

Minutes of the Meeting of Terling and Fairstead Parish Council held on 20th May 2014, at 7.00pm at Terling Village Hall

Present: Mrs S McNamara (Chairman)
 Mr R Dixon
 Mrs L Sime
 Mr R Hunt
 Mr J Payne
 Mrs J Cook
 Cllr J Abbott
 Cllr M Galione

Mrs J Halfhide (Clerk)
 5 members of the public

ACTION

- 14.00 **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.
- 14.01 **Election of Vice Chairman**
 The Councillors unanimously agreed that Mrs Pauline Bird should be elected Vice Chairman.
- 14.02 **Apologies for absence:** Apologies were received, and accepted from Cllr Cunningham, Pauline Bird, Sheila Alder and Darren White. The Chairman reported that Mrs Ann Anderson had resigned as a Councillor.
- 14.03 **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.
- 14.04 **Sub-Committees**
 Sub Committees were appointed as follows:
 Finance: Ian Smith, Robin Dixon, Sarah McNamara, Sheila Alder
 Environmental and Footpaths: Darren White, Louisa Sime, John Payne
 Estate Liaison: Pauline Bird
 Health and Welfare: Sheila Alder, Julia Cook
 Planning and Highways: Robin Dixon, Pauline Bird, Reg Hunt, John Payne
 Recreation Ground: Louisa Sime, Julia Cook
 Complaints: Sarah McNamara, Pauline Bird, John Payne
 Personnel: Sarah McNamara, Robin Dixon, Sheila Alder
 School Representative: Julia Cook
 Church Liaison: Louisa Sime
 Village Hall Representative: Pauline Bird
 Parish Council Advisers:
 IT: Colin Cutler
 Tree Warden: Angus MacWillson
 Vacancies on the Recreation Ground Committee and the IT/Publicity Committee would be filled at a later date.

14.05 **Minutes of Last Meeting**

RD 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 15th April 2014 were unanimously approved.

14.06 **Declaration of Interests**

RG declared non-pecuniary interests in Agenda item 14.14, planning application for 6, The Estate Yard, being his neighbours' property.

14.07 **District Councillors' Reports**

Cllr Galione reported that Cllr Sue Wilson had been appointed Chairman of BDC, with Cllr Lyn Walters as Vice Chairman. Cllr Galione suggested that Cllr Wilson should be invited to the Farleigh Open Gardens event. Cllr Galione had received more complaints from residents about inconsiderate parking in Terling.

Cllr Abbott reported that he had been in contact with Ranks Green residents about the movement of soil and waste via Ranks Green. The Environment Agency is investigating. Cllr Abbott had met with Ranks Green residents to explain the enforcement notice subsequent to the refusal of the retrospective planning application for the Abattoir Waste Tank at Little Warley Hall Farm.

Cllr Abbott had conducted an audit of the potholes and road defects in the parish and had reported them to ECC Highways. ECC will not commit to any repairs. There is an appeals process, which he will now follow. ECC focus only on the main roads giving the rural roads a reduced priority status. Cllr Abbott had asked BDC to sweep several lanes in Fairstead, and he offered to chase this as the work had not been carried out.

Cllr Abbott suggested the Council might like to consider requesting weight restrictions on some roads (this would not affect local businesses for farming operations/access). Such restrictions may have prevented the recent movement of heavy vehicles through Ranks Green and Fuller Street.

14.08 **Chairman's Report**

The Chairman had accepted Mrs Anderson's resignation and wished to record the Council's thanks to Mrs Anderson for her work on the Council over many years, including her time as Council Chairman.

14.09 **Finance**

JC proposed, LS seconded, that the following cheques should be approved for payment and signed. Unanimously agreed.

