



# TERLING AND FAIRSTEAD PARISH COUNCIL

Parish Clerk: Jayne Halfhide

Phoenix House · Fairstead · Essex CM3 2AT

Tel: 01245 233 213 · Email: clerk@terlingandfairsteadpc.co.uk · www.terlingandfairstead.org.uk

## To: Members of Terling and Fairstead Parish Council

You are hereby summonsed to attend the meeting of Terling & Fairstead Parish Council which will be held at 7:30pm, (immediately after the Annual Parish Meeting) on Tuesday 17<sup>th</sup> May 2016 at Terling Village Hall. Members of the public and the press are cordially invited to attend.

J Halfhide Clerk to Terling and Fairstead Parish Council

11<sup>th</sup> May 2016

## AGENDA

- 16.00 ***Election of Chairman***  
Appoint a Chairman, and the Chairman then to sign the Declaration of Acceptance of Office of Chairman.
- 16.01 ***Election of Vice Chairman***
- 16.02 ***Apologies for Absence*** - Sheila Alder, Robin Dixon
- 16.03 ***Councillors to sign the Consent to Receive Council Summons and Agenda Electronically***
- 16.04 ***Register of Members' Personal Interests***  
Councillors to be reminded of the requirement give written notification to the Monitoring Officer within 28 days of becoming aware of any changes to their Personal Interests.
- 16.05 ***Co-option of Mr Gavin Mileman (Terling Ward)***
- 16.06 ***Newly co-opted Councillor to sign the Declaration of Acceptance of Office, Consent to Receive Council Summons and Agenda Electronically and to be reminded of the requirement to complete a Register of Interests and return it direct to the Monitoring Officer at BDC and to thereafter give written notification to the Monitoring Officer within 28 days of becoming aware of any changes.***
- 16.07 ***Casual Vacancy for Fairstead Ward***
- 16.08 ***Sub-committees***  
- To appoint committee members for each of the sub-committees: Finance, Environmental & Footpaths, Estate Liaison Officers, Health & Welfare, IT & Publicity, Planning & Highways, Recreation Ground, Personnel, Complaints, Tree Warden, School Representative, Village Hall Representative, Church Liaison.
- 16.09 ***Meeting Open to the Public***  
Members of the public may briefly address Councillors.
- 16.10 ***Minutes of Last Meeting***  
To approve as a correct record the minutes of the meeting held on 5<sup>th</sup> April 2016.  
Clerk's amendment: 16.181 should read '*the tree would still need to be monitored and approved of the plan to put aside reserves for a **four to five** yearly PICUS test*'



# TERLING AND FAIRSTEAD PARISH COUNCIL

Parish Clerk: Jayne Halfhide

Phoenix House · Fairstead · Essex CM3 2AT

Tel: 01245 233 213 · Email: [clerk@terlingandfairsteadpc.co.uk](mailto:clerk@terlingandfairsteadpc.co.uk) · [www.terlingandfairstead.org.uk](http://www.terlingandfairstead.org.uk)

- 16.11 **Declaration of Interests**  
to receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests
- 16.12 **District Councillors' Reports**
- 16.13 **Chairman's Report**
- 16.14 **Finance**
- The following cheques/direct debits to be approved for payment and signed:

5th April	2062	E.ON Electricity Street Lighting	£46.88
5th April	2063	J Halfhide Clerk's Expenses March	£50.05
5th April	2064	Lord Rayleigh's Farms Ltd Garage Rent	£20.00
5th April	2065	Community Heartbeat Trust Defib. Spare parts	£33.60
15th April	2139	H M Revenue & Customs - PAYE & NI March	£125.37
15th April	2140	J Halfhide - Clerk's Salary March	£724.35
15th April	2141	A H Jiggins - Handymen's Jobs - March	£81.57
15th April	2142	D W Jiggins - Handymen's Jobs – February & March	£124.85
15th April	2151	D W Jiggins - Handymen's Jobs, general	£95.47
9 <sup>th</sup> May	2150	J Halfhide - Clerk's Salary April	£1020.72
  - Approval for renewal of EALC & NALC affiliation fee - £268.50 (due 1<sup>st</sup> June)
  - Approval for renewal of Trade Waste Agreement for Terling Village Hall (1 x 770L & 2 x 360L recycling bins, weekly collection) - £1,100.00 (*see supporting papers Appendix C*)
  - Approval for newly co-opted Councillor to attend EALC training days 2 x £75 per day.
  - Approval of renewal of tractor insurance - move from Came & Co (from Aon) saving £189) – annual cost £224.84
- 16.15 **Environmental & Footpaths**
- To approve renewal of P3 Service Level Agreement for paid vegetation cutting (revenue of £1379.30) for 2016-17 (*see supporting papers Appendix A*)
- 16.16 **Estate Liaison**
- 16.17 **Health & Welfare**
- 16.18 **IT & Publicity**
- Approve purchase of 13 8Gb USB Sticks from Amazon at £3.99 each inc VAT and SysTools PST Merge at £35 (no VAT) (*see supporting papers Appendix D*)
- 16.19 **Planning and Highways**
- All planning applications are available to view on the following website:  
[https://www.braintree.gov.uk/info/200225/search\\_and\\_track\\_planning\\_applications](https://www.braintree.gov.uk/info/200225/search_and_track_planning_applications)
- Response from BDC Planning Enforcement re: Applications 14/01506/ 15/00635 & 15/01505; Rosemead Fairstead Road Terling CM3 2BU



# TERLING AND FAIRSTEAD PARISH COUNCIL

Parish Clerk: Jayne Halfhide

Phoenix House · Fairstead · Essex CM3 2AT

Tel: 01245 233 213 · Email: clerk@terlingandfairsteadpc.co.uk · www.terlingandfairstead.org.uk

- APPLICATION NO : 16/00788/FUL Erection of extensions and refurbishment of house and new garage Rosemead Fairstead Road Terling Essex CM3 2BU

- APPLICATION NO : 16/00640/FUL Retrospective application for alteration of existing chimney to rear roof slope and addition of window to north west elevation. Noakes Barn Noakes Farm Road Terling CM3 3NG

- APPLICATION NO : 16/00646/LBC Internal and external alterations as per schedule of alterations - items 1-33, design, access and heritage statement. Noakes Barn Noakes Farm Road Terling CM3 3NG

- APPLICATION NO : 16/00783/FUL & 16/00784/LBC Erection of steel portal framed building to house a wood chip burning biomass central heating boiler and associated woodchip store and associated pipework Terling Place The Street Terling CM3 2PQ

16.20 ***Recreation Ground***

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

16.22 ***Clerk's Report***

Transparency Fund Grant Application - update (£790.07 claimed)

Complaint against the Council - update of Complaints Procedure Followed

16.23 ***Review of Risk Assessments for: Footpath Cutting & Clearance & The Work of the Handyman***

16.24 ***Information exchange / next agenda items***

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

**20<sup>th</sup> June**, Finance Committee Meeting – venue and time TBC

**28th June**, Parish Council Meeting – The Gallery Room at The Square and Compasses,

**9th August**, Parish Council Meeting – Terling Village Hall

*The Clerk will leave the room at this point and the Chairman will take minutes for the last agenda item.*

16.26 ***Clerk's Workplace Pension***

Councillors to consider which workplace pension scheme to offer the Clerk (*See supporting paper Appendix B*) EITHER Nest OR the Government Pension Scheme operated by ECC .

Proposal to RESOLVE to seek admission for the Clerk into the Local Government Pension Scheme operated by Essex County Council OR Proposal to RESOLVE to seek admission for the Clerk into the Nest scheme.

Close of Business.