

**Minutes of the Meeting of Terling and Fairstead Parish Council held on 16<sup>th</sup> March 2010, at 7.00pm, in The Committee Room at Terling Village Hall.**

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**Present:** Mrs S McNamara (Chairman)  
 Mr T Lewis  
 Mrs A Anderson  
 Ms H Wiseman  
 Mrs P Bird  
 Mr D White  
 Cllr M Galione

Mrs J Halfhide (Clerk)  
 Mr C Marshall (Handyman)  
 12 Members of the Public

ACTION

**Apologies for absence:** Ian Smith, Sheila Alder, Colin Cutler, Robin Dixon, PC Jason Corrigan, PSCO Nikki Doubleday

10.92 **Meeting Open to the Public**

The Chairman welcomed Mr Peter Sanders from Stop Stansted Campaign who gave a presentation about the Campaign and how the proposed expansion of the airport would affect Terling and Fairstead. This was followed by a question and answer session during which concern was expressed about aircraft flying too low or off-track over Terling and Fairstead.

Lord Rayleigh spoke about the provision of accommodation suitable for the elderly in Terling which has previously only been offered to ex-Estate workers and which he is keen to make available, where possible, to the wider community. Lord Rayleigh expressed a desire to work with the Parish Council in drawing up a list of people who might be interested in such accommodation. TL suggested that the Parish Council involve the Village Agent to further this opportunity.

Lord Rayleigh and Alex Dyke wished to speak about several matters on the Agenda and these were discussed as follows:

Terling Inn (Agenda item 10.108)

Lord Rayleigh expressed concerns about the demise of the village pub in Terling, which was being keenly felt by the whole community. It is now for sale and being marketed by Christie & Co as having good potential for change of use. The Clerk was asked to write to Mrs Riley and Mrs Simpson to determine their plans. It was also agreed that the Parish Council would write to BDC's Planning Department to express its strong opposition to any possible change of use application. Lord Rayleigh explained that there were certain covenants in existence which would affect any plans. The Clerk was asked to write to Christie & Co. to advise them that any change of use application would be vehemently challenged and to advise them that both Mrs Riley and the previous owner of the business had been led to believe a change of use would be possible, but the applications had been successfully challenged.

JH

JH

JH

HGV Restriction by Bird's Farm (Agenda item 10.98 Committee Reports - Estate Liaison)

Alex Dyke explained that the lane to Noake's Farm had been designated a "green lane" and the road via Bird's Farm had subsequently been classed by ECC Highways as "Unsuitable for HGVs". Due to the low bridge near Berwick Farm HGV drivers have no choice but to go via the centre of Terling. Damage had been caused to properties close to the road, on the bend, in the centre of the village. The HGV restriction had apparently been

implemented following a request from Boreham Parish Council but Terling and Fairstead Parish Council had not been consulted on a decision which affects the village of Terling. The Clerk was asked to write to Highways to ascertain why this was so and to express concerns as to the apparent lack of foresight in the implementation process of this road restriction.

JH

School Green (*Agenda item 10.98 Committee Reports – Estate Liaison*)

Lord Rayleigh had initially been concerned that in implementing the Parish Council's proposals to prevent parking on School Green, other problems may arise. He confirmed, however, his agreement for the Parish Council to proceed with the plans to reset the stones and install timber posts. The Chairman explained that the Parish Council had the full support of Terling School and that it seemed the only way to prevent cars parking there. The Clerk was asked to obtain three quotes for the work.

JH

Football Club (*Agenda item 10.98 Committee Reports – Finance*)

Representatives from the Football Club were invited to speak on the Parish Council's proposals. They confirmed that the Club was committed to returning to Terling and were very keen to progress the plans and to expand facilities for young people. The Chairman explained that the Parish Council were looking for a commitment from the Club. Their requirements were discussed at length and it was suggested that IS and RD form a committee to progress matters. Lord Rayleigh confirmed that he would be willing to lease the ground on a long term basis, which was one condition for grant funding. Various grant funding options were discussed. Cllr Galione suggested that Angela Verghesy at BDC should be approached.

IS / RD

Terling Village Stores – Picnic Table (*Agenda item 10.107*)

Sarah Elliot had been in discussion with the Chairman about the possibility of the Parish Council providing wooden picnic tables for an amenity area behind the shop for use by villagers, school parents, walkers, etc. The Clerk was asked to obtain quotes and a decision would be made at the next meeting.

JH

Sarah Elliot asked whether it would be possible for the Parish Council to install a sign indicating "Village Shop" on the wooden directional post on the Crow Pond Road / New Road junction. The Clerk agreed to contact ECC Highways to ascertain whether this would be possible.

