

Minutes of the Meeting of Terling and Fairstead Parish Council held on 22nd May 2012, at 7.00pm at Terling Village Hall

Present: Mrs S McNamara (Chairman)
 Mrs P Bird
 Mr I Smith
 Mr R Dixon
 Mrs A Anderson
 Mr D White
 Mrs S Alder
 Mr T Lewis
 Mrs L Sime
 Mr R Hunt
 Cllr M Lager
 Cllr T Cunningham
 Mrs J Halfhide (Clerk)
 11 members of the public

ACTION

- 12.00 **Election of Chairman**
 The Councillors unanimously agreed that Mrs Sarah McNamara should be elected Chairman. SM signed the Declaration of Acceptance of Office of Chairman.
- 12.01 **Election of Vice Chairman**
 The Councillors unanimously agreed that Mrs Pauline Bird should be elected Vice Chairman.
- 12.02 **Apologies for absence:** Apologies were received, and accepted, from Cllr Margaret Galione.
- 12.03 **Code of Conduct**
 Councillors were advised of their duty to register any interests required to be registered under paragraphs 12 and 13 of the current Code of Conduct and to review them and make any amendments as necessary. Councillors were reminded of their duty that under paragraph 14 of the code of Conduct they must give written notification to the Monitoring Officer within 28 days of becoming aware of any changes
- 12.04 **Sub-Committees**
 Sub Committees were appointed as follows:
 Finance: Ian Smith, Robin Dixon, Sarah McNamara, Sheila Alder
 Environmental and Footpaths: Trevor Lewis, Darren White, Louisa Sime
 Estate Liaison Officers: Pauline Bird (Terling), Trevor Lewis (Fairstead)
 Health and Welfare: Ann Anderson, Sheila Alder
 Planning and Highways: Robin Dixon, Pauline Bird, Reg Hunt
 Complaints: Ann Anderson, Sarah McNamara, Pauline Bird
 School Representative: Sheila Alder
 Church Liaison: Louisa Sime
 Village Hall Representative: Pauline Bird
- Parish Council Advisers:
 IT and Publicity: Colin Cutler
 Tree Warden: Angus MacWillson

12.05 **Minutes of Last Meeting**

AA proposed and TL 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.

12.06 **Declaration of Interests**

The Chairman declared an interest in Agenda item 12.14 – planning application for Terling Church of England Primary School, of which she is Chairman of the Board of Governors.

12.07 **District Councillors' Reports**

Cllr Cunningham reported that Cllr Galione had, as requested, followed up the question of S.106 monies with Sarah Burder. The money held by BDC is allocated mostly to projects awaiting the go-ahead. The monies are allocated only on a ward to ward basis.

12.08 **Chairman's Report**

Nothing to report.

At this point in the proceedings it was unanimously agreed to bring forward Agenda item 12.18 to allow those members of the public present an opportunity to hear, without further delay, the debate on the Football Field Project.

12.18 **Football Field**

LS had circulated by email to all Councillors a document detailing the project to date. LS read this aloud for the benefit of the members of the public present in response to questions posed, and concerns expressed, during the Annual Parish Meeting, held earlier in the evening.

LS explained that it had been the intention of the Parish Council to return the Football Field (zoned for community recreation in the local plan), previously leased direct to a Club, to Essex Football League standards as an amenity for the enjoyment of the Parish as a whole, not simply for the benefit of a Football Team. There was evidence of community support for this in the Village Design Statement as well as other community engagement over a number of years.

LS explained that the old changing facility which was removed on health and safety grounds had needed to be updated in line with Essex Football League requirements and for community use. The ground was badly in need of repair, even if it were only to be used as a knock around pitch. The Council had unanimously decided to apply for a grant from ECC Big Lottery Fund for the ground works and a changing cabin which would be necessary if the Council hoped to encourage the formation of local teams (with nominal match fees for those with a connection to the Parish specifically.) It had been hoped that in addition to young, male teams, mixed sex, youth and "vet" Parish teams would also be actively encouraged. The Council hoped other sports, such as rounders, would continue to be played at the field. The Council was awarded a grant of £7,500 and very shortly after the Council was approached by a local team who wished to use the Terling ground next season.

LS then explained the requirements for the changing facility and the necessary refurbishment and maintenance programme for the field. Goal nets and all kit would be provided by teams themselves. LS provided a detailed list of projected costs, and gave details of the estimates and quotes received for each individual part of the project. The total projected set-up cost was estimated to be £10,280 funded by the grant from Essex County Council Big Lottery Fund and the remainder of £2,780 from reserves the Parish Council had ring fenced. Other sources of funding had been considered, including S.106 monies.

LS then detailed the programme of refurbishment giving the present status of each part of

the project. In response to a question from a member of the public LS confirmed that no money had to date been spent on the changing facility and no deposit had been paid. LS explained that the Parish Council would be applying to Braintree District Council for planning permission to place the anti-vandal changing unit on the existing base. LS continued by explaining the drainage situation. Connection to the mains had been discounted on the grounds of cost and disruption to Fairstead Road residents as the mains sewers run behind the houses. An existing 750 gallon capacity septic tank with soak away, which is in good condition, was found at the site; this has been emptied and the pipes cleared.

