

**Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 12<sup>th</sup> January 2016 in The Gallery Room at The Square and Compasses, Fuller Street, Fairstead**

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Present: Mrs S McNamara  
Mr R Dixon  
Mrs P Bird  
Mrs S Alder  
Mr I Smith  
Mr A Dyke  
Cllr J Abbott

16.129 ***Apologies for Absence***

Apologies were received, and accepted from Cllr D Hufton-Rees, Cllr D Bebb, John Payne, Sarah Clements, Reg Hunt and the Clerk, Jayne Halfhide.

16.130 ***Meeting Open to the Public***

No members of the public were present.

16.131 ***Minutes of Last Meeting***

SA proposed and RD seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 1<sup>st</sup> December 2015 were unanimously approved.

16.132 ***Declaration of Interests***

AD declared a non-pecuniary interest in Agenda item 15.146 Playground Licence as his employer, Lord Rayleigh's Farms Limited is a party on the agreement.

16.133 ***District and County Councillors' Reports***

Cllr Abbott reported that he was still awaiting a copy of the judgment on the Little Warley Hall High Court appeal. It is possible that the Planning Inspectorate will appeal the decision. Approval has been granted for a waste disposal unit at Blixes Farm. The financial situation at ECC is challenging, with great pressure on key services such as social care. There will be a rise in Council Tax for the coming financial year. Cllr Abbott commented that the condition of the roads is better than two years' ago and that Cllr Johnson is now the Member responsible for Highways.

16.134 ***Chairman's Report*** - Nothing to report.

16.135 ***Finance***

Copies of Receipts and Payments for the current financial year had been emailed to all Councillors. IS distributed his Receipts and Payments / Budget forecast sheet, which he then explained.

PB proposed that the following cheques/direct debits to be approved for payment. Seconded by SA. Unanimously approved:-

17th Nov	Ddebit British Telecom - Clerk's phone line	£89.48
23rd Nov	2102 Lord Rayleigh's Farms - Garage rent	£20.00
23rd Nov	2103 HM Revenue & Customs - Tax & PAYE	£120.34
23rd Nov	2104 J Halfhide - Clerk's salary & office allowance Oct	£694.93
23rd Nov	2105 J Halfhide - Clerk's expenses October	£19.49

23rd Nov	2106	Ludus Leisure - Spare parts play equipment	£74.40
23rd Nov	2107	D W Jiggins Handymen's Jobs & expenses	£253.06
23rd Nov	2108	Maurice Howard - Internal Audit Fee	£150.00
23rd Nov	2109	A&J Lighting Solutions - Ford light repair	£202.74
23rd Nov	1993	A H Jiggins - Handymen's Jobs General	£88.91
23rd Nov	2110	J Halfhide - Expenses - Mileage Nov	£18.52
30th Nov	1994	A H Jiggins - Handymen's Jobs & expenses	£217.04
30th Nov	1991	J Halfhide - Salary & Office Allowance	£702.23

- Review of Financial Regulations by Finance Committee. The proposed new Financial Regulations had been circulated to all Councillors. They would be adopted at the February Parish Council meeting.

- Review of Standing Orders (including Complaints Procedure) by Finance Committee – The proposed new Standing Orders had been circulated to all Councillors. They would be adopted at the February Parish Council meeting.

RD and IS will give a short training session for Councillors at the next meeting to explain the changes to the Financial Regulations and the Standing Orders.

- Budget and Precept – IS proposed the Parish Council should = increase Precept for 2016-17 by 11% to £15,888 to recover shortfalls in the Localism Fund payment and the P3 Grant. Seconded by RD. Unanimously agreed.

The Finance Committee needed to decide whether to opt in, or out, of the audit procurement process for smaller authorities.

16.136 ***Environmental & Footpaths***

Receipt of the P3 Grant from ECC (£1050.70) was noted.

16.137 ***Estate Liaison***

PB reported that vehicles are damaging Church Green, a problem which occurs every winter in wet weather conditions. AD will arrange for notices to be placed on the Green reminding residents that parking is not permitted overnight.

16.138 ***Health & Welfare***

SA reported that Shaun Taylor is meeting contractors in the near future with a view to reducing the canopy of the oak tree in February. SA has asked him to avoid February half term.

16.139 ***IT & Publicity***

The Clerk had circulated to all Councillors an email from Essex Superfast Broadband announcing the launch of the Satellite Broadband Scheme which is open for applications. It has been introduced to help those with the slowest speeds access a basic broadband service of at least 2Mbps.

16.140 ***Planning and Highways***

- NEW APPLICATION NO : 15/01505/FUL Erection of extensions and refurbishment of house and new garage: Rosemead Fairstead Road Terling Essex CM3 2BU. The Planning Committee felt the garage roof was too high.

- NEW APPLICATION NO : 15/01517/FUL Erection of rear extension, internal alterations and

new roof to existing single storey extension. Hare House Waltham Road Terling. The Planning Committee had expressed concerns over the lack of information on this application (no access and design statement, no statement as to sustainability, etc.)

- ESS/60/13/BTE : High Court Appeal jurisdiction Waste Tank, Little Warley Hall Farm, Ranks Green. Discussed earlier under Agenda item 16.133.

It was noted that application 15/01431/FUL, Old School House, Fairstead Hall Road had been withdrawn.

Councillors have concerns about the inevitable disruption to traffic on the Waltham Road during the building works on the site next to Elmhurst.

16.141 ***Recreation Ground***

Nothing to report.

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

SA reported a litter pick had been held in Fuller Street and reported that a drain in Fairstead Lodge Road, near Willowcrest, had been cleared but this had caused problems with water running into a resident's garden. SA had contacted ECC to explain the problem and suggested they contact the residents concerned to try to resolve the issue. Three of the four drains in front of The Old Stores have also been cleared out.

16.143 ***Clerk's Report***

Nothing to report.

16.144 ***Clerk's Contract of Employment***

IS proposed that the Chairman be given approval to sign the Clerk's new contract of employment (reviewed by the Finance Committee and updated as requirement of Internal Audit). Seconded by RD. The Chairman duly signed the contract.

16.145 ***Rayleigh Arms***

Extensive refurbishment work is being carried out on the building and the culvert under the road. The long-term ambition is that the area will be a 'Village Hub' to incorporate several amenities. The first phase is to find a tenant for a pub, which will also provide food.

16.146 ***Playground Licence***

SA proposed that approval be given for the Chairman and RFO to sign new Playground Licence between Lord Rayleigh's Farms Ltd & the Parish Council. Seconded by PB. SM and IS duly signed the Licence.

16.147 ***General Correspondence to note - none***

16.148 ***Information exchange / next agenda items - none***

16.149 ***Date of next meeting, including committees***

23<sup>rd</sup> February 2016, 7:30pm Terling Village Hall

5<sup>th</sup> April 2016, 7:30pm Terling Village Hall

17<sup>th</sup> May, 2016, Terling Village Hall (Annual Parish Meeting and Annual Meeting of Parish Council)

The meeting closed at 8:30pm