

Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 21st July 2015 in The Gallery Room at The Square & Compasses, Fuller Street, Fairstead

Present: Mrs S McNamara
 Mrs P Bird
 Mr I Smith
 Mr R Dixon
 Mrs S Alder
 Mr A Dyke
 Mr D White
 Mr R Hunt Mrs J Halfhide (Clerk) 8 Members of the Public

15.46 *Apologies for Absence* were received from Cllr James Abbott, Cllr David Bebb, John Payne and Sarah Clements

15.47 ***Meeting Open to the Public***

The Chairman welcomed Shaun Taylor, BDC's Tree and Landscape Officer. Mr Taylor reported that there was some evidence of decay of the playground oak, which was considered a particularly fine specimen, and summarized the condition of the tree. It was suggested that the canopy should be reduced by 10-15% and a PICUS test should be carried out to determine the extent of the decay. He also felt that reducing the size of the two limbs nearest to the playground would be advisable. The Chairman pointed out that the tree was owned by Lord Rayleigh's Farms and that subsequently BDC would need to liaise with Alex Dyke.

Ranks Green residents requested the Parish Council recommend refusal of planning applications 15/00773/FUL and 15/00522/FUL and expressed concern that the application for Silage Clamp 2 takes into consideration that Silage Clamp 1, currently in use, does not seem to have planning permission. Residents explained their concerns to the Council, notably the intensification of use of the site and surrounding infrastructure as well as concerns relating to odours. A representative of the applicant explained the application was for agricultural purposes, not industrial waste (i.e. not abattoir waste).

15.48 ***Minutes of Last Meeting***

SA proposed and RH seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 16th June were unanimously approved.

15.49 ***Declaration of Interests***

SA declared a Non-Pecuniary Interest in Agenda item 15.57 - planning applications 15/00773/FUL and 15/00522/FUL being a neighbour of the applicant, and declared she would abstain from any vote.

15.50 ***District Councillors' Reports*** - None.

15.51 ***Chairman's Report*** - None.

15.52 ***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, which he explained. The following cheques were approved for payment and were signed. All invoices had been checked against cheques. AD proposed that the expenditure be approved, seconded by PB, and unanimously approved.

12th June	2019	HM Revenue & Customs - Tax & PAYE	£205.02
12th June	2020	J Halfhide - Salary & Office Allowance	£821.47
12th June	2021	Acumen Wages – Payroll	£22.20
12th June	2022	Lord Rayleigh's Farms - Pitch maintenance	£90.00
12th June	2023	Terling Village Hall Room hire – meetings	£26.80
12th June	2024	A H Jiggins - Handyman's Jobs General	£88.91
12th June	2025	Bringy Furniture Ltd - Laminating Posters	£2.40
12th June	2026	D W Jiggins Handyman's Jobs & Expenses	£256.10
12th June	2027	Melba Products Ltd – Playground Litter bin	£197.81
12th July		Ddebit ICO- Data protection registration	£35.00
14th July	2028	EON - Street lighting	£81.67
14th July	2029	Colin Cutler - Website hosting & domain	£51.44
14th July	2030	A H Jiggins - Handyman's Jobs	£388.31
14th July	2031	Braintree District Council - Election Fees	£118.00
14th July	2032	Lord Rayleigh's Farms - Ditch clearance	£144.00
14th July	2033	Acumen Wages – Payroll	£22.20
14th July	2034	Lord Rayleigh's Farms - Garage rent	£20.00
14th July	2035	D W Jiggins - General handyman's jobs	£289.69
14th July	2036	Lord Rayleigh's Farms - Playground licence	£25.00
14th July	2037	J Halfhide - Clerk's expenses May	£36.34
14th July	2038	Bringy Furniture Ltd - Laminating Posters	£2.80
14th July	2039	Lord Rayleigh's Farms - Garage rent	£20.00
14th July	2040	Playsafety Limited - ROSPA inspection	£92.40
14th July	2041	J Halfhide - Clerk's Expenses June	£17.45
14th July	2042	J Halfhide June Salary & Office Allowance	£702.23
14th July	2043	HM Revenue & Customs - Tax & PAYE	£124.41

- Review of Financial Regulations. The Finance Committee had conducted a review and IS would give the suggested changes to the Clerk.

- Review of Standing Orders (including Complaints Procedure). The Finance Committee had conducted a review and IS would give the suggested changes to the Clerk.

- Review of Business and Financial Risk Assessment by Finance Committee - completed, next review July 2016.

- Internal Audit Report. IS reported the internal audit had been completed and the Finance Committee was reviewing the report, there were only a few minor issues to consider.

- RD proposed the Council approve the renewal of the Annual Subscription for Braintree Association of Local Councils £18. Seconded by SA. Unanimously approved.

- SA proposed the Council approve the renewal of the Annual Subscription for Rural Communities Council of Essex £55+VAT. Seconded by IS. Unanimously approved.

15.53 ***Environmental & Footpaths***

With agreement the P3 grant confirmed the first cut of the paths had been completed.

15.54 ***Estate Liaison***

AD reported that, as requested at the last meeting, the Estate had cleared the ditch by Terling Ford,

a pipe had been found. It was doubtful how much this work would alleviate the problems, but the situation would be monitored.