LS then explained the water and electricity provision. The Estate had reviewed the water supply and the metre had been found. LS is obtaining quotes for connection to mains Electricity. The alternative is a generator but there had been concerns over the associated problems of noise, theft and future maintenance costs. LS

RH stated that, whilst having been impressed with the changing unit, he agreed with some members of the public present that it did not fit in well in the environment, but that measures could, and should, be taken to improve its visual appearance. IS and SA both pointed that out screening of the changing cabin had always been intended as part of the project, perhaps with evergreen shrubs. The Chairman pointed out that no one wanted the changing cabin to be unsightly, and confirmed that the Council was sympathetic to the Fairstead Road residents' concerns in this regard.

The Chairman explained that the decision had been made to proceed with the project and there was no question of now putting the plans on hold. It was pointed out that there had been a football field in Terling, on the existing site, for at least sixty years.

It was hoped that the changing cabin would be granted a temporary planning consent which would both enable a team to play at Terling once again and enable the community to enjoy and benefit from this. The hope would be that this could grow, and that given time, and provided the facilities proved successful then better facilities could be considered.

Residents of Fairstead Road felt they should have been consulted about the type and material used for the changing cabin. LS explained that a steel anti-vandal until had been chosen specifically to prevent vandalism and that it was purpose built. LS / RD

RD confirmed that a formal planning application would be made and that residents would have an opportunity to view the application on line and comment as they wished direct to BDC.

IS pointed out that whilst the capital costs were initially high, the resale value of the changing cabin was in also very high and if, at any time in the future, the Council needed to sell it then it expected to recoup its money. Financially this was therefore a low-risk venture.

Alternative sites, both in the Parish, and on the football field had been considered in depth but it had been decided that in order to keep costs to a minimum using the existing location, reusing the old base, plus reconnecting to all the existing services would be the most economical and practical option.

The Council had intended to have a Code of Conduct for all users of the ground. Local residents would be integral to this. At this point a member of the public pointed out that it was not fair to assume that the anti social behaviour which took place under the previous tenancy would continue under the Parish Council's management.

Members of the public had expressed concern about the annual running costs, estimating these to be in the region of £10,000. LS explained that whilst the actual costs could not yet be confirmed on current estimates it was expected to be in line with the costs of running Terling Cricket Club which amount to £2,500 to £3,000 per annum and nothing like the £10,000 quoted. Teams would be charged match fees and other costs would be covered by the teams themselves.

TL confirmed that disability access to the changing was not required as the facility was for teams, not spectators and it was reasonable to assume therefore that disabled access was not an issue.

In response to concerns, the Council confirmed that there was to be only one changing cabin, with no other storage on the site; visiting teams would bring their own equipment. LS highlighted other areas which the Parish Council was currently evaluating for the project, including:

- the appointment of a Football Liaison Officer / Committee
- a Code of Conduct and Management Plan
- cleaning arrangements of the changing unit / litter picking the ground
- health and safety issues
- a full risk assessment
- security measures (no external lighting planned as it was felt this would attract rather than deter)
- safety inspections (in line with those currently in force at the Playground, annual ROSPA inspections, etc),
- landscaping for the area around the changing cabin to screen and make the area as attractive as possible.

Mrs Loy, a parishioner and resident of Fairstead Road, expressly requested that it be minuted that she felt her and Mr Loy's concerns were not being listened to, to which the Chairman replied that this observation was regrettable and that the Council will proceed with its stated strategy, adopted after lengthy and detailed debate over many years, and having taken into account all the comments received from members of the public, to be in the best interests of the residents Terling and Fairstead. TL pointed out that the Council had received supportive comments from both some of the residents of Fairstead Road as well as the wider community generally.

LS then sought approval for expenditure for the following items:

1. Electricity connection (kiosk construction, trench & ducting) – additional expense of up to £300 (£2,000 already approved)
2. Water connection - up to £100
3. Planning Application - £167.50
4. Rabbit Proof Fencing – additional expense of £200 (£1,000 already approved)

Proposed by DW. Seconded by SA. Unanimously approved.

12.09

Finance

- Approval of Unaudited Accounts for year ending 31 March 2012

IS presented the Annual Return for the year ended 31st March 2012 and explained the Statement of Accounts and the Annual Governance Statement. It was unanimously agreed that the Chairman should sign the Annual Return which would now be passed to the Internal Auditor for his report (proposed by AA, seconded by PB).