10 th April 1845 Lord Rayleigh's Farms Ltd – garage rent	£20.00
10 th April 1845 DW Jiggins – handyman jobs	£221.28
10 th April 1847 Mrs H Cutler – War memorial project	£105.90
10 th April 1848 EALC – fees	£259.00
10 th April 1849 E.ON – Street Lighting	£34.40
10 th April 1850 EALC – Training Social Media	£45.00
10 th April 1851 EALC – Training Data Protection	£45.00
10 th April 1852 A H Jiggins – handyman jobs	£80.26
10 th April 1853 J Halfhide – Expenses - mileage	£21.63
16 th April 1854 J Halfhide – Clerk's salary March	£685.86
16 th April 1855 AON – Motor Insurance, tractor	£350.86
20 th April 1856 H M Revenue & Customs – PAYE & Tax	£135.79

- RH proposed the approval of Unaudited Accounts for year ending 31 March 2014 and proposed that the Annual Return section 1 (Accounting Statement) and section 2 (Annual Governance Statement) should be signed by the Chairman. Seconded by RD. Unanimously approved. JH

- RH proposed that approval be given for the payment of £744 for the Trade Waste Bin for Village Hall users. Seconded by RD. Unanimously agreed. However, after discussion, it was unanimously agreed that the Parish Council would only consider funding waste disposal for the Village Hall next year if the Village Hall Council made a move towards recycling. The Clerk was asked to write to the Village Hall Council explaining this and was asked to refer them to the relevant department at BDC. The present Trade Waste agreement would terminate on 31st March 2015. JH

- RH proposed that approval be given for a donation to Terling Cricket Club of £500 towards the purchase of a replacement mower. Seconded by JC. Unanimously agreed. JH

- The Street lighting maintenance contract was discussed. JP proposed that the contract be renewed for five years – at £60 per annum. Seconded by JC. Unanimously agreed. The Clerk was asked to ensure periodic electrical inspections would take place and an Electrical Inspection Report issued. JH

EX-AGENDA: RD proposed that JP should replace Mrs Anderson as a cheque signatory. Seconded by RH. It was RESOLVED that the mandate given to Barclays Bank PLC be amended accordingly. The Clerk was asked to attend to this. JH

14.10 **Environmental & Footpaths**

The Clerk was asked to ensure the handymen cut the River Walk. JH

14.11 **Estate Liaison**

The Clerk has received a reply from the Estate with regards to late night working policy following complaints from residents at the last meeting. An email response was read out explaining that the field, Betty's Barn, was power harrowed between 8pm and 9pm and then drilled by contractors between 10pm and 11pm on Saturday 5th April. As a rule it is stated policy that the Estate will always try to avoid working near the many houses on the Estate late at night and during the day at weekends. However, in this case it was not possible due to operational reasons. Complaints by residents of this nature lead the Estate to consider whether it is no longer practical to farm a field like Betty's Barn and instead promote its potential for additional housing.

14.12 **Health & Welfare**

The Clerk reported that SA had sent an Expression of Interest form to the Essex Environment Trust for a grant for £6895.40, being 90% of the cost of a replacement for the Sputnik roundabout in the playground.

14.13 **IT & Publicity**

JP had previously circulated his Website and Email Review following advice from the EALC at a recent data protection course. Consideration was given to a change of domain name and the introduction of .gov.uk email addresses for the Clerk and all Councillors to conform with the Data Protection Act and Freedom of Information requests. After debate it was agreed that splitting the community website from the Parish Council's would be to the detriment of both and that therefore the website should remain as is, with the addition of disclaimers on each page. Colin Cutler confirmed he would be happy to continue to administer the community website, and only the Clerk would be able to submit Council

documents for inclusion on the Parish Council pages. It was unanimously agreed that changes to the email address of both the Clerk and all Councillors should be implemented forthwith.

To comply with Data Protection the Clerk was instructed to store paper copies of important documents such as contracts, leases, etc. off site. The Clerk would attend to this.

JH

JP was asked to give an update to the Superfast Essex Broadband project at the next meeting.

JP

14.14 **Planning and Highways**

- SID volunteer training – update. JP explained three volunteers had withdrawn. With insufficient numbers the Police had suggested he should liaise with neighbouring Parishes to try to combine forces.

JP

- Consideration of weight restrictions orders on some lanes. Councillors debated the merits of requesting weight restrictions through the centre of Fuller Street and Terling in particular but decided to take no action at this time.

