

**Minutes of the Meeting of Terling and Fairstead Parish Council held on 15th October, 2013
at 7.00pm at Terling Village Hall**

Present:	Mrs S McNamara	Mrs P Bird	Mr D White
	Mrs S Alder	Mr Ian Smith	Mrs J Cook
	Mrs Ann Anderson	Mr Robin Dixon	Mrs L Sime
	Cllr M Galione	Mrs J Halfhide (Clerk)	4 members of the public

ACTION

- 13.87 **Apologies for absence:** Apologies had been received, and were accepted, from Cllr Tom Cunningham, Cllr James Abbott and Mr Reg Hunt.
- 13.88 **Meeting Open to the Public**
Residents complained that the flow of traffic via Crow Pond Road was becoming unsustainable with damage being caused to garden trees by HGVs. With no passing places the verges were slowly disintegrating. Possible suggestions included Highways signs for oncoming vehicles to give way or installation of lay-bys. Residents wished to hear the Council's views. The Chairman responded that this was a problem over the entire Parish, narrow lanes being used by vehicles for which they were not built. Any proposals would need to be put to the Highways Action Panel and would require evidence of community support with data to confirm the need for the proposed improvements. In the past it had proved difficult to get community support for traffic calming measures. The Chairman suggested that residents gather photographic and other evidence which could form the basis of a possible application to the Highways Panel if sufficient community support could be shown.
- 13.89 **Minutes of Last Meeting**
DW had given apologies, but they had not been recorded. AA proposed and SA seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 10th September 2013 were unanimously approved.
- 13.90 **Declaration of Interests**
None declared.
- 13.91 **District Councillors' Reports**
Cllr Galione updated the Council on initiatives taking place at BDC and discussed the Superfast Broadband problems. Cllr Galione had been concerned by the number of parked vehicles around Bramley Cottages which were blocking access for emergency vehicles. PB commented that this issue had been discussed with Greenfields but no suitable parking scheme had been proposed.
- 13.92 **Chairman's Report**
Nothing to report.
- 13.93 **Casual Vacancy**
The Chairman reported that the Council was free to co-opt. Councillors were asked to give this consideration and to let the Chairman know if they knew of anyone who would like to put their name forward.

13.94 **Finance**

Copies of Receipts and Payments for the current financial year had been emailed to all Councillors. IS distributed the Receipts and Payments, Budget and Forecast sheet and graph which he explained. He estimated £35,000 in reserves at year end. The following cheques were approved for payment and were signed. All invoices had been checked against cheques. DW proposed that the expenditure be approved, seconded by JC, and unanimously approved:-

18-May 13 1734 J Halfhide – repayment	£325.00
10-Sep-13 1765 A H Jiggins - Handyman Jobs & Paths Cut	£267.13
10-Sep-13 1766 Acumen Wages - Payroll	£22.20
10-Sep-13 1767 Lord Rayleigh's Farms - Garage Rent	£20.00
10-Sep-13 1768 D W Jiggins - Handyman Jobs	£170.16
10-Sep-13 1769 J Halfhide - Salary & Office Allowance	£616.54
10-Sep-13 1770 J Halfhide - Clerk's Expenses August	£ 46.68
10-Sep-13 1771 HM Revenue & Customs - PAYE	£185.31
10-Sep-13 1773 Broker Network Ltd – Insurance	£922.78
06-Oct-13 1774 EON - Electricity	£35.16
06-Oct-13 1803 A H Jiggins - Handyman Jobs	£252.50
06-Oct-13 1804 J Halfhide - Expenses incl Cricket Club bench	£673.42
06-Oct-13 1805 J Halfhide - Salary & Office Allowance	£920.15
06-Oct-13 1806 Wicksteed Leisure – playground Seat	£147.13
06-Oct-13 1807 Lord Rayleigh's Farms - Garage Rent	£ 20.00
06-Oct-13 1809 Acumen Wages – Payroll	£ 44.40
06-Oct-13 1810 M Howard - Internal Audit	£150.00
06-Oct-13 1811 PKF Littlejohn – Audit	£240.00

- The review of the Internal Audit Report had been completed.

- The internal mini-audit for 1-4-13 to 30-6-13 had been carried out by SA. The Clerk would arrange the next audit for the quarter to 30-09-13 with SM. JH

- RD proposed that Mr Maurice Howard be appointed as Internal Auditor for the financial year ending 31st March 2014. Seconded by IS. Unanimously agreed. JH

- SA proposed that the Clerk purchase MS Office £109, seconded by JC, unanimously agreed. JH

13.95 **Environment & Footpaths**

- Storage Tank, Warley Hall Farm, Ranks Green

RD reported that planning application 13/00909/FUL had been withdrawn as it had been determined that it fell under ECC Waste and Minerals legislation. It was noted that whilst the Parish Council was not a statutory consultee it would still be able to make a representation at the appropriate time.

- Update on P3

The Clerk reported that the footbridge on the Essex Way behind Fairstead Church had been replaced with speed and efficiency by Essex Highways.

