

**Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 1<sup>st</sup> September 2015 at Terling Village Hall at 7:30pm**

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Present: Mrs S McNamara Mrs P Bird  
 Mrs S Alder Mrs L Sime  
 Mr J Payne Mr A Dyke  
 Miss S Clements Mrs J Halfhide (Clerk) 3 Members of the Public

15.65 ***Apologies for Absence*** - Apologies for absence were received from Cllr David Bebb, Cllr Daryn Hufton Rees, Mr Robin Dixon and Mr Ian Smith

15.66 ***Meeting Open to the Public***

Ranks Green residents expressed concern about speeding vehicles through Ranks Green and enquired what measures could be considered with a view to traffic calming. Councillors explained that the first step would be the gathering of data and this had to be a community led project as proof of community involvement and support would be necessary before any measures could be considered by ECC. The Clerk was asked to forward contact details for White Notley and Faulkbourne Parish Council, as they have some experience of this. JP explained that Terling and Fairstead had tried on previous occasions to gather data using speed indicator devices provided by the Police, but there had been insufficient support from the community.

15.67 ***Minutes of Last Meeting***

AD commented that it was he and DW who had reported under agenda item 15.56 on the IT Review findings.

SA proposed and JP seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 21<sup>st</sup> July were unanimously approved.

15.68 ***Declaration of Interests***

None.

15.69 ***District Councillors' Reports***

None.

15.70 ***Chairman's Report***

The Chairman reported that the Clerk had received a letter of complaint on 7<sup>th</sup> August 2015 from Mr Paul Humphries regarding the Parish Council's decision in March 2014 to spend £2,000 on planning advice in relation to application ESS/60/13/BTE. Mr Humphries had waived his right to confidentiality. In accordance with the Complaints Procedure the Clerk and Chairman of the Parish Council were seeking to resolve the complaint direct with the complainant.

15.71 ***Finance***

Copies of Receipts and Payments for the current financial year had been emailed to all Councillors. JP proposed that the following cheques/direct debits to be approved for payment and signed. Seconded by SC. Unanimously approved.

|                         |   |        |
|-------------------------|---|--------|
| 14 <sup>th</sup> July   | 2044 RCCE - annual subscription             | £66.00 |
| 14 <sup>th</sup> July   | 2045 BALC – annual subscription             | £18.00 |
| 17 <sup>th</sup> August | DDebit British Telecom – Clerk's phone      | £56.92 |
| 24 <sup>th</sup> August | 2046 A&J Lighting Solutions - Tree trimming | £12.00 |

|             |      |   |         |
|-------------|------|---|---------|
| 24th August | 2047 | Terling Village Hall - Meeting room hire      | £13.40  |
| 24th August | 2048 | A H Jiggins - Handymen's Jobs                 | £178.91 |
| 24th August | 2049 | Terling Post Office - Internet café services  | £195.74 |
| 24th August | 2050 | Lord Rayleigh's Farms - Garage rent           | £20.00  |
| 24th August | 2051 | EDF Energy - Electricity - Rec Ground         | £51.65  |
| 24th August | 2052 | HM Revenue & Customs - Tax & PAYE             | £98.76  |
| 24th August | 2053 | J Halfhide Clerk's Salary - July              | £663.71 |
| 24th August | 2054 | Acumen Wages - Payroll                        | £22.20  |
| 24th August | 2055 | Heather Cutler – Printing, VDS                | £180.00 |
| 24th August | 2056 | J Halfhide - Clerk's expenses July            | £20.49  |
| 24th August | 2057 | A&J Lighting Solutions - Maintenance Contract | £72.00  |
| 24th August | 2058 | Braintree DC - Trade Waste Bins Village Hall  | £222.36 |

- Review of Financial Regulations by Finance Committee. The Clerk was awaiting the suggested changes from the Finance Committee.

- Review of Standing Orders (including Complaints Procedure) by Finance Committee. The Clerk was awaiting the suggested changes from the Finance Committee.

EX-AGENDA. The Clerk reported that she had received an initial renewal premium quote of £890.34 for renewal of the Parish Council's insurance under its long-term agreement with Came & Co. Renewal date is 1<sup>st</sup> October.

15.72 ***Environmental & Footpaths***

Nothing to report.

15.73 ***Estate Liaison***

Nothing to report.

15.74 ***Health & Welfare***

- Playground oak

SA reported BDC had organised a PICUS test and the results indicate that although there is decay in the trunk, there is also strong wood and the tree will last many more years with some remedial management and regular checks. BDC will need to discuss this with the Estate, who own the tree.

- Playground Licence

SA reported that there does not appear to be a signed agreement between the Council and the Estate for the Playground other than one drawn up in 1999 with Little Nippers, and both parties agree there should be. AD agreed to pass a copy of the 1999 agreement to the Clerk. SA reported that new draft licence has been drawn up, in draft form, but the Playground Committee needed some time to consider it.

- Emergency Plan - annual review

SA reported that the Emergency Plan had been reviewed and updated.

SA and SC had carried out an inspection of the playground on 25<sup>th</sup> August and a report had been sent to the Clerk.

The Clerk reported that the regular defibrillator checks were all now done on line.

15.75 ***IT & Publicity***

- Change of domain name / new email for Clerk. JP expressed some concerns over the

arrangements for the change of domain and the Clerk was asked to seek the views of the consultant who carried out the IT Review. The Clerk would do this and copy the IT Committee with the response.

- Internet Café at Terling Post Office & Stores. JP had found that the broadband supplier had been changed with a decrease in broadband speeds resulting in the internet café not being fit for purpose. The IT Committee suggested that a written agreement should be put in place and hoped hold a meeting to agree the terms. The Clerk was asked to try to arrange a meeting.

15.76 ***Planning and Highways***

- Request for Ranks Green traffic survey from Ranks Green resident (discussed under Agenda item 15.66).

It was believed that the recent road resurfacing works and in particular the painting of white lines on Hatfield Road was still 'work in progress'.

15.77 ***Recreation Ground***

Nothing to report.

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

JP requested the dog bin in The Dismals be emptied. The Clerk would report this.

PB suggested locating a new dog bin near the noticeboard by the Oakfield Lane bus stop, and moving the rubbish bin from its present location, near to the seat, to the other side of the noticeboard. It was also suggested that there should be a new dog bin on the Essex Way, opposite Monk's Barn. The Clerk was asked to find out from BDC if they would agree to dog bins being sited there and to obtain a quote for the bins. The Clerk was asked to get the handymen to clear the weeds from the bus shelter and to ask them to clear the Mill Lane ditch.

AD reported that Hatfield Peverel are undertaking a Neighbourhood Development Plan which would include potential development sites.

15.79 ***Clerk's Report***

The Clerk has arranged a litter pick for Saturday 3<sup>rd</sup> October, meeting 10am Terling Village Hall.

15.80 ***Clerk's Contract of Employment*** - approval for the Chairman to sign the Clerk's new contract of employment (reviewed by the Finance Committee and updated as requirement of Internal Audit). It was agreed this would be deferred until the next meeting, pending the RFO's confirmation that the Chairman should sign.

15.81 ***BDC Amenity Refuse Collection*** – proposal to arrange collection three times a year costing £240 for 4 hours to collect residents' rubbish from a central location. The Clerk was asked to seek the views of the community.

15.82 ***General Correspondence to note***

15.83 ***Information exchange / next agenda items***

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

Parish Council Meetings: 13<sup>th</sup> October, 7:30pm The Gallery Room at The Square & Compasses  
1<sup>st</sup> December, 7:30pm The Gallery Room at The Square & Compasses.

The meeting closed at 9:10pm