

**Minutes of the Meeting of Terling and Fairstead Parish Council held on 18<sup>th</sup> October 2011, at 7.00pm, in Terling Village Hall.**

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

## ACTION

- 11.79 **Apologies for absence:** Apologies were received, and accepted, from Tom Cunningham, Reg Hunt and Trevor Lewis
- 11.80 **Meeting Open to the Public**  
 PC Corrigan and PCSO Doubleday reported that they would try to run speed checks in New Road during the morning school drop times. They also hoped to use the SIDs to deter speeding motorists. They will liaise with Terling School to try to get the older children involved in some way to improve awareness. The Chairman reported that residents of Ranks Green were still very concerned about the speed of some vehicles and PC Corrigan promised to do checks in that area, hopefully on the same day as the Terling check. The next NAP meeting is 2<sup>nd</sup> November at Terling Village Hall.  
 David Anderson had partially repaired the spring rabbit from the playground and brought it for the Council to examine. The Chairman thanked Mr Anderson for his hard work, and for such a professional repair.  
 Alex Dyke reported that lorries were now using Noakes Lane. Lord Rayleigh's Farms were prepared to carry out the work on the playground oak, permission for which had just been received from BDC.
- 11.81 **Minutes of Last Meeting**  
 SA reported that under 11.65 IT & Publicity, the minimum number of 90 households for the broadband scheme was just an example, there was no minimum requirement. PB proposed and SA seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 6<sup>th</sup> September 2011 were unanimously approved.
- 11.82 **Declaration of Interests**  
 None
- 11.83 **District Councillors' Reports**  
 Cllr Galione had looked into commercial rates which are to be collected by BDC, but nothing has yet been determined.
- 11.84 **Chairman's Report**  
 The Chairman had attended the BDC Localism Summit. Under the Bill, which is still going through Parliament, Parish Councils will be able to prepare a community led plan. This would be a mini version of the development plan and would be used for judgement on planning applications. Preparing a Neighbourhood Plan would involve a great deal of

work and would require a high level of community involvement. The Rural Community Council of Essex can assist with this but the general feeling was that it would not be necessary to go down that route initially.

The Chairman had also attended Meet the Funders Day at Braintree Museum on 6<sup>th</sup> October 2011. There had been presentations from various groups which the Chairman had passed onto all Councillors.

The Chairman reported that BDC had launched its £500,000 Mi Community scheme, to invest in people with ideas to improve their local community. Cllr Galione said she and Cllr Cunningham would both do all they could in support of this.

The Chairman would ask a member of the community to lay the Parish Council's wreath on Remembrance Sunday.

SM

## 11.85 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. IS proposed that the expenditure be approved, seconded by SA and unanimously approved:-

6th Sept	1485	A H Jiggins - Handyman Jobs	£114.89
6th Sept	1486	A&J Lighting Solutions - Maintenance contract	£63.90
6th Sept	1487	J Halfhide - Clerk's salary August	£497.75
6th Sept	1488	DW Jiggins - Handyman Jobs:	£179.91
6th Sept	1489	Acumen Wages Services – Payroll	£21.00
6th Sept	1490	HM Revenue & Customs - PAYE Tax	£116.37
28th Sept	1491	RBL Poppy Appeal – Wreath	£17.00
28th Sept	1492	Terling Village Hall - BDC Activity Day Hall	£61.20
28th Sept	1493	Elliottpond Terling Stores - Internet café	£84.42
28th Sept	1494	Bidwells - Planning Services	£945.00
28th Sept	1523	Lord Rayleigh's Farms - Garage Rental	£20.00
28th Sept	1525	J Halfhide - Clerk's expenses Sept	£114.14
3rd Oct	1526	Bob Isted - Noticeboard	£54.85
3rd Oct	1527	J Halfhide - Clerk's Salary September	£607.09
3rd Oct	1528	HM Revenue & Customs - PAYE Tax	£189.65
5th Oct	1529	A H Jiggins - Handyman Jobs General	£242.05
5th Oct	1530	Lord Rayleigh's Farms - Garage Rental	£20.00
11th Oct	1531	DW Jiggins - Handyman Jobs General	£72.73
11th Oct	1532	Acumen Wages Services – Payroll	£21.00
11th Oct	1533	E.ON - Street Lighting	£34.88

IS distributed his Receipts and Payments, Budget and Forecast sheet and graph for the financial year to date. The second installment of the Precept had been received. IS reported that he forecast the Council's expenditure for the current year would be slightly over budget.

