

TAKELEY PARISH COUNCIL

MINUTES

Ordinary Meeting of Takeley Parish Council

Held on Wednesday, 4th October 2017, at 7.30pm at Takeley Station House.

Present:

Cllr Carol Pratt, JP	Cllr Richard Cheetham
Cllr Sue Sprules	Cllr Pat Burnett
Cllr Jim Backus	Cllr Jackie Cheetham
Cllr Tricia Barber (arrived 8.14)	Clerk Julia Peachey
Cllr Trevor Allen	Assistant Clerk Jane Bridgeman
Cllr Dom Roque	

Apologies: Cllr Geoff Bagnall, Cllr Linda Steer, Cllr Tina Domigan & Cllr John Green

Visitors: ECC Cllr Susan Barker, District Cllr Howard Ryles

17/178	Welcome and Apologies	All note/ Clerk
	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.	
17/179	Declarations of Interest	All note/ Clerk
	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.	
17/180	Minutes <i>(previously circulated)</i>	Clerk
	The minutes of the Council meeting dated 6 th September 2017, which had been circulated previously, were approved as a true and accurate record and signed by the Chairman, Cllr Carol Pratt.	
17/181	County & District Councillor Reports (A maximum of 10 minutes is allocated)	All note/ Clerk
	<p>County Cllr Susan Barker reported:</p> <p>The Mobile Library consultation opened on 19th September 2017. These services are being cut & restricted throughout the county. ECC would like to hear from Parish Councils & residents on how we create a mobile library service which is a better fit with people's lives. They require a service which is available at a place and time which suits users; a service which is flexible enough to help volunteers set up a community library in a village hall, pub sports club or shop.</p> <p>ECC want a service where volunteers deliver books directly to the door, and can stop to chat with the residents so that they contribute to ending social isolation. A service which can respond to different local needs and settings. We don't want a service which wastes money by having mobile library buses parked in locations at times when no one visits. The Clerk will put forward a response.</p>	Clerk

	<p>District Cllr Howard Ryles reported:</p> <ul style="list-style-type: none"> • Stansted Airport will be submitting a planning application in January 2018 to Uttlesford District Council to raise the cap to 43mppa (million passengers a year) – a smaller increase in passenger numbers than originally proposed (44.5) mppa. 30,000 leaflets were sent out by the airport to residents within a 3-mile radius of the airport. However, a recent survey conducted by SSE found that out of 200 (of the 30,000 residents) only 5 households received the leaflet. • Plans to review the Clearway on Parsonage Rd are underway. They will soon include verges and roads, unofficial laybys at Woodgate, Willows & Waltham Hall will also be filled in. • Takeley Parish Council, Sarah Marshall (Strutt & Parker) & Dawn French (UDC) have scheduled a meeting to discuss all illegal airport parking operations around the parish. <p>Cllr Tricia Barber arrived 8.14pm</p> <ul style="list-style-type: none"> • The poor internet coverage in Takeley is improving. 200 leaflets were dropped in the worst affected areas and only 25 responses were received back. • The request for a Clearway on Takeley Street have been received. Highways have asked for a resident survey to be carried out. Takeley Parish Council to draft some questions. 	?
17/182	<p style="text-align: center;">Open Forum (A maximum of 15 minutes is allocated)</p> <p>No members of public present.</p>	All note
17/183	<p style="text-align: center;"><u>Clerks Report</u></p> <p>Complaint at Cawbeck Road near to Takeley Primary School. Parking complaints about inappropriate parking. Response sent by Clerk.</p> <p>Stansted Airport are holding a meeting at Enterprise House in respect of highlighting their expansion plans. Councillor Cheetham attended.</p> <p>District Cllr Derek Jones is following up complaints regarding Simply Carpets located on the Takeley Business Park. A letter will also be forwarded on to the landlord Mr Robert McGowen.</p> <p>Mr Hyde of Lupin Cottage, Takeley wrote to Takeley Parish Council regarding the possibility of buying a portion of land on the site of the Old School House. The land is covered by a covenant which prevents selling off sections. Letter sent</p> <p>A request to lease the premises was also received from Mr Ade of Little Canfield for a car wash business. Building work is due to begin in 2018 this was also refused. Letter sent</p> <p>CIF (Community Initiative Fund) deadline for expressions of interest on 26th January 2018 - the clerk will look into and send off.</p>	<p>All note/ Clerk</p> <p>✓ Clerk</p> <p>Asst ✓ Clerk</p> <p>✓ Clerk</p>

