

TERLING AND FAIRSTEAD PARISH COUNCIL

Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 30th October 2018 at 7.30pm at Terling Village Hall, Terling

Present: Mrs S McNamara (Chairman)
Mrs S Alder
M A Dyke
Mr R Dixon
Mrs A Fitzgerald
Mr M Tugwell
Mr I Smith

F Killby – Parish Clerk/Responsible Financial Officer

1 member of the public

21.13 **Apologies for Absence** - Apologies for absence were received and accepted from P Bird and L Sime.

21.14 **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.

21.15 **Meeting Open to the Public** – no comments.

21.16 **Minutes of Last Meeting**

AF 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 18th September 2018 were unanimously approved.

21.17 **District and County Councillors' Reports** – no reports received.

21.18 **Chairman's Report** – nothing to report.

21.19 **Two Casual Vacancies for Fairstead Ward**

21.20 **Finance**

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

7 th Sept	2459	Zurich	Insurance	771.92
18 th Sept	2461	Braintree Council	Community Bus Hire	64.00
18 th Sept	2462	Terling Village Hall	Room Hire	14.80
18 th Sept	DD	EDF Energy	Electricity Rec Ground	8.00
18 th Sept	DD	British Telecom	Clerk's Phone Line Aug	35.52
5 th Oct	2463	Lord Rayleigh's Farms	Rent/Photocopying	21.50
5 th Oct	2464	F Killby	Salary/Office Allowance Sept	823.23

5th Oct	2465	F Killby	Expenses September	36.14
5th Oct	2466	Inland Revenue	PAYE/Tax September	205.30
5th Oct	2467	Essex Pension Fund	Clerk's Pension September	264.43
5th Oct	2468	A H Jiggins	Handyman's Services Sep	285.58
5th Oct	2469	Comm Heartbeat Trust	Defibrillator Pads	45.60
5th Oct	2470	E.on	Street Lighting	68.42
18th Oct	DD	EDF Energy	Electricity Rec Ground	8.00
18th Oct	DD	British Telecom	Clerk's Phone Line	37.68
23rd Oct	2471	Lord Rayleigh's Farms	Grass Cutting Rec Ground	47.70
23rd Oct	2472	Terling Village Hall	Room Hire	14.80
23rd Oct	2473	James Todd	Payroll Services Sept	31.20
23rd Oct	2474	Gardening Club	Donation for Bulb Planting	50.00
23rd Oct	2475	Braintree Council	Community Bus Hire	64.00

Standing Orders – Internal Auditor has now assessed the Standing Orders with minor changes to wording which will be reviewed at next Finance Committee meeting, for adoption at next Parish Council meeting.

Finance Committee will review the Council's insurance policies and assets register and will present findings at next Parish Council meeting.

21.21 ***Environmental & Footpaths***

SA proposed and AD seconded approval for purchase of new dog waste bin on, or adjacent to Windmill Lane at a cost of £167.31 excluding VAT, unanimously agreed. Exact site to be determined in consultation with residents.

SM also asked if a litter bin could be installed outside Terling Stores, clerk to action.

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

21.23 ***Health and Welfare***

Playground - SA reported that a number of bindings and some of the rails need to be replaced. Clerk to action with A Jiggins.

MT has obtained a quote for paint and this will be purchased shortly. Clerk to contact parents who volunteered for painting duties on Terling Hub.

Emergency Plan - SA reported that she had reviewed this with AF, Clerk to check contact numbers, a Telephone Tree Test will be carried out early December. Clerk to research other Parish Council emergency plans to ensure Emergency Plan is up to date, once approved it will be published in Parish News and on Terling Hub.

21.24 ***IT & Publicity*** -.C Cutler reported that he had cancelled the internet hosting package in favour of BT hosting – a saving of £75 per year.

21.25

Planning and Highways

Planning App – 18/01476/FUL – Traveller Site, Drakes Lane, Little Waltham, Chelmsford and public meeting Thursday 20th September – a response objecting to this planning application has been submitted.

