

Minutes of the Meeting of Terling and Fairstead Parish Council held on 26th June 2012, at 7.00pm at Terling Village Hall

Present: Mrs S McNamara
Mr I Smith
Mr T Lewis
Mrs L Sime
Mr D White
Mrs P Bird
Mrs S Alder

Cllr T Cunningham

Mrs J Halfhide (Clerk)
2 members of the public

ACTION

- 12.31 **Apologies for absence:** Apologies were received, and accepted, from Ann Anderson, Robin Dixon, Reg Hunt and Cllr Margaret Galione. Ian Smith sent apologies for lateness, arriving at the end of Agenda item 12.32
- 12.32 **Meeting Open to the Public**
The Estate would like the fenced off area under the oak in the children's playground to be mown as it still falls under the Parish Council's care, being part of the lease. Alex Dyke confirmed the Estate would reinstate cropped over cross field paths if there were complaints about them. Debate with Councillors about the P3 programme in general ensued.
- 12.33 **Minutes of Last Meeting**
TL proposed and LS seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 29th May 2012 were unanimously approved.
- 12.34 **Declaration of Interests**
None.
- 12.35 **District Councillors' Reports**
Cllr Cunningham reported on his communication with BDC on the planning enforcement for Terling Windmill. The Chairman thanked him for his assistance.
Cllr Cunningham reported that rural broadband provision was now seen as very much secondary to that for urban areas. Essex County Council resources would be focused on improving broadband for urban areas. This was seen as totally unsatisfactory state of affairs.
Cllr Cunningham enquired as to progress with Essex Highways on the issues at Terling Ford.
- 12.36 **Chairman's Report**
SM had attended the Bus Passenger Transport Meeting and was pleased to report that the buses were secure for another year. Some issues with one of the bus providers were being dealt with.
- 12.37 **Finance**
Copies of Receipts and Payments for the current financial year had been emailed to all

Councillors. IS distributed his Receipts and Payments, Budget and Forecast sheet and graph for the year to date which he explained.

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:-

25th May	1610	Braintree District Council - Planning Application	£167.50
25th May	1611	Acumen Wages Service – Payroll	£21.00
25th May	1612	Terling Village Stores - Internet Café	£95.94
12th June	1613	ICO – Data Controller Registration	£35.00
12th June	1614	Lord Rayleigh's Farms - Reek Ground steel door	£336.00
12th June	1615	HM Revenue & Customs – PAYE Tax	£131.40
12th June	1616	Acumen Wages Service – Payroll	£21.00
12th June	1617	J Halfhide – Salary & office allowance May	£761.54
12th June	1618	D W Jiggins – handyman jobs & paths cutting	£180.99
12th June	1619	Lord Rayleigh's Farms – Garage rent	£20.00
12th June	1620	J Halfhide – expenses May	£95.63
12th June	1621	A H Jiggins – handyman jobs	£373.93
12th June	1622	Playsafety Limited – ROSPA inspection	£90.00
12th June	1623	RCCE – annual subscription	£55.00

- Review Internal Audit Report for 2011-12.

The Finance Committee had all received copies of Mr Howard's report and were satisfied with the report and took note of its findings.

- Approval of Appointment of Maurice Howard as Internal Auditor for 2012-13

It was unanimously agreed that Mr Howard should be reappointed as Internal Auditor for 2012-13. JH

- Clerk would arrange the internal audit for the quarter to 30th June 2012 with a member of the Finance Committee. JH

Environment & Footpaths

The purchase of the litter bin for Church Green would not now be going ahead.

IS proposed, seconded by PB that stocks of Floodsax should be replenished and expenditure of £106 plus VAT was unanimously approved. JH

There had been complaints about some cross field paths in Terling not being reinstated. PB had contacted the Estate about this.

12.39 Estate Liaison

TL confirmed landowners in Ranks Green had reinstated all their cross field paths satisfactorily.

PB reported she had been in contact with the Estate to discuss various issues including the litter bin for Church Green and the cross field paths.

12.40 Health & Welfare

The Clerk reported that the ROSPA report had been carried out in May, but as it had contained a number of inconsistencies and blatant errors she had requested it be redone.

An investigator would be visiting the site on 29th June. SM offered to check with Terling School to ascertain who they use for their inspections.

The dog bin at the Playground would be repaired.

12.41 IT & Publicity

Nothing to report.

