



# 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 a meeting of Terling & Fairstead Parish Council which will be held at **7:30pm on Tuesday 28<sup>th</sup> June 2016 in the Gallery Room at The Square & Compasses, Fuller Street, Fairstead**. Members of the press and the public are cordially invited to attend.

J Halfhide, Clerk to Terling and Fairstead Parish Council, 22<sup>nd</sup> June 2016

## AGENDA

- 16.27 **Apologies for Absence** - Reg Hunt, Robin Dixon
- 16.28 **Meeting Open to the Public**
- 16.29 **Minutes of Last Meeting**  
Approve as a correct record the minutes of Parish Council meeting held on 17<sup>th</sup> May 2016.
- 16.30 **Declaration of Interests**  
to receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests relating to items on the agenda.
- 16.31 **District and County Councillors' Reports**
- 16.32 **Chairman's Report including progress on appointment of new Clerk**  
- Approval of Appointment of New Clerk, Mrs Margaret Freeman, salary Spinal Point 18 effective 1<sup>st</sup> July 2016  
- Approval of continuation of Mrs Halfhide's salary after 30<sup>th</sup> June 2016 during a reasonable handover period to assist Mrs Freeman
- 16.33 **Two Casual Vacancies for Fairstead Ward** - Council now free to co-opt for both vacancies
- 16.34 **Finance**  
- The following cheques/direct debits to be approved for payment and signed:
- |           |        |   |          |
|-----------|--------|---|----------|
| 17th May  | Ddebit | British Telecom- Clerk's Phone line                 | £69.89   |
| 19th May  | 2144   | EALC Annual Subs (EALC/NALC)                        | £268.58  |
| 19th May  | 2145   | Braintree District Council Trade Waste Village Hall | £1100.00 |
| 19th May  | 2146   | Came & Co Tractor Insurance                         | £244.84  |
| 19th May  | 2147   | J Halfhide Clerk's Expenses April                   | £88.58   |
| 19th May  | 2148   | Lord Rayleigh's Farms Ltd - Garage Rent             | £20.00   |
| 19th May  | 2149   | Acumen Wages - Payroll Services-year end            | £42.00   |
| 9th May   | 2152   | EALC - Training for new Councillor                  | £75.00   |
| 9th May   | 2153   | Acumen Wages - Payroll services                     | £22.20   |
| 19th May  | 2154   | H M Revenue & Customs - PAYE & NI                   | £78.94   |
| 19th May  | 2155   | A H Jiggins - Handymen's Jobs, general              | £88.91   |
| 10th June | 2156   | Terling Village Hall - Room hire                    | £42.30   |
| 10th June | 2157   | Lord Rayleigh's Farms - Garage rental               | £20.00   |
| 10th June | 2158   | HM Revenue & Customs - PAYE & NI May                | £246.32  |
| 10th June | 2159   | A H Jiggins Handyman's Jobs - May                   | £328.14  |



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10th June 2160	D W Jiggins Handymen's Jobs - May	£107.19
10th June 2161	D W Jiggins - Handyman's Jobs - June	£179.40
10th June 2162	J Halfhide - Salary & office allowance	£733.13
10th June 2163	HM Revenue & Customs - PAYE & Tax	£132.30

- Approval for Gavin Mileman to be made a signatory on the Barclays Bank Account and authorisation for the Clerk to update the Bank Mandate Accordingly.
- Approval for the Clerk to update the Barclays Bank Mandate with the new Authorized Contact Details (new Clerk)
- Audit  
Finance Committee to present their review of the internal audit report and the effectiveness of internal controls
- Full Council to APPROVE the Annual Governance Statement (Section 1 of Annual Return for the year ended 31<sup>st</sup> March 2016) by RESOLUTION (see Appendix B)
- Full Council to consider and then APPROVE the Accounting Statement (Section 2 of the Annual Return for the year ended 31<sup>st</sup> March 2016) by RESOLUTION (see Appendix B)
- Councillors to ensure the Accounting Statement is signed and dated by the Chairman and Clerk
- Clerk to be instructed to submit the Annual Return by 30<sup>th</sup> June, and to post the Notice of Inspection during which public rights may be exercised (1<sup>st</sup> July to 11<sup>th</sup> August)
- Approval for the renewal of annual membership for the Rural Community Council of Essex £66 inc. VAT (due 1<sup>st</sup> July)

## 16.35 ***Environmental & Footpaths***

- Update on P3 cutting programme

## 16.36 ***Estate Liaison***

## 16.37 ***Health & Welfare***

- ROSPA Playground Inspection report

## 16.38 ***IT & Publicity***

## 16.39 ***Planning and Highways***

All planning applications are available to view:

[https://www.braintree.gov.uk/info/200225/search\\_and\\_track\\_planning\\_applications](https://www.braintree.gov.uk/info/200225/search_and_track_planning_applications)



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- Invitation to participate in the 2016/17 ECC Winter Salt Bag Partnership Scheme (see supporting papers Appendix A). Debate and decision whether to participate (closing date 22<sup>nd</sup> July)
- APPLICATION NO: 16/00788/FUL **REVISED** Rosemead, Fairstead Road, Terling - Erection of extensions and refurbishment of house and new garage – consider and determine response to BDC (Clerk to update on Planning Enforcement report which finds no breach of planning regulations) (deadline 5<sup>th</sup> July)
- APPLICATION NO: 16/01016/FUL Demolition of existing dwelling and erection of new dwelling and detached car port Old School House Fairstead Hall Road Fairstead Essex CM3 2AU
- Reinstatement of verge between Doms Lane and Norrells Corner – update
- Directional signs - update

16.40 ***Recreation Ground***

16.41 ***Responsibility of Parish Council as Custodian Trustee of Terling Village Hall*** - update

16.42 ***Potential sale of Registered Community Asset - Rayleigh Arms Car Park, Owl's Hill***

Discussion and decision as to whether the Parish Council wishes to be treated as a potential bidder in relation to the sale of the property (deadline for registering interest 26<sup>th</sup> July 2016)

16.43 ***Report on recent Parish Transport Meeting attended by the Chairman & Mrs Parris***

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

16.45 ***Clerk's Report***

- Renewal of Registration as a data controller under the Data Protection Act (expires 12/7/16) £35

16.46 ***Information exchange / next agenda items***

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

9<sup>th</sup> August, Parish Council Meeting – Terling Village Hall 7:30pm