

## TERLING AND FAIRSTEAD PARISH COUNCIL

### Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 23<sup>rd</sup> January 2018 at 7.30pm at Terling Village Hall, Terling

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Present: Mrs S McNamara (Chairman)  
Mr R Dixon  
Mrs S Alder  
Mrs P Bird  
Mr A Dyke  
Mrs A Fitzgerald (from Minute 19.40)  
Mrs L Sime (from Minute 19.45)

F Killby – Parish Clerk

2 members of the public

19.39 ***Apologies for Absence*** - Apologies for absence were received and accepted from D Bebb, A Blackshaw, and A Bonham.

19.40 ***Meeting Open to the Public*** –  
AF joined the meeting.

A request was received to refurbish the Village Sign. Clerk to research supplier of the sign.

The map showing the location of the defibrillator needs to be replaced. Clerk to obtain laser quality copies.

Superfast Broadband is planned to be installed throughout the area by December 2019, however there are no guarantees that speeds will be improved in some areas.

19.41 ***Minutes of Last Meeting***

PB 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 12<sup>th</sup> December were unanimously approved.

19.42 ***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.

19.43 ***District and County Councillors' Reports***

No councillors were present, however Cllr Abbott had emailed to say he will be carrying out an inspection of potholes etc in the area.

19.44 ***Chairman's Report***

LS joined the meeting. SM suggested that drinks etc should be offered at the Annual Parish Meeting in May to encourage members of the public to attend. Councillors formally recorded their congratulations to SM for her Award in the recent New Year's Honours.

19.45 ***Co-option of Mrs Louisa Sime (Terling Ward) and Casual Vacancy - Fairstead Ward***

SA proposed and AF seconded this co-option, unanimously approved.

LS signed the Declaration of Acceptance of Office and gave her written consent to receive Council Summons and Agendas electronically. The Clerk requested she return her Register of Interests form to the Monitoring Officer at BDC without delay.

SM also stated that Sarah Fruchard had resigned from the Council and the Clerk will contact BDC Electoral Services to advertise the vacancy for Fairstead Ward. SM asked that thanks be recorded, on behalf of the whole Council, for all her work, especially her extensive research on grants and her invaluable contribution to the successful CIF grant funding application.

19.46 ***Finance***

Copies of Receipts, Payments, Bank Reconciliation and Budgets for the current financial year were distributed prior to the meeting to all Councillors. PB proposed that the following cheques/direct debits be approved for payment. Seconded by SA, unanimously approved: -

8 <sup>th</sup> Dec	2353	A H Jiggins	Handyman's Services Nov	150.20
8 <sup>th</sup> Dec	2354	Lord Rayleigh's Farms	Garage Rental	20.00
8 <sup>th</sup> Dec	2355	G B Finch	Scalpings Dismals Repairs	144.00
8 <sup>th</sup> Dec	2356	Arrowmail Ltd	Website Hosting Subscription	56.16
8 <sup>th</sup> Dec	2357	F Killby	Expenses December	102.49
8 <sup>th</sup> Dec	2358	F Killby	Salary/Office Allowance	627.00
8 <sup>th</sup> Dec	2359	Essex Pension Fund	Clerk's Pension Contribution	203.55
8 <sup>th</sup> Dec	2360	Inland Revenue	PAYE/Tax	186.72
15 <sup>th</sup> Dec	DD	EDF	Electricity Rec Ground	5.00
18 <sup>th</sup> Dec	DD	British Telecom	Clerk's Phone Line	32.58
5 <sup>th</sup> Jan	2361	A H Jiggins	Handyman's Services Dec	124.92
5 <sup>th</sup> Jan	2362	Lord Rayleigh's Farms	Garage Rental	20.00
5 <sup>th</sup> Jan	2363	F Killby	Salary/Office Allowance	601.22
5 <sup>th</sup> Jan	2364	F Killby	Expenses	21.07
5 <sup>th</sup> Jan	2365	Essex Pension Fund	Clerk's Pension Contribution	193.11
5 <sup>th</sup> Jan	2366	Inland Revenue	Tax/PAYE	168.80
5 <sup>th</sup> Jan	2367	Acumen Wages	Payroll Services	48.00
5 <sup>th</sup> Jan	2368	Terling Village Hall	Room Hire	14.40
5 <sup>th</sup> Jan	2369	Ritz Inns	Chairman's Xmas Drinks	121.75

5 <sup>th</sup> Jan	2370 E.on	Street Lighting	60.21
15 <sup>th</sup> Jan	DD EDF Energy	Electricity Recreation Ground	5.00

After discussion it was agreed to increase the precept by 10% to £19,224 to recover shortfalls in the Parish Support Grant which will be phased out completely in the next financial year (2019-20) and the rate of inflation which is currently 4.1%. AF proposed and SA seconded this increase, and it was unanimously approved.