JH

Many villagers had enquired about the proposals for the internet café at Terling Village Stores. At this point the Clerk read aloud CC's report which explained the delay, which was due to the need to consider the appropriate internet security. Essex Libraries had been approached, with help from the Village Agent, with a view to them installing a PC. Negotiations were still taking place but once a decision had been made the PC would be ordered.

10.93 **Minutes of Last Meeting**

The minutes of the meeting held on 26<sup>th</sup> January 2010 were unanimously approved. It was proposed by TL and seconded by HW that the Chairman should sign a copy of the minutes as a true and accurate record.

10.94 **Matters arising from the meeting**

There were no matters arising other than those covered elsewhere on the Agenda.

10.95 **Declaration of Interests**

None declared.

10.96 **District Councillors' Reports**

Cllr Galione reported that BDC had an allotment development fund which might be of

interest. The Councillors explained that there was a lack of common land available for allotments; 75% of Fuller Street residents had wanted an allotment but no land was available. It was suggest that the Clerk write to Kitty Barrett at BDC about the allotment development fund. JH  
Cllr Galione reported that she had had a lovely day when she recently visited Terling Church of England Primary School.

#### 10.97 **Chairman's Report**

The Chairman had been invited to Cllr Galione's Civic Reception at St Peter's Church, Bocking on 11<sup>th</sup> April and two other Parish Councillors would also be able to attend. The Clerk was asked to forward the invitation onto all Parish Councillors. JH  
The Chairman had attended the recent Village Agents' meeting. The scheme is working well. The Monday Bus will be starting on 19<sup>th</sup> April and will be advertised prior to that. Hanover at BDC are running a gardening service for maintenance and clearance for the over 60's. Posters will be distributed and information will be published in the Parish Magazine. JH

#### 10.98 **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.

26th Jan 10	1268	J Halfhide – Clerk's Expenses December	£ 79.88
27th Jan 10	1266	J Halfhide - December salary Clerk	£423.60
27th Jan 10	1267	HM Revenue & Customs, PAYE Tax	£114.44
21st Feb 10		Direct Debit: BT Payment Services, Clerk's phone line	£ 54.39
9th Feb 10	1269	Acumen Wages: Payroll for Dec & Jan	£ 41.12
11th Feb 10	1270	Terling Village Hall	£ 10.80

The expenditure was unanimously approved. Proposed by HW, seconded by PB.  
In IS's absence the Clerk distributed his Receipts and Payments, Budget and Forecast sheet and graph to all Councillors.

Approval was given for the Chairman to attend an Advanced Councillor Training Day at the EALC, costing £54. This was proposed by PB and seconded by HW.

It was proposed by TL that Mr Maurice Howard be appointed Internal Auditor for the coming Financial Year. Seconded by AA. This was unanimously agreed and the Clerk was asked to write a formal letter of appointment. JH

The Clerk reported that Lord Rayleigh had donated £200 from his Charitable Trust to the Parish Council for the upkeep of the playground. A letter of thanks had been sent.  
A VAT claim has been made for £284.90.

##### **Environmental & Footpaths:**

DW had negotiated with the Parish Paths Partnership (P3) that the Parish should continue to cut the parish paths on the same basis as previously for the next financial year i.e. 12 pence per metre cut. P3 had hoped that this rate could be reduced for 2011-12. The methods and procedures which Parish Council had undertaken in the previous years had fitted in with the ethos of the scheme and the Parish Council was therefore considered a special case and so would be allowed to continue the arrangement, whereas many Parishes had been unable to renegotiate terms. On the volunteering side of the scheme it was agreed to start afresh. The Clerk was asked to prepare a flyer for the notice boards and the old Fuller Street Essex Way information point explaining how walkers could notify the P3 team if cross-field paths had not been reinstated. JH

DW explained that it would be necessary to ring-fence funds for the replacement and repair

of the grass cutting equipment.

The Clerk reported on an ex-Agenda item, that the tractor insurance is due for renewal at a cost of £238.70 plus insurance premium tax of £11.93, a total of £250.63 (increase of £23 on the previous year). It was unanimously agreed that this should be renewed with Allianz. JH  
Proposed by TL and seconded by AA.

The Clerk reported that, as requested, she had made sure the tractor storage was compliant with the insurance policy. Allianz do not require any further security measures.

**Estate Liaison:**

School Green: covered earlier in the proceedings.

