

TAKELEY PARISH COUNCIL

**Takeley Parish Council will be held on
Wednesday, 1st August 2018 in Takeley Station House at 7.30pm.**

AGENDA

1. Welcome and apologies for absence.
2. Remind everyone in attendance & who will be participating that they may be filmed, recorded or photographed or otherwise reported about by a person attending the meeting.
Designate a separate area to accommodate (i) members of the public who wish to attend the meeting, and do not wish to participate, but who object to being filmed, recorded or photographed or otherwise reported about and (ii) children and vulnerable adults where the relevant responsible adult has not given consent for them to be filmed, recorded or photographed or otherwise reported about.
Remind those who wish to film, record or photograph or otherwise report on the proceedings to avoid those who are sitting in a separate area, and in addition the restrictions on filming children and vulnerable adults.
3. Declarations of Interest: To receive declarations of interest in any items on the agenda.
Members are reminded that they should request a 'Change Form' if their circumstances have changed and their register needs amending
4. Minutes of the last meeting (04/07/2018) which have been circulated, will be approved & signed by the Chairman
5. District and County Councillor Reports - (15 mins. max.)
District/County Councillors will provide verbal or written reports and answer questions.
Please direct any questions/comments to the County/District Councillors present at this time.
6. Open Forum - (15 mins. max.)
Please direct any questions/comments to the County/District/Parish Councillors present at this time.

REF	ADMINISTRATION & FINANCE	DETAIL
7.	To Agree Terms of Reference	<p><u>Purposes/General Duties of Resource & Staffing Committee</u></p> <p>To establish and keep under review the staffing/employment structure. To liaise and consult with Committees, particularly Finance, the Chairman or Clerk on resourcing and work flow. Performance /Appraisal of the Clerk. To allow all committee members to put forward draft proposals for staffing policies which fit the Council's needs to the Clerk, for later ratification, amendment and editing within the Committee or Council Structure. To consider a grievance or discipline matter. (Appeals of any nature)* - automatically delegated to a Sub-Committee). To acknowledge health & safety and wellbeing of employees. To receive notification and endorse staff holiday forms. To monitor and address regular or sustained staff absence. To review budgetary and staffing requirements in times of change to ensure the smooth running of the council is effectively resourced. To receive detail of the NALC/SLCC rates of pay which are negotiated independently and sent out via e-mail. To oversee variation in change of pay banding. To have ability to access professional advice. To oversee the termination or variation of contracts. To oversee the recruitment of the Clerk in accordance with guidelines from the NALC/SLCC. To ensure the Council makes decisions which are lawful.</p>

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	<p>To agree membership of committees.</p> <p>To adopt the standard policies and procedures.</p> <p>To agree a budget for the Committee.</p>	<p>To observe the NALC/SLCC protocol on independent job evaluations. To consult with finance members and the Responsible Financial Officer when necessary on budgetary requirements. To recommend to the Council an annual budget and precept as per NALC guidelines. To note the Clerk is answerable to all councillors and work instructions are filtered through the Chairman.</p> <p>A sub committee containing an equal number of councillors to the committee must also be set up to fall in line with grievance and disciplinary processes - Reason: (if appeals processes are not seen to be fair then tribunals will not rule in favour of the employer).</p> <p>(Different Councillors must sit on the different committees to ensure that there is an even distribution of authority).</p> <p>Recommendation – (three members on each committee suggested, but no more than four – ref: employers guide on employment committees should be small).</p> <p>Current budget – (any earmarking from reserves as advised by Council). Chairman suggested £1,000 for employment training presentations?</p>
8	Clerks Report	
9.	Financial Report	<p>Councillors to approve cheque transactions.</p> <p>Council to review and approve the Model Financial Orders as per Auditor requirements. (These may be re-referred back to full council if councillors need more time to ratify). Most of the NALC standard suggestions have been left in except for the parts the Council previously agreed in respect of emergency repairs and an amount for bank transfers. Any amounts may be altered to suit the council's needs but apply to set out controls on what one Committee or specified officer may authorise outside full council meetings. The body of the text has been set out by the NALC to comply with governance and the audit requirements.</p> <p>Council to review/approve payment for a planning consultant.</p> <p>Station House availability to offer to extend the lease has been agreed in principle but will be subject all of the Parish Council undertaking to meet all of ECC's legal and surveyor fees incurred in this transaction. Council to note this extra expenditure should it not be excluded from costs as it was last time.</p>
10.	PUBLIC WORKS LOAN	<p>To note possible amendment to last months minutes on Resolution on the Loan Term following information just received via The Ministry of Housing Communities & Local Government that the Council is not compliant on concerns of affordability.</p> <p>Concerns have been expressed that we have chosen to take £250,000 up to 6 years whereas most parish/town councils would normally opt for a borrowing term of say 10,15,20 or 25 years. The point was raised as specifically the council had three other loans and without those it may not have been such a concern.</p>

