

Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 28th June 2016 at 7:30pm at The Square and Compasses

Present: Mrs S McNamara
Mrs P Bird
Mr I Smith
Mr A Dyke
Mr G Mileman
Mrs S Alder
Ms S Clements
Mrs J Halfhide, Retiring Clerk

Mrs F Killby, Clerk

7 members of the public

16.27 ***Apologies for Absence*** – Reg Hunt, Robin Dixon, Cllr David Bebb, Cllr James Abbott

16.28 ***Meeting Open to the Public***

Members of the public requested a response from the Parish Council with regard to Planning Applications 14/01506, 15/00635, 15/01505 and 16/00788/FUL for property ‘Rosemead’, Fairstead Road, Terling.

Two members of the public expressed a potential interest in the vacancies for Fairstead Ward.

16.29 ***Minutes of Last Meeting***

To approve as a correct record the minutes of the meeting held on 17th May 2016. IS proposed and SA seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 17th May 2016 were unanimously approved.

16.30 ***Declaration of Interests***

AD declared a non-pecuniary interest in all Agenda items relating to his employer, Lord Rayleigh’s Farms Limited, Lord Rayleigh, Lord Rayleigh’s family and in particular agenda items 16.35 (footpaths on Estate land), Planning Applications 16/01016/FUL (The Old School House being a property owned by Lord Rayleigh’s Estate, 16.42 (potential sale of registered community asset, the Rayleigh Arms pub being owned by Lord Rayleigh’s Estate, and 16.40 (the Recreation Ground being owned by Lord Rayleigh’s Estate).

16.31 ***District and County Councillors’ Reports***

The Clerk reported that the Local Plan Consultation (Braintree) runs 27th June to 19th August, there will be a link on the Community website.

The Clerk reported that Cllr Abbott has carried out an almost complete check of road conditions in the Parish and has reported all defects which he thinks would meet the ECC criteria for repair.

ECC has now agreed its policy on 0-19 years including the Children’s Centre review. Whilst there are further reductions in main Children’s Centres across Essex, ECC did recognise the strength of feeling re the original proposal in their consultation to close both of the Witham centres. They now propose keeping open the centre in Spa Road, Witham (though under a different title). Cllr

Abbott fully expects that there will be further pressure in coming years to reorganize and review the service as budgets continue to shrink.

16.32 ***Chairman's Report, including progress on appointment of new Clerk***

Appointment of New Clerk, Mrs Frankie Killby, salary Spinal Point 18 effective 1st July 2016

Approval of continuation of Mrs Halfhide's salary after 30th June 2016 during a reasonable handover period to assist Mrs Killby.

Proposed: IS, Seconded: SA. Unanimously approved.

16.33 ***Two Casual Vacancies for Fairstead Ward***

The Council is now free to co-opt for both vacancies. Two members of the public have expressed an interest in this vacancy, see item 16.28.

16.34 ***Finance***

IS distributed the Receipts and Payments, Budget and Forecast sheet and graph, which he explained. PB proposed that the following cheques/direct debits to be approved for payment. Seconded by IS. Unanimously approved:-

17th May	Ddebit	British Telecom- Clerk's Phone line	£69.89
19th May	2144	EALC Annual Subs (EALC/NALC)	£268.58
19th May	2145	Braintree District Council Trade Waste Village Hall	£1100.00
19th May	2146	Came & Co Tractor Insurance	£244.84
19th May	2147	J Halfhide Clerk's Expenses April	£88.58
19th May	2148	Lord Rayleigh's Farms Ltd - Garage Rent	£20.00
19th May	2149	Acumen Wages - Payroll Services-year end	£42.00
9th May	2152	EALC - Training for new Councillor	£75.00
9th May	2153	Acumen Wages - Payroll services	£22.20
19th May	2154	H M Revenue & Customs - PAYE & NI	£78.94
19th May	2155	A H Jiggins - Handymen's Jobs, general	£88.91
10th June	2156	Terling Village Hall - Room hire	£42.30
10th June	2157	Lord Rayleigh's Farms - Garage rental	£20.00
10th June	2158	HM Revenue & Customs - PAYE & NI May	£246.32
10th June	2159	A H Jiggins Handyman's Jobs - May	£328.14
10th June	2160	D W Jiggins Handymen's Jobs - May	£107.19
10th June	2161	D W Jiggins - Handyman's Jobs - June	£179.40
10th June	2162	J Halfhide - Salary & office allowance	£733.13
10th June	2163	HM Revenue & Customs - PAYE & Tax	£132.30

