

## TERLING AND FAIRSTEAD PARISH COUNCIL

**Minutes of the Meeting held on 30<sup>th</sup> September 2008, at 7.00pm, in the Committee Room, at Terling Village Hall.**

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**Present:**

Mrs. S. McNamara (Chairman)  
Mr. R. Dixon  
Mr. I. Smith  
Mrs. P. Bird  
Mr. T. Lewis  
Mr. D. White  
Mrs. S. Alder  
Mrs. A. Anderson  
Mrs. J. Cockburn  
Mrs. S. Stewart (Clerk)  
Mr. C. Marshall (Handyman)

**08.41. Apologies for Absence:**

Mrs. C. Godfrey  
Mr. C. Cutler  
Mr. A. Lynch (Community Warden)

The Chairman welcomed back JC and the Handyman.

**08.42. Meeting open to the Public:**

The Handyman expressed concern at the bank erosion at Terling Ford. The Environment Agency had been contacted, but had not replied after inspection. The Clerk will chase this up. The Handyman was asked to look at the triangle of grass at the top of River Hill, with a view to making a feature of it. The work on the Owls Hill bank had been started.

SS  
CM

**08.43. Minutes of the Meeting held on August 12th 2008:**

It was unanimously approved that these were a true record of the meeting with one correction: Page 4, Paragraph 36, "Lichfield House" should read "Fuller Street"

**08.44. Matters Arising:**

These will arise during the course of the meeting.

**08.45. Declaration of Interests:**

JC expressed an interest, if the plans for Fairstead House are discussed.

**08.46. District Councillors' Reports:**

None.

**08.47. Chairman’s Report:**

The Chairman will give a Terling School report at the next meeting.

SM

**08.48. Sub-committee Reports:**

**48.1 Finance:**

Copies of expenditure and income for this financial year as per the cash book were distributed to all Councillors. All invoices had been checked against cheques by the signatories. The expenditure was approved by IS and seconded by TL. Also distributed: IS’s forecast and budget, which he explained. The Finance sub-committee had met, minutes attached. IS is working on the Clerk’s Contract and the Financial Regulations. The former will be circulated to all Councillors for approval. It was agreed that the Handyman would be paid at the rate of £10.00 per hour for footpath work, backdated to the beginning of this work. The Handyman had almost spent the £200.00 cash float, which he had been given. It was agreed that he should be given another £200.00. It was agreed to pay the NJC recommended petrol allowance of 46.9p per mile, backdated to April to both the Handyman and the Clerk. The Clerk’s quarterly pay is due, including holiday pay, and it was agreed that IS should check the figures.

IS

IS

The Auditor had recommended that the Fidelity Guarantee Insurance cover be raised from £6,000.00 pa to £30,000.00, reflecting this Council’s income. The Clerk was asked to enquire how much this increase would cost and then let all Councillors know, for approval. It was agreed to pay the following: Chelmsford Grass Machinery Ltd. £1533.08 for the cutting deck for the tractor, Maurice Howard, Internal Auditor £150.00, Martin Easey £525.00, for strimmer attachment for tractor and garage security, Royal British Legion £16.50, for donation for Armistice Day.

SS

A VAT claim had been submitted for £150.30.

BDC has paid the Parish Council the additional street cleaning agreement money of £140.00 for cutting the grass at Bramley Cottages. It was agreed to adopt three of the red phone boxes, Fairstead, Ranks Green, and Hull Lane, for £1.00 each. Annual running costs have been estimated at approximately £100.00. BDC has applied for listing for the Fuller Street box.

IS and RD are investigating the terms of the Parish Council’s ownership of Terling Village Hall. The Clerk was asked to obtain a copy of the Hall’s insurance policy. IS and RD will maybe seek professional advice and report back on their findings, especially concerning the VAT implications.

IS, RD  
SS

IS will complete the PSG form and circulate it for Councillors’ approval, for return to BDC by October 17<sup>th</sup>. The second half of the precept money £7300.00 has been paid into the Parish Council’s account.

