

Minutes of the Meeting of Terling and Fairstead Parish Council held on 6th December 2011, at 7.00pm, in The Gallery at The Square and Compasses, Fuller Street, Fairstead

Present: Mrs S McNamara
 Mrs P Bird
 Mr I Smith
 Mr R Dixon
 Mr R Hunt
 Mr T Lewis
 Mrs A Anderson
 Mrs S Alder
 Mr D White
 Mrs L Sime

Mrs J Halfhide (Clerk)
 10 members of the public

ACTION

- 11.98 **Apologies for absence:** Apologies were received, and accepted, from Cllrs Tom Cunningham and Michael Lager
- 11.99 **Meeting Open to the Public**
 Sue Stewart had stated at the Community Heartbeat Trust Meeting when the defibrillator was installed that she would be willing to hold CPR courses. She was still willing to do this.
- 11.100 **Minutes of Last Meeting**
 SA proposed and AA seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 18th October 2011 were unanimously approved.
- 11.101 **Declaration of Interests**
 None
- 11.102 **District Councillors' Reports**
 Cllr Galione reported that the Council tax had been frozen, this was partially due to excellence in the area of waste disposal. The Village Hall's grant application would be considered (MG congratulated the Village Hall Management Committee on their case).
- 11.103 **Chairman's Report**
 Nothing to report.
- 11.104 **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. IS proposed that the expenditure be approved, seconded by SA and unanimously approved:-

18th Oct	1534 EALC - Councillor Training	£50.00
31st Oct	1535 Terling Village Hall - Room hire	£11.30
31st Oct	1536 J Halfhide - Clerk's expenses October	£91.07

31st Oct	1537 Lord Rayleigh's Farms - Garage Rental	£20.00
31st Oct	1538 Came & Co – Insurance	£25.00
31st Oct	1539 Audit Commission - Annual Audit	£342.00
31st Oct	1540 IDACAD Print Services – Signage	£96.00
31st Oct	1541 J Halfhide - Clerk's Salary October	£583.89
31st Oct	1542 A H Jiggins - Handyman Jobs General	£229.07
18th Nov	1543 Ardleigh Feeds & Fencing – fencing	£725.00
18th Nov	1544 Elliottpond Terling Stores - Internet café	£86.74
18th Nov	1545 Acumen Wages Services – Payroll	£21.00
18th Nov	1546 HM Revenue & Customs - PAYE Tax	£174.99
30th Nov	1547 J Halfhide - Clerk's Expenses Nov	£107.61
30th Nov	1548 Braintree Association - Annual Subs	£ 18.00
30th Nov	1549 Lord Rayleigh's Farms - Garage Rent	£20.00
30th Nov	1550 Colin Cutler - Internet Hosting	£35.86
30th Nov	1495 David Anderson – Expenses (paint)	£20.32
21st Nov	Ddebit BT Payment Services - Clerk's Phone Line	£59.61

IS distributed his Receipts and Payments, Budget and Forecast sheet and graph for the financial year to date. IS reported that he still forecast the Council's expenditure for the current year would be slightly over budget, forecasting £1700 to be spent over income received. He anticipated reserves of £38,000 at year end.

The Parish Support Grant would remain at £3,485 for next year. Councillors had considered the draft budget, previously emailed. AA proposed that the budget should be passed, and the Precept should be set at the same level as the current financial year - £14,515. Seconded by SA. Unanimously agreed. The Clerk would complete and return the Precept form.

JH

SA proposed that a Chairman's Allowance be paid to the Chairman, up to a maximum of £120 per annum. Seconded by DW. Unanimously agreed.

The approval for the purchase of a fire extinguisher would be deferred until the next meeting, pending further research by the Clerk.

JH

RD proposed that a plaque be ordered for the defibrillator kiosk for £60.17. Seconded by IS. Unanimously approved.

The Clerk reported that the Internal Auditor would commence the audit in January, in an attempt to ease the administrative burden at the financial year end. The Clerk would attend to this in mid-January.

JH

The Chairman would carry out the internal mini audit with the Clerk before Christmas.

SM/JH

11.105 **Environmental & Footpaths**

Nothing to report.

11.106 **Estate Liaison**

Nothing to report.

11.107 **Health & Welfare**

The oak tree in the playground had been lopped, the spring rabbit had been reinstalled and the new fencing work had commenced. The play surfaces would be re-examined next year.

11.108 **IT & Publicity**

The Internet Café was being well used. Some users had expressed a wish for a printer. This was discussed, but it was felt that whilst the demand would be monitored, there was not sufficient demand to currently warrant the expenditure. The Chairman thanked the proprietors of Terling Village Stores for all their assistance with the internet café and for helping to make it such a success.

11.109 **Planning & Highways:**

Rayleigh Arms The Pub Working Group had met to discuss future options.

Village Envelope The Planning Committee had met and had discussed Juliet Kirkaldy's letter of 7th November and had responded confirming that the Parish Council would like the Village Envelope to remain as presently drawn.

