

TERLING AND FAIRSTEAD PARISH COUNCIL

Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 15th May 2018 at 7.30pm at Terling Village Hall

Present: Mrs S McNamara (Chairman)
Mrs S Alder
Mrs L Sime
Mrs P Bird

Cllr J Abbott
Cllr D Bebb

F Killby – Parish Clerk

1 member of the public

20.13 ***Election of Chairman***

SA proposed and LS seconded the appointment of S McNamara, unanimously agreed, SM was duly appointed Chairman and signed the declaration of Acceptance of Office.

20.14 ***Election of Vice Chairman***

SA proposed and LS seconded the appointment of P Bird as vice chairman, unanimously agreed.

20.15 ***Apologies for Absence*** - Apologies for absence were received and accepted from R Dixon, A Blackshaw, I Smith and A Fitzgerald.

20.16 ***Declaration of Interests*** - none declared.

20.17 ***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 Personal Interests.

20.18 ***Sub-committees*** – as follows:

Finance: I Smith, R Dixon, S McNamara, S Alder

Environmental and Footpaths: A Fitzgerald, A Blackshaw, L Sime, P Bird

Estate Liaison Officer: P Bird

Health and Welfare: S Alder, S McNamara

Planning and Highways: R Dixon, P Bird, A Dyke

IT & Publicity: A Dyke, S McNamara

Recreation Ground: A Dyke, A Fitzgerald

Personnel: S McNamara, R Dixon, S Alder

Complaints: S McNamara, P Bird

Village Hall Representative: P Bird

School Representative: L Sime

Church Liaison: P Bird

20.19 ***Meeting Open to the Public*** – no comments

20.20 ***Minutes of Last Meeting***

SA proposed and IS seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 10th April 2018 were unanimously approved.

20.21 ***District and County Councillors' Reports*** –

Cllr Abbott reported that he had inspected Terling Ford and taken photographs and that the damage to the Gabion Wall is now extremely serious and Highways may want to fence it off. He will chase them again for action. He will also chase them for the repairs to the slipway which are still to be actioned.

He is in the process of visiting the Parish and has completed 30% of this, he reports all problems to Highways as he finds them.

Brookside Cottages – he has just been informed that the surface water alleviation problems could take at least three years as there is a long queue but he will continue to chase this.

He has received many complaints of drains not being cleared and he is trying to action these.

There has been further discussion on devolution down to Parish Council level for minor issues relating to Highways which the Council would welcome. Part funding for this work is available but this has yet to be clarified.

Cllr Bebb reported that James Coleridge was elected as the new District Councillor, and they have a new CEO, Andy Wright, at BDC.

BDC's budget will be reduced by 34% between now and 2020. The Government is now claiming 25% of business rates, not 0% as was originally stated prior to the last General Election.

Recycling costs have gone up as BDC now has to pay to take waste away.

Homelessness Act – BDC has a responsibility to address this but it works well in the area as Greenfields are very effective.

BDC has a four-year medium-term strategy to save £1million or create more income.

The Local Plan is almost finalized, however there has been a delay to Part 1 of the submission due to a last-minute Garden Village request at Patiswick which means another 6-week consultation period before the Plan can move to the next stage.

A12 Improvements – Highways will not announce any plans until Part 1 of the Local Plan has been concluded.

Still waiting for Inspector's decision on Stonepath Meadow and Gleneagles proposed developments.

Councillors' Community Grants are available for the financial year.

20.22 ***Chairman's Report*** – nothing to report

20.23 ***Casual Vacancies – Fairstead and Terling***

A member of the public expressed an interest in the vacancies. Clerk to forward information on eligibility for this role.

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: -

7 th April	2396	A Jiggins	Handyman's Services March	164.03
7 th April	2397	Lord Rayleigh's Farms	Garage Rental	20.00
7 th April	2398	EON	Street Lighting	58.89
7 th April	2399	EALC	Subscription	281.55
7 th April	2400	F Killby	Salary/Office Allowance Mar	708.34
7 th April	2401	F Killby	Expenses March	53.69
7 th April	2402	Inland Revenue	PAYE/Tax March	244.76
7 th April	2403	Essex Pension Fund	Clerk's Pension March	245.74
15 th April	DD	British Telecom	Clerk Phone Line April	36.12
18 th April	DD	EDF Energy	Electricity Rec Ground	5.00
20 th April	2404	Braintree D Council	Trade Waste Agreement	1146.50
4 th May	2420	Lord Rayleigh's Farms	Garage Rental	10.80
4 th May	2421	A Jiggins	Handyman's Services April	212.11
4 th May	2422	F Killby	Salary/Office Allowance April	753.03
4 th May	2423	Inland Revenue	PAYE/Tax April	275.50
4 th May	2424	Essex Pension Fund	Clerk's Pension April	264.43
4 th May	2425	Anglian Water	Water – Recreation Ground	14.20
4 th May	2426	F Killby	Expenses April	87.53

PB proposed and SA seconded the renewal of the Trade Waste Agreement for Terling Village Hall (1 x 770L, 1 x 360L and 1 x 1100L recycling bins, weekly collection) - £1,146.50, unanimously approved.

PB proposed and SA seconded the renewal of the tractor insurance with Zurich at a cost of £225.50, unanimously approved.

Internal Audit – Clerk informed the Parish Council that the internal audit was being carried out. After consultation with the auditor, the Clerk explained that the Annual Governance and Accountability Return allowed for authorities whose gross total income and expenditure is below £25,000, and who have no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor in the prior year, and have been in existence since before 1st April 2014 and are therefore not subject to a limited assurance review, to sign an Exemption

Certificate. SA proposed and LS seconded that the Council sign the Exemption Certificate to be forwarded to the external auditor along with the Return, unanimously approved.

