

**Minutes of the Meeting of Terling and Fairstead Parish Council held on 21<sup>st</sup> June 2011, at 7.00pm, in The Committee Room at The Square & Compasses, Fuller Street, Fairstead**

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**Present:** Mrs A Anderson  
 Mr R Dixon Mr D White  
 Mrs S Alder Mrs L Sime  
 Mr R Hunt Mrs J Halfhide (Clerk)  
 District Councillors Margaret Galione and Tom Cunningham

ACTION

In the Chairman and Vice-Chairman's absence Councillors unanimously agreed that Mrs Ann Anderson should take the Chair.

11.18 **Apologies for absence:** Apologies were received, and accepted, from Sarah McNamara, Pauline Bird and Ian Smith.

11.19 **Meeting Open to the Public.**  
 No members of the public present.

11.20 **Minutes of Last Meeting**  
 LS had reported that the mole catcher was able to use gas. SA proposed and DW seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 17<sup>th</sup> May 2011 were unanimously approved

11.21 **Declaration of Interests**  
 None.

11.22 **District Councillors' Reports**  
 New District Councillor Tom Cunningham was welcomed and he and Cllr Galione reported that weekly food waste collections were being introduced, although not to Terling & Fairstead at the moment, MG offered to find out when the Parish would benefit from this service. The cabinet had been reduced in size. Greenfields are to build new homes in Hatfield Peverel. Plans for the new sports centre in Witham are available for viewing. Braintree town centre will be revitalised, with Witham town centre to follow. Causeway House is being refurbished, and is having solar panels installed. A larger bus has been requested for the Friday route as it is proving very popular. New bus timetables are available from Witham Town Hall, although the Terling and Fairstead routes have not been altered.

11.23 **Chairman's Report**  
 Nothing to report in SM's absence.

11.24 **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.

18th May	1448 Came & Co – Insurance	£964.28
18th May	1449 Terling Village Hall - Room hire	£45.20
18th May	1450 EALC - Councillor Training	£60.00

2nd June	1433 J Halfhide - Clerk's Salary May	£734.23
2nd June	1434 HM Revenue & Customs - PAYE Tax	£275.75
2nd June	1435 J Halfhide - Clerk's Expenses May	£114.34
2nd June	1436 Acumen Wages Services - Payroll	£21.00
2nd June	1437 Chelmsford Grass Machine - Tractor Service	£190.50
2nd June	1438 Lord Rayleigh's Farms - Garage Rent	£20.00
2nd June	1451 HM Revenue & Customs – PAYE/NI underpayment	£178.21

The Clerk reported that IS would distribute his Receipts and Payments, Budget and Forecast sheet and graph for the year to date, later in the week.

Internal Audit Report: The Finance Committee had met to discuss the internal audit report. Mr Howard had highlighted a few minor issues which would be addressed. The Annual Return had been submitted to the Audit Commission.

RD proposed that expenditure for a new dog bin for Flacks Green costing £108.74 + VAT be approved, seconded by SA and unanimously agreed. JH

RD proposed that expenditure for a replacement bench for Church Green costing £390.64 + VAT (+ delivery £32.81) should be approved, seconded by SA and unanimously agreed. JH

### **Environmental & Footpaths:**

TL reported that there had been better co-operation over cross field paths with landowners recently.

TL had written an incident report on the handyman's tractor accident. It was agreed that the handymen should, if they so wished, attend training on the tractor equipment in advance of the next season. The Clerk would investigate courses and look at the possibility of the handymen gaining certificates in the safe use of insecticides. JH

DW would seek the approval of P3 to alter the amount chargeable per metre if a path requires strimming rather than mowing due to safety reasons. DW

The Clerk confirmed that she had received confirmation of the grant of £2,865.64 from P3.

### **Estate Liaison:**

Nothing to report.

### **Health & Welfare:**

ROSPA had carried out a safety check on the Playground and there had been only a few minor low risk issues to attend to.

David Anderson had kindly repaired the spring sheep but the spring horse was beyond repair. AA and SA were looking at various options for its replacement and would report back with suggestions. The equipment had been removed, and the handyman would be asked to protect the remaining base with an old car tyre. AA / SA

### **IT & Publicity:**

A petition had been received from Terling residents requesting the Parish Council take positive action to help improve broadband access to the village. In order to progress this the Clerk was asked to find out what speeds Terling residents were experiencing. It was noted that parts of Fairstead have no broadband service whatsoever. The Clerk was asked to write to MP Priti Patel and Lady Newton. JH

RH suggested that the Clerk circulate the newsletter and minutes by email to interested residents. This had been offered this in the past, with very little uptake, but the clerk would try to promote the idea again. JH

### **Planning & Highways:**

Application 11/00793/FUL - reapplication for The Nutshell, Fairstead Road, Terling

Proposed new dwelling and detached garage. The Planning Committee would discuss and prepare a response.

It was noted that, in line with EU standards, there was a proposal to allow HGVs to be an extra 7 feet in length.

JH

RD was still seeking copies of photographs of Terling Windmill with its sails in situ post 1986.

Residents had requested whether it would be possible to consider traffic calming measures in New Road, Terling. The Clerk had written to Essex County Council Highways to seek advice and had received only a standard letter in reply. The Clerk would continue to press for a suitable response. The Clerk was asked to include Cllr Michael Lager on the correspondence.

