

TAKELEY PARISH COUNCIL

MINUTES

Ordinary Meeting of Takeley Parish Council

held on Wednesday, 5th October 2016, at 7.30pm at Takeley Station House.

Present: Cllr Carol Pratt Cllr Tricia Barber
 Cllr Pat Burnett Cllr Richard Cheetham
 Cllr Sue Sprules Cllr Jackie Cheetham (*left 9.30pm*)
 Cllr Trevor Allen Clerk Jane Heskey
 Cllr Linda Steer Asst Clerk Jane Bridgeman

Apologies: Cllr John Green, Cllr Geoff Bagnall, Cllr Tina Domigan, ECC Cllr Susan Barker

Visitors: District Cllr Howard Ryles (*left 8.10pm*), Jim Backus (Takeley Resident)

16/204	<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. <i>All parties present were reminded that proceedings may be filmed, recorded or photographed or otherwise reported about a person attending the meeting.</i></p>	All note
16/205	<p style="text-align: center;">Declarations of Interest</p> <p>Cllr Pat Burnett & Cllr Tricia Barber declared a non-pecuniary interest re PCC fireworks event. Cllr Tricia Barber is a member of the PCC & Cllr Pat Burnett is a volunteer for the event and a member of the Church. 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
16/206	<p style="text-align: center;">Minutes <i>(previously circulated)</i></p> <p>The minutes of the Council meeting 7th Sept 2016, which had been circulated previously, were approved as a true record and signed by the Chairman, Cllr Carol Pratt.</p>	All note
16/207	<p style="text-align: center;">Matters arising from the minutes</p> <p>Cllr Jackie Cheetham updated TPC on the recent STACC meeting:</p> <ul style="list-style-type: none"> • Cuts to local bus services will be raised at the next transport forum. This will effect residents commuting to/from London. • UDC Enforcement are dealing with the unauthorised airport related parking at Mill End. Additional fencing will be erected to prevent unauthorised footpaths into the airport. • MAG will be submitting a planning application for full use of the single runway. • 102 claims for compensation for noise pollution have been received. • MAG are in the process of selling some of their housing stock. Tenants have been given 18 months' notice to vacate the properties. • £50k has been given to the Community Fund. TPC will write to ECC Cllr Susan Barker regarding changing the terms of reference that prevents parish council from applying for a grant. 	All note
16/208	<p style="text-align: center;">Parish Council Vacancies</p> <p>Since the September meeting Cllr David Daykin has resigned. An email was sent to him requesting confirmation in writing but a reply has not yet been received. The Clerk will register the resignation with UDC. TPC currently has 2 vacancies for Councillors. An advertisement will be displayed on the noticeboard, website, and in the Grapevine & next TPC newsletter (Nov).</p>	All note/ Clerk

