

## TERLING AND FAIRSTEAD PARISH COUNCIL

### Minutes of the Meeting held on 21<sup>st</sup> April 2009, at 7.00pm, in the Committee Room, at The Square and Compasses, Fuller Street

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**Present:** Mrs S McNamara (Chairman)  
Mr I Smith  
Mrs A Anderson  
Mr R Dixon  
Mrs P Bird  
Mr T Lewis  
Mr C Cutler  
Mrs S Alder  
Mrs J Cockburn  
Mrs J Halfhide (Clerk)  
Mrs M Gallione (District Councillor)  
Mr C Marshall (Handyman)  
PCSO Nikki Doubleday  
7 members of the public

ACTION

09.121 **Meeting Open to the Public**

David Boyle explained that he had been asked by Essex County Council (Parish Paths Partnership) to remove stiles on his land in Mann Wood in order to facilitate access for the Parish's grass cutting tractor. He asked the Parish Council whether it would be possible for him to continue with alternative arrangements for the footpath maintenance but without removing the stiles. It was agreed that the Parish Council would accept this and David Boyle agreed he would suggest this to ECC.

PSCO Nikki Doubleday reported on a recent burglary in Ranks Green urging the community to take care locking doors and windows. There will be a Neighbourhood Action Panel meeting at 7pm on 5<sup>th</sup> May at Hatfield Peverel Village Hall. Monthly Beat Surgeries would continue. Fly tipping had been reported to the Community Warden. Hare coursing was suspected and the public were asked to report any suspicious vehicles. The continuing problem at the Ford was discussed and it was suggested that if vehicle registration numbers could be recorded the Police would take action.

The issue of Greenfield Tenants illegally keeping a static caravan would be reported and RD agreed to draft a letter to Planning Enforcement.

RD

09.122 **Apologies for Absence**

Cllr. Michael Lager, Mr Darren White, Mr Tony Lynch (Community Warden), PC Jason Corrigan

09.123 **Minutes of the Meeting held on 24<sup>th</sup> February 2009**

These were unanimously approved. It was proposed by AA and seconded by JC that the Chairman should sign a copy of the minutes as a true and accurate record.

09.124 **Matters arising from the Minutes**

JC reported that she had not received a reply to her letter about concerns about the accuracy of data used at a recent NHS Mid-Essex Primary Health Care Trust health service review. There were no further matters arising from the minutes.

09.125 **Declaration of Interests**

None.

09.126 **District Councillors' Report**

Mrs Gallione was congratulated on her appointment as Chairman of Braintree District Council. Mrs Gallione outlined some of the new appointments. The Local Strategic Partnership is looking to appoint "Village Agents" to act as a focal point for the elderly and Mrs Gallione would keep the Parish Council informed about this.

09.127 **Chairman's Report**

The Chairman would be writing a letter of congratulations to Tom Crozier who had been selected for the U16 England Rugby squad. SM

09.128 **Sub Committee Reports:**

**Finance:**

Copies of Receipts and Payments for the current financial year and the financial year ending 31<sup>st</sup> March 2009 as per the cash book had been e-mailed to all Councillors. All invoices had been checked against cheques by the signatories. The expenditure was approved. Proposed by AA and seconded by SA. The Chairman signed as approved. IS distributed his Receipts and Payments, Budget and Forecast sheet and graph, which he explained.

The National Salary Awards for Clerks as applicable from 1st April 2008 has been decided. Although Mrs Stewart had been paid an interim amount it was agreed that it would not be appropriate to pay the extra 0.3% now that the final amount has been agreed as she was no longer an employee. IS proposed to increase Mrs Halfhide's salary in line with the award with immediate effect and backdated to 5th January 09, her commencement date.

Seconded by RD.