IS

#### **48.2 Environmental:**

CG had attended a P3 meeting and ECC is pleased with the work the Parish Council is doing. Expansion is possible to include Hatfield Peverel's footpaths. The Clerk had written to Charlotte Fellingham, P3, expressing the Parish Council's interest on leading walks, designing a leaflet and wild flowers. £2000.00 and £5762.50 had been paid into the Parish Council's account, as arranged.

Volunteer labour is required to repair bridges, etc.

Two quotations for a trailer have been obtained and it was agreed to order one, costing £1478.50, subject to garaging. The Clerk will contact Lord Rayleigh's Farms.

SS

Further footpath cuts are necessary.

#### **48.3 Estate Liaison:**

Three Parish Councillors had visited the premises of C. Humphreys and Sons on September 27<sup>th</sup> and the visit had been very informative. They were given a small meat gift, which they declared. Humphreys would be interested in employing local people, if vacancies arise. The Clerk was asked to write a letter of thanks.

SS

PB will make an appointment to see Lord Rayleigh with a number of issues: A request for more control over contract drivers. Would it be possible to have the football field cut for local usage? Allotments-a letter had been received from Councillor David Bebb, in reply to the Clerk's queries.

PB

#### **48.4 Health and Welfare:**

The Community Warden's monthly report.

Confusion had arisen over the Playground spring body which had been ordered for the existing base. A spring is needed and the Council already has a body, which may not fit. It was agreed to ask Lappset, to send an inspector to advise and if necessary return the body.

SS

The climbing frame bars need replacing and the Clerk has contacted Lappset for a price. In the meantime, the Handyman will remove the remaining ones.

CM

The pedestrian gate to the Playground once again needs a new latch.

The Handyman suggested that a stronger gate is required. It was agreed to obtain two quotations for metal gates, with doubly secure hinges.

SS

TL had completed a risk assessment for the Playground. The tree, which belongs to Lord Rayleighs Farms, has been inspected, an annual arrangement. The Health and Welfare sub-committee should inspect the Playground on a monthly basis.

AA

A burnt-out car is parked at Ranks Green.

SS

#### **48.5 IT and Public Relations:**

It was agreed to offer another computer course to parishioners in January, over four weeks. The Clerk will liaise with the tutor and Terling School and advertise the Course, contents to suit applicants, who will be expected to pay £10.00, subsidized by the Parish Council.

SS

**48.6 Planning and Highways:**

Plans: 08/01716/FUL. Fairstead House, Fuller Street. Erection of single storey rear extension. Concern was expressed that the building would be larger than the plans, as that had been done when the house was built.

08/01731/FUL. Little Weathers, Waltham Road, Terling. Erection of single storey rear extension.

Alex Dyke, Lord Rayleigh’s Farms had made contact, concerning new weight restriction signage, meaning that farm traffic would have to go through Terling village to access the farms.

The Clerk was asked to write to ECC, regarding Sparrows T-junction right of way, potholes at Norrells and Lynderswood Lane, Hull Lane speeding concerns and cycle route numbers on finger posts. SS

The fingerpost on Flacks Green had been replaced.

08/00867/FUL. Mill House, Mill Lane, Terling. Erection of first floor side extension and single storey rear extension. (Refused). An appeal has been lodged. The Clerk was asked to circulate all information, regarding this to all councillors and to write to the applicants, offering support. SS

**08.49. Councillors’ Reports:**

SA has organized a veteran tree hunt with Terling schoolchildren. Lord Rayleigh has given permission, provided he monitors which trees. This will take place on October 2<sup>nd</sup>. SA

TL has spent much time compiling the Parish Council’s risk assessments. These will be on the next agenda for approval. TL was thanked.

DW asked whether a Fuller Street sign could be placed on the green there. The Clerk will let him know the details of the Terling sign and he will make further enquiries. The bus from the Hedingham Bus Company is eroding the verges. The Clerk will write. The bench at Fuller Street has been erected and insured. SS  
DW  
SS

**08.50. Clerk’s Report:**

The Clerk had worked 78.5 hours over seven weeks.

