

**Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 17<sup>th</sup> May 2016 at 7:30pm at Terling Village Hall**

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Present: Mrs S McNamara  
 Mr R Hunt  
 Mr I Smith  
 Mr A Dyke  
 Mr G Mileman (co-opted Agenda item 16.05)

Cllr D Bebb  
 Cllr J Abbott (arrived after Agenda item 16.08)  
 Mrs J Halfhide, Clerk

1 member of the public

16.00 ***Election of Chairman***

SM expressed a willingness to stand again as Chairman. AD proposed, and RH seconded that Sarah McNamara should be appointed Chairman. Unanimously agreed. SM then signed the Declaration of Acceptance of Office of Chairman.

16.01 ***Election of Vice Chairma***

SM explained that Pauline Bird had expressed a willingness to stand as Vice Chairman. There were no other nominations. IS proposed that PB be appointed Vice Chairman, seconded by RH, unanimously agreed.

16.02 ***Apologies for Absence*** - Sheila Alder, Robin Dixon, Pauline Bird, Sarah Clements

16.03 ***Councillors to sign the Consent to Receive Council Summons and Agenda Electronically***

Councillors gave their written consent to receive Council summons and Agenda electronically. Those Councillors not present would be asked to do so at the earliest opportunity.

16.04 ***Register of Members' Personal Interests***

Councillors were reminded of the requirement to give written notification to the Monitoring Officer within 28 days of becoming aware of any changes to their Register of Interests.

16.05 ***Co-option of Mr Gavin Mileman (Terling Ward)***

Gavin Mileman had previously expressed an interest in being co-opted onto the Council; the Clerk confirmed his eligibility. AD proposed Gavin Mileman be co-opted, seconded by IS, unanimously agreed. GM was duly co-opted onto the Council.

16.06 ***Newly co-opted Councillor to sign the Declaration of Acceptance of Office, Consent to Receive Council Summons and Agenda Electronically and to be reminded of the requirement to complete a Register of Interests and return it direct to the Monitoring Officer at BDC and to thereafter give written notification to the Monitoring Officer within 28 days of becoming aware of any changes.***

GM signed his Declaration of Acceptance of Office and gave his written consent to receive

Council summons and Agenda electronically. The Clerk requested he return his Register of Interests form to the Monitoring Officer at BDC without delay.

16.07 ***Casual Vacancy for Fairstead Ward***

The Clerk explained the Council was now free to co-opt to fill the vacant seat on the Council for Fairstead which had arisen due to Darren White's disqualification due to his being unable to attend meetings. The Chairman took the opportunity to express thanks to DW, on behalf of the whole Council, for his very considerable work for the Council, over many years, especially his contribution to setting up, and managing, the Parish Council's agreement with the Parish Paths Partnership Scheme with ECC.

16.08 ***Sub-committees***

- Committee members to remain as previously with a merging of the Recreation Ground and Health & Welfare Committees, with AD retaining overall responsibility of the Recreation Ground. With several Councillors absent they would have an opportunity to consider their committee memberships at a later date. In the interim the committee make up was suggested as the following:-

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

Environmental and footpaths: Gavin Mileman

Estate Liaison Officers: Pauline Bird

Health and Welfare: Sheila Alder, Sarah McNamara, Sarah Clements, Alex Dyke

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

IT & Publicity: Alex Dyke, Sarah Clements

Personnel: Sarah McNamara, Robin Dixon, Sheila Alder

Complaints: Sarah McNamara, Pauline Bird

Village Hall Representative: Pauline Bird

School Representative: vacant

**PARISH COUNCIL ADVISERS**

IT: Colin Cutler

Health & Safety: Trevor Lewis

Parish Tree Warden: Angus MacWillson

*Cllr Abbott joined the meeting at this point in the proceedings.*

16.09 ***Meeting Open to the Public***

The applicant for Planning Applications 14/01506, 15/00635, 15/01505 and 16/00788/FUL explained his plans for his property 'Rosemead', Fairstead Road, Terling.

16.10 ***Minutes of Last Meeting***

To approve as a correct record the minutes of the meeting held on 5<sup>th</sup> April 2016.