The Finance committee would meet to consider an increase in the handyman's hourly rate. IS had researched Portakabins for the Football Club. As a starting point a quote had been obtained for three Portakabins providing separate changing rooms for officials, men and women. The quote was £38,000. Grant funding may be available. It was agreed that the Clerk would write to the Football Club to determine their plans. JH  
IS

The accounts for the year ending 31<sup>st</sup> March 2009 will be presented at the next meeting, the AGM.

The Clerk reported that the excess on the Allianz policy, with regards to loss of the phone kiosks, is £125.

The insurance with Allianz is due for renewal on 1st June – premium £921.36. An increase on last year due primarily to the increase in Fidelity Guarantee. This expenditure was agreed, proposed by IS and seconded by SA.

The tractor & trailer insurance is due for renewal on 30th April – premium £227.96 with Allianz. This expenditure was agreed, proposed by IS and seconded by SA.

The Clerk reported that the log book for the tractor is missing. If further searches are unsuccessful it was agreed that the Clerk should obtain a copy from the DVLA at a cost of £25, proposed by JC and seconded by SA. JH

The EALC subscription is now due - £226.81, this expenditure was proposed by AA and seconded by JC.

The Street Cleansing Agreement with BDC expired on 31st March. A new agreement has been signed for 2009 / 2010 and the Parish Council will be receiving £644.56. The Clerk had sent a letter detailing the activities the Parish Council undertakes in support of the Partnership.

The Clerk reported there has been a problem with two cheques which were drawn on a cheque book which had been stopped by the bank because they had incorrectly sent it to Mrs Stewart's address after the mandate change. Barclays had failed to let the Clerk know.

Cheques concerned: Clerk's expenses £118.25 no: 1159, Barlow Tyrie Ltd £156.15. New cheques were issued. Barclays were very apologetic.

Approval was given for the new dog bin at Flack's Green: £79 + £9.05 for fixing straps + £14.90 carriage, a total of £102 + VAT. Proposed by PB and seconded by AA.

Mrs Stewart's outstanding pay, holiday pay and expenses have all now been paid.

The outstanding Employer's NI Contributions amounted to £496.01 which is now due to the Revenue.

### **Environmental:**

TL reported on the shoe bank proposal for outside the Village Hall, in aid of the Variety Club, and installed by The European Recycling Co Ltd. SM agreed to bring the matter up at the next meeting of the Village Hall Committee. SM

At the last meeting DW distributed a spreadsheet detailing the schedule of work for the cutting of the Parish paths which would have generated a revenue of £8,643.60. This was based on three cuts a year. Due to budget constraints the P3 Partnership cannot agree to three cuts but have agreed to two cuts which will generate a revenue of £5,762.40 for the year ending March 2010.

The Clerk reported on the gate on Footpath 21 behind the cricket field following concerns raised at the last meeting. If an accident were to occur on the slope running down to the road from the gate ECC Highways would be responsible, which is the reason the gate was erected in the first place. It would be unwise from a health and safety angle to remove the gate. Another alternative would be to have the footpath moved or removed but this would be costly.

RD mentioned the poor state of repair of the path in the Dismals. PB had already spoken to Alex Dyke and he had agreed to fill the potholes. PB would bring the matter up again. PB

### **Estate Liaison:**

TL reported that Humphries had agreed in principle to the replacement of the pipe in order to reduce flooding. The cost of this is so far unknown and TL agreed to investigate further. TL

Regarding the School Green parking problem, Alex Dyke had confirmed that logs set into the ground vertically would be a good solution. PB agreed to revert to see if Lord Rayleigh's Farms had any surplus logs which would be suitable for the purpose. PB

The Clerk reported that a cheque for £200 had been received from Lord Rayleigh's Charitable Trust as a donation to be used for the maintenance and improvement of the equipment in the playground. The Clerk had written a letter of thanks.

### **Health and Welfare:**

AA presented a draft questionnaire which would be distributed to determine the feasibility of the Adult Trim Trail. RD suggested that as an incentive all returns should be entered into a draw for a £20 voucher to be spent at Terling Stores.