JH

The following cheques/direct debits to be approved for payment and signed:

12th April	1571	D W Jiggins - General Parish Work	£79.77
26th April	1572	HM Revenue & Customs - PAYE Tax & NI	£320.84
26th April	1574	Bob Isted – Carpentry	£25.00
14th May	1573	J Halfhide - Clerk's Salary April	£557.30
14th May	1575	EALC - Clerk's Training	£35.00
14th May	1576	HM Revenue & Customs - PAYE Tax	£161.36
14th May	1577	SLCC CiLCA Management - Registration fee	£20.00
14th May	1578	D W Jiggins - Handyman Jobs:	£191.64
14th May	1578	Lord Rayleigh's Farms - Garage Rent	£20.00
14th May	1579	J Halfhide - Clerk's Expenses April*	£157.06
14th May	1609	Broker Network Ltd - Insurance premium	£25.00

21st May Ddebit BT Payment Services - Clerk's Phone Line £63.20
* includes £36.04 plaque for bench, £72 postage

- Approval to increase the Clerk's Home Office Allowance with effect 1.4.12 to cover additional tax & NI the Clerk will now be paying due to new HMRC regulations. An extra £23.61 per month (£10.20 tax, £6.24 employee's NI, £7.17 employers' NI). Proposed by RD, seconded by SA. Unanimously agreed.

12.10 **Environment and Footpaths**

DW had re-established contact with David Game and his runners, also P3 members, they would be surveying the Parish paths and reporting to P3. They would also be able to install gates as necessary. The Parish Council had been asked to collect and store two gates from a landowner in Ranks Green which were no longer required. It was hoped the gates might be used elsewhere in the Parish.

12.11 **Estate Liaison**

Nothing to report.

12.12 **Health & Welfare**

SA reported that the Community Payback Scheme will be contacting the Clerk to arrange for the playground to be painted. They will advise on what paint and equipment is needed. David Anderson had recently painted the rabbit and the Council thanked him for this.

12.13 **IT and Publicity**

Colin Cutler suggested that details of RCCE's Oil Buying Syndicate details be put on the website. It was agreed that if a co-ordinator could be found there might be interest for this in the Parish. The Village Design Statement draft would be shown to Lord Rayleigh within the next week or so.

12.14 **Planning and Highways**

- Rayleigh Arms

It was understood that it was still Mrs Riley's intention to re-open the pub.

- Terling Windmill

The Clerk had written again to BDC Planning Enforcement but no reply had been received. Corporate bodies cannot refer to the Planning Ombudsman in cases where it feels the Local District Council has not performed its statutory duties.

- Terling Ford

Following Cllr Lager's suggestion at the Annual Parish Meeting a representative from Essex Highways would be asked to meet with the Council to discuss possible measures to prevent further damage at the Ford caused by 4x4s.

- Speed control measures New Road, Terling

Nothing to report.

The Planning Committee would respond the following planning applications under their delegated powers:

- Planning Application: 12/00539/FUL The Nutshell, Fairstead Road, Terling

- Planning Application: 12/00603/FUL 4 Viner Cottages, Owls Hill, Terling

- Planning Application: 12/00669/FUL & 12/00670/LBC Terling Church of England Primary School

12.15 **Councillors' Reports including Village Hall Reports, School Report & Church Liaison**

TL reported that the safety barrier at Ranks Green, which had eventually been repaired but had been subsequently damaged again, was still awaiting repair. The potholes in Ranks

JH

JH

Green needed attention.

SA reported that there was still substantial debris on the highway following the flooding in Fuller Street. She had reported it to Essex Highways, the Clerk would do so again. JH

AA queried what was happening with regards to the overgrown vegetation parallel to Orion's Scaffolding in Fuller Street. The Clerk reported that this was still in the hands of Essex Highways who were trying to establish ownership.

PB reported that the flooding at Berwicks bridge in Hatfield Peverel had also left considerable debris on the road. The Clerk was asked to check with Essex Highways to ascertain whether this section of road was checked for integrity after such flooding. JH

12.16 **Clerk's Report**

Hours worked in April: 65

- The General Power of Competence. The Clerk circulated an information sheet detailing the new Power and recommended that the Council adopt it as soon as it becomes eligible.

- Approval for submittal fee of £20 for Clerk's CiLCA module on The General Power of Competence. Proposed by SA, seconded by DW. Unanimously agreed.

- RCCE Oil Buying Scheme - Discussed under Agenda item 12.13.

12.17 **Councillor Vacancy – Co-option**

There was still a vacancy on the Parish Council.

12.18 **Football Field**

Discussed earlier in the proceedings.

12.19 **Village Design Statement**

Discussed earlier in the proceedings.

12.20 **Review of Risk Assessments for Footpath Cutting & Clearance and the Work of the Handymen**

TL had reviewed the risk assessments for Footpath Cutting and Clearance and the Work of the Parish Handymen. Next review date May 2013.

12.21 **Localism Act 2001 and the New Code of Conduct**

The Clerk had circulated a new draft Code of Conduct which the Braintree Association of Local Councils was recommending all Braintree Parishes adopt. It would need to be formally adopted by 1st July 2012. Councillors agreed to review the draft and the Clerk would add this to the Agenda for the Parish Council meeting on 26th June. JH

12.22 **General Correspondence to note**

None.

12.23 **Information Exchange / next agenda items**

None.

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

Parish Council Meeting: Tuesday 29th May, 7pm Terling Village Hall

Parish Council Meeting: Tuesday 26th June, 7pm Terling Village Hall

Parish Council Meeting: Tuesday 29th July, 7pm The Gallery Room at The Square & Compasses, Fuller Street, Fairstead.

The meeting closed at 10:15pm