Clerk's amendment: 16.181 should read '*the tree would still need to be monitored and approved of the plan to put aside reserves for a **four to five** yearly PICUS test*'. IS proposed and RH seconded that the Chairman should sign a copy of the minutes, with the Clerk's amendment, as a true and accurate record. The minutes of the meeting held on 5<sup>th</sup> April 2016 were unanimously approved.

16.11 ***Declaration of Interests***

The Clerk declared a pecuniary interest in agenda item 16.26 and AD declared a non-pecuniary interest in Agenda item 16.19.

16.12 ***District Councillors' Reports***

Cllr Bebb gave an update on the budget and financial position of BDC. He explained the Local Plan would be going out to public consultation around 27<sup>th</sup> June, for six weeks. Amongst other

developments recently approved, Cllr Bebb reported that 2,000 new homes had been approved for Bakers Lane, Black Notley. It was believed that the Arla factory site would be sold, with planning permission, if granted. Cllr Bebb explained that a new primary healthcare facility was likely to be approved for Witham as part of a development package facilitated by a windfall arising from the sale of the old Bramston Sports Centre site.

Cllr Abbott reported on the desperate financial situation of ECC with £50 million per year having to come off the budget. The possible devolution deal under consideration for Essex could have a major impact. Cllr Abbott was pleased to hear that ECC Highways had already inspected Waltham Road/Hull Lane where there had recently been quite severe flooding. Generally Cllr Abbott felt that there was an improvement in the area's highways. When asked if it was possible whether the Parish Council might be able to attend to, and pay for, some of the many outstanding Highways repairs needed around the Parish (including the numerous missing or damaged directional signs) Cllr Abbott responded that he thought it was highly unlikely due to liability issues; but he would check with ECC Highways.

Cllr Abbott reported that there was a fresh appeal on the Little Warley Hall Farm application, the deadline was 19<sup>th</sup> May.

The Clerk had approached Cllr Abbott about residents concerns after the ditches had been cleared by the landowner between Flacks Green and Norrells Corner resulting in quite severe drops off the side of the carriageway. The Clerk had reported it to ECC Highways and had asked them to risk assess. Councillors asked whether perhaps kerbing, warning indicators or reflective posts might be considered. Cllr Abbott would seek a response via Members Enquiries and would revert as soon as possible.

16.13 ***Chairman's Report***

SM reported that the Clerk had tendered her resignation and would be leaving the post, after six and a half years, at the end of June. The recruitment process would commence immediately to find a replacement.

SM also reported that John Payne had resigned from the Council, with immediate effect. The Clerk had notified BDC Electoral Services about this Casual Vacancy for Fairstead. The Chairman took the opportunity to express thanks to JP, on behalf of the whole Council, for his work, especially on the IT and Planning Committees.

16.14 ***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.

RH proposed that the following cheques/direct debits to be approved for payment. Seconded by GM. Unanimously approved:-

5th April	2062	E.ON Electricity Street Lighting	£46.88
5th April	2063	J Halfhide Clerk's Expenses March	£50.05
5th April	2064	Lord Rayleigh's Farms Ltd Garage Rent	£20.00
5th April	2065	Community Heartbeat Trust Defib. Spare parts	£33.60
15th April	2139	H M Revenue & Customs - PAYE & NI March	£125.37
15th April	2140	J Halfhide - Clerk's Salary March	£724.35

15th April	2141	A H Jiggins - Handymen's Jobs - March	£81.57
15th April	2142	D W Jiggins - Handymen's Jobs – February & March	£124.85
15th April	2151	D W Jiggins - Handymen's Jobs, general	£95.47
9 <sup>th</sup> May	2150	J Halfhide - Clerk's Salary April	£1020.72

- Approval for renewal of EALC & NALC affiliation fee - £268.50 (due 1<sup>st</sup> June)  
Proposed: IS, Seconded: RH unanimously approved.

- Approval for renewal of Trade Waste Agreement for Terling Village Hall (1 x 770L & 2 x 360L recycling bins, weekly collection) - £1,100.00 (*supporting papers Appendix C*)  
Proposed: AD, Seconded: RH unanimously approved.

- Approval for newly co-opted Councillor to attend EALC training days 2 x £75 per day.  
Proposed: AD, Seconded: IS unanimously approved.

- Approval of renewal of tractor insurance - move from Came & Co (from Aon) saving £189 - annual cost £224.84  
Proposed: IS, Seconded: AD unanimously approved.