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16/209	Extraordinary Item	All note
<p>A request from the PCC for funding towards the firework event (4/11/16) was received after the agenda was published. In view of the timescales (the next TPC meeting is 2/11/16) TPC agreed to accept and discuss a request from the PCC for funding towards their firework event .The outcome will be reported in 'Administration & Finance'.</p>		
16/210	Open Forum	All note/ Clerk
<p>Mr Jim Backus a resident from Takeley raised a concern about the speeding traffic on the B1256 between Four Ashes junction and Warwick Road. This information has been passed to CSW along with Mr Backus' contact details. He has volunteered to join the group.</p> <p>District Cllr Howard Ryles reported that an additional £5500 had been set aside for the Broadband Strategic Initiative fund. 92% of households now have access to Superfast broadband and the fund will help the last remaining households to gain access. TPC will send details of areas without access to Superfast Broadband in Takeley to Cllr Ryles. TPC will also send information regarding faulty BT connection boxes and further details on the illegal parking at Mill End.</p>		
ADMINISTRATION & FINANCE		
16/211	September 2016 Financial Report <i>(previously circulated)</i>	All note
<p>Financial transactions for September 2016 were table & agreed. TPC noted a complete bank reconciliation.</p>		
16/212	2015/16 Annual Return & Governance Statement - External Audit	All note/ Clerk
<p>PKF Littlejohn (external auditors) have completed the audit for 2015/16. The audit was 'clean' & there were no issues raised. Information has been published in TPC newsletter, on the website & on the noticeboard. TPC resolved to pay the audit fee of £480 (incl vat).</p>		
16/213	½ Year Actual v Budgets	All note/ Clerk
<p>TPC noted the statement including:</p> <ul style="list-style-type: none"> • VAT reclaim has been received. • An amendment is required to include the employees' pension scheme. Details of these payments will be circulated monthly with the finance report. • Finance Committee meeting 19th October to review detail and consider 2017/18 budgets. 		
16/214	Priors Green Community Hall	All note/ Clerk
<p>TPC approved a request from PGCH Committee to release £6181.08 - the balance of funds (other than S106 monies) held by TPC (held for PGCH whilst bank account was being opened). The monies will be used for some repairs to the roof. The committee are investigating the cause of the damage however their priority is to make the roof water tight before the winter.</p>		
16/215	Essex Air Ambulance	All note/ Clerk
<p>TPC considered a request to donate towards the Essex Air Ambulance. Cllr Jackie Cheetham proposed £500, 2nd by Cllr Trevor Allen. TPC approved the donation.</p>		
16/216	PCC - Firework Display	All note/ Clerk
<p>PCC has requested a donation towards their firework display to be held on 4th November. They would also like permission to erect a banner on the village green at the Four Ashes. Cllr Trevor Allen proposed £450, 2nd by Cllr Jackie Cheetham. TPC resolved to provide £450. TPC also granted permission for a banner on the Four Ashes village green to advertise the event.</p>		

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16/217	<p style="text-align: center;">Purchase of Old School House Brewers End</p> <ul style="list-style-type: none"> Following the receipt of the results of searches and feedback re draft contracts from TPC solicitor, points raised by the School House Working Group that met on 13/9/16 have been sent to the solicitor and await a response from ECC. Asbestos report has been received and is all clear. Insurance quotes are being sought in preparation for exchange of contracts. TPC authorised the Finance Committee to select the most appropriate insurance quote. 	All note/ Clerk
16/218	<p style="text-align: center;">Silver Jubilee Hall Development - Phase 2 Completion</p> <ul style="list-style-type: none"> Details of the loan agreement have been finalised and both parties are happy. The 10K run in September raised approx. £10k. The SJH management committee have invited TPC to an event on 22nd October 2016 to celebrate the end of the refurbishment and the halls 70th anniversary. 	All note/ Clerk
16/219	<p style="text-align: center;">Employees' Pension Provider</p> <ul style="list-style-type: none"> TPC's Pension Provider account is open and certificated. This meets the Govt requirements. The direct debit is set up and will be shown on the monthly finance report. The first payment will be on 10th October 2016. 	All note/ Clerk
16/220	<p style="text-align: center;">2017 Schedule of Full Council Meetings</p> <p>TPC agreed a schedule of full Council meetings for 2017.</p>	All note/ Clerk
PLANNING & CONSULTATIONS		
16/221	<p style="text-align: center;">UTT/16/2481/HHF The Hoppit, Bammers Green Road</p> <p>Application for the erection of an ancillary granny annexe. No objection however TPC advocates a condition that the proposed annexe is tied to the house (and cannot be used as a separate/independent dwelling).</p>	All note/ Clerk
16/222	<p style="text-align: center;">Essex Police & Crime Plan 2016 - 2020</p> <p>TPC agreed to send a version of the response that was submitted in 2013 to a previous strategy plan. The words are fine but previous commitments have not been fulfilled and Police presence in the village has declined to almost non-existent. A copy of the response will also be sent to Amber Rudd, Home Secretary.</p>	All note
REPORTS		
16/223	<p style="text-align: center;">Clerks Report <i>(previously circulated)</i></p> <ul style="list-style-type: none"> LCPC & TPC working party will meet for the first time on 13th Oct 7.30pm at the Station House. TPC to request copies of the agenda and ask who will be taking the minutes. Terms of reference to be set at the first meeting. Cllrs Geoff Bagnall, Sue Sprules & Jackie Cheetham to attend. TPC agreed the contents of the letter sent to Peter Snow (Democratic & Electoral Service Manager UDC) & members of UDC Electoral Working Group regarding the proposed boundary review. Copies to UDC Leader Cllr Howard Rolfe, Dawn French Chief Exec of UDC Highwood Quarry have submitted 2 planning applications Planning Committee to review. PCC has sent a letter of thanks for the donation towards the flowers festival for the Queen's 90th birthday celebrations & returned £68. Parish Forum 10th October 7pm. Cllr Jackie Cheetham & Cllr Tricia Barber to attend. Essex Watch Liaison Officer has asked if PC's to get involved in 'PC 	All note/ Clerk

