

Minutes of the Meeting of Terling and Fairstead Parish Council held on 21st May 2013, at 7.00pm at Terling Village Hall

Present: Mrs S McNamara (Chairman)
 Mr I Smith
 Mr R Dixon
 Mr D White
 Mrs S Alder
 Mr T Lewis
 Mrs L Sime
 Mr R Hunt
 Mrs J Cook
 Cllr M Galione
 Cllr T Cunningham

Mrs J Halfhide (Clerk)
 0 members of the public

ACTION

13.00 Election of Chairman

The Councillors unanimously agreed that Mrs Sarah McNamara should be elected Chairman. SM signed the Declaration of Acceptance of Office of Chairman.

13.01 Election of Vice Chairman

The Councillors unanimously agreed that Mrs Sheila Alder should be elected Vice Chairman for this meeting only and that a Vice Chairman of the Council would be decided at the next meeting.

13.02 Apologies for absence: Apologies were received, and accepted, from Ann Anderson, Pauline Bird and Cllr James Abbott.

13.03 Register of Members' Personal Interests

Councillors were advised of their duty to register any interests required to be registered and to review them and make any amendments as necessary. Councillors were reminded of their duty to give written notification to the Monitoring Officer within 28 days of becoming aware of any changes.

13.04 Sub-Committees

Sub Committees were appointed as follows:

Finance: Ian Smith, Robin Dixon, Sarah McNamara, Sheila Alder

Environmental and Footpaths: Trevor Lewis, Darren White, Louisa Sime

Estate Liaison Officers: Pauline Bird (Terling), Trevor Lewis (Fairstead)

Health and Welfare: Ann Anderson, Sheila Alder

Planning and Highways: Robin Dixon, Pauline Bird, Reg Hunt

Complaints: Ann Anderson, Sarah McNamara, Pauline Bird

School Representative: Julia Cook

Church Liaison: Louisa Sime

Village Hall Representative: Pauline Bird

Parish Council Advisers:

IT and Publicity: Colin Cutler

Tree Warden: Angus MacWillson

Mr MacWillson would be invited to attend a Parish Council meeting.

13.05 **Minutes of Last Meeting**

IS proposed and RH seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 2nd April 2013 were unanimously approved.

13.06 **Declaration of Interests**

The Chairman declared non-pecuniary interests in Agenda item 13.09 being Chairman of the Board of Governors of Terling Primary School, and Secretary of the Village Hall Committee.

13.07 **District Councillors' Reports**

Cllrs Galione and Cunningham reported on BDC's AGM. Cllr Scattergood had been appointed Chairman. Vice Chairman is Cllr Willson. Homestart are still seeking new Trustees.

13.08 **Chairman's Report**

Nothing to report.

13.09 **Finance**

- Approval of Unaudited Accounts for year ending 31st March 2013

IS presented the Annual Return for the year ended 31st March 2013 and explained the Statement of Accounts and the Annual Governance Statement. It was unanimously agreed that the Chairman and Clerk should sign the Annual Return and Annual Governance Statement which would now be passed to the Internal Auditor for his report (proposed by RH, seconded by JC). The Chairman thanked IS and the Clerk for their work on the audit.

The following cheques and direct debits were approved for payment and were signed. Proposed by JC, seconded by RD. Unanimously approved.

29-Mar-13	1708	Lord Rayleigh's Farms - Garage Rent	£ 40.00
29-Mar-13	1709	A H Jiggins - Handyman Jobs	£ 73.59
29-Mar-13	1710	Acumen Wages – Payroll	£ 21.00
29-Mar-13	1711	Terling Villa Football Club - Refund	£ 10.00
29-Mar-13	1712	J Halfhide, Clerk's Expenses - March	£ 11.50
20-Apr-13	1719	Aon - Tractor insurance	£338.90
20-Apr-13	1720	Acumen Wages - Payroll & year end	£ 52.20
20-Apr-13	1721	A H Jiggins - Handyman Jobs	£ 80.26
20-Apr-13	1722	EALC - EALC & NALC Affiliation fees	£261.39
20-Apr-13	1723	EON - Street Lighting	£ 34.40
20-Apr-13	1724	D W Jiggins - Handyman Jobs	£112.75
20-Apr-13	1725	Terling Village Hall - Room hire	£ 24.40
20-Apr-13	1726	Geo Browns Implements - Tractor flails	£261.55
20-Apr-13	1727	HM Revenue & Customs – PAYE	£140.94
20-Apr-13	1728	EDF Energy - Electricity Rec Ground	£130.91
13-May-13	1729	Lord Rayleigh's Farms - Garage Rent	£ 20.00
13-May-13	1730	Acumen Wages – Payroll	£ 22.20
13-May-13	1731	HM Revenue & Customs – PAYE	£205.26
13-May-13	1732	J Halfhide – April Salary & Office Allowance	£645.24
13-May-13	1733	J Halfhide - Clerk's Expenses April	£ 63.71
14-May-13	Debit	British Telecom - Clerk's Phone Line	£ 72.39

Requests from Village organisations for funding were considered, full details having been previously circulated to all Councillors for consideration. DW proposed the expenditure be approved, seconded by RH. Unanimously approved:

- Terling Cricket Club - £500 for repair of Cricket Square Mower
- Mothers' Union - £50 towards minibus hire
- Terling Village Hall Committee - £687.81 plus VAT for improvements to Hall's heating system
- Terling Bell Ringers – refurbishment of three hand bells up to £660 incl VAT.
- Terling Ladies Club – £50 towards hall hire

A decision on Terling Church of England Primary School's request for £200 for a new bench for the playground was deferred until the next meeting. It was felt that at this price it would not be a bench of quality and whilst the Council in principle agreed to make a donation it preferred to contribute towards a better quality item. JC would speak to the School and would revert.

