

**Minutes of the Meeting of Terling and Fairstead Parish Council held on 16<sup>th</sup> September 2014 at 7.00pm at Terling Hall.**

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**Present:** Mrs S McNamara Mrs P Bird  
 Mrs S Alder Mr D White  
 Mr A Dyke Miss S Clements Mrs J Halfhide (Clerk)  
 2 Members of the Public

14.51 **Apologies for Absence** were received from Mr John Payne, Mr Reg Hunt and Mr Robin Dixon, Cllr James Abbott and Cllr Tom Cunningham.

14.52 **Meeting Open to the Public**  
 Residents expressed frustration that the Terling roads had been marked for pothole repair, but not those in Fuller Street. The Clerk reported she had informed Cllr Abbott of this already and he had promised to follow this up with Cllr Johnson who had taken over responsibility for highway defects from Cllr Bass.

14.53 **Minutes of Last Meeting**  
 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 5<sup>th</sup> August 2014 were unanimously approved.

14.54 **Co-option of Miss Sarah Clements**  
 SA proposed that Miss Sarah Clements should be co-opted onto the Parish Council, seconded by DW, unanimously approved. SC signed the Acceptance of Office form.

14.55 **Casual Vacancy** – arisen due to disqualification of Mr. Ian Smith  
 A casual vacancy had arisen due to Mr Smith’s disqualification. The Clerk confirmed the relevant notices had been posted.

14.56 **Declaration of Interests**  
 None declared.

14.57 **District Councillors’ Reports**  
 None other than that reported by the Clerk under agenda item 14.52 from Cllr Abbott.

14.58 **Chairman’s Report**  
 Nothing to report.

14.59 **Finance**  
 Copies of Receipts and Payments for the current financial year had been emailed to all Councillors. The Clerk distributed the Receipts and Payments, Budget and Forecast sheet and graph.

PB proposed that the following cheques/direct debits should be to be approved for payment and signed, seconded by SA. Unanimously approved.

6th August	1889	J Halfhide - Clerk's expenses July	£18.46
6th August	1890	A H Jiggins - Handyman Jobs	£218.53
6th August	1891	D W Jiggins - Handyman Jobs	£367.83
6th August	1892	Lord Rayleigh's Farms - Licence Football Field	£5.00
6th August	1893	A H Jiggins - Handyman Jobs	£90.84

6th August	1894	Lord Rayleigh's Farms - Garage Rent – P3	£20.00
6th August	1895	A&J Lighting Solutions Lighting	£172.20
11th August	1896	EALC - Training for new Cllr	£67.00
11th August	1897	J Halfhide - Salary & Office Allowance	£662.04
11th August	1898	Acumen Wages – Payroll	£22.70
11th August	1899	EDF Energy - Electricity Rec Ground	£74.39
11th August	1900	Mabb Planning - Planning Advice	£800.00
11th August	1901	TUGUK Hosting - Email hosting	£52.50
11th August	1902	HM Revenue & Customs - PAYE & Tax	£119.70
11th August	1903	LRF - Mar-July Pitch Maintenance	£555.00
19th Aug		D/debit British Telecom - Clerk's phone line	£53.90
4th Sept	1904	J Halfhide - Salary & Office Allowance	£675.72
4th Sept	1905	HM Revenue & Customs - PAYE & Tax	£128.86
4th Sept	1906	J Halfhide - Clerk's expenses August	£13.78
4th Sept	1907	Lord Rayleigh's Farms - Pitch Maintenance	£60.00
4th Sept	1908	Lord Rayleigh's Farms - Pump for Rec Ground	£280.80
4th Sept	1909	Lord Rayleigh's Farms - Garage Rent	£20.00
14th Sept	1910	Terling Post Office - Internet Café services	£195.74

- Terling Village Hall Donation – funding/part-funding car park £15,000. It was agreed debate and a decision on this should be deferred until the next meeting.

- Approval for renewal of Parish Council insurance with Came & Co - £894.42 Proposed by SA, seconded by DW. Unanimously agreed.

- Amendment of Barclays Bank mandate. The Clerk reported the mandate had been changed with AD as a new cheque signatory.