- River Walk, Terling

This was not a designated public footpath, but an alternative route kindly provided by Lord Rayleigh, and cut by the Parish Council. There was some confusion as to the signage. The Clerk was asked to check. JH

13.96 **Estate Liaison**

PB had spoken to the Estate about the River Walk. The Council handymen had cut it and

would add it to their works programme.

13.97 **Health & Welfare**

- The annual review of the Playground Risk Assessment had been carried out by Trevor Lewis. The refurbishment work was due to commence at the end of October and the playground would need to be closed during this time.

13.98 **IT & Publicity**

It was noted that Terling and Fairstead was scheduled for Superfast Broadband by December 2014 but Councillors generally felt that once surveys were conducted delays would result. The planned for 90% coverage over Essex is now pushed back to 87% and Councillors still feared that Fairstead would fall within the 13% without coverage.

13.99 **Planning & Highways**

Concern was raised that buses are using the unadopted road at Apple Shed/Oakfield Lane. Application 13/00928/OUT – Park View, New Road, Terling – Granted.

Dialogue with BDC had taken place with regards to a cottage annex in Fuller Street which may or may not require planning permission.

ECC Highways had determined that the collapsed ground at Terling Ford was not considered dangerous and they did not intend to repair it. The roadside opposite Brookside Cottages, Fuller Street, had also been inspected by ECC Highways. Residents had been informed that no repairs would be undertaken. The Clerk would follow up. The Council felt it was time to take these issues further and the Clerk was asked to write to the Chief Executive of Essex County Council to highlight these failings.

13.100 **Recreation Ground**

The annual Review of the Risk Assessment and Fire Assessment had been undertaken. The Clerk was asked to progress the plan to install a low level tap.

JH

13.101 **Councillors' Reports, including Village Hall Report, School Report and Church Liaison**

JC reported that traffic speed throughout Terling was still causing concern to Terling School. Parent volunteers to man speed indicator devices (Police trained) had not been forthcoming. JC asked the Clerk to provide a letter to be given to all pupils to take home to again ask for volunteers which could also be leaflet dropped through letterboxes in the parts of the village affected. JC agreed that she would get suitable wording to the Clerk for her to include in a letter.

JC / JH

PB reported that the manhole to the rear of Terling Village Hall had been replaced. Debris on Norman Hill near the Ford was causing a slippery road surface – it was agreed the Clerk would report this to ECC Highways and as a temporary emergency measure the handymen would be asked to clear a path's width.

JH

13.102 **Clerk's Report**

Hours for September: 64

Maria Rumsey had written to thank for the donation of money for the purchase of a school 'Friendship Bench' which had been installed.

13.103 **Electoral Review of Braintree District: Warding Arrangements**

The Parish Council had made a representation to the Local Government Boundary Commission suggesting that on balance Terling and Fairstead preferred to be Warded with White Notley and Faulkebourne in a larger rural parishes Ward with Cressing and Stisted where common rural problems are shared, such as issues concerning rural roads and broadband. The alternative was to be Warded with Hatfield Peverel where some community services are shared.

- 13.104 **Village Design Statement.**
RD proposed that at the next Parish Council Meeting the Village Design Statement be formally presented to the Council and that a resolution be passed to issue the document.
- 13.105 **War Memorial Commemorative Book**
JC proposed that three copies of the War Memorial Commemorative Book be bound costing £108 + VAT, seconded by PB and unanimously approved. The Clerk would liaise with Heather Cutler. JH
The Clerk was asked to include a note in the Parish News enquiring whether there was any interest in printed copies (it would be available on line)
- 13.106 **Terling Ford**
Cllr Abbott had reported that ECC Highways did not consider the ground collapse behind the gabion walls in need of repair (discussed under 13.99).
- 13.107 **Review of Standing Orders in line with NALC recommendations**
The Clerk reported that the Standing Orders would need to be amended and reviewed in line with new suggested model standing orders from NALC.
- 13.108 **Terling Inn**
The Chairman requested this agenda item be discussed, *in camera*, at the end of proceedings. The Clerk confirmed that the Parish Council had succeeded in getting the Terling Inn included in Braintree District Council's List of Assets of Community Value.
- 13.109 **General Correspondence to Note**
None.
- 13.110 **Information Exchange / next agenda items**
The Clerk would invite Cllr Abbott to the next meeting. The Clerk would provide a draft list of invitees to the next meeting to all Councillors for approval. JH
Cllr Galione thanked the Council for its donation to the Mothers' Union.
- 13.111 **Date of Next Meeting, including Committees**
Tuesday 3rd December, The Square & Compasses, Fuller Street, 7pm
Tuesday 14th January, Terling Village Hall, 7pm
Tuesday 4th March, Terling Village Hall, 7pm

RESOLUTION : to exclude the public and press from the remainder of the meeting for the Parish Council to discuss Agenda item 13.108.
RD proposed that the public be excluded whilst discussion took place concerning the Terling Inn, as publicity would prejudice the public interest by reason of the confidential nature of the issue. Seconded by SA and unanimously agreed.
Members of the public present left the meeting.

The meeting closed at 8:50pm