JC

- Approval for payment of £716 for Trade Waste Bin for Village Hall users. The Council debated the substantial rise in the cost of the trade waste bin. The Clerk had sought alternative quotes and confirmed this was still competitive. The bin is used also by Pool users and the Cricket Club. RD offered to find out whether Charitable business rate payers would be eligible for trade waste collections. SA proposed that the agreement be renewed for 2013-14 costing £716 and other options be considered for next year. Seconded by TL. Unanimously agreed. The Clerk added that BDC was moving away from Trade Waste collections and that recycling options may well be available next year (cheaper as no Landfill Tax and BDC can sell on the materials collected).

RD

13.10 **Environment and Footpaths**

The Clerk had instructed the handymen to commence the P3 cutting schedule. IS queried whether path 22 in Flacks Green would be cut (it having been previously cut regularly by a resident). The Clerk would check the cutting schedule.

The Clerk was asked to invite the handymen to the next meeting.

It was noted that foul odours could still be occasionally smelt in Fuller Street, although the problem had been greatly reduced following improvements to both residential and business sewage treatment systems. The source of the present problem was not known. TL reported that The Environment Agency were still monitoring the odours in Ranks Green. An odour control mechanism had been installed at the slurry pit but foul smells continue. BDC were still consulting with legal representatives. Cllrs Cunningham and Galione offered to follow up. RD would draft a letter to BDC Planning Enforcement. The Clerk was asked to contact the Environment Agency again.

13.11 **Estate Liaison**

Nothing to report.

13.12 **Health & Welfare**

The Emergency Plan was still being drafted.

The ROSPA report on the playground was expected in June.

JH

13.13 **IT and Publicity**

Nothing to report.

13.14 **Planning and Highways**

SM explained that the School Parent Forum had formed a working group to look at traffic issues at the School. JC will obtain feedback and report to the next meeting.

RD reported that with regards to the Registration of Community Assets no further progress had been made.

The Clerk was asked to engage with Cllr Abbot and arrange a meeting with regards to Terling Ford as well as the safety barrier issue at Ranks Green, damage to the grass in

JC

JH

Fuller Street, and possible weight restrictions on rural lanes.

EX-AGENDA items:

Planning Application: 13/00572/FUL Appletree Cottage, Waltham Road, Terling

Planning Application: 13/00592/LBC Marchants, Gambles Green, Terling

The Planning Committee would be considering these applications and responding under its delegated powers. RD, RH
PB

13.15 **Recreation Ground**

LS had not been able to look at the costs of phase 3 electricity for the changing cabin. She would report to the next meeting. Thereafter the sub committee would be meeting.

13.16 **Councillors' Reports including Village Hall Reports, School Report & Church Liaison**

SA expressed thanks to Sue Poole for assisting with a Fuller Street litter pick. TL had arranged a litter pick in Ranks Green and wished to thank all the helpers. TL would be meeting with the Greenfields representative for Ranks Green.

13.17 **Clerk's Report**

Hours worked in April: 69.5

The Clerk was pleased to report that the Victorian Royal Mail postbox in Fairstead Hall Road had been repaired and reinstated.

The Council unanimously agreed that it would be able to install a memorial bench on Flacks Green provided Lord Rayleigh's permission was obtained by the donor family. The Council would be willing to install it, insure and be responsible for its maintenance.

13.18 **Village Design Statement**

The Clerk reported that the grant for the final phase had been resubmitted.

RD reported that Heather Cutler was working on the final copy. It was agreed that Broadband should be included in the final document. Whatever the outcome of the grant application it was agreed that the project should proceed to conclusion without further delay.

13.19 **Reviews: Risk Assessment for Footpath Cutting/Clearance & Work of the Handymen**

TL had reviewed the risk assessments for Footpath Cutting and Clearance and the Work of the Parish Handymen. Next review date May 2014. IS, RD,
SM, SA

13.20 **Review of Business and Financial Risk Assessment**

TL had asked the Finance Committee to review.

13.21 **General Correspondence to note**

The Clerk was asked to write to Michael Lager to thank him for his work on the Parish's behalf. The Clerk had written to Cllr James Abbott and would be inviting him to forthcoming meetings. JH

13.22 **Information Exchange / next agenda items**

There had been no response to the arranged CPR training on 28th June so the Clerk was asked to cancel the session with a view to possibly rearranging it in the Autumn.

12.24 **Date of Next Meeting, including committees**

Tuesday 25th June Terling Village Hall, 7pm

Tuesday 30th July, The Square & Compasses, Fuller Street, 7pm

Tuesday 10th September Terling Village Hall, 7pm

Tuesday 15th October, Terling Village Hall, 7pm

Tuesday 3rd December, The Square & Compasses, Fuller Street, 7pm

The meeting closed at 10:10pm