Mill Lane - missing ditch: – ECC Highways have now confirmed that the old drainage ditch should be reinstated and they have asked Greenfields to attend to it.

Bramley Cottages: The parking and access problems have been discussed at the Greenfields Area forum meeting. It has been proposed that Greenfields should cut a lay-by into Bramley Cottages Green under their Environment Improvement Fund. A three way exchange between the Parish Council, ECC Highways and Greenfields would be necessary. The Clerk had written to Olive Cowell at ECC Highways setting out the idea. Costings are being put to the next Witham Area Forum meeting on 13<sup>th</sup> April. Cllr Galione confirmed she would support the proposals.

New Pipe Humphreys' Land, Fuller Street:

The Clerk had obtained several quotes, the cheapest being £875 plus VAT, including delivery. The problem was discussed at length. In the absence of a reply to the Clerk's letter to Mr Humphreys it was agreed to defer any decision, awaiting all the relevant facts. AA expressed concerns that the Parish Council could be setting an undesirable precedent. It was queried whether this issue related to the general flooding in Fuller Street (Agenda item under Planning and Highways) and it was felt that this was possibly so.

Lord Rayleigh's Farms Concerns – HGV Restriction: covered earlier in the proceedings

**Health & Welfare:**

AA reported that ROSPA had changed their advice with regards to play surfaces and that well maintained grass was just as good as specialist safety surfaces. When the current surfaces in the playground were due for replacement this should be borne in mind. TL TL  
offered to check with Mrs Lewis who had done some studies in this area and report back to the Parish Council.

Unanimous approval was given for the annual ROSPA playground check at a cost of £63. JH  
Proposed by HW and seconded by AA. The Clerk agreed to arrange this.

**IT & Publicity:**

In CC's absence the Clerk reported that the website and been busy, especially with the Auction of Promises information.

**Planning & Highways:**

The following application had been received and had been referred to Angus MacWillson, Tree Warden:

Case No: 10/00049/TPO, Consultation Expiry: 07/04/2010

Notice of intent to carry out works to trees protected by Tree Preservation Order 9/00 -

Raise canopy of 1 Sycamore and raise canopy from 1 Beech and remove lowest branches

Applicant: Mrs Sime, 8 The Estate Yard Terling, Witham Essex CM3 2RH

School Barriers: The Clerk reported that the painted white lines mark where the services are, not where the actual barriers will go. Highways have informed the Clerk that the barriers will be 450mm back from the kerb, and the width of the pavement for access will be 1.2m. The bank may need to be cut back and Highways will do this all as part of the works. The Clerk had queried whether the Parish Councillors had any right to be consulted in the decision with regards to the barriers being placed. Highways had replied that they did not; it was an important safety measure, not open to negotiation. However, some BT cabling has been found just below the surface at only 270mm deep. BT are being asked to re-do this cabling and put it in at the required minimum of 450mm deep. This means the project cannot now go ahead as planned until BT have moved the cables. The dropped kerb has gone in as planned. A decision regarding the proposed footway would be deferred until the barriers were in situ.

Boreham Road, Gt. Leighs, Junction: The Clerk reported that she had contacted ECC Highways regarding concerns about the junction with Boreham Road from Fuller Street to see if they could improve the junction. They are looking at the drainage there and they are considering other options.

Fuller Street Flooding: The Clerk reported that many people had complained about the recent flooding in Fuller Street. The road was impassable for several hours. The Clerk was asked to contact ECC Highways to see if anything could be done to improve the situation. Gregg Scott of BDC Environmental Services had previously visited the site and had advised nothing could be done until the ditches had been cleared by the landowner. This had been done so further action was now necessary.

JH

#### 10.99 **Councillors' Reports, including Village Hall and School Report**

HW reported that it was too late to apply for the tender for grass cutting at Terling School, the contract was renewed in January. It was agreed to contact the school earlier about this for next year.

PB reported that the next projects for the Village Hall would be new flooring in the middle room and then the car park would be resurfaced.

#### 10.100 **Clerk's Report**

Hours worked in February: 54¼

The Clerk had written to Anglian Water about the Fuller Street water main and their failure to reopen the road promptly after the last burst. They had replied saying they have no plans to relay this section of the mains but The Square & Compasses may have a valid claim for loss of business. The details had been passed onto the Landlord.

Anglian Water had not been able to answer the question about why it took so long to take the diversion down after their works were completed but the Clerk reported she was still trying to get an answer to ensure it does not happen again.