	<ul style="list-style-type: none"> • A crowd funding initiative for max £5000 can be applied for. <p>Priors Green Hall Committee have requested that Takeley Parish Council retain responsibility for any future repairs once the lease has been signed and S106 monies have been transferred. TPC solicitor has advised the committee that the terms of the lease should be accepted as they are or the Parish Council will instruct a surveyor and lease the building as a commercial business.</p> <ul style="list-style-type: none"> • The external audit has been signed off and notices have been displayed on the noticeboard and the website. • Compliance with regard Defib monies and Priors Green Community Hall money being held in a separate unity accounts was relayed by the Clerk and noted. • Clerk phoned HMRC on 25/09/17 gave home postcode as reference and was advised that Takeley Parish Council did not need to register for Vat whilst the build was being carried out as it is a non business activity. To note to make enquiries again once build complete • Takeley Parish Council will also consider the use of a Government email address as this will give better protection to their database & emails etc. • Takeley Parish Council received a letter of thanks from Silver Jubilee Hall Takeley 10K for their continued support and Revd Rob Burles in respect of the firework display 	<p>✓ Clerk</p> <p>✓ Clerk</p> <p>✓ Clerk</p>
17/184	<p style="text-align: center;"><u>Financial Report</u></p> <ul style="list-style-type: none"> • The transactions for September were approved. • No outstanding quotations for works to be considered. • Cost to advertise for the position of Assistant Clerk will be £265. • Councillors voted in favour of recruiting another Assistant Clerk , 2 councillors abstained from the vote. Cllr Sue Sprules requested for the decision to be deferred until after the finance meeting schedule for 11th October. 	All note/ Clerk
17/185	<p style="text-align: center;"><u>TLC Defib Group</u></p> <p>Takeley Parish Council resolved not to sign the formal agreement from the Chairman of the Defib group. A future meeting for the group has not been scheduled.</p>	All note / Clerk
17/186	<p style="text-align: center;"><u>Old School House</u></p> <ul style="list-style-type: none"> • The Clerk met with the QS and received pre-tender advice. • The Parish Council approved the notice cost of the tender in the newspaper to ensure that the process is transparent and open to all. Clerk also requested to contact known local contractors (6) to make them aware of the project and enquire if they would like to submit a tender. Notices to be displayed on Website, Grapevine and noticeboard. • Full council were invited to attend the deadline for tenders meetings with the QS present when quotes are opened. We will be asking the quantity 	All note/ Clerk

	<p>surveyor to view tender details to advise on both technical detail and pricing.</p> <ul style="list-style-type: none"> • Cllr Jackie Cheetham has submitted a grant application to Aviva. • Brushes, undercoat and topcoat for the railings have been donated by a resident. • Saturday 14th October – A working party to be arranged. Email to be sent to Councillors & volunteers. • Information Day on Saturday 11th November to be advertised • Letters to be sent to County Cllr Susan Barker & MD for M.A.G asking for donations. <p>Cllr Jim Backus requested a copy of the specification.</p>	
17/187	<p style="text-align: center;"><u>Priors Green Community Hall</u></p> <p>Committee meeting postponed. Update to be given in November meeting.</p>	All note / Clerk
17/188	<p style="text-align: center;"><u>Highways & Transport Issues</u></p> <p>Local Highway Panel Schemes:-</p> <ul style="list-style-type: none"> • Takeley Street • Elm Close • Christian School <p>County Cllr Susan Barker to be contacted with a list of outstanding pothole enquiries submitted to Essex Highways.</p> <p>Overhanging tree on B1256 between Smiths Green & Roding Drive to be reported.</p>	<p>Clerk</p> <p>Asst Clerk</p> <p>Asst Clerk</p>
17/189	<p style="text-align: center;"><u>Planning</u></p> <ul style="list-style-type: none"> • District Cllr Howard Ryles to be informed of pending planning applications which we require to go before UDC Planning Committee. Takeley Parish Council will also request that UDC keep us better informed of new applications and determinations. 	✓ Clerk
17/190	<p style="text-align: center;"><u>Village Services</u></p> <ul style="list-style-type: none"> • TPC to contact Arriva and enquire why bus route 508 does not run after 6.50pm and does not run on a Sunday. John Pope from Stansted Airport Forum to be contacted. 	Asst Clerk
17/191	<p style="text-align: center;"><u>Uttlesford District Council Update</u></p> <p>Cllr Carol Pratt & Cllr Sue Sprules attended:</p> <ul style="list-style-type: none"> • Takeley does not have their own Doctors surgery despite having 2/3rds more residents than other villages. • A new hospital will be needed if permission is granted for 10,000 more houses in Little Easton. 	

	<ul style="list-style-type: none"> • New Codes of Conduct have been issued by Uttlesford. Hard copies were included in councillor packs and were adopted by council members as replacement documents. • Arrangements made with UDC Chief Executive Dawn French to discuss enforcement issues in Takeley. • A new scheme to part fund PCSO's to be introduced. The representative for the scheme to be invited to speak to Takeley Parish Council. 	✓ Clerk
17/192	<p style="text-align: center;"><u>Assistant Clerk's Resignation</u></p> <p>Takeley Parish Council accepted the resignation of the Assistant Clerk Jane Bridgeman. The Chairman Cllr Carol Pratt thanked Jane for her work over the past 4 years.</p>	
17/193	<p style="text-align: center;"><u>Other Reports</u></p> <ul style="list-style-type: none"> • Footpath 21 is overgrown. Cllr Jim Backus has been trying to contact Robin Wallbank from Essex Highways. • Takeley Parish Council to investigate purchasing a new noticeboard. 	✓ Clerk

The meeting finished at 10:03 pm

The next meeting of Takeley Parish Council will be held on Wednesday 1st November 2017 at 7:30pm in the Stationhouse.