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	<p>Challenge 2016-2017'. TPC declined - we cannot fill the gap left by Police cuts.</p> <ul style="list-style-type: none"> ECC has not settled the outstanding gas bill with British Gas for the Station House. TPC investigating the option of paying the bill and deducting the amount from the next rent payment to ECC. <p>TPC noted the report.</p>	
16/224	<p style="text-align: center;">Highways & Transport Issues</p> <ul style="list-style-type: none"> FP 42/collapsed bridge - Pincey Brook ECC PROW Team has confirmed that all permission have been received and all risk assessment paperwork has been completed. Work on erecting a new bridge at Pincey Brook will start imminently. Great Canfield Road will be closed for a period of time while the 'blocked ducts are cleared'. TPC has sent a request to Highways Rangers of works that they would like carried out. List includes cleaning road signs, trimming back vegetation, clearing roadside water channels, collecting illegal road signs & minor repairs to paving. Hedges near Takeley Business Park need cutting back. CSW has been carried out on Parsonage Rd & Station Rd. The team spoke to drivers parked outside Takeley FC regarding airport related parking. A resident from Hatfield Broad Oak (Takeley border) has asked TPC to join his campaign to get local PC's to work together in getting the speed limits lowered on the B183 (between communities). He would also like better signage. TPC agreed it is willing to participate and will copy the letter to other local PC (Hatfield Heath, HBO & Sheering). 	All note/ Clerk
16/225	<p style="text-align: center;">Sports Field & Recreation Ground</p> <p>TPC noted the report.</p>	All note
16/226	<p style="text-align: center;">Village Services</p> <ul style="list-style-type: none"> The hedge at Morrells Green play area has been re-trimmed. After a poor response from Tidy Takeley TPC will discuss plans for next spring. One possibility is to produce a calendar of events, that will be led by councillors on a rota basis (min. of 2 cllrs), to be advertised all year. <p style="text-align: center;"><i>Cllr Jackie Cheetham left 9.35pm</i></p>	All note/ Clerk
16/227	<p style="text-align: center;">Other Reports</p> <ul style="list-style-type: none"> Jacks Lane is currently being cleared on the east side. Plans are being made to clear the rest. ECC PROW Team will price for further works which will be sent to be given to Mr. Euan Kennedy (landowner). An informal meeting on the Neighbourhood Plan process took place on 14th Sept with the (remaining) 4 volunteers. The group agreed to produce a leaflet/questionnaire to be sent out to all residents in January to gauge/galvanise public support. 	All note
16/228	<p style="text-align: center;">Non Agenda List</p> <p>TPC noted the report</p>	All note

The meeting finished at 9.53pm

THE NEXT MEETING: of Takeley Parish Council will be held on Wednesday 2nd Nov 2016 at Takeley Station House at 7.30pm.