A representative of Anglian Water had been in touch with regards to the possibility of using some of their land for the Trim Trail. RD would be meeting them on site to progress the matter. RD

### **IT and Publicity**

Nothing to report.

### **Planning and Highways:**

09/00079/FUL Merryweather, Hull Lane, Terling. Erection of rear conservatory. Granted.

08/00867/FUL Mill House, Mill Lane, Terling. Appeal rejected by the Planning Inspectorate. Permission refused.

PB reported on the rat problem where the road floods in Mill Lane where the ditch has disappeared. It was agreed as this is Council land Environmental Health should be

contacted. The Clerk would contact them. JH

Likewise, the permanent water on the road in Fuller Street near Hillside Motors is causing concern and the Clerk agreed to investigate. JH

The Clerk had sent a letter to Chelmsford Borough council opposing the planning application of four new lights at Great Leighs Racecourse which was believed to have been a retrospective application.

The Clerk reported on several ECC Highways matters pending after the last meeting:

- Potholes: Norrells Corner. This whole section of road is down for repair but will involve closing the road and diversions being put in place – in the process of arranging.
- Potholes generally will be looked at and repaired as necessary.
- Gritting/salting of roads: The bus routes cannot be gritted as they will only be gritted if the service carries 4 or more buses per day, at least 5 days a week (not including school buses).
- Parking problems at Bramley Cottages where residents' cars are eroding the bank and the sheer number of vehicles means emergency access there could be difficult. ECC Highways refused to consider using part of the green in front of Bramley Cottages as a parking area on safety grounds.

A response from the Environment Agency had been received concerning the condition of the gabion walls at the Ford. As the walls are owned by ECC Highways the matter has been passed to them, Julie Martyn, Mid-Area Highways Manager. It was agreed that Cllr. Michael Lager should be asked to assist the Parish Council. The Clerk would write. JH

Notification had been received from ECC that Peg Millar's Lane will be closed from 22nd to 26th June 07:30 to 5pm each day so the culvert can be renewed.

Planning Enforcement had responded concerning 3 Oakfield Lane, Terling. They have written to the owners requesting information relating to the alterations being carried out to determine whether planning permission is required. The fence at Rileys falls under Permitted Development and therefore no planning permission is required.

The sign at the "Nutshell" redevelopment in Fairstead Road contravenes planning regulations and the Clerk agreed to write to Planning Enforcement. JH

#### 09.129 **Councillors' Reports**

RD suggested that a letter of welcome be sent to the new tenants of the Village Stores and Post Office. The Clerk would write. JH

It was noted that Rileys was on the market.

TL reported that the Ranks Green litter pick had been well supported and was pleased to report that there was considerably less rubbish than in the past. Tyres had been fly tipped in Ranks Green. The Clerk would report this. TL asked whether the replacement of the Perspex on the notice board at Ranks Green was still on the handyman's job list. CM confirmed that he intended to do it. CM

TL enquired as to the status of the new salt bin for Ranks Green. The Clerk reported this was in hand and that a meeting is being arranged to determine the best site. JH

The BT sign on the electricity post in Fuller Street needs removing now that there is no longer a phone in the kiosk. The Clerk would attend to this. JH

PB reported that the new kitchen in the Village Hall was a great improvement.

#### 09.130 **Clerk's Report**

Hours worked since last meeting : 79¾ hours (47 hours for the month of March)

The minute book for Fairstead Parish Council dating back to 1949 until it merged with Terling in 1972 has been found amongst some old church records. The Clerk agreed to lodge it with the Essex Records Office.

The Clerk had written to BDC about the inefficiency of the refuse collections but had not

yet received a reply.

The Clerk has booked herself on the New Clerk's Course on 6<sup>th</sup> May, as approved at the last meeting.