The Windmill, Terling A letter had been sent to James Salmon at BDC District Development asking the District Council to look again at the unauthorized removal of the sails.

Speed control measures New Road, Terling. The Council was still waiting a response from ECC Highways to the Clerk's request for road survey drawings for the area in question, which had been requested in October. The Clerk was asked to chase this.

JH

RD mentioned that as at 1st April 2011 BDC had a balance of £1.289 million of Section 106 monies, none of which was for the Terling or Fairstead area. There was a unilateral undertaking by way of Section 106 on the recent Norman House planning permission for works on Public Open Spaces, and RD suggested that perhaps the improvements to the car park at Terling Village Hall, which had now been approved, could benefit from this. RD would research this further.

RD

New Planning Application: 11/01525/FUL Oakwrights Hall, Braintree Road, Terling
A response would be made by the Planning Committee under its delegated powers.

RD/RH/PB

Residents had complained of potholes, especially those at Norrells Corner. The Clerk confirmed these had in fact been reported to ECC Highways at the end of September. The section of Lynderswood Road in Gt. Leighs between the Ranks Green turning to Finch's was badly in need of repair, and the Clerk would report this.

JH

A number of complaints had been received about vehicles parking on the bend opposite School Green.

ECC's fleet of gritters are ready to be mobilized. Residents can check which roads are to be gritted by visiting www.essex.gov.uk/winter. The Clerk was asked to advertise this.

JH

RD reported that there were two mineral extraction and possible future waste sites nearby, two at Great Leighs and one in Witham.

11.110 **Councillors' Reports, including Village Hall Report**

SA thanked those who helped with the Fuller Street litter pick.

PB confirmed that the planning permission for the Village Hall car park had been granted. The Parish Council would be asked to provide a letter in support of the Village Hall's grant application.

LS had received complaints about dog fouling on Church Green. The dog warden would be notified.

- 11.111 **Clerk's Report**
The Clerk reported that the EALC would be running a free Planning Training Day / Localism Bill on 29th February. She would forward details once received. JH
- 11.112 **Councillor Vacancy**
The vacancy was still open.
- 11.113 **Football Field**
LS had applied to the Big Society Fund for £15,000 and reported she had received three quotes for anti-vandal portacabins, the lowest being for £20,166. Greenfields was also another potential funding source. The future of the football field was discussed; the Clerk pointed out that the Council had already formally agreed to the football field being used at a "knock-around" level, with the goals already having been purchased.
- 11.114 **Village Design Statement (VDS)**
The Chairman undertook to establish progress.
- 11.115 **HM The Queen's Diamond Jubilee 2012**
It was understand that members of the community were still prepared to plan some form of celebration. The Clerk had suggested that if assistance was required they should approach the Parish Council.
- 11.116 **Defibrillator**
The Clerk reported the installation was complete, and members of the community had kindly agreed to carry out the weekly checks. The Chairman thanked them for undertaking this important task.
- 11.117 **Internet Café Risk Assessment**
TL had carried out the risk assessment review for the internet café. The next review date is 29th October 2012.
- 11.118 **Review: Standing Orders, Complaints Procedure and Financial Regulations**
The Finance Committee would meet to review the Standing Orders (incorporating the Complaints Procedure) and the Financial Regulations. SM / IS / RD / SA
- 11.119 **Bus Services – report from Chairman**
The Chairman had attended the Passenger Transport Representatives Meeting on 29th November and reported that at present none of the Parish's buses are under threat. The Monday Shopper Bus is funded until April 2012. It had been requested that the 341/342 service be continued, but altered slightly to allow Terling users to have less time in Witham. There have been some problems with Regal Buses who have the contract for the Friday 344 bus. A larger bus has been requested. It is possible to have designated bus stops in Terling, but it was felt that this would not be necessary.
- 11.120 **General Correspondence to Note**
None.
- 11.121 **Information Exchange / next agenda items**
It was noted that the Olympic Torch Relay will pass through Hatfield Peverel prior to the 2012 Olympic Games. It will visit every District in Essex, other than Tendring. It had been noted that Tendring District Council was challenging why it had not been included in Essex County Council's recommended route to the Government for the Olympic Torch Relay. MG was asked to ascertain whether Braintree D.C. had been consulted. (Earlier in the year the Clerk had tried to ascertain whether discussions could be had at District or MG

County level to encourage the organisers to bring the route through Terling and Fairstead. She had been informed the decisions rested entirely with LOCOG.)

SA had attended a Law and Procedures course at the EALC and was impressed that Terling and Fairstead seemed to fulfil all the requirements.

The Chairman took the opportunity to thank all those who assisted the Council throughout the year, to support the work of the Parish Councillors.

11.122 **Date of Next Meeting, including committees**

Parish Council Meeting: Tuesday 17th January 2012, 7pm, Terling Village Hall

Parish Council Meeting: Tuesday 28th February 2012, 7pm Terling Village Hall

The meeting closed at 8:25pm