

**Minutes of the Annual Meeting of Terling and Fairstead Parish Council held on Tuesday 19<sup>th</sup> May 2015 at Terling Village Hall**

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Present: Mrs S McNamara  
 Mrs S Alder  
 Mr D White  
 Mr J Payne Mrs J Halfhide (Clerk)  
 Miss S Clements Cllr D Hufton-Rees  
 Mrs L Sime  
 Mr I Smith (No Members of the public present)

- 15.00 ***Election of Chairman***  
 SA proposed, and DW seconded that Sarah McNamara should be appointed Chairman. Unanimously agreed. SM then signed the Declaration of Acceptance of Office of Chairman.
- 15.01 ***Election of Vice Chairman***  
 SM explained that Pauline Bird had expressed a willingness to stand as Vice Chairman. There were no other nominations. SA proposed that PB be appointed Vice Chairman, seconded by SC, unanimously agreed.
- 15.02 ***Apologies for Absence*** - Cllr James Abbott, Cllr David Bebb, Pauline Bird, Robin Dixon, Reg Hunt, Alex Dyke.
- 15.03 ***Declaration of Acceptance of Office***  
 Councillors signed their Declaration of Acceptance of Office.
- 15.04 ***Consent to Receive Council Summons and Agenda Electronically***  
 Councillors gave their written consent to receive Council summons and Agenda electronically.
- 15.05 ***Register of Members' Personal Interests***  
 Councillors were reminded of the requirement to complete a Register of Interests and to return it direct to the Monitoring Officer at BDC by 1<sup>st</sup> June 2015 and thereafter to give written notification to the Monitoring Officer within 28 days of becoming aware of any changes.
- 15.06 ***Co-option of one Councillor to fill last remaining seat on the Parish Council following uncontested election on 7<sup>th</sup> May 2015***  
 - Nominations received: Ian Smith. Proposed by SM, seconded by SA, unanimously agreed. IS was duly Co-opted onto the Council.
- 15.07 ***Newly co-opted Councillor to sign the Declaration of Acceptance of Office and Consent to Receive Council Summons and Agenda Electronically***  
 IS signed his Declaration of Acceptance of Office and gave his written consent to receive Council summons and Agenda electronically.
- 15.08 ***Sub-committees***  
 - Ian Smith was reconfirmed as RFO.  
 - Committee members to remain as previously, with the exception of DW to join the IT and Publicity Committee. With several Councillors absent they would have an opportunity to consider their

committee memberships at a later date. In the interim the committee make up was suggested as the following:-

Finance: Ian Smith, Robin Dixon, Sarah McNamara, Sheila Alder  
Environmental and footpaths: Darren White, Louisa Sime, John Payne  
Estate Liaison Officers: Pauline Bird, Louisa Sime  
Health and Welfare: Sheila Alder, Sarah McNamara, Sarah Clements  
Planning and Highways: Robin Dixon, Pauline Bird, Reg Hunt, John Payne  
IT & Publicity: John Payne, Alex Dyke, Sarah Clements, Darren White  
Recreation Ground: Louisa Sime, Alex Dyke  
Personnel: Sarah McNamara, Robin Dixon, Sheila Alder  
Complaints: Sarah McNamara, Pauline Bird, John Payne  
Village Hall Representative: Pauline Bird  
School Representative: Louisa Sime

#### PARISH COUNCIL ADVISERS

IT: Colin Cutler  
Health & Safety: Trevor Lewis  
Parish Tree Warden: Angus MacWillson

15.09 ***Meeting Open to the Public***

No members of the public present but SA addressed the Council, as a member of the public, explaining her planning application to be discussed under agenda item 15.19.

15.10 ***Minutes of Last Meeting***

JP proposed and DW seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 21<sup>st</sup> April 2015 were unanimously approved.