20.25 ***Environmental & Footpaths***

PB had received a request for a dog waste bin in the vicinity of Windmill Lane and will speak to AD regarding placing it on Lord Rayleigh's land.

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

20.27 ***Health & Welfare***

SA reported that the work was progressing well, the balance beam had been removed and now needed to be replaced. Clerk to liaise with A Jiggins to replace this. Clerk to contact Wicksteed for finishing date.

20.28 ***IT & Publicity***

Wifi Village Hall – nothing to report.

20.29 ***Planning and Highways***

Planning App: 18/00572/OUT Blixes Farm Ranks Green Road Fairstead Essex CM3

2BJ Demolition of cold stores, freezers storage containers and meat preparation area. Erection of extension to Farm Shop comprising replacement cold stores, freezer, meat preparation room, dry storage and loading/unloading area – Clerk reported that the Planning Committee had prepared a response which has been submitted to Planning at BDC.

Local Plan – see Minute 20.21.

Housing Needs Survey – RD and clerk to meet with RCCE in June.

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.

Terling Ford Gabion Wall – see Minute 20.21

Oakfield Lane –Clerk has chased Greenfields for quotes. All buses are now turning elsewhere. Tree trunks have been placed at the boundary of Oakfield Lane to prevent other traffic crossing and parking in this area. Clerk has costings, approximately £70, for purchasing the plans for the location of the utilities in this area but Council agreed this should be discussed at a future meeting.

Hollow Ditch Railings – This work has been carried out.

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

Fuller Street Surface Water – No further progress.

Traffic Calming, Hatfield Road – Clerk to get costings from local companies for gates, painted white. Still waiting for a response from Highways re the location of the gates.

20.30 ***Recreation Ground***

Clerk has purchased a new fire extinguisher which is on site, the electricians are still to be checked. Clerk to contact AD.

Clerk also reported that a resident in Fairstead Road had requested the use of the car park for a family occasion in June which was supported by the Council.

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

SA had received a request for daffodil bulbs to be planted in Fuller Street.

SA asked if the recycling bins at the Village Hall were monitored as she had received a complaint that they were overflowing. Clerk explained that D Anderson contacts her if there is a problem and had done so on this occasion. This problem was due in part to a delay in collection by BDC as it was a bank holiday week delaying the collection from Wednesday to Friday. She also reported that the Litter Bin close to the Village Hall was also full, Clerk will investigate.

SA has also received a complaint that a road sign on Fairstead Road, close to the junction, has been knocked and needs to be re-sited and that the sharp bend sign near Gt Loyes has been damaged and needs new fixings. Clerk to action.

SA also had a query on what was acceptable to be placed in the non-recyclable collection vehicle. Clerk explained that the only exceptions were fridges and freezers, everything else is permitted.

SA has received notification from J Payne that the Terling and Fairstead Parish Council website licence has been renewed for two years and an invoice will follow.

SA had also received a complaint about the council tax increase which stated that the Council's percentage increase was the third most expensive in Essex.

PB stated that the rat problem in Windmill Lane is still a serious issue. Clerk to contact Greenfields/BDC with Council's concerns and request further action.

20.32 ***Clerk's Report***

After the very successful litter pick in April where over 25 people attended and all the routes were covered. A resident suggested that all those attending should be given a voucher for tea or coffee as a thank you for their work, SM suggested utilizing the Chairman's Fund for this and Council were happy to support this idea.

RD had enquired if the Handymen should supply a competency certificate to drive the tractor mover. Councillors felt this was not necessary and that sufficient measures were in place, ie the risk assessments, to cover this.

The first half of the precept has been received from BDC.

A resident from Ranks Green had expressed thanks for cutting some of the footpaths in their area.

Clerk has circulated a letter from P Patel to all councillors which gives a detailed report of her activities in the area. She offers her assistance to any resident or business who needs help. Contact details available from the Parish Clerk.

20.33 ***Grants 2018***

Local Service Fund – The Mental Health First Aider application for funding has been submitted.

20.34 ***Bus Service***

PB proposed and SA seconded approval for annual membership of the BDC Community Transport scheme at a cost of £25, unanimously approved. The 12-seater minibus has been booked for Friday 1st June and Friday 6th July departing at 10.00 am for Chelmsford and departing at 2.00 pm for Terling/Fuller Street. Clerk to liaise with D Parris re route and passengers. It is hoped that this will become a regular monthly service.

LS also suggested the possibility of using the school bus that goes to Chelmsford. She will look into this.

20.35 ***General (Non-Recyclable) Waste Collection Service – 19th May 2018***

Information on this has been widely circulated throughout the Parish.

20.36 ***Terling Village Hall Car Park***

J MacWillson, C Cutler and D Anderson are submitting grant applications for funding.

20.37 ***General Data Protection***

Clerk explained that two Privacy Notices for Parish Councils have to be circulated, one for councillors, employees, contractors, volunteers and other role holders, including those on the Villages Organisations list and the Emergency Plan, and one for the general public which will be published on the Council's website. Councillors, employees, etc also need to sign a Consent Form and the Clerk will hold a record of this information.

20.38 ***Terling Chapel – To Consider Registering as a Community Asset***

All councillors present expressed a wish to proceed with registration. This will be formally approved at the next Parish Council meeting.

20.39 ***Information exchange / next agenda items*** – Terling Chapel, Chairman's Fund Tea/Coffee Voucher, Utilities Oakfield Lane.

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

7.30 pm, 26 June, Parish Council Meeting, Terling Village Hall

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

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

Meeting closed at 9.05 pm.