EX-AGENDA: Appoint Maurice Howard as internal auditor for financial year ending 31<sup>st</sup> March 2014. Proposed by SA, seconded by PB. Unanimously agreed

Ian Smith had indicated that he was willing to remain Responsible Financial Officer and it was unanimously agreed that he should continue to do so. The Chairman, on behalf of Council, wished to place on record thanks to Mr Smith for his work as a Councillor and for his agreeing to continue as RFO.

#### 14.60 ***Environmental & Footpaths***

Issues with various paths were discussed, particularly by Rolls Farm, and those leading to Lyons Hall (not in the Parish). The Clerk would report to P3. The second cut of the Parish paths was commencing imminently.

#### 14.61 ***Estate Liaison***

Nothing to report.

#### 14.62 ***Health & Welfare***

- Playground: replacement play equipment grant. SA explained the difficulty in obtaining grants with the present management agreement.

- New lease for playground. SA proposed that the Clerk be authorized to sign a new lease with Lord Rayleigh's Farms which would satisfy the grant awarding bodies. Seconded by DW. Unanimously agreed.

- 14.63 ***IT & Publicity***  
In JP's absence the Clerk asked for Councillors who were experiencing difficulty accessing their new Parish Council emails to seek assistance from JP.  
AD suggested that one way the Parish Council might be able to advance superfast broadband for the Parish, in the absence of any benefit from the Superfast Essex project as reported at the last meeting, would be for the parish to consider wifi options. To this end it was agreed that County Broadband would be invited to talk to Councillors and interested members of the public on 7<sup>th</sup> October, 7:30 at Terling Village Hall.
- 14.64 ***Planning and Highways***  
- APPLICATION NO : 14/01137/FUL Erection of greenhouse, The Windmill Mill Lane Terling. The Planning Committee would consider this application.  
  
- EX AGENDA: APPLICATION NO :14/01231/FUL, Erection of steel framed agricultural building to extend existing cattle unit, Little Warley Hall Ranks Green. The Planning Committee would consider this application.
- 14.65 ***Recreation Ground***  
The Clerk reported that the new shower pump had been installed at the Changing Cabin. AD and LS would meet to discuss Sunday football.
- 14.66 ***Rayleigh Arms***  
It was believed there is a potential purchaser, but no contracts have been signed. The Chairman stated the Council looked forward to cooperation with the new owners.
- 14.67 ***Terling Tennis Club***  
The future of the tennis club was discussed and it was agreed that the Council was keen to secure the facility as a tennis club for the community.
- 14.68 ***Councillors' Reports, including Village Hall Report, School Report and Church Liaison***  
SA wished to thank Mr Roome for the repairs to the sign on the green, and for volunteers helping litter pick in Fuller Street.  
DW reiterated SA's thanks to Mr Roome and enquired as to progress with potholes in Fuller Street.  
PB raised the Mill Lane ditch clearance issue, the clerk reiterated it was work which the handymen had been asked to carry out.  
Concerns had been raised about vehicles blocking the route of the bus at the Oakfield Lane stop, where the bus needs to turn. The Clerk had written to residents asking them not to park there.
- 14.69 ***Village Design Statement***  
The Clerk reported that RD and Mrs Cutler had been working on the document for resubmission to BDC.
- 14.70 ***Rayleigh Arms*** – duplicate Agenda item, discussed under 14.66
- 14.71 ***Training***  
The Clerk had looked into the possibility of training for grant applications and planning, but the EALC are not running courses until after the 2015 elections. It might be possible to arrange the EALC to visit the parish to give group training, this would be considered.

- 14.72        ***Review of Emergency Plan*** – SA had updated the ‘Emergency Contact Tree’ and other contact details. The Clerk would circulate as necessary.
- 14.73        ***Renewal of lease for garage at Terling Hall***  
SA proposed that the Clerk be authorized to sign the lease for the Terling Hall garage. Seconded by DW. Unanimously approved.
- 14.74        ***Clerk’s Report***  
- Clerk’s Hours for August: 64  
- Terling Litter Pick Saturday, 20<sup>th</sup> September, meeting 11 am at Terling Village Hall.
- 14.75        ***General Correspondence to note***  
None.
- 14.76        ***Information exchange / next agenda items***  
None.
- 14.77        ***Date of next meeting, including committees***  
28<sup>th</sup> October 7pm at Terling Village Hall  
9<sup>th</sup> December 7pm The Gallery Room at The Square & Compasses, Fuller Street

Close of Business: 8:30pm