15.11 ***Declaration of Interests***

SA - a Disclosable Pecuniary Interest in Agenda item 15.19 - Planning Application 15/00404/FUL being the applicant, and a Non-Pecuniary interest in Agenda Item 15.14 - Request from the Always Welcome Club being a volunteer helper with the organisation.

DW - a Non-Pecuniary Interest in Agenda item 15.19 Planning Application 15/00404/FUL being the immediate neighbour of the applicants.

15.12 ***District Councillors' Reports***

Cllr Hufton-Rees introduced himself one of the two new District Councillors (along with Cllr David Bebb) for the newly formed Hatfield Peverel and Terling Ward and stated he looked forward to helping residents, and working with the Parish Council in any way he could.

15.13 ***Chairman's Report***

Nothing to report.

15.14 ***Finance***

The Clerk had circulated by email copies of the Receipts and Payments for the financial year ended 31<sup>st</sup> March 2016 to all Councillors. SC proposed that the following cheques should be approved for payment and signed, seconded by SA. Unanimously approved.

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

20th April	2000	Terling Villa Football Club - Deposit refund	£10.00
20th April	2001	Terling Post Office - Internet café	£195.74
20th April	2002	EALC - EALC/NALC Affiliation fees	£257.84
20th April	2003	Braintree District Council - Waste/Recycling Bins	£565.00
20th April	2004	Ludus Leisure Ltd – springer seat playground	£61.20

20th April	2005	HM Revenue & Customs - Tax & PAYE	£126.24
20th April	2006	Lord Rayleigh's Farms - Tennis Court Maintenance	£126.00
6th May	1999	Aon Insurance - Tractor Insurance renewal	£389.20
6th May	2007	HM Revenue & Customs - Tax & PAYE	£158.82
6th May	2008	J Halfhide - Salary & Office Allowance	£752.34
6th May	2009	Lord Rayleigh's Farms - Garage rent	£20.00
6th May	2010	Acumen Wages - April payroll	£22.20
6th May	2011	D Jiggins - Handymen's Jobs General	£185.94
6th May	2012	Terling Village Hall - Meeting room hire	£13.40
6th May	2013	David Franklin - Tennis Club Moss Killer	£173.81
6th May	2014	EDF Energy - Changing Cabin electricity	£52.95

- Consideration and Approval of request by The Always Welcome Club for funding of £200 to cover part of the cost of coaches for their annual outing (supporting email forwarded previously to Councillors). Proposed by JP, seconded by SC, unanimously approved.

- Review of Financial Regulations - to be reviewed by Finance Committee

- Review of Standing Orders - to be reviewed by Finance Committee

- Review of Business & Financial Risk Assessment – to be reviewed by Finance Committee

#### 15.15 ***Environmental & Footpaths***

- Update on P3 Grant - DW had met with Shirley Anglin of ECC Highways and had discuss a few remaining queries (the information would need to be obtained from the handymen.) The paths cutting could not commence until the P3 agreement was formally confirmed.

The Clerk had received complaints about the ditch by Terling Ford. The handymen had attempted to clear it but it needed a digger to complete the work. The Clerk would arrange this.

#### 15.16 ***Estate Liaison***

Nothing to report.

#### 15.17 ***Health & Welfare***

- Approval for purchase of bin for Playground - Swintex - £164.84 ex VAT. Proposed by IS, seconded by LS, unanimously approved. To be located near to the entrance gate, inside the playground.

- Update on Playground oak tree inspection - SA had emailed Shaun Taylor but had not received a reply.

SA wished to formally record thanks to David Anderson who had repaired the Spring Rabbit and had volunteered to do the same with the Springer Horse in the Autumn. The handymen had discovered that 5 names had been carved into the bark of one of the trees in the playground. It was agreed this needed to be discouraged. SM agreed to speak to the School, although the culprits may possibly not be from the Parish and appeared to be the handiwork of older children.

