a four day period.	
	Members of public will note the next Planning meeting will be held on the second Weds of the following month at 10:30 am in the Station House, Sycamore Close.	
17/505	FOOTPATHS & TREES	
	Subsoil/rubbish in ditch from Flitchway to Dunmow Road has been dumped – ref: Footpath 22. This will be reported to Friends of the Flitchway	
	The council noted the free trees available from the Woodland Trust were also available in March. Involvement with primary schools on planting can be considered along with voluntary help. Encouraging school children to plant trees in their own gardens was considered a good initiative.	

The meeting concluded at 9:05

The next meeting of Takeley Parish Council will be held on Wednesday 4th December 2019 at 7.30pm (The Silver Jubilee Hall) PUBLIC & PRESS ALWAYS WELCOME

Clerk to Takeley Parish Council *Julia Peachey*