

## TERLING AND FAIRSTEAD PARISH COUNCIL

### Minutes of the Meeting of Terling and Fairstead Parish Council held on 1<sup>st</sup> March 2011 at 7.00pm at Terling Village Hall

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**Present:** Mrs P Bird (Chairman)  
Mrs A Anderson  
Mrs S Alder  
Mr R Dixon  
Mr T Lewis  
Mr D White  
Mr C Cutler  
Mrs L Sime  
Mrs J Halfhide (Clerk)  
5 members of the public

ACTION

**Apologies for absence:** Sarah McNamara, Ian Smith, Cllr Margaret Galione, Vice Chairman PB took the Chair in SM's absence.

#### 10.155 **Meeting Open to the Public**

PCSO Nikki Doubleday reported that burglaries were on the increase in the area, there had been three arrests and 2 reports of suspicious people. There had also been several cases of oil thefts. There had been vehicle nuisance in The Dismals; the culprit was known and it would not be happening again. NAP meetings and mobile surgeries would be continuing. Terry Blunden reported on his recent meetings with Greenfields, one of which PB had also attended, along with an ECC Highways representative to discuss the ponding problems in Mill Lane. PB commented that Greenfields had been extremely helpful. They would be obtaining quotes for the work required to remedy the problem. Greenfields are looking at the possibility of placing salt/grit bins on their properties, which could possibly be used by the whole community. Funding is possibly available for other projects.

#### 10.156 **Minutes of Last Meeting**

The minutes of the meeting held on 29<sup>th</sup> January 2011 were discussed. There were two amendments to be made. The time of the meeting was 10am, not 7pm and under 10.151 "professional legal advice" should read "professional planning advice". The minutes were otherwise unanimously approved. It was proposed by RD and seconded by DW that the Chairman should sign a copy of the minutes as a true and accurate record.

#### 10.157 **Matters arising from the meeting**

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

#### 10.158 **Declaration of Interests**

None.

#### 10.159 **District Councillors' Reports**

Cllr Galione's had contacted the Clerk to report that the Council Tax had been frozen for the coming year. There were to be no changes from ECC regarding buses in the Parish and the Shopper Bus, mobile library and Village Agents scheme will continue.

#### 10.160 **Chairman's Report**

No report in SM's absence.

#### 10.161 **Sub-Committees Reports**

##### **Finance:**

Copies of Receipts and Payments for the current financial year to date had been emailed by the Clerk to all Councillors. In IS's absence the Clerk distributed the Receipts and Payments, Budget and Forecast sheet and graph, which she explained.

The following cheques were approved for payment and were signed. All invoices had been checked against cheques. Proposed by AA and seconded by SA.

|          |      |   |          |
|----------|------|---|----------|
| 19th Jan | 1382 | Aon Limited - Insurance (bench)             | £ 6.87   |
| 19th Jan | 1383 | Acumen Wages – Payroll                      | £ 20.56  |
| 19th Jan | 1384 | D W Jiggins - Handyman Jobs                 | £ 26.28  |
| 20th Jan | 1385 | Acumen Wages – Payroll                      | £ 21.00  |
| 2nd Feb  | 1386 | J Halfhide - Clerk's Expenses January       | £ 113.57 |
| 2nd Feb  | 1387 | PJ Fencing - School Green Fencing           | £2220.00 |
| 2nd Feb  | 1388 | Colin Cutler – IT expenses                  | £ 35.11  |
| 2nd Feb  | 1389 | A H Jiggins - Handyman Jobs                 | £ 19.24  |
| 2nd Feb  | 1390 | D. Anderson – Tables, Horticultural society | £ 201.23 |
| 2nd Feb  | 1391 | J Halfhide -Clerk's Salary January          | £ 502.01 |
| 2nd Feb  | 1392 | Distinctive Signs Ltd - Events Board        | £ 236.40 |
| 2nd Feb  | 1393 | Lord Rayleigh's Farms - Garage rental       | £ 20.00  |

### Effectiveness of Internal Audit

As part of the Annual Return the Parish Council has to confirm that it has reviewed its internal audit procedures and is confident that it is effective. A sub committee had met to review the process and its report had been emailed to all Councillors. The internal auditor seems to be independent, is competent and has a satisfactory working relationship with both the Clerk and the Parish Councillors and the audit planning process and the reporting of it is satisfactory.

DW proposed, seconded by LS, and unanimously agreed, that a further £13.45 should be spent for purchase of goals (total £510.60 plus VAT, £500 previously approved).