Planning Updates – United Reformed Church (Community Asset Registration) – this application was not successful. **Thatchetty Cottage** – the architect has submitted a statement which was discussed and duly noted.

Arla site – another application to vary the access has been submitted.

Planning Enforcements – RD to forward a file note to AD for his input.

Local Plan – nothing to report.

Housing Needs Survey – AD proposed and SA seconded that this now be actioned with some minor amendments to numbering, unanimously approved, clerk to action.

Directional signs – nothing to report.

Terling Ford Gabion Wall – has been fenced off, no update on starting date for works.

Oakfield Lane – nothing to report, clerk to chase Greenfields.

Refurbishment of Village Sign – this has now been re-gilded and will be delivered to village sometime this week.

Fuller Street Surface Water – this is now much worse, SA and Clerk have reported this to Highways, AD also stated that there was a water leak at Monkey Lane, Terling, Clerk to report.

Traffic Calming – Hatfield Road – some locations for gates were refused by Highways due to the narrow verges, clerk to contact Highways to see if removing part of the hedges to extend the verges would be acceptable. Highways will shortly be carrying out a speed survey on Hatfield Road.

Protecting Grass Verge Adjacent to Noticeboard Opposite School – no news from Lord Rayleigh, clerk to chase.

Road Repairs Programme – It is hoped that the potholes between Dairy Bridge and Norrells Corner, Norrells Corner and Flacks Green and the pothole close to Brookside Cottages, Fuller Street will be repaired as part of a district-wide urgent road repairs programme.

War Memorial – Historic England now has the correct information on this for their listing. Clerk is applying for a grant for cleaning the war memorial.

RD reported that revised plans had been submitted for 1 Brookside Cottages, Fuller Street.

21.26

Recreation Ground – the rewiring of the changing cabin will start on 1 November.

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

SA – the Fuller Street litter pick was well attended with nine volunteers, thanks again to Vic and Sue at the Square and Compasses for refreshments.

SA – most of the drains in and around the village are blocked, clerk to report to Highways.

RD – asked if there could also be a speed check on Fairstead Road, clerk to discuss with Highways.

21.28 ***Clerk's Report***

The footpath behind the Windmill is now cut, notices have gone on the Terling Hub and in Parish News about dog poo in Hull Lane and on the Essex Way. All footpaths are now cut so the P3 invoice will be sent to Essex County Council.

LRF has offered to cut the willow trees at Flacks Green, councillors to check if this has been done.

Speeding notices have been put in the Parish News and on Terling Hub.

Terling Litter Pick – 29 people volunteered on 20 October, almost all the routes were covered. The Parish Council's offer of a free drink at the Tea Rooms was very well received.

The complaint of broken glass coming from the refuse lorry was followed up. This hasn't happened since, clerk to monitor.

Salt Bag Scheme - this has now been delivered and will be advertised in Parish News and on Terling Hub.

New replacement pads have been delivered for the defibrillator, clerk is currently getting quotes for a better quality location map/poster that won't fade in the sun.

21.29 ***Bus Service***

This will be reviewed at the December meeting.

21.30 ***Terling Village Hall Car Park***

The last application was declined, the committee are still waiting on one grant application.

21.31 ***Grant Applications***

Clerk has submitted applications for Councillors' Community Grants for funding towards the cost of the electrics at the recreation ground, Mental Health first aiders and paint for the playground equipment. There is also an outstanding grant for the Ranks Green noticeboard and a residual amount for scalplings for the Dismals. Clerk to action.

21.32 ***Terling Group Mothers Union***

It was agreed to donate £26.25 for the purchase of books.

21.33 ***Information exchange / next agenda items*** – nothing to report.

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

7.30 pm, 11th December, Parish Council Meeting, Square & Compasses

7.30 pm, 22nd January, Parish Council Meeting, Terling Village Hall

7.30 pm, 5th March, Parish Council Meeting, Terling Village Hall

Meeting closed at 09.25 pm