

**Minutes of the Annual Meeting of Terling and Fairstead Parish Council held on 17<sup>th</sup> May 2011, at 7.00pm, in Terling Village Hall**

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**Present:** Mrs S McNamara (Chairman)  
 Mrs P Bird  
 Mr I Smith Mrs A Anderson  
 Mr R Dixon Mr D White  
 Mrs S Alder Mrs L Sime  
 Mr R Hunt Mrs J Halfhide (Clerk)  
 8 members of the public

ACTION

**11.00 Election of Chairman and Vice Chairman**

The Councillors unanimously agreed that Mrs Sarah McNamara should be elected Chairman. SM signed the Declaration of Acceptance of Office of Chairman. Mrs Pauline Bird was unanimously elected as Vice Chairman.

**11.01 Apologies for absence:** Cllr Margaret Galione, Cllr Tom Cunningham.

**11.02 Declaration of Acceptance of Office**

In accordance with section 83 of the 1972 Local Government Act Councillors signed Declaration of Acceptance of Office forms, all of which were duly witnessed by another Councillor or the Clerk.

**11.03 Code of Conduct**

Councillors were advised of their duty to register any interests required to be registered under paragraphs 12 and 13 of the Code of Conduct and to review them and make any amendments as necessary. Councillors were reminded of their duty that under paragraph 14 of the code of Conduct they must give written notification to the Monitoring Officer within 28 days of becoming aware of any changes.

**11.04 Sub-Committees**

Sub Committees were appointed as follows:

Finance: Ian Smith, Robin Dixon, Sarah McNamara, Sheila Alder

Environmental and Footpaths: Trevor Lewis, Darren White, Louisa Sime

Estate Liaison Officers: Pauline Bird (Terling), Trevor Lewis (Fairstead)

Health and Welfare: Ann Anderson, Sheila Alder

Planning and Highways: Robin Dixon, Pauline Bird, Reg Hunt

Complaints: Ann Anderson, Sarah McNamara, Pauline Bird

School Representative: Ann Anderson

Church Liaison: Louisa Sime

Village Hall Representative: Pauline Bird

Parish Council Advisers:

IT and Publicity: Colin Cutler

Tree Warden: Angus MacWillson

**11.05 Minutes of Last Meeting**

HW proposed and PB seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 27<sup>th</sup> April 2011 were unanimously approved

11.06 **Declaration of Interests**

None.

11.07 **District Councillors' Reports**

None.

11.08 **Chairman's Report**

Nothing to report.

11.09 **Sub-Committees Reports**

**Finance:**

Copies of Receipts and Payments for the current financial year had been emailed to all Councillors.

The following cheques were approved for payment and were signed. All invoices had been checked against cheques. The expenditure was unanimously approved.

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5th April	1417	HM Revenue & Customs - PAYE Tax	£144.25
5th April	1418	AH Jiggins - Handyman Jobs	£ 19.25
5th April	1419	EALC - Clerk's CiLCA course	£370.00
5th April	1420	Lord Rayleigh's Farms - Garage Rent	£ 20.00
5th April	1421	Sports-E-Quipment Ltd Goal Posts	£780.00
5th April	1422	Wicks Coaches - Hire (Always Welcome Club)	£200.00
5th April	1423	EALC- Affiliation Fees EALC & NALC	£242.88
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20th April	1431	Aon Limited - Insurance goals/mower	£ 8.21
20th April	1432	SLCC/CiLCA Management - CiLCA registration	£150.00
6th May	1439	J Halfhide - Clerk's Salary April	£567.72
6th May	1440	HM Revenue & Customs - PAYE Tax	£162.77
6th May	1441	DW Jiggins - Handyman Jobs	£258.21
6th May	1442	J Halfhide - Clerk's Expenses April	£139.51
6th May	1443	Lord Rayleigh's Farms - Garage Rent	£ 20.00
6th May	1445	Acumen Wages Services - Payroll & Year End	£ 45.00
6th May	1446	A H Jiggins - Handyman Jobs	£222.93
6th May	1447	Colin Cutler – Expenses	£ 43.20
6th May	1448	EALC - Reference Book	£ 52.50

IS distributed his Receipts and Payments, Budget and Forecast sheet and graph for the year to date, which he explained. The Chairman signed as approved.

- Approval of Unaudited Accounts for year ending 31 March 2011

IS presented the Annual Return for the year ended 31<sup>st</sup> March 2011 and explained the Statement of Accounts and the Annual Governance Statement. It was unanimously agreed that the Chairman should sign the Annual Return which would now be passed to the Internal Auditor for his report (proposed by AA, seconded by SA).

JH

- Review of Annual Insurance

The Clerk had carried out a review of the insurance policy and had proposed to the Finance

Committee that the Council should consider moving the Council's insurance policy at 1st June renewal to Aviva via Came & Co. The Finance Committee had considered this and agreed that a move to Aviva would provide more comprehensive cover at a reduced premium. IS proposed that the Council should approve the move to Aviva. This was unanimously agreed. Discussion then ensued as to whether to renew for a 12 month period, to enter into a Long Term Agreement or to enter into a Long Term Agreement and change the renewal date to 1<sup>st</sup> October. It was unanimously agreed to enter into 3 year LTA with Aviva and change the renewal date to 1st October. The premium for this would be £964.28 for the first year.

JH

- Approval for EALC New Councillor Training Day (for RH) - £60

SA proposed that expenditure should be approved for RH to attend a New Councillor's day's training at the EALC. Seconded by AA. Unanimously approved.

