

**Minutes of the Meeting of Terling and Fairstead Parish Council held on 17<sup>th</sup> January 2012, at 7.00pm, at Terling Village Hall**

---

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

ACTION

12.123 **Apologies for absence:** Apologies were received, and accepted, from Ian Smith, Reg Hunt and Louisa Sime.

12.124 **Meeting Open to the Public**

The proprietor of The Square & Compasses thanked the Parish Council for their support over the previous three years over the issue of his new water treatment plant which had now been installed. He explained there was room for expansion with the new system. A representative of the Roundabout Children's Centre in Witham gave a short talk on the services run for families with children under five.

12.125 **Minutes of Last Meeting**

AA 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> December 2011 were unanimously approved.

12.126 **Declaration of Interests**

None

12.127 **District Councillors' Reports**

Cllr Galione reported that there had been no consultation with either ECC or BDC on the Olympic torch route. Cllr Galione passed over papers from the Rural Services Network on the provision of broadband to rural areas. BDC would be considering the budget at the next full Council meeting. BDC is looking to improve transport and access to health services across the District. SA queried the validity of the data used as when she last attended a meeting on this issue it was shown that access provision was good. Cllr Galione agreed to email the Clerk with details on Homestart. Cllr Galione reported that there were very few problems with licensed premises in the District (she sits on the Licensing Committee).

MG

12.128 **Chairman's Report**

The Chairman had carried out the annual review with the Clerk.

12.129 **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. AA proposed that the expenditure be approved, seconded by SA and unanimously approved:-

5th Dec	1497	A H Jiggins - Handyman Job General	£103.26
5th Dec	1498	Chelmsford Electrical Ltd - Defibrillator fit	£325.46

5th Dec	1499	J Halfhide - Clerk's Salary November	£595.05
6th Dec	1496	D W Jiggins – Handyman’s services Oct & Nov	£ 68.76
19th Dec	1500	Ardleigh Feeds & Fencing - Playground Fencing	£725.00
19th Dec	1501	HM Revenue & Customs - PAYE Tax	£181.09
19th Dec	1502	Acumen Wages Services – Payroll	£21.00
10th Jan	1503	S McNamara – Chairman’s Expenses	£74.72
10th Jan	1504	J Halfhide - Clerk's Salary December	£408.03
10th Jan	1505	HM Revenue & Customs - PAYE Tax	£89.20
10th Jan	1506	J Halfhide - Clerk's Expenses Dec	£65.83
10th Jan	1507	Terling Village Hall - Room Hire	£16.95
10th Jan	1508	Terling Village Hall - Room Hire	£20.40
10th Jan	1509	Lord Rayleigh's Farms - Garage Rent	£20.00
10th Jan	1510	E.On - Street Lighting	£34.88

The Clerk reported that she had received a cheque for £200 from Lord Rayleigh’s Charitable Trust. It was agreed that this would be put towards the costs of running the children’s playground.

The mini-internal audit for the last quarter had been carried out by the Chairman with the Clerk. There were no irregularities.

**12.130 Environmental & Footpaths**

TL reported he would be meeting with Paul Humphreys to discuss a Ranks Green path which had been highlighted as a problem by P3. TL

**12.131 Estate Liaison**

PB had discussed with the Estate concerns about residents’ parking on the bend near The Dismals entrance.

**12.132 Health & Welfare**

The new fencing work to the playground had been completed. AA expressed concern about a young ash tree which was growing through the old fencing. The Clerk was asked to approach the Estate for permission to remove it before it caused further damage. JH

AA proposed, SA seconded and it was unanimously agreed that the Clerk should book a summer ROSPA inspection for the playground costing £63. JH

**12.133 IT & Publicity**

Nothing to report.

**12.134 Planning & Highways:**

Application 11/01673/FUL & 11/01674/LBC Walnut Tree Cottage, Fairstead  
Revised plans had been received, and would be considered by the Planning Committee under its delegated powers.

Rayleigh Arms

The pub working group would be meeting with Mrs Riley.

The Windmill, Terling

The Clerk had heard from BDC that they were still looking into the question of the sails.

Speed control measures New Road, Terling

RD was considering the drawings for traffic calming measures in the form of a pedestrian corridor or a fake cattle grid. RD agreed to prepare a set of drawings for the next Parish Council meeting with a view to placing these on public display.

Gritting

A quote had been obtained for a private gritting service to the areas of the Parish which

were known to be dangerous in freezing conditions. Initially, these would be the areas which currently have salt/grit bins plus Sandy Pits hill, and the junction with the Boreham Road from Fuller Street. The Council discussed at length whether it should provide this service, estimated to be around £300 per spread (including the supply, storage and spreading of the grit) the power to spend this money would fall under s.137 of the Local Government Act 1972 and would be limited accordingly in any financial year.

