

**Minutes of the Meeting of Terling and Fairstead Parish Council held on 15<sup>th</sup> April, 2014 at 7.00pm in The Gallery Room at The Square & Compasses, Fuller Street, Fairstead**

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**Present:** Mrs S McNamara Mrs P Bird  
 Mrs J Cook Mrs S Alder  
 Mr J Payne Mr D White  
 Cllr M Galione Mrs J Halfhide (Clerk), 1 member of the public  
 Cllr T Cunningham

**ACTION**

- 14.177 **Apologies for absence:** Apologies had been received, and were accepted, from Cllr James Abbott, Mr Reg Hunt, Mr Robin Dixon, Mrs Ann Anderson.
- 13.178 **Meeting Open to the Public**  
 No comments from members of the public.
- 13.179 **Minutes of Last Meeting**  
 JP proposed and JC seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 4<sup>th</sup> March 2014 were unanimously approved.
- 14.180 **Declaration of Interests**  
 None declared.
- 14.181 **District Councillors' Reports**  
 Cllr Abbott had emailed a brief report, which the Clerk read aloud. Regarding potholes, despite increased funding from both ECC and central Government, there does not appear to be an improved service. The latest quarterly report from ECC shows another increase in outstanding defects on local roads in the Braintree District. Cllr Abbott is in touch with ECC officers about the process going forward with the refused retrospective planning application at Little Warley Hall Farm in Ranks Green. He had also received complaints about the number of HGVs going through Ranks Green which he had asked ECC officers to look into in relation to extant consents.  
 Cllr Galione had forwarded a document detailing BDC's achievements this year. The Clerk would be circulating to all Councillors.
- 14.182 **Chairman's Report**  
 Nothing to report.
- 14.183 **Formation of Personnel Committee**  
 Following advice from the EALC, RD, SA and SM had volunteered to form a Personnel Committee. The appointments were proposed by JC and seconded by PB. Unanimously agreed.
- 14.184 **Finance**  
 Copies of Receipts and Payments for the current financial year to date and the financial year ending 31<sup>st</sup> March 2014 had been emailed to all Councillors. The following cheques were approved for payment and were signed. All invoices had been checked against cheques. JC proposed that the expenditure be approved, seconded by DW, and were unanimously approved.

JH

18-Feb-14	Ddebit	British Telecom	Clerk's Phone Line	£76.83
05-Mar-14	1833	Lord Rayleigh's Farms	Garage Rent	£20.00
05-Mar-14	1834	J Halfhide	Clerk's Expenses February	£5.84
05-Mar-14	1835	A H Jiggins	Handyman Jobs	£125.56
05-Mar-14	1836	Terling Post Office	Internet café service	£195.74
05-Mar-14	1837	Mabb Planning	Planning advice	£1200.00
05-Mar-14	1838	A H Jiggins	Handyman Jobs	£73.59
05-Mar-14	1839	D W Jiggins	Handyman Jobs	£86.51
05-Mar-14	1840	Terling Village Hall	Room hire	£12.80
05-Mar-14	1841	Mrs S Alder reimbursement	Donation Always Club	£102.00
10-Mar-14	1842	HM Revenue & Customs	PAYE Tax	£154.90
10-Mar-14	1843	J Halfhide	Salary & Office Allowance	£675.36
10-Mar-14	1844	Acumen Wages	Payroll	£65.40

- Review of Financial Regulations – The Finance Committee had reviewed the Financial Regulations and had no changes to make. Next review date: March 2015.

- Donations to Parish organisations, specifically request from the Cricket Club. It was felt that the Parish Council should consider requests from local Clubs and Organisations, and specifically, regarding the Cricket Club, were keen to support the Club's request for financial help this year. The Clerk explained that the Club had recently purchased a cylinder mower for the cricket square and would welcome a contribution towards this. The Club would also like to sponsor coaching courses for young players. After discussion it was felt that the Parish Council should consider sponsoring young players and the Clerk was asked to contact the Club to ascertain the potential cost. To be discussed and approved at the next meeting.

- Approval for renewal of 2014/15 affiliation fees: EALC £216.21 & NALC £42.79 – proposed by JP, seconded by DW. Unanimously agreed.

#### 14.185 **Environment & Footpaths**

- Approval of Motor Insurance for tractor - £350.86 – proposed by DW, seconded by PB, unanimously agreed.

#### 14.186 **Estate Liaison**

The Parish Council had received comments from residents in Flacks Green about contractors working in the field late at night on a weekend in April. The Clerk was asked to find out from the Estate whether there was a policy on late night working in fields which are close to a high density of residential properties.

#### 14.187 **Health & Welfare**

SA reported that the Committee was still seeking views on the replacement for the Sputnik roundabout. SA had placed a notice in the Parish News but there had been no response. The nursery school children had been consulted and SA would be canvassing parents and children in years 3-6. Once a decision had been made grant applications could be made. Councillors were shown photographs of three designs under consideration and discussed the various options.

