

TERLING AND FAIRSTEAD PARISH COUNCIL

Minutes of the Meeting of Terling and Fairstead Parish Council held on 4th August 2009, at 7.00pm, in The Committee Room, The Square and Compasses, Fuller Street

Present: Mrs S McNamara (Chairman)
Mr C Cutler
Mrs P Bird
Mr T Lewis
Mrs S Alder
Mrs J Cockburn
Ms Hayley Wiseman
Mrs J Halfhide (Clerk)
Mr C Marshall (Handyman)

ACTION

Apologies for absence: Ann Anderson, Robin Dixon, Tony Lynch, Cllr Margaret Galione

09.33 **Meeting Open to the Public**

No members of the public were present.

09.34 **Minutes of Last Meeting**

The heading "09.21 Minutes of the Last Meeting" should be deleted.

Under heading 09.26, second paragraph, should read "SA had attended the Village Agents Conference and reported that the idea is to appoint six agents in the Braintree area to act as conduits for information, help and advice for elderly residents."

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

09.35 **Matters arising from the meeting**

The meeting with PC Corrigan and elderly residents will be held on 20th October.

Concerning the replacement pipe in Fuller Street, to avoid any confusion it was confirmed that the Parish Council had not yet been asked to approve any expenditure and that DW at the last meeting had expressed hope that there would be no cost to the Parish Council at all, but that, at worst, it could cost in the region of £1,500.

09.36 **Declaration of Interests**

None.

09.37 **District Councillors' Reports**

Cllr Galione had telephoned the Clerk earlier in the day to ask for any news on the Football Club and to say that BDC are looking for nominations for their Community Achievement Award.

09.38 **Chairman's Report**

The Chairman had spoken to Rev John Hall and it had been agreed that the Parish Council and the Church would work together to help as much as possible in the event of an outbreak of Swine Flu in the Parish.

HW outlined the procedures which have been put in place nationwide with the National Pandemic Flu Service and it was suggested that the Clerk publish these in the Parish Newsletter.

JH

09.39 Sub-Committees Reports

Finance:

Copies of Receipts and Payments for the current financial year as per the cash book had been e-mailed to all Councillors.

The following cheques were approved for payment and were signed. All invoices had been checked against cheques. The expenditure was approved. Proposed by HW and seconded by SA:-

30th June 09	1205	Jayne Halfhide Clerk's Expenses June	£86.17
30th June 09	1206	Trevor Lewis Paint for phone kiosks	£58.21
1st July 09	1207	Terling Stores Prize – draw	£20.00
4th July 09	1208	Lord Rayleigh's Farms, licence & rent	£85.00
4th July 09	1209	Play Safely ROSPA check	£89.70
4th July 09	1210	Acumen Wages	£20.13
4th July 09	1211	J Halfhide salary June	£365.44
4th July 09	1212	HM Revenue & Customs PAYE	£91.40
29th July 09	1213	Terling Village Hall	£20.60
29th July 09	1214	E.ON Electricity, Street Lighting	£30.65
29th July 09	1215	The School Furniture Company	£200.10
29th July 09	1216	Maurice Howard, Internal audit	£150.00
29th July 09	1217	Clive Marshall, Handyman jobs	£659.77

The Clerk explained that the NJC car allowances for 2009/10 valid from 1st April 2009 has been set, and she is therefore due £2.78 in backdated expenses for car mileage (up to 0.061p per mile from 0.587p). The Handyman's would also rise in accordance with the NJC scale. This was unanimously approved, proposed by HW and seconded by CC. The Handyman's pay had been reviewed by the Finance Committee but in IS and RD's absence the Chairman asked if approval for the increase could be carried over to the next meeting.

The Finance Sub-committee suggest that it might be possible to find someone in the village who might be willing to take the Football Club project further.

The Handyman asked for approval for the purchase of eight posts for Church Green, costing £80. This was unanimously approved. Proposed by JC and seconded by CC.

Environmental & Footpaths:

Nothing to report.

Estate Liaison:

PB reported that Lord Rayleigh had felt that a basketball area outside the Village Hall was not feasible for a number of reasons.

The Mobile Library van has been parking on School Green. The Clerk would ask them to park elsewhere in the Dismals. JH

The Clerk had been unable to source logs for School Green. PB agreed to speak to Lord Rayleigh to see if sleepers could be used instead. PB

PB would ask Alex Dyke when the alternative storage for the tractor will be available, as the current arrangement was a temporary one. PB

CC agreed to research tracking devices to be fitted to the tractor after concerns were expressed about theft of other Parish Councils' tractor equipment. CC

PB would be attending the meeting with Dave Woods of Greenfields on 19th August and would mention the outstanding issue of the drainage problem adjoining the Greenfields property on the corner of Mill Lane. PB

Health & Welfare:

HW reported that although the Boreham Surgery will no longer have a dispensary from the beginning of October, arrangements were in place for a Chemist to open up in the Surgery. The Clerk reported that the ROSPA report on the Playground had identified some low to medium risk maintenance issues which were being dealt with.

IT & Publicity:

Nothing to report.

Planning & Highways:

09/00550/FUL & 09/00551/LBC: Newneys Farm, Ranks Green

Demolition of lean-to utility/porch area & erection of single storey extension, proposed restoration of concealed upper floor living space – Granted

09/00820/FUL: Blixes Farm, Ranks Green - Reed bed and filtration system – The Parish Council's comments had been sent on 22nd July.

