



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 5th April** at **Terling Village Hall** Members of the press and the public are cordially invited to attend.

J Halfhide, Clerk to Terling and Fairstead Parish Council, 30th March 2016

AGENDA

- 16.171 ***Apologies for Absence*** - Cllr James Abbott
- 16.172 ***Meeting Open to the Public***
- 16.173 ***Minutes of Last Meeting***
Approve as a correct record the minutes of Parish Council meeting held on 23rd February 2016.
- 16.174 ***Declaration of Interests***
to receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests relating to items on the agenda.
- 16.175 ***District and County Councillors' Reports***
- 16.176 ***Chairman's Report***
- 16.177 ***Casual Vacancy*** – the Chairman to suggest possible interested parties
- 16.178 ***Finance***
- The following cheques/direct debits to be approved for payment and signed:

13th Feb	2122	A H Jiggins Handymen's Jobs General	£120.79
13th Feb	2123	HM Revenue & Customs Tax & PAYE	£96.53
13th Feb	2124	J Halfhide Clerk's pay	£660.06
13th Feb	2125	Bringy Furniture Ltd Laminating Posters	£2.50
13th Feb	2126	Acumen Wages Payroll	£18.50
13th Feb	2127	D W Jiggins Handymen's Jobs General	£68.76
13th Feb	2128	A H Jiggins Handymen's Jobs General	£74.22
13th Feb	2129	J Halfhide Clerk's expenses January	£17.93
13th Feb	2130	EALC Training/Briefing	£15.00
13th Feb	2131	Lord Rayleigh's Farms Garage rent	£20.00
13th Feb	2132	David Anderson Play equipment repairs	£16.48
15th Feb		Ddebit EDF Energy Recreation Ground Electricity	£63.00
17th Feb		Ddebit British Telecom Clerk's phone line	£61.79
16th Feb	2133	Colin Cutler Community Website Hosting	£43.06
16th Feb	2134	Bringy Furniture Ltd - Laminating Posters	£3.00
16th Feb	2135	Acumen Wages Payroll	£22.20
16th Feb	2136	HM Revenue & Customs Tax & PAYE	£145.99
16th Feb	2137	J Halfhide Clerk's Pay	£733.20
16th Feb	2138	Arrowmail Ltd - Mailbox hosting	£56.16



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16 th Feb	2059 J Halfhide - Clerk's expenses February	£20.66
16th Feb	2060 Lord Rayleigh's Farms - Garage rent	£20.00
16th Feb	2061 A H Jiggins - Handymen's Jobs General	£88.91
16.179	<i>Environmental & Footpaths</i>	
16.180	<i>Estate Liaison</i>	
16.181	<i>Health & Welfare</i> - Playground oak - update	
16.182	<i>IT & Publicity</i>	
16.183	<i>Planning and Highways</i> APPLICATION NO : 16/00353/FUL Erection of two storey extension and rebuild two existing extensions - Tithe Cottage Ranks Green Road Fairstead Essex CM3 2BQ APPLICATION : 16/00368/FUL Erection of two storey rear extension - Southview Ranks Green Road Fairstead Essex CM3 2BG WITHDRAWN: Application: 16/00188 Erection of first floor side extension over existing kitchen. Thatchetty Cottage Waltham Road Terling Essex CM3 2QR.	
16.184	<i>Recreation Ground</i>	
16.185	<i>Responsibly of Parish Council as Custodian Trustee of Terling Village Hall</i>	
16.186	<i>Clerk's Workplace Pension</i> - Finance Committee to give progress report	
16.187	<i>Councillors' Reports, including Village Hall Report, School Report and Church Liaison</i>	
16.188	<i>Clerk's Report</i> - Spring Litter Pick 16 th April, 10am Terling Village Hall Car Park - Reviews being carried out for: Clerk's Home Working Health & Safety Assessment, Health & Safety Policy and Litter Picking Risk Assessment.	
16.189	<i>Approval for Renewal of Street Cleaning Agreement 2016/17 with Braintree District Council</i> - Renewal of annual agreement on 31 st March 2016 on same terms as previous years for a fee of £750.74 (a 2.5% inflationary increase)	
16.190	<i>Transparency Code for Smaller Authorities</i> - Clerk to answer any questions arising from her briefing notes (<i>Appendix 1</i>) following EALC training on the new Code	
16.191	<i>Grant application under The Transparency Fund for Smaller Local Councils (funded by UK Government)</i> - Approval for the Clerk to apply for grant funding (<i>Appendix 1</i>) to assist with compliance with the new Transparency Code. The Grant application would include (all amounts ex-VAT): up to 50 hours	



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of the Clerk's time for set up then up to 3 hours per month thereafter; a laptop computer (up to the value of £350), software (approximately £100), a scanner/printer device (up to £100) and costs of administering the community website (currently hosting fee of £35.88).

16.192 *Approval of request from Darren White to extend his leave of absence for six months*

16.193 *Information exchange / next agenda items*

16.194 *Date of next meeting, including committees*

17th May, Annual Parish Meeting and Annual Meeting of the Parish Council, Terling Village Hall
7:30pm

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

9th August, Parish Council Meeting – Terling Village Hall