

TAKELEY PARISH COUNCIL

MINUTES

Meeting of Takeley Parish Council

held on Wednesday, 7th September 2016, at 7.30pm at Takeley Station House.

Present: Cllr Carol Pratt Cllr Richard Cheetham
 Cllr David Daykin Cllr Jackie Cheetham
 Cllr Sue Sprules Cllr Tina Domigan
 Cllr Trevor Allen Cllr Linda Steer
 Cllr John Green Clerk Jane Heskey
 Cllr Tricia Barber Asst Clerk Jane Bridgeman

Apologies: Cllr Pat Burnett, Cllr Geoff Bagnall, ECC Cllr Susan Barker, DC Howard Ryles, DC Derek Jones & DC Jim Gordon

Visitors: Mr. Martin Peachey - Community Speed Watch & Linda Younie (resident)

16/179	<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
16/180	<p style="text-align: center;">Declarations of Interests</p> <p>None 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
16/181	<p style="text-align: center;">Minutes <i>(previously circulated)</i></p> <p>Amendments to the minutes approved by TPC</p> <ul style="list-style-type: none"> • Date corrected on the front page. • 16/174 'TPC resolved to work with Takeley FC to seek grants available and to ask Takeley FC for a contribution'. <p>The minutes of the Council meeting 3rd August 2016, which had been circulated previously, were approved as a true record and signed by Chairman, Cllr Carol Pratt.</p>	All note
16/182	<p style="text-align: center;">Matters arising from the minutes</p> <p>Cllr Richard Cheetham asked if PGCH have their charity status yet. PGCH are not registered as a charity yet but having completed the annual accounts and the historical accounts they are now in a position to apply to the Charity Commission. The Clerk received a letter of thanks from UDC Leader, Cllr Howard Rolfe thanking TPC for meeting with him on 27th July. At his request TPC will be compiling a list of items that he can bring to the attention of MAG at their next meeting. To be coordinated via the Planning Committee.</p>	All note
16/183	<p style="text-align: center;">Open Forum</p> <p>Mr. Martin Peachey CSW reported:</p> <ul style="list-style-type: none"> • Next STACC meeting will be in October. • Martin Peachey has expressed a desire to handover his role as CSW coordinator. He asked TPC for a view on the future value of a CSW group. • After discussion TPC reiterated its view regarding the importance and value of maintaining a CSW group. TPC agreed to respond to Martin Peachey and to request that he assist TPC to produce an advert for more volunteers. 	All note/ Clerk

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- Essex Police are using the data from CSW from across the county and are prosecuting persistent offenders.
- TPC would like to thank Martin for all of the work he undertakes on behalf of the Council.
- Awaiting the ECC Highways review on the Takeley Street traffic calming scheme. When will it happen, how will it be conducted? The Clerk has contacted Essex Highways.

Linda Younie raised the problem of airport parking in Elm Close. The road is continually being blocked by vehicles not owned by residents & being left in the close for up to 2 weeks. This is causing problems not only for residents but also for refuse collections and emergency vehicles. TPC will approve a request to UDC Highways Panel for parking restrictions providing the residents of Elm Close are consulted and agree. The Clerk will formulate a survey that Linda Younie has agreed to circulate among the residents of Elm Close & Elm Close extension.
 TPC will speak to the District Councillors regarding the private hire of driveways & garages in the village.

ADMINISTRATION & FINANCE

16/184	Parish Council Vacancy Mr Cliff Deller has advised the Clerk that he will not be able to attend Council meetings for 6 months of the year due to another commitment. Having been co-opted at the August meeting, Mr Deller was required to accept office by/on 7 th September. The position therefore remains unfilled. UDC has advised that the position should be re advertised (TPC cannot select a candidate from previous applications)	All note/ Clerk
16/185	August 2016 Financial Report <i>(previously circulated)</i> Financial transactions for August 2016 were tabled & agreed. TPC noted a complete bank reconciliation. Cllr Richard Cheetham asked if litter picking was included in the dog/litter bin collections. Litter picking in the Recreation Ground and Sports Field are an additional cost to the bin collections.	All note
16/186	Station House Rent 29/9/16 -29/12/16 TPC authorised payment of the rent for the quarter £1500.	All note/ Clerk
16/187	CPRE Membership Renewal TPC approved payment of £36 for the renewal of the annual membership of Campaign to Protect Rural England.	All note/ Clerk
16/188	Uttlesford Association of Local Councils TPC agreed to renew the subscription for 2016/2017 for £25.	All note/ Clerk
16/189	Standing Order 18: Financial Controls & Procurement & Financial Regs 11: Contracts <i>(previously circulated)</i> Where the estimated value of a public contract exceeds £25,000 (net of VAT) a local council in England must comply with Articles 109 to 114 of the 2015 Regulations Regulation 110, which provides that a council must advertise a contract opportunity on the "Contract Finder" website. TPC approved the update to Standing Order 18: Financial Controls & Procurement & Financial Regulation 11: Contracts accordingly. A copy of the revisions are attached to these minutes & will be circulated to members.	All note/ Clerk