The Clerk reported she had attended two EALC training courses. The first was "Raising the Profile of your Parish" which was particularly relevant as it touched on how to encourage people to stand for election. The second course was "The Power of Well Being" which was really a fact finding session to see how the Parish Council could become eligible to be able to adopt and act using this very powerful statutory power which would release it from the constraints of Section 137. Whilst it would be desirable to go down this route the Parish Council are some way off being eligible for this – the main stumbling block being the Clerk has to be CILCA qualified.

CiLCA qualification: The Clerk asked if the Parish Council would agree to fund her

training for gaining the Clerk's qualification. The costs would be a registration fee of £150 and Essex Equals course fee of £370, both of which would be covered by the 75% bursary which has already been awarded. There was also a possible bursary from NALC of £100. The Parish Council was asked to consider agreeing to pay for the Clerk's study time and expenses, which is normal practice in such circumstances. The EALC estimate the qualification could be gained in 90 hours study time. It was agreed to defer a decision on this until the next meeting.

Streetscene Agreement: The Clerk reported that the Streetscene Partnership Agreement is due to expire on 31st March. It was unanimously agreed that the Parish Council should renew this agreement for £661.23 which was last year's rate plus 2.4% for inflation. Proposed by AA and seconded by PB. The Chairman signed the necessary contracts and the Clerk would write detailing the work carried out by the handyman.

JH

Litter Picks: The Clerk reported that Vic Roome had very kindly arranged a litter pick in Fuller Street on 6th March. An enormous amount of rubbish had been collected. The Clerk had written to thank him.

Terling Village School are doing a litter pick in the Dismals and the Cricket pitch after school on 24th March and both the Ranks Green and Terling Litter picks have been arranged for Saturday 27th March.

Street Light at Terling Ford: The Clerk reported that street light at Terling Ford was broken, beyond repair. She had received one quote for £350 to replace it and would obtain two further quotes. It was unanimously agreed that the lamp should be replaced as quickly as possible and the Clerk was given approval to spend up to £350. Proposed by HW, seconded by PB.

JH

#### 10.101 **Casual Vacancy**

The Clerk confirmed that the Parish Council was now free to co-opt.

SA had requested a switch from being a Councillor for Terling to Fairstead, thus filling the casual vacancy, but creating a vacancy in Terling. The Clerk was seeking legal advice on how best to handle this switch.

JH

#### 10.102 **Telephone Kiosks**

Terling Kiosk Adoption: The Clerk reported that the adoption of the Terling kiosk had been delayed, the equipment was still in place, but that the transfer would soon take place.

Ranks Green Kiosk: The handyman had been unable to remove the door without damaging it beyond repair. A new door was therefore definitely needed. The Clerk agreed to do further research into finding a door, which would be covered by the insurance. A supplier had been found in Redhill, but the Parish Council would need to hire a van to collect it.

JH

#### 10.103 **Risk Assessment Review**

TL reported that the Business and Financial risk assessment had been reviewed. A few minor amendments had been suggested. The next review would take place in February 2011.

#### 10.104 **Health and Safety Policy Review**

TL had reviewed the health and safety policy which was found to be in order. The next review would take place in March 2011.

#### 10.105 **Clerk's Contract Review**

The Clerk's contract is due for review. This would be considered by the Finance Committee.

IS, SM,  
RD, SA

- 10.106 **Salt/Grit Bins**  
The Clerk reported that ECC Highways are considering a request for a salt/grit bin by Owls Hill. In addition, SA had requested a salt bin in Fuller Street near Hillside Motors and another had been requested near Sandypits. Each would cost £350. It was suggested that the bin outside the school be re-sited and one new one purchased. ECC Highways would be asked to approve the proposed re-siting and locations. The expenditure for one bin was unanimously approved. Proposed by HW and seconded by DW. JH
- 10.107 **Terling Village Stores – Picnic Table** – Covered earlier in the proceedings.
- 10.108 **Terling Inn – response to concerns** – Covered earlier in the proceedings.
- 10.109 **General Correspondence to Note**  
None.
- 10.110 **Any Other Business**  
The concerns expressed by members of public about the low flying aircraft was discussed. The Clerk was asked to write to the relevant authority detailing these instances. It was agreed that the Parish Council would invite a representative from BAA to come along to speak at a future Parish Council Meeting. JH
- 10.111 **Date of Next Meeting, including Committees**  
27<sup>th</sup> April 2010, Parish Council Meeting, The Committee Room at The Square & Compasses, Fuller Street.  
25<sup>th</sup> May 2010, Annual Parish Meeting followed by the Annual Meeting of the Parish Council, 7pm, Terling Village Hall.

The meeting closed at 10:15.