16.15 ***Environmental & Footpaths***

- RH proposed the renewal of the P3 Service Level Agreement for paid vegetation cutting (revenue of £1379.30) for 2016-17 (*supporting papers Appendix A*). Seconded by AD. Unanimously approved.

16.16 ***Estate Liaison*** - nothing to report.

16.17 ***Health & Welfare***

SA had asked the Clerk to record sincere thanks to the Fuller Street residents who had not only helped in a litter pick but had also cleaned the Highways signs.

16.18 ***IT & Publicity***

- Approve purchase of 13 8Gb USB Sticks from Amazon at £3.99 each inc VAT and SysTools PST Merge at £35 (*supporting papers Appendix D*). It was unanimously agreed to defer any decision on the back up of data until the appointment of the new Clerk.

16.19 ***Planning and Highways***

- Response from BDC Planning Enforcement re: Applications 14/01506/ 15/00635 & 15/01505; Rosemead Fairstead Road Terling CM3 2BU. The Clerk reported that there had been a delay in BDC Planning Officers referring the Parish Council's concerns onto the Enforcement Team, but it was now being investigated.

- APPLICATION NO : 16/00788/FUL Erection of extensions and refurbishment of house and new garage Rosemead Fairstead Road Terling Essex CM3 2BU. The Clerk reported that the Planning Committee had requested an extension to the response deadline of 6<sup>th</sup> June, pending a response from the Enforcement Team regarding existing building works taking place.

- APPLICATION NO : 16/00640/FUL Retrospective application for alteration of existing chimney to rear roof slope and addition of window to north west elevation. Noakes Barn Noakes Farm Road Terling CM3 3NG. The Planning Committee unanimously agreed 'no comment' on this application.

- APPLICATION NO : 16/00646/LBC Internal and external alterations as per schedule of alterations - items 1-33, design, access and heritage statement. Noakes Barn Noakes Farm Road Terling CM3 3NG. The Planning Committee unanimously agreed 'no comment' on this application.

- APPLICATION NO : 16/00783/FUL & 16/00784/LBC Erection of steel portal framed building to house a wood chip burning biomass central heating boiler and associated woodchip store and associated pipework Terling Place The Street Terling CM3 2PQ. The Planning Committee unanimously agreed 'no comment' on this application.

EX-AGENDA (for information only) APPLICATION 16/001444/TPOCON for tree works at Terling Primary School at been received on 17<sup>th</sup> May and would be forwarded to the Tree Warden for consideration.

16.20 **Recreation Ground** - nothing to report.

16.21 **Councillors' Reports, including Village Hall Report, School Report and Church Liaison**  
AD commented that perhaps it was worth the Parish Council obtaining quotes to ascertain the cost of carrying out the works which ECC Highways are unable to, such as the repairs to the Old Dairy bridge which has been outstanding since November 2014.

16.22 **Clerk's Report**

Transparency Fund Grant Application - The Clerk reported she is awaiting confirmation from the EALC but expected the Grant to be in the region of £1,190.

Complaint against the Council - The Clerk reported that there had been a complaint made against the Planning Committee which she and the Chairman were handling in line with the Complaints Procedure.

The Clerk was still trying to obtain a copy of the Village Hall deeds from HM Land Registry to satisfy the requirements of the Council being the Custodian Trustee.

The Clerk would be cancelling the BT contract for the dedicated Council phone line to her office.

16.23 **Review of Risk Assessments for: Footpath Cutting & Clearance & The Work of the Handyman**

The Clerk would be asking Trevor Lewis to review the risk assessments due in early June.

16.24 **Information exchange / next agenda items** - nothing to report.

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

**20<sup>th</sup> June**, Finance Committee Meeting – Copse Rise, The Street, Terling 7:30pm

**28<sup>th</sup> June**, Parish Council Meeting – The Gallery Room at The Square and Compasses 7:30pm

**9<sup>th</sup> August**, Parish Council Meeting – Terling Village Hall, 7:30pm

*The Clerk left the meeting at this point and the Chairman took minutes for the last agenda item.*

16.26 **Clerk's Workplace Pension**

IS and AD confirmed that with the Clerk having handed in her notice, it would not be necessary to do anything further on this. It was also not a requirement to immediately enroll the new Clerk in a workplace pension scheme.

Close of Business.