15.55 ***Health & Welfare***

- Oak: inspection – update by BDC’s Shaun Taylor. Discussed previously under Agenda item 15.47.
- ROSPA Playground Inspection Report – SA reported that a ROSPA report carried out on 29th May had concluded that the overall risk rating for the play area was low.

15.56 ***IT & Publicity***

DW explained the IT Review findings, which had previously been circulated to all Councillors by email, and proposed the following:

- i) Discontinue the use of Council email addresses for Councillors, with Councillors reverting to using their private emails
- ii) Purchase the domain *terlingandfairstead-pc.gov.uk* via an accredited service provider (estimated cost to be £99 for a 2 year registration)
- iii) Allocate the email address *clerk@terlingandfairstead-pc.gov.uk* (£30 per year) for the sole use of the Clerk. The Clerk’s email would be the official communication for the Council. Councillors’ emails with the Clerk’s email address included as a ‘cc’ would make their correspondence official Council business and as such part of the Council’s dataset and available for inspection by the public.
- iv) The community website, managed by Colin Cutler, should continue to be used for Parish Council business with the Clerk making submissions as necessary. (It was noted that should it be necessary at any time in the future for the Parish Council to have its own web presence the domain *terlingandfairstead-pc.gov.uk* would be available when needed.)
- v) The Clerk’s emails should be retained for a period of three years.
- vi) The Standing Orders should be amended to reflect these changes to IT procedure
- vii) To not renew the domain SSL certificate renewal or one year for current email *clerk@terlingandfairsteadpc.co.uk* from TUGUK Hosting as it was felt an SSL certificate was not necessary. The current email address would be hosted by the new accredited service provider to enable the Clerk to monitor emails during the switchover period.

Seconded by SA, unanimously approved. The Clerk would implement the changes as soon as possible.

15.57 ***Planning and Highways***

APPLICATION NO : 15/00773/FUL

DESCRIPTION : Retain storage tank and associated hard standing for agricultural purposes, Little Warley Hall Ranks Green Road Fairstead Essex CM3 2BG. After discussion, it was unanimously decided that the Parish Council would respond with a ‘no comment’ but reserving the right to make further comments pending response from other Statutory consultees and after further discussion with the BDC Case Officer. It was noted this application was for agricultural purposes and the Council agreed the issue was how to regulate the use, if permission were to be granted, for this purpose.

APPLICATION NO : 15/00522/FUL

DESCRIPTION : Construction of Silage Clamp - Clamp 2

Little Warley Hall Ranks Green Road Fairstead Essex CM3 2BG. It was unanimously decided the Parish Council would respond with a ‘no comment’ but with a note that that this application refers to ‘Silage Clamp 1’ for which there does not appear to be planning permission.

APPLICATION NO :15/00770/LBC

DESCRIPTION : Proposed replacement windows, The Herons Fuller Street Fairstead CM3 2BB. It was unanimously decided the Parish Council would respond with a 'no comment'.

- Consideration of resident's request for improved directional signage for Oakfield Lane, Bramley Cottages, Hull Lane and Waltham Road. It was decided that it was not appropriate to ask BDC or ECC for additional signage in this area.

15.58 ***Recreation Ground***

Nothing to report.

15.59 ***Village Hall Waste Bin***

PB proposed that the Council approve expenditure for one further 360 litre Mixed Recycling Blue bin (Currently £180 p/a) and replace the current 360 litre Red General Waste Bin (costing £374 p/a) with a 770 litre bin costing £578 p/a (total cost for the year £938). Seconded by DW. Unanimously approved.

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

SA thanked Paul and Mike for help litter picking in Fuller Street. The Portaloo left on the green had been reported to ECC Highways, along with the blocked drain. There had been several complaints about the green recycling bins being thrown back onto driveways after emptying which was resulting in damage to the bins. The Clerk was asked to complain to BDC. The Clerk was asked to investigate the possibility of a compactor (White Notley and Faulkbourne have arranged one for community use).

PB had been unable to identify any suitable locations for a dog bin near Oakfield Lane. SM would also consider this.

AD reported that the 50th Anniversary of the Swimming Pool had been a successful celebration. The Chairman commented how well organised the day had been.

RD requested an update to the proposed Village Hall Car Park plans and offered to look into the possibility of a community energy supplier and will report to the next meeting.

DW reported that there had been a number of burglaries in Fuller Street with garages and unsecured outbuildings being broken into. The Police handling had been less than satisfactory and no PCSO had been available to attend the Parish Council meeting. DW had been informed by the Chief Inspector that a unit would be sent to Fuller Street on 20th July to talk to residents but this had not taken place.

15.61 ***Clerk's Report***

The Clerk has arranged a litter pick for Terling and Fairstead on Saturday 3rd October, meeting at 10am at Terling Village Hall.

15.62 ***General Correspondence to note*** - none.

15.63 ***Information exchange / next agenda items*** - none.

15.64 ***Date of next meeting, including committees*** Parish Council Meeting:

1st September, 7:30 Terling Village Hall

13th October, 7:30pm The Gallery Room at The Square & Compasses

1st December, 7:30pm The Gallery Room at The Square & Compasses

The meeting closed at 9:15pm