CC reported that a response concerning the developers' sign at The Nutshell had been received from Paul Munson stating again that the breach was only minor and Government guidelines state that enforcement action should only be taken where the breach is unacceptable on planning grounds and it is in the public interest to pursue enforcement proceedings. CC offered to draft a reply to pursue the matter.

CC

At the June Cluster meeting CC had asked Tessa Lambert what percentage of Planning Applications were refused. Ms Lambert had replied stating a figure of 17.4%.

The Clerk reported that she had again written to ECC Highways listing all the outstanding work in the Parish, most notably the promised repairs to the gabion walls in Terling Ford, the new salt box for Ranks Green along with the other requests made over the last few months. Regarding the ford, a permit is needed and Environment Agency approval before the works can commence.

The Clerk has received a letter from the EALC who are looking to form a new Statutory Planning Committee and are looking for volunteers to become part of a "Planning Committee" which will look at the needs of Parish and Town Councils. The first meeting is on 9th October at 10am at the EALC.

The Chairman reported that she, JC, SA and AA had taken another look at the proposed sites for the gateway signs for Fairstead and Fuller Street as discussed at the last meeting. It was agreed that signs for Fuller Street are now urgent, there currently being none at all. It was felt that the current signs for Fairstead were adequate and this had been the response from residents generally. After discussion it was agreed that the Clerk would ask Olive Cowell from ECC Highways to meet with Parish Representatives to discuss the options for Fuller Street.

JH

09.40 **Councillors' Reports**

PB reported on the inefficiencies with the green bin/recycling collections. Yet again refuse had been left strewn down Hull Lane. The Clerk would contact BDC to complain.

JH

On a more positive note it was agreed that the Saturday waste collection lorry operatives were incredibly helpful and efficient.

The Chairman reported that the Village Hall will be 50 years old and there will be a tea party to celebrate on 20th September.

HW reported that her training day at the EALC had been helpful and had found it particularly helpful meeting and talking to other Councillors.

Regarding access to the cemetery, HW had asked at the School and most people who parked their cars near it were totally unaware that the cemetery was there. It was agreed that a sign was needed to prevent cars parking there and blocking the access. PB agreed to speak to Lord Rayleigh to seek his approval.

PB

JC reported that parking on the corner by the old phone box in Fuller Street continues to be

JH

a problem and a danger. The Clerk agreed to ask the Police to monitor the area and to include a piece in the Parish Magazine asking people not to leave their cars there.

09.41 **Clerk's Report**

Hours worked in June: 54. Hours worked in July: 64

In order to repair the climbing frame in the playground the Handyman needed to order a metal bar. The approximate cost of this would be £50. Approval was given for this expenditure. Proposed by JC and seconded by SA.

The Autumn Cluster Meeting date is about to be set. It was agreed that a speaker on the Village Agents project be asked to attend if possible.

Permission was given for the Clerk and SA to attend the EALC Budget & Precept Course on 15th October costing £34 for a half day course. Proposed by CC and seconded by PB.

The Clerk reported that she had managed to obtain some small versions of the bus timetables and would distribute these around the Parish.

JH

The Clerk outlined the changes to the Refuse and Recycling Collections which are being introduced on 28th September. All householders with green wheeled bins will receive a kitchen caddy and instruction leaflet during September. The caddy should be used for collection of food waste before transferring it to the green bin (wrapped in newspaper or in compostable cardboard). The green waste collection service will continue all year round.

This new collection scheme aims to divert food waste from landfill by composting it instead. It also means that there will effectively be weekly food waste collections as householders can still put food waste in the grey bins (although this will be sent to landfill).

The Clerk asked if the Circulation Folder could be circulated a little more quickly as the information contained in it is only relevant for a few weeks.

The circulation folder was handed to CC.

09.42 **Roll Bar for Tractor**

The Clerk had obtained quotes for the roll bar for the tractor. The cheapest quote was from Chelmsford Grass Machinery Ltd - £365 plus £90 labour plus VAT. It was agreed that a seat belt should also be fitted at £43.00 plus VAT. Approval was given for this expenditure, proposed by HW and seconded by SA. The installation would be carried out on site at no extra cost. The Clerk would place the order and make the necessary arrangements.

JH

The Handyman pointed out that once the roll bar has been fitted he would not be able to use it for cutting the grass at Bramley Cottages as it would not fit under the trees. He would be able to use the strimmer instead.

09.43 **Risk Assessments**

TL had reviewed the Playground Risk Assessment in the light of the ROSPA report. The Clerk would circulate a copy to the Health and Welfare Committee. The next review date is 12th August 2010.

JH

The Clerk was asked to obtain the annual report on the condition of the oak tree in the Playground from Lord Rayleigh.

JH

09.44 **General Correspondence**

Sent:

Letter to Mr T Blunden, as requested at last meeting

Letter to Mr V Roome about the old phone kiosk

Received:

EALC Chairman's Day 9th September - £54

EALC Chairman's Day (Modules 3 &4) 7th October - £54

EALC Budget & Precept course 15th October - £34 – half day

09.45 **Any Other Business / Items for Next Agenda**

The Chairman asked for the matters arising from the Village Design Statement to be discussed at the next meeting.

09.46 **Dates of forthcoming meetings, including sub-committees**

15th September, Parish Council Meeting, Terling Village Hall, 7pm

20th October, Parish Council Meeting, Terling Village Hall, 7pm

8th December, Parish Council Meeting, The Square & Compasses, Fuller Street, 7pm

The meeting closed at 8:40.