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		<p>Another point being probed is the Plan B scenario. This is to look at the future and think what if in the next five years the council faced financial difficulties how then would it go about honouring it's loan repayments specifically for the loan. Would you re-adjust your budget, cut back on other expenditure? Would you consider calling upon your reserves? Would you look to increase your precept? Would you rely on any other income? Confirmation on these aspects have been requested– at present the evidence for checklist point 1 is not satisfied.</p> <p>Amended Resolution is requested to be set out as follows:-</p> <p>It was resolved to seek the approval of the Secretary of State for Housing Communities and Local Government to apply for a PWLB loan of up to £250,000 up to ()years for the refurbishment of the Old School House to create a multi-use community building. It is not intended to increase the precept for the purpose of the loan repayments.</p> <p>Views, suggestions and feedback from residents on the project and associated borrowing is still welcomed before the Council ratify decision at the council meeting.</p> <p>The RFO will note the Council's decision and amendment will be made to the July minutes. A copy of this notice has been put up on our websites as per the requirements for public borrowing.</p>
11.	Old School House	Any update known at the time of the meeting
12	Highways and Transport Issues	PC will note any issues.
13	Village Issues:-	Priors Green Hall AGM re-scheduled
14.	Sports Field & Recreation Ground	
15	Planning	<p style="text-align: center;">TPC to consider planning matters.</p> <p style="text-align: center;"><i>(To approve and note the recommendations/comments of the planning committee members held on 11th July 2018</i></p> <p style="text-align: center;">To note the next formal Planning Meeting will be held on Weds. 8th August 2018, at 10:30 am in the Station House</p> <p>To Approve Members are happy for Dunmow to issue a joint response. SITES OF SPECIAL SCIENTIFIC INTEREST- DEFRA CONSULTATION. PLEASE CLICK ON LINK TO GIVE YOUR VIEWS. HTTP://consult.defra.gov.uk/natural-england/byelaws-for-sssis</p> <p style="text-align: center;">Dates for last comments on local plan – The Consultation period runs from Monday 25th June until 5:00pm on Monday 13th August 2018. Public to note you can access the local plan via this link:-</p> <p style="text-align: center;">http://www.uttlesford.gov.uk/draftplan2018</p> <p style="text-align: center;">STANSTED AIRPORT – (Large ringbinder received) NATIONAL EXPRESS – re-applying for planning permission GLADMANS 135 Dwellings – is being responded to our behalf by Bruce Bamber BONNINGTONS – 275 dwellings – expiry request to extend.</p>
16	Other reports including: Footpaths & Trees	To consider issues with Footpaths & Trees within the village.

The next (ordinary) meeting of Takeley Parish Council will be held on
Wednesday 5th September 2018 at 7.30pm in Takeley Station House.

PUBLIC & PRESS ALWAYS WELCOME

Clerk to Takeley Parish Council

Julia Peachey

27/07/2018