



TERLING AND FAIRSTEAD PARISH COUNCIL

Parish Clerk: Frankie Killby

16 Vicarage Avenue, White Notley, Essex CM8 1SA

Tel: 01376 584640 · Email: clerk@terlingandfairsteadpc.co.uk · www.terlingandfairstead.org.uk

To: Members of Terling and Fairstead Parish Council

You are hereby summonsed to attend a meeting of Terling & Fairstead Parish Council which will be held at **7:30pm on Tuesday 26th June 2018 at Terling Village Hall, Terling.** Members of the press and the public are cordially invited to attend.

F Killby, Clerk to Terling and Fairstead Parish Council,

20th June 2018

AGENDA

- 20.41 *Apologies for Absence*
- 20.42 *Declaration of Interests*
To receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests relating to items on the agenda
- 20.43 *Meeting Open to the Public*
- 20.44 *Minutes of Last Meeting*
Approve as a correct record the minutes of the Parish Council meeting held on 15th May 2018
- 20.45 *District and County Councillors' Reports*
- 20.46 *Chairman's Report*
- 20.47 *Co-option of Mr Matthew Tugwell (Terling Ward) and Two Casual Vacancies for Fairstead Ward*
- 20.48 *Finance*

The following cheques/direct debits to be approved for payment and signed:

15 th May	DD	EDF Energy	Electricity Rec Ground	5.00
18 th May	DD	British Telecom	Clerk's Phone Line May	36.72
5th June	2407	Zurich Municipal	Tractor Insurance	225.64
5th June	2408	Lord Rayleigh's Farms	Grass Cutting Rec Ground	48.72
5 th June	2409	James Todd	Payroll Services April	31.20
5th June	2410	Braintree D Council	Refuse Collection Vehicle	267.20
5 th June	2411	James Todd	Payroll Services May	31.20
5 th June	2412	Lord Rayleigh's Farms	Garage Rental	20.00



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5 th June	2413	F Killby	Salary/Office Allowance May	850.92
5 th June	2414	F Killby	Expenses May	144.10
5 th June	2415	A H Jiggins	Handyman's Services May	407.82
5 th June	2416	Essex Pension Fund	Clerk's Pension	305.75
5 th June	2417	Inland Revenue	PAYE/Tax March	345.15
5 th June	2418	Community Heartbeat	Defibrillator batteries	205.00
15 th June	DD	EDF Energy	Electricity Rec Ground	5.00
18 th June	DD	British Telecom	Clerk's Phone Line May	36.12
18 th June	2427	Wicksteed Leisure	Resurfacing Playground	18,480.00
18 June	2428	Lord Rayleigh's Farms	Grass Cutting Rec Ground	66.00

Internal Audit (Appendix I) Finance Committee to present their review of the internal audit report and the effectiveness of internal controls, including:

- Business and Financial Risk Assessment – to approve amendments for adoption by RESOLUTION (Appendix II – amendments on pages 2, 5 and 6)
- Standing Orders – to approve amendments for adoption by RESOLUTION (Appendix III – amendments in bold type and underlined)
- Financial Regulations (no amendments)

Full Council to consider and note the Annual Internal Audit Report of the Annual Governance and Accountability Return (to be signed by internal auditor after the Parish Council meeting (Appendix IV)

Full Council to consider and approve the Annual Governance Statement (Section 1 of Annual Governance and Accountability Return for the year ended 31st March 2018) by RESOLUTION (see Appendix V)

Full Council to consider and approve the Accounting Statements (Section 2 of the Annual Governance and Accountability Return for the year ended 31st March 2018) by RESOLUTION (see Appendix VI)

Councillors to ensure the Annual Governance Statement and Accounting Statements are signed and dated by the Chairman and Clerk

Clerk to be instructed to post the Annual Governance and Accountability Return and the Notice of Inspection during which time public rights may be exercised (2nd July to 10th August 2018) on noticeboard and website.



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Approval for the renewal of annual membership of the Information Commissioner's Office (in accordance with new Data Protection Regulations) - £35 (due 12 July 2018 by direct debit)

Approval for appointment of Maurice Howard as internal auditor for the financial year to 31 March 2019

Approval for Call Divert and the purchase of an answer machine for Clerk's office, at a cost of approximately £25.00 for the answer machine and £4.00 per month for call divert

Approval for Chairman's Fund to be used for tea/coffee vouchers for future Litter Picks

20.49 *Environmental & Footpaths*

20.50 *Estate Liaison*

20.51 *Health & Welfare*

20.52 *IT & Publicity*

20.53 *Planning and Highways*

All planning applications are available to view:

https://www.braintree.gov.uk/info/200225/search_and_track_planning_applications

Planning App: 18/01059/FUL, Thatchetty Cottage Waltham Road Terling

- New two storey extension with glazed link to existing dwelling – deadline 17th July 2018

Planning App: 18/00896/FUL & 18/00897/LBC, Terling United Reformed

Church Church Road Terling - Proposed conversion of existing chapel to a 3 bedroom residential dwelling (including demolition) – deadline 9th July 2018

Planning App: 18/00775/FUL, 1 Brookside Cottages Fuller Street - Erection of single storey rear extension to existing dwelling. Erection of single storey extension to existing domestic outbuilding with associated alterations and landscaping works – deadline 28th June 2018

BDC Planning Policy response in relation to Village Design Statement

Local Plan

Housing Needs Survey

Highways Encroachment and Property Boundaries – Parish Review

Directional Signs



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Terling Ford Gabion Wall Collapse

Oakfield Lane – Approval for purchase of plans for utilities at a cost of approximately £70.

Refurbishment of Village Sign

Fuller Street Surface Water

Traffic Calming – Hatfield Road

CIL Survey Request from EALC – deadline 28th June 2018

- 20.54 ***Recreation Ground***
- 20.55 ***Councillors' Reports, including Village Hall Report, School Report and Church Liaison***
- 20.56 ***Clerk's Report***
- 20.57 ***Grants – 2018***
- 20.58 ***Bus Service***
- 20.59 ***Waste Collection Service***
- 20.60 ***Terling Village Hall Car Park***
- 20.61 ***General Data Protection Regulations***
- 20.62 ***Terling United Reform Church – Full Council to approve the Registration as a Community Asset and discuss the relevance of a public meeting***
- 20.63 ***Four Parishes Gardening Club*** – request for funds to plant snowdrops and daffodils and locations for planting
- 20.64 ***Invitation to participate in the 2018/19 Winter Salt Bag Partnership Scheme – deadline 22nd July 2018***
- 20.65 ***Information Exchange/Next Agenda Items***
- 20.66 ***Date of next meeting, including committees***

7.30 pm, 7th August, Parish Council Meeting, Square & Compasses, Fuller Street

7.30 pm, 18th September, Parish Council Meeting, Terling Village Hall