

**Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 16<sup>th</sup> June 2015 at Terling Village Hall**

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Present: Mrs S McNamara  
Mr I Smith  
Mr R Dixon  
Mrs S Alder                      Cllr D Hufton-Rees  
Mr A Dyke                        Cllr James Abbott  
Mr R Hunt                        Mrs J Halfhide (Clerk)  
Miss S Clements  
  
(no members of the public)

15.27        ***Apologies for Absence*** - Pauline Bird, Louisa Sime, John Payne, Cllr D Bebb

15.28        ***Meeting Open to the Public*** - no members of the public were present.

15.29        ***Minutes of Last Meeting***

JP had asked the Clerk to amend 15.18 to read '*Trevor Lewis had completed the annual Risk Assessment of the Internet Café and found that the keyboard needed replacing, and recommended a wireless keyboard and mouse*'. SA proposed and SC seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 19<sup>th</sup> May 2015 were unanimously approved.

15.30        ***Declaration of Interests***

None received.

15.31        ***District and County Councillors' Reports***

Cllr Abbott reported that the planning appeal for Little Warley Hall Farm had been dismissed on all accounts by the Planning Inspectorate. A report was being sent to the Development Regulation Committee at ECC when Councillors would hear the Officers' views on how they should proceed with the Enforcement Notice. Cllr Abbott reported that he now sat on the Highways Panel (for Highways projects, not Highways repairs). Cllr Abbott was aware of recent problems throughout the area where ECC Highways had closed roads for repair works, without prior notification to residents and businesses.

Cllr Hufton-Rees mentioned that Hatfield Peverel were also involved with the P3 scheme and would keep Terling and Fairstead informed of any issues.

15.32        ***Chairman's Report*** - nothing to report.

15.33        ***Review of Committees*** - Councillors confirmed that they were willing to remain on committees as previously arranged.

15.34        ***Finance***

Copies of Receipts and Payments for the current financial year to date had been emailed by the Clerk to all Councillors. IS distributed his Receipts and Payments / Budget forecast sheet, which he explained. RH proposed that the following cheques/direct debits should be approved for payment and signed, seconded by SA. Unanimously approved.

15th May	2015 Wicksteed Leisure Ltd - Rubber swing seat	£59.40
15th May	2017 J Halfhide - Clerk's expenses (April)	£35.86
15th May	2016 Acumen Wages -Year End Online Filing	£36.00
15th May	2018 A H Jiggins - Handyman's jobs (March & April)	£170.48
19th May	Ddebit British Telecom - Clerk's phone line	£61.27

- RH proposed that the Unaudited Accounts for year ending 31 March 2014 be approved. Seconded by IS. Unanimously approved. The Council thereby approved the Annual Return section 1 (Accounting Statement) and section 2 (Annual Governance Statement) and the Chairman duly signed the Return.

IS reported that the Finance Committee had met and the following documents were still being reviewed.

- Financial Regulations
- Standing Orders (including Complaints Procedure)

IS reported that the Finance Committee had reviewed the Business and Financial Risk Assessment and found it to be in order.

SA proposed that Mr Maurice Howard be appointed Internal Auditor for the 2015-16 financial year. Seconded by IS. Unanimously agreed.

IS reported that the Council would need to consider its legal obligations with regards to the new workplace pension. The Clerk would advise the Finance Committee about the automatic enrolment date.

15.35 ***Environmental & Footpaths***

The Clerk reported that the Grant from P3 would be £1050.70, with two cuts of the Essex Way, and one cut for other paths. RD proposed that the Clerk be authorised to sign the Service Level Agreement for paid vegetation cutting, seconded by SA, unanimously approved. The cutting would commence immediately.

15.36 ***Estate Liaison*** - nothing to report.

15.37 ***Health & Welfare***

SA reported that Shaun Taylor of BDC had carried out resistograph tests on the oak and would be attending the next meeting to explain his findings and to discuss the best way forward.

15.38 ***IT & Publicity***

- Wireless Broadband for Parish. With BT about to upgrade the Terling exchange (planned for 19<sup>th</sup> June) it was thought this would affect the business model put forward by County Broadband. It had therefore been decided to postpone the intended meeting with County Broadband. It was thought the upgrade would not improve speeds for Fairstead, but those with a modern modem in Terling should see significant uplifts. Those further from the exchange would benefit less. SA urged that the Parish Council should continue to lobby for Fuller Street, Ranks Green and Fairstead residents who were getting a raw deal.

- IT Review findings - AD and SC summarized the findings of the IT review held on 4<sup>th</sup> June. The most important recommendation was that the Clerk should have an email address with .gov.uk domain name and that Councillors should discontinue the use of Council email address, reverting to their personal email addresses. The Clerk was asked to circulate the report to the full Council. Thereafter the IT Committee would make recommendations, which would be considered at the next Parish Council meeting.

- 15.39 ***Planning and Highways*** - nothing to report
- 15.40 ***Recreation Ground*** - the rental rates for the changing cabin would be reviewed in June 2015.
- 15.41 ***Councillors' Reports, including Village Hall Report, School Report and Church Liaison***  
 SA reported that the blocked drain in Fuller Street, previously reported several times to ECC Highways, had subsequently been worsened by the infill of tarmac when the road was repaired.  
 AD reported that the Swimming Pool's 50<sup>th</sup> Anniversary celebrations on 18<sup>th</sup> July would be a barbeque and gala at the pool followed by a buffet supper with live jazz at the Village Hall – tickets would be available shortly.  
 SM reported that parking on Norman Hill, opposite Bramley Cottages continued to be an issue.
- 15.42 ***Clerk's Report***  
 The Clerk reported that she had renewed the Council's registration as a data controller under the Data Protection Act with the ICO.  
 The Clerk had received a request for a new dog bin in the Oakfield Lane area. It was agreed that PB would be asked to look into suggested sites.
- 15.43 ***General Correspondence to note***  
 The Clerk had received a letter from the Rt Hon Priti Patel MP following her re-election as the Member of Parliament for Witham.
- 15.44 ***Information exchange / next agenda items***  
 With Lord Rayleigh and his family being the new owners of the site of the former Rayleigh Arms, AD informed the council that the first priority had been to secure the building from unwanted intrusion. To this end there was now a new tenant in residence in the flat. The next priority was to carry out minor exterior repairs to make the building water/weather proof and this was ongoing. In addition, a meeting had been held with agents of the owner of the remainder of the site, to see what their ambitions might be and if there was any mutually beneficial action that could be taken. This discussion was continuing but it would be fair to say that there were significant differences between the two parties.  
  
 Now the difficult process of "brain storming" and deciding what should be done with the site was being started. Both the building and the site required significant further investment to bring them back into a reasonable state for commercial use. Although the site clearly has Residential development potential, Lord Rayleigh was keen to explore the possibility of extending his family's history of providing significant concessionary facilities within our parishes, to individuals who may be able to provide a service for the local community. To this end discussions were taking place with a number of potential tenants to try to identify what building works might be required so that scarce funds would be directed into the right areas and hopefully residential development would be avoided as a justification for the investment.
- 15.45 ***Date of next meeting, including committees*** Parish Council Meeting:  
 21<sup>st</sup> July, 7:30pm The Gallery Room at The Square & Compasses  
 1<sup>st</sup> September, 7:30 Terling Village Hall  
 13<sup>th</sup> October, 7:30pm – Venue to be confirmed  
 1<sup>st</sup> December, 7:30pm The Gallery Room at The Square & Compasses

The meeting closed at 8:50pm