- RD outlined Planning Applications previously considered under delegated powers:
14/00522/FUL - 6 The Estate Yard, Terling, erection of two storey rear extension.
14/00555/FUL & 14/00556/LC Pond Cottage, Fairstead Road, Fairstead, erection of garden room extension.

14/00503/FUL Orion Scaffolding, Fuller Street, variation of Condition 3 of planning approval 13/01471/FUL to allow disposal of small section of land.

13/01224/FUL Barleyfields, Fuller Street, retrospective application for detached outbuilding – to be considered by BDC Planning Committee on 27th May.

Changes to the Presubmission Site Allocations and Development Management Plan of the The Local Development Framework is open for consultation until 20th June. Details on the BDC website. The Clerk agreed to email the Planning Committee with the link.

JH

14.15 **Recreation Ground**

The Clerk reported that a leak had been discovered in the changing cabin and investigations were being carried out. Terling Football Club would clean the changing cabin once the plumbing works were completed.

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

JC reported that a new Head had been appointed at Terling School, Mrs Wragg, commencing in September. Proposals for a tearoom and smokery at The Old Dairy had been abandoned.

JP reported that the Police had apprehended the riders of quad bikes in Fairstead who had been causing a nuisance.

14.17 **Clerk's Report**

Hours for April: 68.75

The Clerk reported that the Parish News had won 'Best New Entry' at the Essex Life Community Magazine Awards recently. The Chairman thanked Heather Cutler for her running of the magazine and congratulated her on the achievement.

- Lord Rayleigh's Farms – policy on late night/weekend working (covered under Agenda item 14.11).

- The Clerk gave a report from PSCO Doubleday detailing operational changes and the Police report for 2013-14. There had been three burglaries from outbuildings in one day last month and reports of vehicles being used for reconnaissance.

- Summer Activity Days (for children 5-11 years) in collaboration with BDC, Fusion and

JC

Fit for Sport – JC agreed to attend a meeting on 29th May at Causeway House to find out more details.

- Both the Clerk and SA had reported the poor state of the road between Fuller Street and Ranks Green to ECC Highways.

14.18 **Village Design Statement**

The Clerk reported that the VDS had been submitted to BDC. The Clerk had received an email from the Estate stating they still believed the possible downsides from this were likely to far outweigh the likely benefits.

14.19 **Risk Assessments for: Footpath Cutting & Clearance, The Work of the Handyman and Litter Picks**

TL had carried out risk assessments for Footpath Cutting and Clearance, the Work of the Handyman and Litter Picks. The Chairman expressed the Council's gratitude.

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

Members of the Finance Committee still had to review this risk assessment. Carry forward to next meeting.

RD, SA
SM, IS

14.21 **Review of Health & Safety Policy**

TL had carried out a review of the Health and Safety Policy.

14.22 **Summer Activity Day** (covered under agenda item 14.17)

14.23 **Terling Tennis Club**

The Council agreed it was disappointing to see this village facility so underused and the Chairman agreed to speak to the Club to see if assistance could be offered to promote it.

SM

14.24 **General Correspondence to note**

None.

14.25 **Information exchange / next agenda items**

Terling Village Hall Council had contacted the Clerk to ask for the Parish Council to consider funding, or part funding, the drainage work for the new car park, estimated at £15,000. The Clerk was asked to add this item to the agenda for the next meeting and in the meantime write to the Village Hall Council asking for further details so that full consideration could be given to their request.

JH

Mr Finch of GB Finch asked it to be known that he welcomed members of the public who had any issues with any of his company's vehicles to get in touch directly with him. He explained the job, referred to earlier in proceedings by Cllr Abbott, which had involved the movement of lorries through Ranks Green and Fuller Street, had now been completed.

14.26 **Date of next meeting, including committees**

Parish Council Meeting: 17th June 7pm Terling Village Hall

Parish Council Meeting: 29th July 7pm, the Gallery Room at The Square & Compasses, Fuller Street.

Close of Meeting: 10:15pm

