

## TERLING AND FAIRSTEAD PARISH COUNCIL

### Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 26<sup>th</sup> June 2018 at 7.30pm at Terling Village Hall

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Present: Mrs S McNamara (Chairman)  
Mrs S Alder  
Mrs L Sime  
Mrs P Bird  
Mr A Dyke  
Mr R Dixon  
Mr M Tugwell (after co-option Minute 20.47)

Cllr D Bebb

F Killby – Parish Clerk/Responsible Financial Officer

2 members of the public

20.41 ***Apologies for Absence*** - Apologies for absence were received and accepted from Cllr Abbott and A Fitzgerald.

20.42 ***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.

20.43 ***Meeting Open to the Public*** – A member of the public presented his Planning App: 18/01059/FUL, Thatchetty Cottage, Waltham Road Terling. The Council was very interested to see the plans but suggested that more information should be requested from the architect.

20.44 ***Minutes of Last Meeting***

LS 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 15<sup>th</sup> May 2018 were unanimously approved.

20.45 ***District and County Councillors' Reports***

Cllr Bebb reported that there was already a shortfall due to high recycling costs and that this shortfall would be significantly higher in the next financial year.

The Local Plan is still not finalized.

The Planning Inspector is due to make a decision on the two sites at Hatfield Peverel on 30<sup>th</sup> June 2018.

BDC has approved a town centre development scheme for a medical and wellness centre, including a GP surgery, chiropodist, pharmacy, hotel and car parking.

BDC is forming a housing company to build 300 homes (mostly affordable) on its land.

20.46 **Chairman's Report**

SM reported that A Blackshaw had resigned from the Parish Council due to her family commitments. SM asked that thanks be recorded, on behalf of the Council, for all her work, especially her involvement in Planning and Footpaths, and on behalf of the residents of Ranks Green.

20.47 **Co-option of Mr Matthew Tugwell (Terling Ward) and Two Casual Vacancies for Fairstead Ward**

M Tugwell had previously expressed an interest in being co-opted onto the Council and was eligible under the rules. SA proposed that M Tugwell be co-opted, seconded by AD, unanimously approved. MT to join the Planning and Recreation Ground Committees. MT signed the Declaration of Office, and consent forms regarding GDPR and receiving Council Summons and Agendas electronically. MT is to complete the Register of Interests and return it to the Monitoring Officer within 28 days.

20.48 **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 RD - unanimously approved: -

15 <sup>th</sup> May	DD	EDF Energy	Electricity Rec Ground	5.00
18 <sup>th</sup> May	DD	British Telecom	Clerk's Phone Line May	36.72
5 <sup>th</sup> June	2407	Zurich Municipal	Tractor Insurance	225.64
5 <sup>th</sup> June	2408	Lord Rayleigh's Farms	Grass Cutting Rec Ground	48.72
5 <sup>th</sup> June	2409	James Todd	Payroll Services April	31.20
5 <sup>th</sup> June	2410	Braintree D Council	Refuse Collection Vehicle	267.20
5 <sup>th</sup> June	2411	James Todd	Payroll Services May	31.20
5 <sup>th</sup> June	2412	Lord Rayleigh's Farms	Garage Rental	20.00
5 <sup>th</sup> June	2413	F Killby	Salary/Office Allowance May	850.92
5 <sup>th</sup> June	2414	F Killby	Expenses May	144.10
5 <sup>th</sup> June	2415	A H Jiggins	Handyman's Services May	407.82
5 <sup>th</sup> June	2416	Essex Pension Fund	Clerk's Pension	305.75
5 <sup>th</sup> June	2417	Inland Revenue	PAYE/Tax March	345.15
5 <sup>th</sup> June	2418	Community Heartbeat	Defibrillator batteries	205.00
15 <sup>th</sup> June	DD	EDF Energy	Electricity Rec Ground	5.00
18 <sup>th</sup> June	DD	British Telecom	Clerk's Phone Line May	36.12
18 <sup>th</sup> June	2427	Wicksteed Leisure	Resurfacing Playground	18,480.00
18 June	2428	Lord Rayleigh's Farms	Grass Cutting Rec Ground	66.00

The Finance Committee presented its review of the internal audit report and the effectiveness of internal controls.