The Chairman took the circulation envelope.

Children’s Activity Day, August 18<sup>th</sup>, Terling Village Hall. 20 children came and enjoyed the day. The room hire has been paid. CM

Ranks Green notice board Perspex needs replacing. Approved -the Handyman to do.

Dog bins. Parishioners requested at the top of Hull Lane and on Church Green. The dog warden will be approached and it was agreed to order one bin, siting recommended by him.

Mandy at Terling Stores has said that when the wheely bins are introduced, there will not be a litter bin outside the Stores.

Terling Village Hall committee has expressed concern that when the wheely bins are introduced, the usage of the large bin at the Hall will be abused. The Clerk will put this in the Parish magazine. SS

No other sports club replies have been received, so the Clerk was asked to arrange Open Evenings for the Bellringers and the Carpet Bowls Club, with the Parish Council paying the expenses. SS

Race Track, Great Leighs. Concern has been voiced regarding light pollution. The Clerk was asked to write to Chelmsford Borough Council. SS

Clerks' Risk Assessment Course. This was postponed, because of the tutor's illness. Clerk's Network Meeting, BDC. The Clerk attended. Representatives of the Planning, Finance, Benefits and Rural Isolation Departments were present, to talk to clerks informally.

Terling's Litter Pick will take place on Saturday, October 11<sup>th</sup>, starting at 10.00am, at Terling Village Hall.

People from the Probationary Service will be working at Terling Swimming Pool on October 4<sup>th</sup> and 5<sup>th</sup>.

Essex Records Office. Receipt and Payment Account Books and Minute Books were deposited there for safe keeping two years ago. It was agreed to deposit Minutes annually and to keep two back-up electronic copies in two different places in Terling

Parish Update (for Cluster Meeting). These can be obtained from BDC's web-site- [www.braintree.gov.uk](http://www.braintree.gov.uk).

**08.51. Village Design Statement:**

No report.

**08.52. Bus Shelter:**

A grant from Essex County Council for £6000.00 had been approved, for a bus shelter called Newstead, from Littlethorpe. The total project will cost £6.680.00. The additional expenditure was approved by the Council and CG will be responsible for the siting. CG

**08.53. Correspondence issued:**

Internal Auditor, re progress.  
 Andrew Goldsmith, Anglian Water. Thanking.  
 BDC. Emergency Contingency Plan.  
 ECC. (Copy M. Lager). Various Highways Matters.  
 Community Warden and PCSO. Meeting date.

**Correspondence received:**

BDC. Witham Area Committee Meeting details.  
 BALC. Meeting details.  
 Jane Senior. Braintree Road problems.

**08.54. Any Other Business:**

Youth Club property stored in the Handyman's garage. It was agreed that all could be disposed of, except the table tennis tables. CM

Terling School updated kitchen. Possible use for senior citizens' meals. The Chairman will ask.	SM
Surveys returned, regarding Terling Stores. These should be furthered. The Chairman will speak to CC.	SM
Sub-committee revisions:	
Finance: IS, RD, SM, SA.	
Environment: DW, CG, TL.	
Estate Liaison: PB, TL.	
Health and Welfare: AA, CC, SA, JC.	
IT: CC.	
Planning: RD, DW, PB.	
Complaints: SM, AA, PB.	
Tree Warden: Angus MacWillson.	
The Clerk will make new lists and Email addresses.	SS

**The meeting closed at 10.25pm.**

**Next Meeting Dates:** November 4<sup>th</sup>, 2008, at 7.00pm, in Terling Village Hall.  
 December 19<sup>th</sup>, 2008, at 7.00pm, in the Committee Room at The Square and Compasses, followed by a buffet.  
 November 25<sup>th</sup>, 2008. Cluster meeting with Hatfield Peverel, in Hatfield Peverel Village Hall, at 7.30pm. To be confirmed.  
 Health and Welfare Sub-committee meeting. At AA's house 'Malvern', December 3<sup>rd</sup>, 2008, at 7.30 pm.