- 12.42 **Planning & Highways**
 - Planning Application: 12/00767/FUL Terling Hall Farm, PV Solar Array. RD had requested a site visit. PB to liaise and arrange. Alex Dyke outlined the plans to the Council. PB
- Terling Ford
 The Clerk reported that Essex Highways had declined to meet with the Council to progress ideas for solving the problems at the Ford. Various possible strategies were then discussed. The Planning Sub Committee would need to consider how to proceed from this point and make recommendations to the Council. RD/RH/PB
- The Windmill, Terling
 Cllr Cunningham had obtained a reply from BDC Planning Enforcement which he had forwarded onto the Clerk. This was discussed at length It was suggested that it may not be possible to reinstate the sails, even if an enforcement order was made, due to the present structure of the building. It was agreed that the County Millwright should be asked to comment on this direct to the Council. LS suggested that the present owners of the building might like to talk to the Parish Council.
- Fairstead House, Fuller Street – There had been a number of complaints about ornamental stones which had been placed on the verge to prevent parking. The occupants of Fairstead House had placed stones to prevent inconsiderate drivers blocking their drive. The matter had been referred to Essex Highways for a decision.
- PB reported that the planning application for The Nutshell site in Fairstead Road, Terling had been withdrawn.
- 12.43 **Councillors’ Reports, including Village Hall Report, School Report and Church Liaison**
 SA had surveyed potholes and drains in Fuller Street and had reported them to Essex Highways. SA had been in touch with the School; nothing to report.
 SA was working on the Flood Risk Management Survey. SA
 PB reported that the footpath to the rear of the Cricket Pavilion needed cutting. JH
- 12.44 **Clerk’s Report**
 The Clerk’s hours for May were 81¾.
 The Clerk reported that she had renewed the Council’s entry in the Register with the ICO under the Data Protection Act.
 The Clerk would be investigating the registration of community assets with BDC. JH
- 12.45 **Councillor Vacancy – Co-option**
 Mrs Julia Cook had expressed an interest in becoming a Parish Councillor and had attended several recent meetings The Clerk confirmed her eligibility. It was unanimously agreed (proposed by DW and seconded by SA) that Mrs Cook be co-opted onto the Council. TL withdrew from any comment and abstained from voting being a relative of Mrs Cook. The Clerk would attend to the formalities. JH
- 12.46 **Adoption of New Code of Conduct**
 The Clerk had circulated by email copies of the proposed new Code of Conduct for all Councillors. SA proposed the new Code be adopted immediately. Seconded by PB. Unanimously agreed. The Clerk would ensure the new Code would be available on the Council Pages of the Website. JH
- 12.47 **Confirmation of Eligibility and Adoption of The General Power of Competence**
 The Clerk confirmed the eligibility Criteria as set out in the Localism Act 2011 s8;
 At the time of the resolution the number of councillors elected at the last election or at a

subsequent by-election must equal or exceed two-thirds of the total number of Council seats and the Clerk must be qualified, holding a sector-specific qualification and have passed Section 7, CiLCA 2012. The Council met both these criteria. DW proposed therefore that the Power be adopted immediately. Seconded by PB. Unanimously agreed.

12.48 **Recreation Ground**

The Planning Application was now lodged with BDC and was available to view on line. The consultation period ends on 17th July.

LS reported that the pitch had been marked out, the rabbit fence was being installed and that pre-season training was due to commence on 18th July. League games were due to commence in early September. The goal posts would be installed immediately. The Estate had kindly agreed to install a new gate. The forms and cheque for the electricity connection were completed. It was agreed that a Press Release should be issued once the Planning Application had been determined.

12.49 **Rayleigh Arms**

The Working Group reported that a License had been applied for in the name of Terling Limited.

12.50 **Risk Assessment for Community Litter Picks**

TL had prepared a risk assessment, as requested, for community litter picks as well as a safe operating procedural guide for the organizers. This had been circulated by email to all Councillors. The main risk concerned traffic and the procedures were discussed including the wearing of high-viz jackets. TL would issue a final risk assessment, for annual review. TL would research the cost of high-viz jackets and collapsible traffic warning signs and report to the next meeting.

12.51 **Village Design Statement**

The VDS was being presented to Lord Rayleigh imminently.

12.52 **General Correspondence to Note**

The Clerk gave details of the 2012 Annual General Meeting of RCCE. 5th July, 7pm at Writtle College.

12.53 **Information Exchange / next agenda items**

None.

12.54 **Date of Next Meeting, including Committees**

Parish Council Meeting: Tuesday 31st July, 7pm The Gallery Room at The Square & Compasses, Fuller Street, Fairstead

Parish Council Meeting: Tuesday 18th September, 7pm, Terling Village Hall

The meeting closed at 9:10pm