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16/190	<p style="text-align: center;">Purchase of Old School House, Brewers End</p> <ul style="list-style-type: none"> • Tree work has been completed. • Quotes for the repair of the windows have been sent to the Diocese. • Refurbishment plan has been updated. TPC agreed the list of items to be included in phase 1 of the refurbishment. • Searches are all complete & draft contract from Essex is with TPC solicitor. • Working party will meet on 13th Sept at 1pm to go over the documents. • Grant application made to CIF (Essex County Council). TPC requested to complete a full application. This cannot be progressed because TPC does not yet own the building. The Clerk will request that the application is deferred until 2017 when the sale is completed. • The Asst Clerk has undertaken research for other grant funding. Applications will be progressed once TPC are in possession of the building. 	All note/ Clerk			
16/191	<p style="text-align: center;">Silver Jubilee Hall Development - Phase 2 Completion</p> <ul style="list-style-type: none"> • PWLB loan funds received £150k. • Balance of the monies issued to SJH (£51300 + £98647.50 + £52.50 admin fee) • Repayments will be made twice yearly (January & July). Interest rate fixed at 1.54%. • Loan details sent to SJH solicitor via TPC solicitor for the loan agreement. 	All note/ Clerk			
16/192	<p style="text-align: center;">Employees' Pension Provider</p> <p>Application made & awaiting completion.</p>	All note			
16/193	<p style="text-align: center;">Tidy Takeley September 2016</p> <p>Cllr Tina Domigan reported:</p> <ul style="list-style-type: none"> • Posters distributed to shops around the village. • Banner erected on the village green. Thank you to Cllr Pat Burnett & Paul Burnett. • The Clerk has been contacted by the Beavers & Scouts leader offering to get involved. Arrangements will be made with a date & location. • Cllr Trevor Allen to trim an overhanging tree at the bus stop at the Four Ashes. • A TPC working party will meet on Saturday 10/9/16 at the Four Ashes for a clear up. • TPC agreed to purchase 12 new litter pickers. 	All note			
16/194	<p style="text-align: center;">Planning Committee Report & Recommendations 3/8/16 <i>(previously circulated)</i></p> <p>TPC approved the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"> <p>UTT/16/1841/HHF 1 saffron Way, Priors Green Brief Description: Single storey side extension Recommendation: No objection</p> </td> </tr> <tr> <td style="padding: 2px;"> <p>UTT/16/1895/HHF 44 Garnetts Brief Description: Proposed demolition of existing single storey rear extension, erection of 2 storey side extension & remodelling/raising of existing roof Recommendation: No objection providing there is no impact on the amenity of the neighbouring property</p> </td> </tr> <tr> <td style="padding: 2px;"> <p>UTT/16/1838/HHF & UTT/16/1840/LB 1 Bassingbourne Lodge, Takeley Street Brief Description: Proposed demolition of detached double garage & construction of a single storey side extension. 1 x roof light to exiting structure, replacement of window & doors to north east elevation with 2 x glass screens & internal alterations including the removal of internal walls at ground floor level. Recommendation: Objection</p> </td> </tr> </table>	<p>UTT/16/1841/HHF 1 saffron Way, Priors Green Brief Description: Single storey side extension Recommendation: No objection</p>	<p>UTT/16/1895/HHF 44 Garnetts Brief Description: Proposed demolition of existing single storey rear extension, erection of 2 storey side extension & remodelling/raising of existing roof Recommendation: No objection providing there is no impact on the amenity of the neighbouring property</p>	<p>UTT/16/1838/HHF & UTT/16/1840/LB 1 Bassingbourne Lodge, Takeley Street Brief Description: Proposed demolition of detached double garage & construction of a single storey side extension. 1 x roof light to exiting structure, replacement of window & doors to north east elevation with 2 x glass screens & internal alterations including the removal of internal walls at ground floor level. Recommendation: Objection</p>	All note/ Clerk
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	<p>UTT/16/1602/HHF 1 Ivy Cottages, Bambers Green Brief Description: Proposed single storey rear extension & associated alterations Recommendation: No objection</p> <p>UTT/16/2020/HHF Kerria, Warren Close Brief Description: Proposed 2 storey rear extension with dormer to its side, re-roofing of existing dwelling including the erection of rear & front facing dormers. Recommendation: No comment</p> <p>UTT/16/1996/FUL Tudorberry, Takeley Street Brief Description: The conversion of the existing dwelling house to an 8 bed HMO, use of existing garage for cycle & refuse store, & alterations to parking/front garden to provide 10 car parking spaces. Recommendation: Objection</p> <p>UTT/16/1985/LB Joyners, Takeley Street Brief Description: Retention of re-roofing works Recommendation: No objection</p> <p>UTT/16/2021/HHF 9 St Valery Brief Description: Proposed loft conversion incorporating front & rear roof lights & 2 rear dormer windows Recommendation: No objection providing there is adequate parking provision to meet the additional capacity of the dwelling (additional bedrooms)</p> <p>Planning/Listed Building application/consent checklist consultation Checklists which specify the documents required to be submitted with each type of planning application. This is a comprehensive set of requirements. Cllrs have reviewed the documents and have nothing to add Deadline for response 12th August 2016 - Ann Howells, Support & Business Manager, UDC</p>	
16/195	<p>Planning Committee Report & Recommendations 31/8/16 <i>(previously circulated)</i></p> <p>TPC approved the following:</p> <p>UTT/16/2180/FUL Unit 1 Waltham Hall, Molehill Green Road Brief Description: Warehouse extension in connection with existing warehouse & retail outlet. Recommendation: Objection</p> <p>UTT/16/2073/FUL Land East of Bellstock, Molehill Green Brief Description: Proposed erection of dwelling, amendment to one plot of previously approved planning application UTT/16/1031/FUL - addition of rear extension. Recommendation: Objection</p> <p>UTT/16/2021/HHF 9 St Valery Brief Description: Proposed loft conversion front & rear roof lights & 2 rear dormer windows. Recommendation: No Objection providing adequate parking be provided.</p> <p>UTT/16/2410/HHF 20 Gorefeld Takeley Brief Description: Proposed dormer and roof lights. Recommendation: No Objection.</p> <p>UTT/16/2393/HHF 9 Church View Close, Takeley Brief Description: Proposed two storey rear extension. Recommendation: No Comment.</p> <p>UTT/16/2128/OP Site Rear of The Chase Jacks Lane, Takeley Brief Description: Outline application, with all matters reserved except for access, for 2 no. houses including removal of remainder of existing prefabricated garage. Recommendation: Objection</p>	All note/ Clerk