RD proposed that a trial run should be approved, for one spread only, and that the Chairman should determine when this be carried out.

Votes in favour of one trial spread: 3 Votes Against: 3

The Chairman had the casting vote and voted in favour of the proposal.

The Clerk was asked to look into the legal ramifications to the Council of undertaking private gritting work prior to the trial spread and would liaise with ECC Highways. If the Clerk and Chairman were satisfied with the response to these enquiries the Chairman would give the authority to spread. Additionally, the Clerk was asked to ascertain from NALC and RCCE whether it would be possible to challenge ECC's decision not to grit rural roads, and whether, if ECC no longer filled the grit bins this decision could also be challenged through legal action.

JH

SM

JH

#### Terling Ford

Residents had complained that 4x4 drivers had again churned up the green areas by the Ford and had asked whether it would be possible to install posts there to prevent this happening in the future. The Clerk was asked to contact the Environment Agency to ask whether they could do anything, and if not, to request that they allow the Parish Council to take some action as this was their land.

#### Road Closure

The Clerk reported that Waltham Road, Terling will be closed for two days from 24<sup>th</sup> January from its junction with Oakfield Lane in a southwest direction for approximately 800 metres.

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

AA reported overgrowing trees in Fuller Street which SA said she would investigate.

SA

Residents had complained about overhanging trees at Ford Cottage, Terling and at a property in Hull Lane. The Clerk was asked to contact the occupiers to request that they cut them back.

JH

Residents had commented on concerns with the front garden of a Greenfields property on Norman Hill. After discussion it was agreed this was not a planning / Parish Council issue but rather a Landlord / tenant issue.

Similarly, complaints about a play structure overlooking a neighbour's garden was not deemed to be an issue for the Parish Council.

#### 12.136 **Clerk's Report**

Clerk's hours worked in December: 47

BDC had written to enquire whether the Parish would like to take part in the childrens' Activity Day during the 2012 school summer holidays. The Clerk was asked to reply in the affirmative.

JH

#### 12.137 **Councillor Vacancy**

The vacancy was still open.

#### 12.138 **Football Field**

A resident had suggested that the field be used as a rounders pitch, a sport which is growing in popularity. This was discussed and it was agreed that no decision could be made until the situation with regards to grant funding applications was known. Whichever sport took place on the field major remedial work on the playing surface would need to be

carried out first. The goals were still to be erected, and had been delayed for the same reason.

12.139 **Village Design Statement (VDS)**

The Clerk was asked to invite Colin and Heather Cutler to the next Parish Council meeting so they could update the Council on progress of the VDS. JH

12.140 **HM The Queen's Diamond Jubilee 2012**

Nothing to report other than it was believed several village organizations were arranging their own events.

12.141 **Review: Standing Orders, Complaints Procedure and Financial Regulations**

The Finance Committee had met to review the Standing Orders (incorporating the Complaints Procedure) and the Financial Regulations. The Clerk would liaise with IS to effect the changes which would then be put to the full Council for approval. JH / IS

12.142 **Review: Clerk's Contract**

The Finance Committee had met to review the Clerk's contract. Their recommendation was to increase the Clerk's salary by one Spinal Column Point as of 1<sup>st</sup> April 2012 and by one further Spinal Column Point when she passed her CiLCA. The allowance for office expenses (covering electricity, storage, use of the Clerk's own personal equipment, scanner, printer, PC etc) would be increased in line with inflation from 1<sup>st</sup> April. This would be put to the Council for approval at the next meeting.

12.143 **Review: Management of Football Field Risk Assessment**

TL agreed to review the football field risk assessment.

12.144 **Apple Press for Parish**

A resident had suggested that the Parish Council might like to consider purchasing an apple press for the Parish to be used on a set number of hours on selected weekends in the autumn to enable people to press their own apples and pears. After discussion, it was decided that this would not be something the Parish Council would want to do. It would be more suited to the Gardening Club.

12.145 **Fire Extinguisher for Parish Store**

RD proposed that a fire extinguisher be purchased for the garage store, costing £87.59 (including VAT). Seconded by SA. Unanimously agreed. The Clerk would arrange the purchase. JH

12.146 **General Correspondence to Note**

None.

12.147 **Information Exchange / next agenda items**

The Village Hall Committee was applying for various grants towards the car park improvements.

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

Parish Council Meeting: Tuesday 28<sup>th</sup> February 2012, 7pm Terling Village Hall  
Parish Council Meeting: Tuesday 17<sup>th</sup> April 2012, 7pm, The Gallery Room at The Square & Compasses, Fuller Street  
Annual Parish Meeting: Tuesday 22<sup>nd</sup> May 2012, 7pm, Terling Village Hall, followed by Annual Meeting of Parish Council at approximately 7:30pm.  
The meeting closed at 9:05pm.