#### 14.188 **IT & Publicity**

A vote of thanks was recorded to Colin Cutler for his excellent administration of the internet café. The passwords had been updated and JP had taken over the administration. Trevor Lewis had completed the risk assessment for the internet café. JP explained the findings and suggested how improvements could be made. JP would attempt to

implement these as soon as possible. There is also a potential financial saving in switching broadband suppliers and JP will look into this further.

A meeting had been held with Colin and Heather Cutler to discuss how to improve the website. JP feels that the website should be updated and be more consumer friendly. JP is attending a Social Media course at the EALC in May with a view to finding out more about the implications of Facebook and Twitter; he would report back to the Council at the next meeting but felt it was important to consider ways of engaging the younger electorate.

JP concluded with a vote of thanks to Trevor Lewis for conducting the risk assessment review.

14.189 **Planning & Highways**

There was concern in the community, which had been relayed to the Parish Council, about building works in Ranks Green. BDC had advised the Clerk that they had been asked to look into this to ascertain whether the works being undertaken were covered under existing permissions, or Permitted Development Rights.

JP reported he now had ten volunteers who were prepared to undertake Police training on SID. JP asked Councillors to notify him of areas where they believed speeding was an issue. The Clerk would disseminate comments received recently from residents and would forward.

JP  
All  
JH

The Clerk was asked if there had been any response from ECC Highways concerning the missing Fuller Street sign which was having an adverse effect on local businesses. There had been no response. The Clerk would ask Cllr Abbott if he could bring any pressure to bear to bring about a quick replacement.

JH

The Clerk mentioned that RD had been keen to arrange a Committee Meeting and suggested PB, RH and JP get in touch with him directly.

JP, RH, PB

14.190 **Recreation Ground**

The Clerk expressed concern that revenue was not covering electricity costs, which were set to rise again, and suggested the Committee might like to meet to review the rental charge. Due to the adverse weather conditions Terling Villa had played very few home games this season. The Clerk was asked to contact PASS Soccer to ascertain if the facility would be of interest to them. The Council agreed that it wanted to encourage a youth team, if someone could volunteer their time to coach.

JC, LS

JH

14.191 **Councillors' Reports, including Village Hall Report, School Report and Church Liaison**

Complaints had been received about spectators using the area behind the changing cabin at the Recreation Ground as a public convenience.

Several residents had commented on the benches, which had been stained a dark colour. The handymen would be asked to use a lighter stain for the remaining benches.

JH

Complaints had been received about lorries moving gravel through Fuller Street towards Ranks Green early in the mornings.

SA had reported potholes and blocked drains in Fuller Street and reiterated that the missing Fuller Street sign was having an impact on local businesses. SA thanked the six volunteers who had helped with the Fuller Street Litter Pick.

JP had received reports of quad bikes in Fairstead. The Clerk advised JP that residents should alert the Police in future as the local policing team are aware of the problem.

Members of the public had asked who had erected traffic cones in Fairstead Road near the Recreation Ground. This had been done by residents to alert drivers to potholes.

JP generously offered to pay for new front covers to the War Memorial Project. The United Reform Church had been omitted in error. The Clerk would advise Mrs Cutler.

JH

- 14.192 **Clerk's Report**  
Hours for March: 65.5  
There had been a disappointing turn out for the Spring Litter Pick morning in Terling. PSCO Doubleday had forwarded a report which the Clerk would circulate by email.
- 14.193 **Village Design Statement**  
The Village Design Statement had been circulated to all Parish Councillors. JP proposed that this version be submitted to BDC Planning for approval. Seconded by SA, unanimously approved. The Clerk briefly explained this next stage in the process to get it adopted. JH
- 14.194 **Risk Assessment Review: Clerk's Home Working**  
Trevor Lewis had conducted the review and all was found to be satisfactory. Next review date: March 2015.
- 14.195 **Risk Assessment Review: Internet Café**  
Covered under agenda item 14.189.
- 14.196 **Renewal of BDC Street Cleansing Agreement 2014-15**  
It was unanimously agreed that the Clerk should renew the Street Cleansing agreement. BDC had applied a 2.8% inflationary increase bringing the total grant to £732.452. JH
- 14.197 **Request for Village Hall sign**  
Councillors agreed that there needed to be a sign close to the Dismals turning but the Clerk advised this could not be positioned on the ECC signpost. PB was asked to revert to the Village Hall Committee to find out exactly what they wanted, and where, to seek Lord Rayleigh's permission and to then revert to the Parish Council with a proposal and an estimate of cost for the Parish Council to consider. PB
- 14.198 **General Correspondence to Note**  
None.
- 14.199 **Information Exchange / next agenda items**  
None.
- 14.200 **Date of Next Meeting, including Committees**  
Tuesday 20<sup>th</sup> May Annual Parish Meeting followed by the Annual Meeting of the Parish Council, 7pm at Terling Village Hall.  
  
Close of business: 8:35pm.