As SF was a cheque signatory for the Parish Council current bank account, she will be removed and RD will be added.

AD asked if the Clerk could show employee and employer pension contributions separately on the budget to clarify costs. Clerk to action.

#### 19.47 ***Environmental & Footpaths***

The P3 Agreement has been forwarded to the Council, with the same costings as last year (£1379.30), this will be formally approved at the next Parish Council meeting.

Mixed feedback has been received from parishioners regarding crossfield paths in Fuller Street and Ranks Green, Footpath Committee and Clerk to investigate and report back to Council.

PB stated that the bridge on the footpath close to the windmill will need to be repaired. Clerk to contact Highways.

PB wants to introduce a system for walking all the footpaths in the Parish. She stated that some vegetation near Rolls Farm needed cutting back. LRF will carry this out work when they are in the area.

PB said there is serious rat infestation along Mill Lane which is exacerbated by the blocked ditches. Clerk to contact Environmental Health.

There is a problem with dog mess in Hull Lane and the surrounding area. Clerk to put a notice in the Parish News and in the area concerned reminding dog owners of their responsibilities.

A footpath sign has gone missing from the Essex Way, Clerk to confirm location and inform Highways.

Clerk to inform Great Leighs Parish Clerk that there is a problem with a crossfields section of the Essex Way close to Fuller Street.

19.48 ***Estate Liaison*** – nothing to report.

#### 19.49 ***Health & Welfare***

Playground – The Council has received £12,500 in CIF grant funding to replace playground surfaces. The Health & Welfare Committee and Clerk will liaise with the contractor to carry out as much work as possible and apply for further grants for the shortfall.

There are a number of minor maintenance issues and SA, A Jiggins and Clerk to meet on site to discuss what needs to be done. SA also stated that there is a potential mole problem.

#### 19.50 ***IT & Publicity***

Wifi Village Hall – this is still in progress, testing has been carried out in the village and further tests to be made at the Village Hall. PB will pass on this information to the Village Hall Committee.

19.51 ***Planning and Highways***

**18/00093/FUL, Elmhurst, Waltham Road, Terling, Erection of Extension and Alterations**, received 18.1.18. This will be discussed at a separate planning meeting, deadline for comments - 15<sup>th</sup> February 2018.

Local Plan – submitted, a decision is due July 2018.

Housing Needs Survey - RD stated that he felt this should be undertaken and asked if other council members would like to form a Working Group to discuss this further. AD questioned the relevance of this survey as the village planning envelope is very limited but stated that he would not stand in the way of the survey and would be happy to join the Working Group along with SM.

Eroded Verge Opposite Brookside Cottages – Clerk to contact Cllr Abbott re possible start date for the work.

Highways Encroachment and Property Boundaries - Parish Review – AD will report on this at a future meeting.

Maintenance of Dismals – AD reported that some repairs had already been done and further work is due to be carried out.

Directional signs – No news on repair/replacement of these signs. The finger post in Ranks Green has now fallen over, clerk to report to Highways and copy in Cllr Abbott.

Terling Ford Gabion Wall – It is now felt that this is in a dangerous condition, Clerk to write to Cllr Abbott expressing the Council's concerns.

Oakfield Lane – Clerk is currently chasing Greenfields for dates for a meeting with residents, Cllr Abbott and councillors.

Hollow Ditch Railings – Clerk to check again to see if old railings etc have been removed.

As a result of a request at the last meeting, ECC Planning Enforcement officers visited G B Finch's site and stated that it was within the agreed boundaries. The higher than normal volume of G B Finch lorries passing through Ranks Green in December was due to work being carried out at Blixes Farm.

19.52 ***Recreation Ground***

T Lewis will be shortly be carrying out an annual Risk Assessment for the Recreation Ground. AD stated that there is a potential mole problem and he will ask his contact to deal with this.