A meeting had been arranged with Richard Myhill of ECC Highways and Alex Dyke to discuss the Birds Farm Lane HGV restriction issue in the Parish of Boreham which was leading to increased HGV presence through the centre of Terling. Cllr Galione offered to attend this meeting.

TL reported that he had received complains about speeding vehicles in Ranks Green.

#### 11.25 **Councillors' Reports, including Village Hall Report**

SA reported that there had been complaints from residents about children playing in Terling cemetery in the evenings. Bikes had been ridden through the cemetery and flowers had been dislodged. There was a general lack of respect which several residents had found upsetting. The Clerk was asked to report the incidents to the Police and to inform Rev. Hall.

JH

SA reported that a van had been broken into in the early hours of Sunday morning outside Coronation Cottages.

Thanks to Derek Rogers who had kindly cut back the brambles by the pub.

The 30pmh sign from Fuller Street to Ranks Green had become dislodged, the Clerk would report this to ECC Highways. The branches which had been left on the banks following the BT Open Reach works in Fuller Street had now been cleared.

#### 11.26 **Clerk's Report**

The Clerk's hours for May were Hours for May: 98¾ (32½ of which were CiLCA courses and study time). A bursary of £100 towards the Clerk's CiLCA had been received from NALC.

#### 11.27 **Councillor Vacancy**

It was still possible to co-opt to fill the Councillor Vacancy subsequent to the uncontested elections in May. If the vacancy could not be filled by 24<sup>th</sup> June, however, the Clerk would need to write to Electoral Services to advise that the vacancy had not been filled and the Council would then have to go through the usual channels of official notification of the vacancy. Various suggestions were made, the Chairman would be asked to urgently contact the relevant people.

#### 11.28 **Risk Assessment Reviews**

TL had carried out risk assessment reviews for the Work of the Handyman and for Footpath Cutting & Clearance. There had been no major changes, except to recommend training if requested.

#### 11.29 **Adoption of Model Publication Scheme (Freedom of Information Act 2000)**

The Model Publication Scheme had been emailed to all Councillors. RD proposed that this now be formally adopted by the Parish Council. Seconded by SA. Unanimously agreed. The adopted Model Publication Scheme would be made available on the Council's website.

JH

- 11.30 **Councillors' Notification under the Data Protection Act 1998**  
The Clerk advised all Councillors to be aware of their individual data protection responsibilities and to decide individually whether they should notify the ICO. The Parish Council as a corporate body would need to register, at an annual cost of £35 and the Clerk would arrange this. JH
- 11.31 **Football Pitch**  
Cllr Galione had passed email contacts for grant funding to the Football Club. The pitch had still to be marked out. Assistance in this task had not been forthcoming from the Club. The goals still needed erecting. To expedite, the Clerk was asked to obtain quotes for the marking out so that the goals could then be erected by the handymen. The pitch could then be used by the community, as had been intended. It was not known whether the Football Club had followed up any of the grant funding information provided by Cllr Galione. RH asked if consideration had been given to a different site in the village for the football ground, perhaps in the Dismals. As new changing rooms had to be built, it could make sense to join forces with other village Clubs. RD thought this had been considered in the past, but it was certainly worth reconsidering. RH would contact Alex Dyke to discuss further. RH
- 11.32 **Rayleigh Arms**  
Nothing to report.
- 11.33 **Village Design Statement**  
The Chairman would be asked again to engage with the VDS committee to encourage publication. A considerable amount of effort had so far been expended on the project and it was now more important than ever to get it published, with some urgency. Several Parish Councillors offered assistance and the Chairman would be asked to arrange a meeting, prior to the next Parish Council Meeting, to discuss the publication. SM
- 11.34 **HM The Queen's Diamond Jubilee 2012**  
The Chairman would be asked to enquire as to whether members of the community would wish to form a committee to look at the possibility of the Parish arranging celebrations of some form to mark HM The Queen's Diamond Jubilee in June 2012. DW suggested that the Olympic torch relay was due to stop overnight in Chelmsford at about the same time as the Diamond Jubilee – could Terling and Fairstead be included in the torch relay? The Clerk was asked to find out the exact dates for both events and whether the Parish could be included in the torch relay events. JH
- 11.35 **Adopted BT Phone Kiosks**  
The competition run by Terling Primary School for imaginative uses for the Owl's Hill adopted BT phone kiosk had been judged. The winner is Victoria Stoughton in year 2 for her idea of a Terling Time Machine with pictures and information of the village and its residents through the ages. A prize for the best artwork was awarded to Kristyna Wood in year 2. The School would be encouraged to use Victoria's idea in the Owl's Hill box and the Parish Council would assist. DW commented that it would be good to see all the other kiosks used in some way. JH
- 11.36 **General Correspondence to Note**  
None.
- 11.37 **Information Exchange / Next Agenda Items**  
AGM of the Rural Community Council of Essex – Wednesday 6<sup>th</sup> July 7:30pm The Essex Golf and Country Club, Earls Colne.  
It was noted that householders would need to register with the Environment Agency if they

discharge sewage effluent from a septic tank or sewage treatment plant. Registration is fee. Discharges to rivers or streams must be registered immediately. Those to ground may be registered at any time before 1<sup>st</sup> January 2012. The Clerk was asked to circulate this information and to put a link to the Environment Agency guidance document on the Council's website.

JH

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

Parish Council Meetings:

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

Tuesday 6<sup>th</sup> September 7pm at Terling Village Hall.

**The meeting closed at 10:00pm**