

Minutes of the Meeting of Terling and Fairstead Parish Council held on 17th April 2012, at 7.00pm, in The Gallery Room at The Square & Compasses, Fuller Street, Fairstead

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

Cllr M Galione

Mrs J Halfhide (Clerk)
 4 members of the public

ACTION

12.178 **Apologies for absence:** Apologies were received, and accepted, from Cllr Michael Lager, Cllr Tom Cunningham.

12.179 **Meeting Open to the Public**

Fuller Street residents, with SA, would be carrying out a litter pick on 21st April. Dom Simpson outlined the present situation with regards to Terling Tennis Club and explained the membership profile. It was thought that perhaps increased promotion of the Club might attract more adult members. An advert in the Parish Magazine, on the parish website, membership of the LTA, and an information board at the courts were all suggested to try to attract new members. The Chairman offered any assistance the Council was able to give in support and thanked Mr Simpson for kindly reporting to the Council.

12.180 **Minutes of Last Meeting**

TL 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 6th March 2012 were unanimously approved.

12.181 **Declaration of Interests**

None.

12.182 **District Councillors' Reports**

Cllr Galione reported on her involvement with ECC Highways Task Enrichment Group. The Clerk was asked to report to her any outstanding issues with Highways.

BDC hopes to soon extend its waste and recycling (including a new small green food waste bin). Witham Leisure Centre, with its new swimming pool, is due to reopen in October 2013. ECC's cultural Olympics "Sparks will Fly" will be held on Sunday 6th May. BDC will be amending its Constitution, Gllr Galione wondered if Parish Council would need to amend theirs.

JH

12.183 **Chairman's Report**

Nothing to report.

12.184 **Finance**

IS congratulated the Clerk on successfully completing and passing her CiLCA (Certificate

in Local Council Administration). The Council would now be able to move forward with obtaining the General Power of Competence.

Copies of Receipts and Payments for the current financial year, and the financial year ending 31st March 2012, had been emailed to all Councillors.

The following cheques were approved for payment and were signed. All invoices had been checked against cheques. RD proposed that the expenditure be approved, seconded by SA and unanimously approved:-

28th Feb	1519	A H Jiggins - Handyman Jobs General	£107.11
28th Feb	1520	Lord Rayleigh's Farms - Garage Rent	£20.00
6th Mar	1521	Terling Village Hall - Room Hire	£14.50
6th Mar	1522	Sigma Electrical Services - Cricket Club donation	£131.00
6th Mar	1552	J Halfhide - Clerk's Expenses February	£86.74
6th Mar	1553	J Halfhide - Clerk's Salary February	£491.87
6th Mar	1554	Sarah Elliot - Internet Café	£95.04
26th Mar	1555	Braintree District Council - Trade Bin Village Hall	£491.00
26th Mar	1556	Terling Village Hall - Room Hire	£29.00
26th Mar	1557	Barlow Tyrie - Bench Oakfield Lane	£1062.50
26th Mar	1558	G Mackenzie - Tree Surgery	£150.00
26th Mar	1559	HM Revenue & Customs - PAYE Tax	£111.99
26th Mar	1560	Acumen Wages Services – Payroll	£21.00
6th April	1561	J Halfhide - Clerk's Salary March	£532.63
6th April	1562	HM Revenue & Customs - PAYE Tax	£144.87
6th April	1563	Acumen Wages Service - Payroll & year end	£51.00
6th April	1564	A H Jiggins - Handyman Jobs	£103.25
6th April	1565	Lord Rayleigh's Farms - Garage Rent	£20.00
6th April	1566	J Halfhide - Clerk's Expenses March	£144.58
6th April	1567	EALC - EALC & NALC fees	£254.30
6th April	1568	Allianz Insurance - Tractor Insurance	£304.22
10th April	1569	E.ON - Street Lighting	£34.88
10th April	1570	Lord Rayleigh's Farms - Field Maintenance	£135.00

IS and the Finance Committee had reviewed the Business & Financial Risk Assessment. TL was advised of some minor amendments and it was agreed that no further action was required at this time. The next review would take place in March 2012 or before if significant changes occur.

The Clerk reported that the change to VAT status for listed buildings, churches and charities was not expected to also affect Parish Councils.

The Clerk reported that the Internal Audit was almost complete. She had met with the Internal Auditor who had expressed concerns over one matter which needed the Council's urgent attention. Tax and National Insurance is payable on the Clerk's allowance for her home office. Whilst it was agreed this seemed a gross abuse by HMRC it was agreed that the Council should heed Mr Howard's advice and consider a challenge to HMRC at a later stage. Mr Howard had suggested that, so that the Clerk was not penalised financially, the Parish Council should agree to increase her monthly allowance to cover the additional tax and NI burden. The payroll bureau had calculated that for 2011-12 the extra amount due to HMRC would be £176.59 which would need to be paid in April 2012. The increase in the monthly sum for 2012-13 would amount to £23.61. The Council was asked to give this consideration and the matter would be added to the next Agenda.