SA proposed that the Full Council should approve the Business and Financial Risk Assessment – June 2018, seconded by RD. The Council resolved to approve the Business and Financial Risk Assessment, unanimously approved.

SA proposed that the Full Council should approve the Standing Orders June 2018, seconded by RD. The Council resolved to approve the Standing Orders (subject to internal audit), unanimously approved pending auditor clarification.

Financial Regulations (no amendments).

Clerk to send councillors a copy of the Assets Register and to clarify, with internal auditor, the policy on depreciation. AD to carry out an inventory of the gardening/handyman equipment to see if any obsolete machinery can be sold for second hand value/scrap.

The Full Council considered and noted the Annual Internal Report of the Annual Governance and Accountability Return (to be signed by internal auditor after the Parish Council meeting)

SA proposed that the Full Council should approve the Annual Governance Statement (Section 1 of Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2018), seconded by RD. The Council resolved to approve the Annual Governance Statement, unanimously approved and signed by the Chairman and Responsible Financial Officer.

SA proposed that the Full Council should approve the Accounting Statements (Section 2 of the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2018), seconded by RD. The Council resolved to approve the Accounting Statements, unanimously approved and signed by the Chairman and Responsible Financial Officer.

Clerk to post the Annual Governance and Accountability Return and the Notice of Inspection during which time public rights may be exercised (2<sup>nd</sup> July to 10<sup>th</sup> August 2018) on noticeboard and website in advance of 2<sup>nd</sup> July 2018.

AD proposed and LS seconded approval for the renewal of the annual membership of the Information Commissioner's Office (in accordance with new Data Protection Regulations) - £35, unanimously approved.

AD proposed and PB seconded the appointment of Maurice Howard as internal auditor for the financial year to 31 March 2019, unanimously approved.

SA proposed and AD seconded approval for purchase of Call Divert and an answer machine for Clerk's office, at a cost of approximately £25.00 for the answer machine and £4.00 per month for call divert, unanimously approved.

It was agreed that the Chairman's Fund would be utilised to offer litter pickers free tea/coffee as a thank you.

20.49

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

PB stated that the gate into the Cricket Meadow (Dismals End) and the area around the dog bin at Flacks Green, needed to be strimmed. clerk to action.

AD reported that the Footpaths Map had still not been adopted due to delays caused by an objection.

The Council asked that thanks to A Jiggins for all his hard work be recorded.

20.50 *Estate Liaison* – nothing to report.

20.51 *Health & Welfare*

SA to talk to A Jiggins re some general maintenance issues at Playground. The equipment still needs repainting and Councillors suggested contacting local painting/decorating companies to see if they would volunteer to do this, Clerk to action.

20.52 *IT & Publicity*

Wifi Village Hall – C Cutler stated that BT charge £30 per month for a community wifi connection, rising to £45 after eighteen months, (including line rental). CC still to discuss using current line.

C Cutler stated that he had set up a new website (same web address), which is free and is easier to access and upload documents. He is in the process of uploading historical minutes and financial information.

20.53 *Planning and Highways*

**Planning App: 18/01059/FUL, Thatchetty Cottage Waltham Road Terling** - New two storey extension with glazed link to existing dwelling – deadline 17<sup>th</sup> July 2018 – no action, awaiting further details from applicant.

**Planning App: 18/00896/FUL &18/00897/LBC, Terling United Reformed Church Church Road Terling** - Proposed conversion of existing chapel to a 3 bedroom residential dwelling (including demolition) – deadline 9<sup>th</sup> July 2018 - It was agreed that Clerk would ask for an extension while a public meeting was arranged.

**Planning App: 18/00775/FUL, 1 Brookside Cottages Fuller Street** - Erection of single storey rear extension to existing dwelling. Erection of single storey extension to existing domestic outbuilding with associated alterations and landscaping works – deadline 28<sup>th</sup> June 2018 – Council are in favour of this application and a response will be submitted by the deadline.

BDC Planning Policy response in relation to Village Design Statement - C Cutler had written to BDC requesting clarification as to whether BDC referred planning applicants to the Village Design Statement. BDC's response was that Village Design Statements had largely been superseded by the legislation on Neighbourhood Planning.