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16/196	<p style="text-align: center;">ULP Residential Allocation in Towns & Villages Consultation <i>(previously circulated)</i></p> <p>TPC approved the response coordinated by the Planning Committee & submitted to UDC to meet deadline 2/9/16. A copy is attached to these minutes.</p>	All note/ Clerk
16/197	<p style="text-align: center;">UDC Community Governance Review 2016/17 Takeley/Little Canfield Boundary Review <i>(draft comments for consideration circulated previously)</i></p> <ul style="list-style-type: none"> • TPC has received no response to the email from TPC to LCPC regarding their request for a boundary change without resolution at a Parish Council meeting. • Peter Snow UDC Electoral Services advised that a previous review had made no change to the parish boundary, & UDC had agreed it would be reviewed in the future after Priors Green was finished and a bedding in period had taken place. • TPC agreed a number of points that would form the basis of a representation, and concluded that TPC will ask that the request for the boundary review be withdrawn. Copies of the letter to be sent to Cllr Howard Rolfe, Dawn French Chief Exec of UDC, ECC Cllr Susan Barker, Cllr Simon Howell & committee members. • TPC to contact Simon Pugh (Monitoring Officer) at UDC. • Cllr Carol Pratt & Cllr Geoff Bagnall attended the LCPC meeting on 5th Sept to discuss matters on Priors Green. It was agreed that the Takeley & Little Canfield working party be resurrected. TPC agreed Cllr Geoff Bagnall, Cllr Sue Sprules & Cllr Jackie Cheetham will represent Takeley. 	All note/ Clerk

