

**Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 9<sup>th</sup> August 2016 at 7:30pm at Terling Village Hall**

---

Present: Mrs S McNamara  
Mrs P Bird  
Ms S Clements  
Mr R Dixon  
Mr A Dyke  
Mrs S Alder  
Mr I Smith (arrived at 8.30 pm)  
Mrs F Killby, Clerk

Councillor D Bebb

3 members of the public

16.48 *Apologies for Absence* – Cllr James Abbott and G Mileman.

16.49 *Meeting Open to the Public*

A member of the public requested a response regarding the public liability claim. It was explained that this was due to damage to a vehicle by Parish Council workmen whilst strimming.

One member of the public expressed a potential interest in the vacancy for Terling Ward.

16.50 *Minutes of Last Meeting*

To approve as a correct record the minutes of the meeting held on 28<sup>th</sup> June 2016. PB proposed and SC seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 28<sup>th</sup> June 2016 were unanimously approved.

16.51 *Declaration of Interests*

AD declared a non-pecuniary interest in all Agenda items relating to his employer, Lord Rayleigh's Farms Limited, Lord Rayleigh, and Lord Rayleigh's family.

16.52 *District and County Councillors' Reports*

Cllr Bebb updated the meeting on the Local Plan particularly in relation to the decommissioning of the Arla site. RD requested clarification of the liaison between Chelmsford City Council and Braintree District Council with regard to potential development in Great Leighs which could lead to increased road traffic in the area. The Clerk to write to BDC on this matter.

Cllr Bebb also passed on information regarding the Councillors' Community Grants, a fund set up to donate between £100 and £1,500 to local worthy causes. This information will be uploaded to the village website and will be included in the next edition of the Parish News.

16.53 ***Chairman's Report***

Nothing to report.

16.54 ***Two Casual Vacancies for Fairstead Ward and one Casual Vacancy for Terling Ward***

The council is now free to co-opt for these vacancies.

IS joined the meeting.

16.55 ***Finance***

IS distributed the Receipts and Payments, Budget and Forecast sheet and graph, which he explained. I Smith proposed that the following cheques/direct debits to be approved for payment. Seconded by AD. Unanimously approved:-

|           |      |                          |                       |         |
|-----------|------|--------------------------|-----------------------|---------|
| 5th June  | DD   | EDF Energy               | Recreation Ground     | £63.00  |
| 26th June | 2166 | J Halfhide               | Clerk's Expenses June | £37.18  |
| 19th July | 2067 | Lord Rayleigh's Farms    | Garage rental         | £20.00  |
| 26th June | 2164 | Playsafety Limited       | Annual Inspection     | £96.60  |
| 26th June | 2165 | Acumen Wages Service     | Payroll services      | £22.20  |
| 19th July | 2068 | Lord Rayleigh's Farms    | Playground Licence    | £25.00  |
| 19th July | 2069 | D W Jiggins              | Handyman's Jobs-June  | £195.19 |
| 19th July | 2070 | A H Jiggins              | Handyman's Jobs-June  | £81.57  |
| 19th July | 2071 | Acumen Wages             | Payroll services      | £24.00  |
| 19th July | 2072 | E-on                     | Street lighting       | £46.88  |
| 19th July | 2073 | M Howard                 | Internal audit fees   | £150.00 |
| 19th July | 2074 | J Halfhide               | Clerk's Expenses June | £39.97  |
| 19th July | 2075 | J Halfhide               | Clerk's Salary        | £762.87 |
| 19th July | 2076 | HMRC                     | PAYE                  | £152.45 |
| 21st July | DD   | British Telecom          | New line July-Aug     | £86.99  |
| 27th July | 2077 | Rural Community of Essex | Membership Renewal    | £66.00  |

31st July 2019 L McCartney Insurance Claim £312.12

Public Liability Claim – This has now been settled by the Council’s insurance company.

Approval for FK to attend New Clerk’s Course at a cost of £50. Proposed: RD, Seconded: AD, unanimously approved,

Approval for FK to attend CILCA Course at a cost of £430, plus £250 registration fee. Proposed: SA, Seconded: PB, unanimously approved.

16.56 *Environmental & Footpaths*

P3 Cutting Programme – nothing to report

Crossfield Path Fairstead 12- FK has reported this as a problem on the Highways Agency website.

Concern was expressed over the condition of the collapse of the gabion walls and the overgrown state of the footpath. FK to request an update from Highways on the problem and ask handymen to trim the path.

16.57 *Estate Liaison*

Nothing to report.

16.58 *Health & Welfare*

SA updated the meeting on the latest emergency plan and requested FK contact all on list to check if they give permission for their details to be publicly available.

Playground Inspection – SA and SC have completed a weekly inspection which has been passed to FK. SA asked that thanks be passed to D and A Jiggins for their continued hard work.

16.59 *IT & Publicity*

Purchase of laptop, scanner, software and disk storage – RD proposed the IT Committee’s recommendations be approved with the addition that two external hard drives are purchased to ensure secure backup of data, Seconded: SA, unanimously approved.

16.60 *Planning and Highways*

APPLICATION NO: 16/00788/FUL **REVISED** Rosemead, Fairstead Road, Terling - Erection of extensions and refurbishment of house and new garage Rosemead – This has now been approved. FK to chase BDC for a response regarding their planning policy on the removal of hedges to clarify this issue for the avoidance of doubt in the future.

Directional Signs- FK reported that she had contacted other Parish Councils regarding this issue but they had no information that could help. FK to write to Cllr Abbott for an update on his latest contact with Highways.

2016/2017 Winter Salt Bag Partnership Scheme – This has now been ordered and will be delivered late September/early October.

Local Plan – FK to draft a letter to clarify the situation regarding improving access from the Arla site during the decommissioning and the increased volume of traffic.

ECC Highways Panel Meeting, 11 July 2016 - RD expressed concern that the Local Highways Budget is still not available and FK will write to Cllr Abbott to request an update on this matter.

RD also expressed concern that the gabion wall of Terling Ford had still not been repaired. FK will write to Cllr Abbott to see if this problem can be resolved quickly as it is now in a dangerous condition.

16.61 ***Recreation Ground***

The hire charges are now due for review. AD proposed that external football matches should now be charged at £40, an increase of £5, all other charges to remain the same, ie £35 per match for Terling Villa, providing they play at least ten matches and £20 for childrens' parties. Seconded: SA, unanimously approved.

The hire charges are to be promoted in future issues of the Parish News, FK to action.

16.62 ***Responsibility of Parish Council as Custodian Trustee of Terling Village Hall***

RD has received a certified copy of the deeds from HM Land Registry, and is to update original deeds and return to FK for safekeeping.

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

RD queried the response times for emergency services to the villages. SA to look into and report.

PB stated that she is still trying to contact Greenfields regarding Oakfield Lane.

SA stated that another litter pick had been arranged for Fuller Street.

16.64 ***Clerk's Report***

FK reported that a refund of £93.97 had been received from BDC for the change in bin size and collection dates for the Village Hall.

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

16.66

*Date of next meeting, including committees*

20<sup>th</sup> September, Parish Council Meeting – Terling Village Hall, 7.30 pm

25<sup>th</sup> October, Parish Council Meeting – Terling Village Hall, 7.30 pm

6<sup>th</sup> December, Parish Council Meeting, Square and Compasses, 7.30 pm

Close of Business – 9.10 pm.