

# TAKELEY PARISH COUNCIL MINUTES

## Ordinary Meeting of Takeley Parish Council

**Wednesday, 6<sup>th</sup> 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

<b>17/493</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>17/494</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> <p>Cllr Jackie Cheetham highlighted she was a member of Takeley and Little Canfield Parochial Church Committee ref: donation for grass cutting.</p>	



17/498	<p style="text-align: center;"><b><u>ADMIN</u></b></p> <p>The full council noted the amendments to the roles and responsibility list.</p>	All note/ Clerk
17/499	<p style="text-align: center;"><b><u>CLERKS REPORT</u></b></p> <p><b><u>MAINTENANCE</u></b></p> <p>Overhanging bushes - Dunmow Road – ECC ref: 2635689 reported 10/10/19</p> <p>Rubbish outside The Forge has been reported to enforcement following public complaint.</p> <p>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.</p> <p><b><u>STREET LIGHTS</u></b></p> <p>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 <a href="http://www.bellway.co.uk">www.bellway.co.uk</a>.</p> <p>Hampton Road street light in Priors Green was also reported out, during the month.</p> <p>Lights near to the Lodge and request for filter/ dim brightness also sent to ECC at the same time as other requests.</p> <p><b><u>STATION HOUSE</u></b></p> <p>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.</p> <p>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.</p> <p><b><u>CROSSING AT PRIORS GREEN</u></b></p> <p>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.</p> <p><b><u>PARSONAGE LANE APPLICATION</u></b></p> <p>The applicant sent e-mail</p> <p>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.</p>	All note/ Clerk

	<p>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.</p>	
	<p><b><u>FINANCIAL UPDATE</u></b></p> <p>2<sup>nd</sup> Quarter running costs Vat = £1,469.77  2<sup>nd</sup> Quarter old school house Vat = £24,118.37  Processing in progress.</p> <p>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.</p> <p>Overall our policy will be £1,882.69 including IPT for next year (insurance for everything including old school house).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Latest Ratcliffe &amp; Burridge invoice in for the build as follows: - Subtotal 38,070.13 VAT @ 20% 7,614.03 BALANCE DUE £45,684.16</p>	<p><b>All note/ Clerk</b></p>
<p><b>17/500</b></p>	<p><b><u>FINANCE</u></b></p> <p>Councillors approved the schedule of payments highlighting the current cheque transactions as a true and accurate record.</p> <p>Councillors approved the 2<sup>nd</sup> quarter Old School House Reconciliation. A bank statement copy will be supplied to Cllr Bagnall.</p> <p>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.</p> <p>Councillors considered the letter from Rob Burles with regard grass-cutting at the church.</p> <p>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</p>	<p><b>All note/ Clerk</b></p>

	<p>Clerks who were supportive of and wishing to obtain parliamentary clarification on the matter It was acknowledged the situation had been delayed by Brexit,</p> <p>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.</p> <p>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.</p> <p>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.</p>	
<b>17/501</b>	<p style="text-align: center;"><b><u>OLD SCHOOL HOUSE</u></b></p> <p>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.</p> <p>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.</p> <p>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.</p>	<b>All note/ Clerk</b>
<b>17/502</b>	<p style="text-align: center;"><b><u>HIGHWAYS AND TRANSPORT</u></b></p> <p>Airport parking around the airport was reported. It was queried if the airport had been notified.</p> <p>Footpath from Dunmow Road that crosses Fleming road has a bollard missing. This needs to be reinstated to block vehicle access.</p>	<b>All note/ Clerk</b>
<b>17/503</b>	<p style="text-align: center;"><b><u>SPORTSFIELD AND RECREATION GROUND</u></b></p> <p>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.</p>	<b>All note/ Clerk</b>

	<p>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.</p>	
<b>17/504</b>	<p style="text-align: center;"><b><u>PLANNING</u></b></p> <p><i>(The planning committee members held their meeting on the 2<sup>nd</sup> Weds of the month at 10:30 am in the Station House, Sycamore Close)</i></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 can also be requested from the Clerk.</p> <p>It was noted the Appeal for the Parsonage Road applications will be heard on the 3<sup>rd</sup> December over a four day period.</p> <p>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.</p>	
<b>17/505</b>	<p style="text-align: center;"><b><u>FOOTPATHS &amp; TREES</u></b></p> <p>Subsoil/rubbish in ditch from Fritchway to Dunmow Road has been dumped – ref: Footpath 22. This will be reported to Friends of the Fritchway</p> <p>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.</p>	

The meeting concluded at 9:05

The next meeting of Takeley Parish Council will be held on  
**Wednesday 4<sup>th</sup> December 2019 at 7.30pm (The Silver Jubilee Hall)**

**PUBLIC & PRESS ALWAYS WELCOME**

Clerk to Takeley Parish Council

*Julia Peachey*