DW proposed, seconded by SA and unanimously agreed that the Parish Council should purchase a new lawnmower up to £600 plus VAT. The Clerk was asked to research suitable models. The Honda “Pro” range should be considered.

JH

RD proposed, seconded by SA and unanimously agreed that the handymen should be paid £10 per hour for the football field work. The Finance Committee would meet to review the handymen’s rate for general Parish work.

### **Environmental & Footpaths:**

LS reported that there had been a number of complaints about dog fouling on Church Green and in The Estate Yard. The Clerk was asked to contact BDC for advice. The wardens have the power to prosecute. The Clerk was asked to place a suitable comment in the Parish Magazine and in the shop.

JH

JH

AA reported that the green triangle by the bridge at Terling Ford had been damaged due to vehicles attempting to drive up the river bed at this point. The Clerk was asked to contact the Environment Agency for advice.

JH

The Clerk reported that the tractor had been serviced and that the handymen had been replacing missing footpath marker signs.

The work proposal form for P3 had to be returned by 14<sup>th</sup> March. The Clerk and DW would liaise on this.

DW/JH

The Clerk had reported the flooding in Fuller Street and, in response, representatives from BDC and the Environment Agency had visited the site. The Environment Agency had contacted the Clerk to seek clarification about the pipe on Humphreys’ land as the Parish Council and Mr Humphreys had previously corresponded about it. The Clerk had asked the Environment Agency to keep the Parish Council informed as to its findings.

### **Estate Liaison:**

Nothing to report.

**Health & Welfare:**

Nothing to report.

**IT & Publicity:**

Nothing to report.

**Planning & Highways:**

The following recent planning applications were discussed:

- Application: 11/00163/LBC Elmhurst Fairstead Hall Road Fairstead  
Creation of 2 additional opening windows in the gable end of dwelling, and to make the two existing windows into opening windows
- Application: 11/00221/FUL Blixes Farm Ranks Green Fairstead  
Erection of extension to existing farm shop

The Planning sub-committee would discuss these planning applications further.

RD/CC/PB

**- Terling Windmill**

RD reported that despite the response from BDC Planning Enforcement, he believed enforcement action could be taken with regards to the sails, under the Historic Buildings Act.

**- The Nutshell, Fairstead Road.**

The Clerk had received a response from BDC. Officers had again visited the site and were satisfied that the site was not being used as a waste transfer station.

RD reported that the Rural Services Survey had just been published and was available. The Braintree District Council Core Strategy would be discussed at a public hearing on 29<sup>th</sup> March.

The work to School Green had been completed. There had been many complimentary comments, and only very few negative ones.

The Clerk had been asked to follow up on the snow ploughing contract between ECC Highways and Lord Rayleigh's Farms. She had reported to the Parish Council and Alex Dyke via email. It was agreed that the procedures in place would have to be put to the test when it next snowed; there was no way of knowing until then whether they would be effective, but the Clerk had received assurances that they would be.

The Clerk had received a letter from Yim Kong, Head of Localism & Customer Services at ECC explaining how the Highways Department had been reorganised. All contact is to be channelled through the relevant Customer Liaison Team.

The Clerk had reported 14 Highways related problems since the end of January, had recorded them and will be monitoring the responses. Included in these was the blocked culvert in Ranks Green, which was causing flooding, originally reported in January. The broken barriers in Ranks Green which had also been reported to Highways in January had not been repaired. This was thought to be a safety hazard. The Clerk confirmed she had just reported this problem for the third time and would continue to chase ECC Highways.

Convoys of sugar beet lorries had caused considerable damage over several days to the highway when they had driven from Ranks Green via Fuller Street to access the Boreham Road. Members of the public had contacted ECC Highways to complain, and to report the damage.