#### 15.18 ***IT & Publicity***

- Update on discussions with County Broadband. JP was still trying to set up a meeting with County Broadband. SA mentioned that some residents had queried which other rural areas were using County Broadband. JP directed her to the County Broadband website where case studies were identified.

- Trevor Lewis had completed the annual Risk Assessment of the Internet Café and found that the keyboard needed replacing, and recommended a wireless mouse. JP would attend to this.

- The Clerk was asked to ensure the contact details for the Rev Keane were available on the Community website. Presently there was just a link to Facebook but no contact phone numbers.

***Planning and Highways***

APPLICATION NO: 15/00520/FUL Construction of silage clamp - clamp 1, Little Warley Hall, Ranks Green Road Fairstead Essex CM3 2BG. JP reported the Planning Committee had no comment.

*SA left the meeting room whilst the next application was debated.*

APPLICATION NO: 15/00404/FUL Erection of brick archway; extension of existing picket fence; erection of summer house; removal of existing landscape ponds and replacement with natural stone terrace; creation of borders with suitable plant stock; re-grade and relay lawn areas; relocation of oil tank - The Old Stores Fuller Street Fairstead Essex CM3 2AZ. JP reported that the Planning Committee had no comment. DW mentioned some concerns which the Chairman pointed out were not material planning issues and encouraged him to speak to the applicants privately. *SA returned to the meeting room.*

APPLICATION NO: 15/00577/FUL Erection of two storey rear extension 3 Mill Lane Terling Essex CM3 2QG. JP reported that the Planning Committee was surprised the applicant's previous application had been refused and had enquired whether they would be appealing. There was no comment on the new application.

JP reported that the appeal for the refused planning application for the slurry tank at Little Warley Hall Farm, Ranks Green, had been dismissed by The Planning Inspectorate. The tank would need to be removed within the next three months under the Enforcement Order in place.

Whilst the Council was pleased to see that ECC Highways were repairing many of the area's roads there was dismay that many residents had not been informed of road closures, some residents had received letters, others had not. Fuller Street had been closed from all directions on one day, effectively closing off the whole hamlet, with no letters having been sent. The Square & Compasses had had no prior warning of the extent of the closure. In another area a road diversion had been set up onto closed roads, which resulted in chaos. The Clerk was asked to inform Cllr Abbott.

The 30mph sign on the right hand side of the road into Fuller Street from the Braintree Road was totally obscured by vegetation. The Clerk would report this.

***Recreation Ground***

After discussion it was unanimously agreed to waive the training fees decided at the last meeting for Terling Villa Football Club. The Clerk reported that the football field needed to be treated for the explosion of buttercups as they made mowing extremely difficult and time consuming. The expected cost was in the region of £75, IS proposed this should proceed, seconded by LS; the Clerk would make the necessary arrangements and would close the football pitch for a week.

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

SA mentioned the blocked drains in Fuller Street, which had already been reported to ECC Highways.

***Clerk's Report***

- The new Fairstead Church bench would be installed within the next few days.
- The Clerk had informed ECC Highways that the newly installed Essex Way public path sign by Fairstead Church was incorrectly spelt, the carving had been faulty resulting in an unfortunate spelling error.

***Review of Risk Assessments for: Footpath Cutting & Clearance and The Work of the Handyman***

The Clerk reported that Trevor Lewis was undertaking the necessary risk assessment reviews.

- 15.24        ***General Correspondence to note***  
- BDC's letter of invitation to attend one of two training sessions on the Standards Regime and the Code of Conduct: 20th May at Causeway House Braintree at 7pm and Queens Hall, Halstead on 27th May at 7pm.
- 15.25        ***Information exchange / next agenda items***  
The Chairman suggested changing the start time of meetings to 7:30.
- 15.26        ***Date of next meeting, including committees***  
The following meetings dates and time were confirmed for full Parish Council  
Meetings:  
16<sup>th</sup> June, 7:30pm Terling Village Hall  
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 The Gallery Room at The Square & Compasses

Close of Meeting: 8:45pm