Councillors were asked to consider their committees' budgets for the next financial year and to advise IS accordingly so that the budget and Precept could be set at the next meeting (6<sup>th</sup> December).

All

SA had carried out the internal audit for the 2nd quarter. There were no anomalies, with just one item to carry forward to the next audit which would need to be carried out by either SM or RD in December.

JH

The audited accounts for year ending 31<sup>st</sup> March 2011 have been signed off by the Audit Commission and the statutory notice has been published. The accounts are available for viewing on the Council's website.

SA proposed that Mr Maurice Howard be appointed internal auditor for the year ending

31<sup>st</sup> March 2011, seconded by AA. Unanimously agreed. The Clerk would write a letter of appointment. JH

PB proposed that approval for the expenditure of £60 for SA to attend an EALC Course on Law & Procedures be given. Seconded by RD. Unanimously agreed. (The Clerk reported the cost of this course would be reduced to £50 as part of the EALC's bursary for smaller Councils.)

SA proposed that approval be given for expenditure of £17 under **Section 137 of the Local Government Act 1972 as amended** for a poppy wreath for remembrance Sunday, as a donation to the Royal British Legion. Seconded by AA and unanimously agreed.

A Finance Committee Meeting was arranged for 2<sup>nd</sup> November 7pm at Copse Rise, The Street, Terling.

The Clerk had reviewed the Assets Register for insurance purposes and the Finance Committee would discuss at their meeting.

SM/RD/  
SA/IS

### **Environmental & Footpaths:**

RD proposed that the Environment and Footpaths Committee should be given delegated powers to deal with pressing issues in between full Council meetings. Seconded by IS. Unanimously agreed.

The Clerk outlined some issues which had arisen as a result of a recent P3 survey of the area in preparation for the next financial year. There were some anomalies with this year's cutting plan – path surfaces must have changed since the original survey was done – in essence this will mean a reduction of £259.58 off the agreed £2865.64 due at the end of this cutting season.

### **Estate Liaison:**

Nothing to report.

### **Health & Welfare:**

SA proposed that expenditure of up to £2,000 ex-VAT be approved for the fencing and new gates for the playground. Seconded by IS, unanimously approved.

It was agreed that David Anderson's repairs to the Rabbit Spring Toy were professional and should be sufficient to extend its life and would avoid the expense of a costly replacement. The Chairman took the opportunity to express the Council's sincere appreciation to Mr Anderson for his work.

Permission had been granted by BDC for the reduction of the oak tree's branch overhanging the playground. It was hoped this work would be carried out by the end of November, after which the permanent fencing could be installed.

The Clerk reported that the handyman had repaired the slide as per the ROSPA report.

### **IT & Publicity:**

The Clerk had spoken to the Chairman about the need in coming months to replace her home PC, currently owned privately and used by her for Council work, for which the Council pays a monthly agreed sum (to cover the PC, broadband and general home office expenses). The options open to the Council were to purchase a laptop, to be owned outright by the Council or for the Clerk to purchase a new PC, scanner and printer at her own expense, and for her monthly office expenses to be increased. After discussion it was agreed the latter option would suit the Council. This Clerk also preferred this option. When the time came for the Clerk to purchase a new machine she would readdress the issue of the monthly expense with the Council.

### **Planning & Highways:**

Rayleigh Arms – ECC Historic Buildings Design Brief A quote had been received for £1,000 for the development of a design brief. The merits of this were discussed at length and RD was asked to put forward a briefing note based on the consultation held by the Pub

Working Group prior to the last unsuccessful planning application, and to revert to the Parish Council with a proposal at the next meeting. RD

The Windmill, Terling RD reported that the Clerk had found photographic evidence at the Essex Records Office of the Windmill sails being in place at the time of its listing and the Clerk was asked to write to BDC Planning Enforcement to request action be taken. Cllr Galione gave her full support. RD / JH

Speed control measures New Road, Terling. RD presented his ideas for traffic calming measures in New Road. He suggested a chicane with associated “false” cattle grids across the carriageway to act as a rumble strip. These have been successful in rural areas to slow vehicles entering settlements. It was agreed that RD should develop these designs and to put them to the community for comments prior to engagement with ECC Highways. RD

New Planning Application: 11/01363/FUL Farthings, New Road, Terling. Erection of a two storey front extension and porch. The sub committee will respond under its delegated powers. RD will draft a response for the Clerk to send. RD/RH/  
PB