- 10.162 **Councillors' Reports, including Village Hall and School Report**  
 SA had reported a blocked pipe opposite The Old Stores in Fuller Street.  
 PB commented that considerable disruption to school buses had been caused when the road was closed early in the morning to enable the clearance of the tree which had fallen at Norrells. The road surface had been severely damaged but had been repaired.  
 DW reported that he expected the Fuller Street to Boreham Road would need to be closed for perhaps a week at some time in the future to enable essential BT works to overhead cables.  
 SA would speak to the landlord of The Square & Compasses with a view to arranging a Spring litter pick for Fuller Street. SA
- 10.163 **Clerk's Report**  
 Hours for January: 65¾  
 Hours for February: 47¾
- As the Parish Council elections will be taking place on 5th May the Clerk summarised the process. In view of the elections the usual co-option procedure will not be taking place following Hayley Wiseman's resignation. Nomination packs will be available on 7th March. The Clerk will deliver them to all existing Councillors and anyone requesting them. All nomination papers must be delivered to the Returning Officer at Causeway House between 25th March and the deadline of noon on 4th April. Any arriving after this time (regardless of when posted) will be classified late and as such invalid. The delivery of these nomination papers is the responsibility of the Candidates themselves. JH
- The Clerk had arranged a spring litter pick for Terling for Saturday 26th March, meeting at 10am in The Dismals. JH
- The Clerk was asked to arrange the BDC's summer Childrens' Activity Day which would be taking place in March. JH
- 10.164 **Football Field Project**  
 The future of the football field, now that the licence had been signed, was discussed at length. It was felt that someone, not on the Parish Council, was needed to project manage the football field, similar to the arrangement with the swimming and tennis clubs. RD offered to prepare a suitable advert. RD  
 TL mentioned that the Sport England and Active Places websites could be useful. Details would be given to the Clerk. TL  
 TL had completed a risk assessment for the football field, with suggested wording for a notice to placed at the site. PB thanked TL for his work in this regard.  
 A "Do Day" was arranged for Saturday 16<sup>th</sup> April. The Clerk would publish details of this in the Parish Magazine and prepare posters to encourage the community to get involved. JH  
 Prior to this RD would speak to Alex Dyke to see if it would be possible for Lord Rayleigh's Farms to cut and roll the field, as AD had previously indicated might be possible, and would also mention the gate, which was in need of some repair. RD
- 10.165 **Tender for Terling School Ground Works**  
 DW proposed the motion that that the Parish Council should tender for the ground works contract for Terling School, this was seconded by RD. This was put to the vote:-  
 For the motion: 4  
 Against: 2  
 Abstentions:2  
 The motion was duly carried.  
 The tender document was then discussed at length and the Clerk was asked to write to the school with the Parish Council's proposal.

- 10.166 **Terling Inn**  
 It was noted that a gate and fencing had been erected by Lord Rayleigh, probably to enforce the covenant over the land which permits access only when the building is being used a pub. RD had been in communication with the owner of the front part of the car park, and it was agreed that RD would encourage engagement between her and the pub group, with LS and Alex Clarke. RD  
 The Clerk was asked to write again to Planning Enforcement about the letting of the manager's accommodation which they had now confirmed constituted a material change of use. JH  
 It was agreed that the Parish Council should engage with Barclays Bank and LS agreed to draft a suitable letter for the Clerk to send. LS  
 LS had been in contact with The Pub is the Hub. JH
- 10.167 **Adopted Phone Kiosks**  
 The Clerk reported that all five adopted phone kiosks had been fitted with the new low energy anti-vandal lights.  
 There had been no response from the community with ideas for how to use the kiosks, apart from Terling School which had expressed an interest and the Clerk was asked to write to them to further this. JH  
 As four of the kiosks were on the Essex Way it was suggested that they be all be used as Essex Way Information points, or all five to be linked via a new "Terling and Fairstead Way" walk.
- 10.168 **Risk Assessment Reviews**  
 The Clerk's Home Working Health & Safety Assessment had been reviewed by TL. The date of the next review would take place in February 2012.  
 The Health and Safety Policy had also been reviewed by TL. The next review would take place in March 2012.  
 As the Business and Financial Risk Assessment is due for review at the end of March the Finance Committee would need to discuss. The Clerk agreed to email the Risk Assessment to the Finance Committee. SM/IS/RD  
 TL was thanked for his work on these reviews. SA
- 10.169 **General Correspondence to Note**  
 The Clerk had received a letter from Jenni Lawrence thanking the Parish Council for the money for the trestle tables for the Horticultural Society.
- 10.170 **Any Other Business / Next Agenda Items**  
 With the digital TV switchover rapidly approaching concern was raised for elderly residents who may have difficulty. SA offered to contact the Village Agent who had information on this. The Clerk would put the necessary information in the Parish magazine and a poster in the shop. SA  
 JH
- 10.171 **Date of Forthcoming meeting**  
*Parish Council Meeting:* Tuesday, 5<sup>th</sup> April, 2011, at The Square & Compasses, Fuller Street, 7pm.  
**Annual Parish Meeting and Annual Meeting of the Parish Council:** Tuesday 17<sup>th</sup> May, 2011, at Terling Village Hall  
**The meeting closed at 9:35pm**