12.185 **Environmental & Footpaths**

The Clerk outlined the P3 2012-13 proposed cutting schedule. After discussion it was

proposed by TL, and seconded by DW that the Parish Council should accept the proposal for the coming year. Unanimously agreed.

The Clerk was asked, however, to attempt to seek an increase in the rate as with the increased fixed costs and reduced number of paths and reduced meterage the Council would be making a loss on the cutting. It was agreed that in light of this the Clerk would continue to monitor very carefully all expenses and the continuation of the P3 scheme would be evaluated at the end of the present year.

JH

12.186 **Estate Liaison**

Alex Dyke reported that Terling Village Stores and Post Office was on the market and that negotiations were at an advanced stage with potential new owners.

12.187 **Health & Welfare**

SA reported that the playground equipment will need painting this year. It was suggested that the Community Payback Scheme might be a useful source of labour, SM would liaise with SA.

SM / SA

12.188 **IT & Publicity**

Nothing to report.

12.189 **Planning & Highways:**

RD and the Planning Committee had commented to BDC on one planning application, Willow Cottage, Fuller Street, under its delegated powers.

Rayleigh Arms – LS summarized the details of a recent meeting the Pub Working Group had had with a representative from Barclays and Mrs Riley. The goal of the Working Group remains to try to provide a sustainable community facility. The Chairman expresses sincere thanks and appreciation to the Working Group for their efforts. The Environment Agency was continuing to clear the pollution from the River Ter following a leak of heating oil from the pub's tank.

Cllr Galione agreed to ascertain whether Mrs Riley had reapplied for a Premises Licence.

MG

The Windmill – As no reply from BDC Planning Enforcement on the issue of the sails had been forthcoming RD was asked to draft a complaint to the Planning Ombudsman.

RD

Speed control measures New Road, Terling – RD reported he was still working on this.

RD

SA reported that the 30mph sign in Fuller Street towards Ranks Green had collapsed. The Clerk would report this to ECC Highways.

JH

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

SA was continuing to look at improving broadband. TL reported he and members of the Ranks Green community had carried out a litter pick. DW reported that Great Leighs Parish Council had agreed to try to provide a salt/grit bin at the junction with Boreham Road, and the road to Fuller Street. PB reported potholes at Norrells Corner and Rolls Lane and up to Sparrows Farm. All these had already been reported to ECC Highways, some as far back as November 2012.

12.191 **Clerk's Report**

Clerk's Hours worked in February : 58¼ and March: 66½

Terling's Spring litter pick had taken place on 24th March. Fifteen bags of litter had been collected.

The forthcoming NALC Conference at Centrepont, London on 24th May was open to

Councillors at a cost of £97.50.

12.192 **Councillor Vacancy – Co-option**

The vacancy was still open.

12.193 **Football Field**

The Chairman had previously circulated details to all Councillors of a team who wished to use Terling as their home ground next season. Groundworks had been commenced. The ongoing problem of rabbits was discussed and it was suggested that rabbit fencing might be a good long term solution. RH had inspected the changing cabin, and had been impressed. The Chairman thanked RH and LS for all their work. Approvals for expenditure for the project would be put to the Council at the next meeting. Lord Rayleigh had kindly given formal permission to erect the changing facilities. The letter of agreement would need slight amendment, which the Clerk was asked to attend to.

JH

12.194 **Village Design Statement (VDS)**

The Chairman reported that Colin and Heather Cutler had received the Council's comments and amendments to the VDS and were working on this.

12.195 **Health & Safety Policy Review**

TL had carried out a review of the Council's Health and Safety Policy. All was found to be in order. The next review date would be April 2013.

TL

12.196 **Village Hall Car Park**

The Chairman reported that the Village Hall Committee had not been successful in their recent grant application for improvements to the car park, but were still seeking grants from other sources. RD asked Cllr Galione to enquire whether s.106 monies held by BDC were available for such purposes. Cllr Galione offered to speak to the Leader of the Council.

MG

12.197 **General Correspondence to Note**

None.

12.198 **Information Exchange / next agenda items**

Items for the next agenda would include approval for the payment of tax on the Clerk's Home Office Allowance and approval for expenditure for the Football Field project.

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

Parish Council Meeting: Thursday 26th April, 7pm, Terling Village Hall
Annual Parish Meeting: Tuesday 22nd May 2012, 7pm, Terling Village Hall, followed by Annual Meeting of Parish Council at approximately 7:30pm.

The meeting closed at 8:40pm