**09.131 Village Design Statement**

Paul Harrison gave a presentation detailing the Village Design Statement project to date and summarising the VDS questionnaire response, highlighting the areas of particular importance. Several points raised were not directly design related and therefore cannot be taken further, such as issues relating to Riley Arms, The Village Stores and the Village Hall and the provision of other public facilities. It was hoped that the Parish Council would note these issues and be able to deal with them at the appropriate time. Heather Cutler and Carolyn Godfrey were thanked for their considerable efforts in collating and analysing the data.

Mr Harrison explained that the next step was to invite participation from the community and organise a second VDS Work Shop in June/July 2009.

The Chairman thanked Mr Harrison and his team for all their hard work and assured him that the Parish Council would consider the matters raised.

**09.132 Councillor Vacancy**

The Chairman reported that an interest had been expressed by a member of the community and she was following this up.

**09.133 Bus Shelter**

Essex County Council would not agree to erect the new bus shelter at the proposed site without the landowner's permission. As the landowner could not be traced various options had been suggested, including trying to find an alternative site and obtaining a compulsory purchase order, which was considered too expensive. RD suggested that we purchase the shelter and the Parish Council carry out the necessary ground works instead of involving ECC. The Clerk agreed to circulate, as a matter of urgency, the details of the ground works as recommended by the supplier to the Councillors for a decision to be made.

JH

The Clerk pointed out that a grant of £1,500 had already been applied for to cover the cost of the ground works by ECC and ECC had verbally confirmed that it would be awarded.

**09.134 Telephone Kiosks**

The Clerk confirmed that ownership of the Fuller Street kiosk had been transferred to the Parish Council and that it had been added to Assets Register for £1,000 and insured for £1,000. Victor Roome had been told that he could go ahead with the plans to use it as an Essex Way information point.

The Ranks Green kiosk needs repainting. The handyman has the paint specifications and TL agreed to look into this.

TL

**09.135 Risk Assessments**

The risk assessments for the Handyman and Footpath cutting need annual review (review date 15th May) (not the Playground as stated in the Agenda). TL would deal with this.

TL

The Clerk's Home Working Risk Assessment had been completed. Under the driving section the Clerk's car needed to be insured for "business use". The Clerk's insurance company would charge £15 from now until the renewal in September and then approximately £15 per year thereafter. Authorisation was given by the Parish Council for the Clerk to be reimbursed for this expenditure.

**09.136 Cluster Meeting**

The planned Cluster Meeting on 16<sup>th</sup> June was discussed. Councillors would give this consideration and email the Clerk with ideas for the Agenda. It was suggested that Tessa Lambert from Planning and Wendy Schmitt should be asked to come to speak (the latter

about the Village Agents initiative). The Clerk would try to arrange this.

JH

09.137 **Correspondence**

*Correspondence Sent:*

- Letter to residents about wheelie bins being left out on wrong day.
- Letter to BDC, general inefficiencies in waste collections.
- Letter of thanks Frank Morrisey (computer course tutor), with gift voucher

*Correspondence Received:*

- EALC Courses: - details circulated by email to all councillors 10th March
- Consultation exercise from ECC Planning & Transportation dated 12th March – Parking standards, Design and good practice – forwarded to RD
- Email from the Environmental Noise Team at Defra ‘current thinking’ on the draft noise action plans for agglomerations, major roads and major railways prior to formal public consultation in the summer – forwarded by email to all PCs.

The Circulation Folder was passed to RD.

09.138 **Any Other Business / Items for Next Agenda (AGM)**

The handyman reported that the dog bin on Church Green needed emptying. The Clerk would arrange this.

JH

The Clerk agreed to write to Brooks Newmark MP giving him details of the forthcoming meetings and inviting him to attend one of them.

JH

**The meeting closed at: 9:40pm.**

**Dates of next meetings, including sub-committees**

19<sup>th</sup> May, Annual Parish Meeting followed by AGM, Terling Village Hall, 7pm

30<sup>th</sup> June, Terling Village Hall, 7pm

11<sup>th</sup> August, The Committee Room, The Square & Compasses, Fuller Street, 7pm.