Local Plan – see Minute 20.45

Housing Needs Survey – RD and Clerk held a meeting with RCCE who are drafting a survey tailored to the specific requirements of the Parish..

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

Directional signs – No news on repair/replacement of these signs. The Sparrows Farm signpost has now fallen down completely.

Terling Ford Gabion Wall – Clerk has written to P Patel on this matter. Cllr Abbott continues to campaign on this as well.

Oakfield Lane –RD proposed and MT seconded approval for the purchase of the plans for the location of utilities at a cost of approximately £70. Clerk to action. Clerk to chase Greenfields for quotes on repairs to the road.

Refurbishment of Village Sign – RD and C Cutler to action.

Fuller Street Surface Water – No further progress on the leak by the Square & Compasses, but another leak has appeared close to the Old Stores which will shortly be repaired by Anglian Water.

Traffic Calming, Hatfield Road – Clerk had obtained some costs for wooden fences and will now obtain three quotes from local companies for supply and installation.

CIL Survey Request from EALC – Council were in favour of this initiative as it allows funding to be passed down to Parish Councils. Clerk to complete in favour of this proposal.

#### 20.54 ***Recreation Ground***

AD reported that an electrical inspection had been carried out as requested under the Risk Assessment procedure and that work needed to be undertaken to ensure the safety of the electrics. Trevor Meredith has also requested that the showers be improved. Clerk to obtain quotes for the electrical work and Recreation Ground Committee to meet with TM to clarify the situation.

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

PB stated that the rat problem in Windmill Lane has improved but will be a long process. The Pest Control Officer will be carrying out monthly visits for the next year.

PB had received a complaint about the logs and parking at Oakfield Lane.

SA reported that the 30mph sign coming from Gt Leighs was down again, she has already reported this to Highways. Clerk to action.. She had also asked why five of the 30mph signs coming into Fuller Street were missing. Clerk has already reported these but will do so again.

LS asked if the Parish Council would consider supporting/donating funds to the school as they have no budget for extra facilities/equipment for the children. Clerk suggested LS apply for a Councillors' Community Grant, but the school could also apply to the Council for a specific project.

#### 20.56 ***Clerk's Report***

Clerk will apply for a VAT rebate for the playground resurfacing and other VAT invoices at the end of June.

Clerk had received a complaint about the overgrown verges between Terling and Fuller Street and contacted LRF to see if they could help. This has now been dealt with.

There was confusion recently over the use of the defibrillator, notices are now in the Monkey and the phone box itself.

The damaged sign at Great Loyes is now fixed and the 30mph sign on Fairstead Road has been turned around.

20.57 ***Grants 2018***

The Mental Health First Aider application was not successful.

20.58 ***Bus Service***

The first community bus service to Chelmsford went ahead in June with six passengers, a service for the first Friday in July is already booked and the clerk will book further dates in August and September.

20.59 ***Waste Collection Service***

The recent collection was very successful, however the Clerk had received a complaint from a Ranks Green resident stating that the vehicle failed to stop in Ranks Green. This has been passed on to BDC. The Council were happy to support further collections, dates to be decided later on in the year.

20.60 ***Terling Village Hall Car Park***

J MacWillson, C Cutler and D Anderson continue to submit grant applications for funding.

20.61 ***General Data Protection***

The General Data Protection Notice is on the website and the Clerk holds a record of Consent Forms for the relevant parishioners, volunteers and councillors.

20.62 ***Terling Chapel – To Consider Registering as a Community Asset - See Minute 20.53***

20.63 ***Four Parishes Gardening Club***

Councillors to research locations for planting.

20.64 ***Invitation to participate in the 2018/19 Winter Salt Bag Partnership Scheme – deadline 22<sup>nd</sup> July 2018***

It was agreed that the Parish Council would once again participate in this very useful scheme.

20.65 ***Information exchange / next agenda items – Protecting Grass Verge Adjacent to Noticeboard Opposite School.***

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

7.30 pm, 7 August, Parish Council Meeting, Square & Compasses, Fuller Street

7.30 pm, 18 September, Parish Council Meeting, Terling Village Hall

7.30 pm, 30<sup>th</sup> October, Parish Council Meeting, Terling Village Hall

Meeting closed at 10.10 pm.