REPORTS

16/198	<p style="text-align: center;">Clerks Report <i>(previously circulated)</i></p> <p>TPC noted the report including:</p> <ul style="list-style-type: none"> • UDC Local Plan Public sessions. No details released re location and times. If the public are not informed how can a consultation take place? TPC agreed that the Clerk should email UDC Leader Cllr Howard Rolfe. • Village gates: weeds have been sprayed. • Neighbourhood Plan: A meeting will take place on 14th Sept at Station House with the 3 volunteers. • Bus Consultation 4th Aug - 28th Sept. Cllr Jackie Cheetham to raise this at the next STACC meeting as buses that service Takeley are being cut. This will have a big impact on local commuters to London. • UDC Parish Forum: 10th Oct. 2016 at UDC. Cllr Jackie Cheetham to attend. • UDC Achievement Awards: TPC has submitted 2 nominations. • Station House gas price has been fixed for 1 yr. TPC in dispute with ECC regarding the previous bill. • HEAL to host a coffee morning and have asked permission to erect a banner on the green. TPC agreed. • CAB Local Council Administration 10th edition. £60 + pp. TPC agreed to purchase an updated copy. • Morrells Green new play equipment is insured (at no extra cost) and included on the asset register. • Foodbank: New coordinator Malcom Domb. His aim is to promote & extend the service. He will also investigate why Takeley is not utilised more. • Recycling Centres in Essex are now operating under new rules. There are 	All note/ Clerk
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	<p>new restrictions in place.</p> <ul style="list-style-type: none"> • Takeley Ironing Service: New security lighting and additional containers have been installed. UDC Enforcement Dept have been informed and will investigate. • Priors Green Community Hall has requested that funds being held by TPC generated by the users income be transferred over - Oct. agenda. • Environment Agency has requested to put a basic needs cabin close to Roseacres & Priors Wood whilst they carry out work to the ditch system. TPC agreed for the cabin to be put in front of the pond at Chestnut Way. 	
16/199	<p style="text-align: center;">Highways & Transport Issues</p> <ul style="list-style-type: none"> • ECC Highways has proposed a RTPI (Real Time Passenger Information Unit) be installed in Takeley funded from Priors Green S106 monies held by ECC Passenger Transport Team. Ideally members would like them at the bus stops at the Four Ashes- this is the location where most passengers get on/off buses (and includes commuters going to/returning from work). If this is not sufficiently close to Priors Green itself then the second choice would be on the bus stop at Bennett Canfield Road, Priors Green – this is the main artery through the development. • Congestion and airport related parking in Sycamore Close has eased in the past 2 weeks. Genesis Housing will erect their own signs. ECC will charge TPC for signs to be put up at the Station House. The Clerk will get a quote for the work from Lambert Smith Hampton. • TPC is committed to Community Speed Watch and will advertise to recruit more volunteers. TPC to contact Volunteers for Uttlesford to see if they can assist. • Highways are waiting for permission from MAG to access land to replace the collapsed bridge at Pincey Brook. • Potholes on B1256 have not met the criteria for repair. ECC Cllr Susan Barker is chasing Highways for further details on future work on Dunmow Road. • A complaint from a resident of Molehill Green has been sent to ECC Cllr Susan Barker regarding the position of the bus stop, TPC supports the request to review the position and safety of the bus stop. 	All note/ Clerk
16/200	<p style="text-align: center;">Sports Field & Recreation Ground</p> <p>Takeley Park Manager has written to request permission to put up cctv signs on the fence at the sports field. TPC has refused this request and suggest the signs should be erected on Takeley Park land.</p>	All note/ Clerk
16/201	<p style="text-align: center;">Village Services</p> <ul style="list-style-type: none"> • Priors Green: ECC has yet to arrange for verge cutting to be carried out on the development. A contract should have been set up with UDC and paid for using S106 monies. ECC Cllr Susan Barker is pursuing this. • Defibrillators: A meeting will be arranged with the volunteers. Cllr David Daykin to join the group. • Police Community Support Officers: UDC is funding some PCSO cover. TPC agreed to contact Fiona Gardiner at UDC to request support in Takeley. • Four Ashes bin is overflowing. This will be queried with the contractor. 	All note
16/202	<p style="text-align: center;">Other Reports</p> <ul style="list-style-type: none"> • Jacks Lane is being cleared in preparation for the resurfacing. • A large ditch has been left in front of the Go Homes development on B1256. The developer will be contacted as this is dangerous and is along the walk to school route. 	All note

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	<ul style="list-style-type: none"> Priors Green Community Hall has 2 new committee members, 1 is from LCPC. The committee also has a new Chairman, Mr David Turner and the Vice Chairman is Mr. Parminder Badhan. Police & Crime Consultation ends October. TPC has not received any information however there is an online form. TPC to discuss in October meeting. 	
16/203	Non Agenda List	All note
	TPC noted the report	

The meeting finished at 10.41pm.

Chairman Carol Pratt closed the meeting for a confidential conversation with council members.

THE NEXT MEETING: of Takeley Parish Council will be held on Wednesday 5th October 2016 at Takeley Station House at 7.30pm.