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

SA – reported that the surface water running down the street had been tested by Anglian Water and found to be chlorine free and therefore not their responsibility. Clerk to ask T Lewis to take samples of the water to test on behalf of the Council.

SA also asked that the Clerk report a flooding problem outside the Old Post Office due to blocked drains and supplied photos. Clerk to report to Highways.

SA also stated that residents were unhappy about the delays due to sugar beet loading in Ranks Green. AD stated that LRF publicise loading on the Terling Village Hub, but have limited advance notice of when this will take place, as the actual loading is the responsibility of British Sugar. This organization has to adhere to a Code of Conduct whereby they are within their rights allowed to block a road for up to 15 minutes at any one time, for the purpose of loading with a 5 minute break when the road should be clear for other vehicles to pass. This is regulated and inspected by Essex Highways. SA asked if there was any other way of notifying the residents as not all are on the Village Hub. In addition, AD stated that signs should be visible on the well in advance of the loading area which are placed there by British Sugar.

AF reported that the drains were also blocked on the corner of Waltham Road, near Oakfield Lane. Clerk to report to Highways.

LS to investigate whether the Terling Village Hub can import a link from the Terling and Fairstead website.

LS to join the Footpaths Committee.

SM suggested that Michelle Woodhouse, the admin for Terling Village Hub should be invited to the Annual Parish Meeting.

#### 19.54 ***Clerk's Report***

A spring litter pick will be held on Saturday 14 April, Clerk to publicise on Terling Village Hub and in pub, store and tea rooms as numbers were very low for the last event.

Clerk has completed Data Protection Training for the new regulations which come into effect in May 2018. A Data Protection Officer has to be appointed and it is hoped that the Internal Auditor can take on this role, further clarification to come from Essex Association of Local Councils before any decision has to be made.

A VAT rebate to mid January for £318 has been submitted.

The Transparency Fund is finishing in February 2018, clerk has submitted a claim for a rebate of £455 for admin work, software and website.

Clerk has circulated the Recycling poster for green waste as widely as possible.

#### 19.55 ***Rural Community Council of Essex, 2017 Essex Village of the Year***

Signage – Clerk is waiting for proofs, price will be £48 plus VAT.

Purchase of flower planters – on hold while the updating of the car park is being clarified.

19.56 ***Grants 2017-18***

Essex County Council – CIF – grant funding for playground of £12,500 received.

Local Service Fund Grant – A letter has been sent to all local organisations.. The Council will look in the possibility of a community bus, RD, PB and LS to form a Working Group. PB suggested a car service to hospital but SM stated the village already has the Fred Thurgood Trust for this.

Councillors' Community Grants – Clerk has contacted local councillors to see if any further funds are available for current year.

19.57 ***Bus Service*** – AF left the meeting. SM will attend the Transport Meeting in March.

19.58 ***Permanent Litter Collection Points***

It was suggested that these could be located at the village pubs, the shop and the tearoom. Finance Committee to consider at their next meeting. Clerk to arrange.

19.59 ***Essex and Herts Air Ambulance Clothing Donation Bank***

It was decided not to proceed with this.

19.60 ***Mental Health First Aiders***

Essex Association of Local Councils are not currently interested in offering a course. RD to apply directly to Mind to find out costings for a training course and apply for a grant to fund this.

19.61 ***Garden/Green Waste Collection Service***

As publicised this will take place on Saturday 3<sup>rd</sup> February at Terling Village Hall between 9.30-10.30. The Square & Compasses kindly offered their car park but the vehicle is too large for their gateway and there is no appropriate location in Ranks Green.

Clerk was asked to get a quote for a general (non recyclable) collection.

19.62 ***Terling Village Hall Car Park***

The Clerk obtained information regarding reclaiming VAT for this project. Councillors discussed the possibility of sub-dividing the project to enable some VAT to be reclaimed. PB will report to Village Hall Committee.

19.63 ***Information exchange / next agenda items*** – Approval of P3 agreement

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

7.30 pm, 6<sup>th</sup> March, Parish Council Meeting, Terling Village Hall

7.30 pm, 10<sup>th</sup> April, Parish Council Meeting, Square & Compasses, Fuller Street

7.00 pm 15<sup>th</sup> May, Annual Parish Meeting, followed by Parish Council Meeting, Terling Village Hall

Meeting closed at 9.35 pm