JH

### **Environmental & Footpaths:**

TL reported that the handyman had had an accident on the tractor, but had fortunately not been injured. The roll bars had protected him. TL will be writing a full incident report. TL had been in contact with P3 to query the line of the definitive path where the incident occurred. P3 had confirmed that they were happy for the field edge to be cut at this point.

### **Estate Liaison:**

Nothing to report.

### **Health & Welfare:**

Concern had been raised about the state of repair of the spring rabbit in the playground. It was agreed that it was not worth repairing, it being fairly old and rotten in several places. It was agreed that it should be removed as soon as possible, and a replacement should be purchased. AA agreed to obtain quotes for the Council to consider at the next meeting. There was also concern about the trip hazards in the playground, caused by the prolonged period of dry weather. The ROSPA report was due imminently and it was agreed to wait to consider their advice.

AA/ JH

### **IT & Publicity:**

It was agreed that the publication of the Village Design Statement was now a matter of urgency. The Chairman agreed to follow this up.

SM

### **Planning & Highways:**

- Application: 11/00295/OUT

The Planning Committee had carried out a site inspection with the permission of the applicant, at Norman House, Terling and had liaised with the Parish Tree Warden. RD outlined their findings and concluded that an individual building of this size within its mature landscape within the Terling Conservation area should be resisted and a more modest scheme be applied for, more in harmony with its location and landscape. Comments had been submitted to Braintree District Council.

- Mill Lane, Ponding on Highway

PB reported that Greenfields were in the process of reinstating the ditch in Mill Lane.

Residents had requested whether it would be possible to consider measures to slow the traffic in New Road, Terling. Road narrowing, speed bumps and other solutions were discussed. The Clerk was asked to contact Essex County Council Highways to seek advice.

JH

The Clerk was asked to follow up the Birds Farm Lane HGV restriction issue with ECC Highways.

JH

- 11.10 **Councillors' Reports, including Village Hall Report**  
 TL reported that the damaged safety barriers in Ranks Green, originally reported to ECC Highways last year, and again in February had still not been repaired. Highways had considered them low priority but the Council felt that they represented a real danger to the public. The Clerk was asked to contact Cllr Michael Lager in this regard. JH  
 The damaged manhole in Ranks Green had now been repaired.
- A member of the public had asked PB whether the Council could consider purchasing a dog bin to be located by footpath 22 between Flacks Green and Gambles Green to alleviate the dog mess problem there. The Clerk was asked to obtain quotes and add to the Agenda for the next meeting. JH
- DW reported that Mr Humpheys will take a look at the flooding in Fuller Street when it next floods.
- AA expressed concerns about the overgrown vegetation outside the Nutshell development in Fairstead Road which was obscuring the view around this bend in the road. It needed cutting back and the Clerk was asked to contact the developer. JH
- RD asked if it would be possible to obtain some photographs of Terling Windmill with its sails in situ. JH
- 11.11 **Clerk's Report**  
 The Clerk's hours for May were 71¼ of which 7¾ were CilCA related.
- Church Green Bench  
 The bench dedicated to past Parish Council Chairmen on Church Green is damaged and has been removed as it was considered a danger to the public. With repair costs estimated in the region of £350 it was decided that it was not worth repairing. The Clerk would obtain quotes for a replacement and would add to the next Agenda.
- The Clerk had received the entries from Terling School who ran a competition to come up with ideas for the best use of the old BT phone kiosks, adopted by the Parish Council. There had been 18 entries with some imaginative suggestions. Councillors would consider the entries and decide winners.
- Newly elected District Councillor Tom Cunningham had been in contact with the Clerk, and he would be attending Parish Council meetings whenever possible.
- The Braintree Dog Wardens had contacted the Clerk following complaints about dog fouling in the cemetery in Terling. They would be putting a case together for prosecution of the offending owners.
- The Children's Activity Day at Terling Village Hall organised by Braintree District Council will be held on 2<sup>nd</sup> August.
- 11.12 **Risk Assessment Reviews**  
 The Risk Assessment reviews for the Work of the Handyman and for Footpath Cutting & Clearance were now due. TL would report at the next meeting. TL
- 11.13 **Terling Inn**  
 LS reported on a meeting she and members of the Save our Pub Working Group had had with Mr Steven Webb at Terling Place. Subsequently, she and Alex Dyke had met with the relevant Braintree District Council Planning Department Case Officer. They had put forward the community's wishes – that at least part of the existing building should be retained, that part of the site should be gifted to the Parish Council under a section 106 agreement to ensure the last pub in the village remained, that the site should be used as a

multi-function facility and that the remainder would be subject to the usual planning approvals. The Case Officer was supportive of these fundamentals and the process proposed by the Working Group. Submission of the Village Design Statement had been considered desirable in support of the community's wishes.

The Council was unanimous in thanking the Working Group, Alex Dyke, and LS in their efforts.

LS would write, on behalf of the Working Group, to the Case Officer, with a copy to the Clerk, summarizing the meeting, for the record. LS

LS agreed to re-draft a letter to Barclays Bank for the Clerk to send. LS

11.14 **Football Field**

The grass had been cut, the handymen would be asked to carry out a cutting programme throughout the summer. The Football Club would be marking out the pitch then the goals could be erected. The School would be asked if interest would be forthcoming for a Youth Team to play in Terling. AA

11.15 **General Correspondence to Note**

None.

11.16 **Information Exchange / Next Agenda Items**

The Clerk was asked to email to all Councillors a list of all forthcoming training courses at the EALC. JH

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

Parish Council Meetings:

Tuesday 21<sup>st</sup> June 7pm at The Square & Compasses, Fuller Street, Fairstead

Tuesday 2<sup>nd</sup> August 7pm at The Square & Compasses, Fuller Street, Fairstead

**The meeting closed at 9:45pm**

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