Village Envelope RD explained that the issue of the Village Design Statement had been revisited and it would therefore be necessary to deal with that prior to any decision about the possible extension of the village envelope. This, but not site specific, would be considered after the publication of the VDS. The Council would respond to Lord Rayleigh by letter to explain this. RD / JH

Residents had complained that Essex County Council Highways had removed the old cast iron directional sign post on the corner of The Dismals. The Clerk was asked to write to ECC Highways to request that, if they were contemplating removing any other of these in the Parish in future, to consult with the Parish Council first. There was great affection locally for these posts which were considered important to the architectural heritage of the area. JH

#### 11.86 **Councillors’ Reports, including Village Hall Report**

SA reported that the Highway’s barrier at Cornerways, Fuller Street had been damaged. SA would be arranging a Fuller Street litter pick shortly. Mr Roome had kindly repaired the damaged directional sign in Fuller Street, damaged when a horse had been tethered to it by visitors to the pub. SA reiterated that the Rural Broadband Partnership would be willing to attend a future Parish Council meeting. Concerns had been raised about the possible closure of the Doctors’ Surgery in Terling. Fewer people are using it, and it is therefore under threat. The Clerk was asked to put a note in the Parish Magazine to this effect. JH

#### 11.87 **Clerk’s Report**

Hours worked for September: 77¾  
The Terling litter pick the previous weekend had been poorly attended, but several people had offered to litter pick at other times and so most areas would be covered.

#### 11.88 **Councillor Vacancy**

No one had responded to approaches. The vacancy was therefore still open.

#### 11.89 **Football Field**

LS was still investigating possible funding sources. In the meantime the field would continue to be mown. The Clerk had received two comments from the community regarding the future of the football field which had been circulated to all Councillors by email. These comments were discussed at length.

- 11.90 **Village Design Statement (VDS)**  
A meeting had been held to further the VDS. The data would be refreshed and updated and the scope extended to include the village pub and the village envelope (not site specific).
- 11.91 **HM The Queen's Diamond Jubilee 2012**  
The Clerk had received some ideas from members of the community and these were discussed with Councillors. The Clerk was asked to revert, giving the Council's support to these plans, and to suggest that the various parties liaise. Official Jubilee beacons are to be lit on 4<sup>th</sup> June, if the Parish was interested, this could possibly be arranged. SA thought that perhaps the residents of Fuller Street might like to do something to celebrate the Jubilee. JH
- 11.92 **Defibrillator / Old BT Phone Kiosks**  
The Clerk was in possession of the defibrillator but was awaiting the delivery of the cabinet. When this arrived she would be instructing the electricians to install the equipment. A public awareness session with the Community Heartbeat Trust and the Ambulance Service had been arranged for 7:30pm on Monday 31<sup>st</sup> October at Terling Village Hall. SA proposed that £80 be spent on four new signs to replace "Telephone" with "Defibrillator" for the old kiosk, and for the handyman to paint it. Seconded by RD and unanimously approved. The Clerk reported that it will be necessary for weekly, monthly and annual checks to be carried out on the equipment, with the relevant paper work completed and returned to the authorities. It was hoped that members of the community might come forward to take responsibility for this vitally important role. This would be discussed further at the meeting on 31<sup>st</sup> October. The Clerk had insured the equipment and added it to the Asset Register. JH
- 11.93 **Risk Assessment Review**  
The risk assessment for the internet café is due for review. The Clerk would liaise with TL. JH / TL
- 11.94 **Garage Lease Renewal**  
The finance committee would consider the new garage lease when it meets on 2<sup>nd</sup> November. AA proposed, and IS seconded that provided that the Finance Committee approved the leases, the Chairman should sign the leases on behalf of the Parish Council. Unanimously agreed. SM
- 11.95 **General Correspondence to Note**  
None than that discussed elsewhere on the agenda.
- 11.96 **Information Exchange / next agenda items**  
Cllr Galione reported that the Saturday Braintree bus was not well used. The Clerk was asked to make the community aware of this, if it is not used, the service may cease. JH
- 11.97 **Date of Next Meeting, including committees**  
Finance Committee: Wednesday 2<sup>nd</sup> November, 7pm, Copse Rise, The Street, Terling  
Parish Council Meeting: Tuesday 6<sup>th</sup> December, 2011, 7pm, The Square & Compasses  
Parish Council Meeting: Tuesday 17<sup>th</sup> January 2012, 7pm, Terling Village Hall

The meeting closed at 9:35pm