- Approval was requested for Gavin Mileman to be made a signatory on the Barclays Bank Account and authorisation for the Clerk to update the Bank Mandate Accordingly. Proposed: SC, Seconded: PB, unanimously approved.

- Approval was requested for the Clerk to update the Barclays Bank Mandate with the new Authorized Contact Details (new Clerk). Proposed: GM, Seconded: SA, unanimously approved.

- Audit – IS reported that the Finance Committee had reviewed the Internal Audit Report, which he explained. The effectiveness of internal controls has been considered. The Internal Auditor recommends that the Council reviews its Financial Regulations following the publication of the new NALC Model, the Financial Risk Assessment, Asset Register and insurance cover.

- PB proposed that the Full Council should APPROVE the Annual Governance Statement (Section 1 of Annual Return for the year ended 31st March 2016). Seconded by SA. Unanimously agreed. The Council RESOLVED to approve the Annual Government Statement which was approved to go to external audit.

- PB proposed that the Full Council should APPROVE the Accounting Statement (Section 2 of Annual Return for the year ended 31st March 2016). Seconded by SA. Unanimously agreed. The Council RESOLVED to approve the Accounting Statement which was approved to go to external audit.

- Councillors agreed to ensure the Accounting Statement is signed and dated by the Chairman and Clerk.

- JH was instructed to submit the Annual Return by 30th June, and to post the Notice of Inspection during which public rights may be exercised (1st July to 11th August).

- Approval for the renewal of annual membership for the Rural Community Council of Essex £66 Proposed: IS, Seconded: GM, unanimously approved.

16.35 ***Environmental & Footpaths***

GM stated that first cut for the P3 cutting programme was complete. FK to liaise with GM to ensure second cut is carried out and FK would advise ECC accordingly.

It was noted that concern was expressed over the condition of the Essex Way footpath at Great Leighs. The Clerk would notify ECC of the problem with this Crossfield path.

16.36 ***Estate Liaison***

Concern was expressed over the poor condition of Oakfield Lane and the problems of this unadopted road's maintenance. It was suggested a meeting should be held between the residents, Lord Rayleigh and Greenfields. Access for the bus continues to be a problem due to residents parking.

PB is to contact the Greenfields representative to arrange a meeting with the residents.

16.37 ***Health & Welfare***

- ROSPA Playground Inspection report – This has been passed to the H&W Committee and Trevor Lewis. It was considered as a low risk area with no problems. Weekly inspections continue to be carried out by PC handyman. Additional checks by a Parish Council representative are carried out on an adhoc basis.

16.38 ***IT & Publicity***

AD/SC to liaise with FK regarding purchase of new laptop, scanner, software and disk storage. Colin Cutler would be asked to review and advise. A request to donate the old Internet Café pc to the PCC for archives of Parish Records with restricted access by the general public was agreed. JH to arrange delivery.

Planning and Highways

- Invitation to participate in the 2016/17 ECC Winter Salt Bag Partnership Scheme. Proposer: IS, Seconder: SC, unanimously approved. AD felt that Lord Rayleigh's Farms would be able to assist with storage and distribution.

- APPLICATION NO: 16/00788/FUL REVISED Rosemead, Fairstead Road, Terling - Erection of extensions and refurbishment of house and new garage

Clerk read aloud a report from Planning Enforcement report which finds no breach of planning regulations. The removal of the boundary hedge was deemed to be a civil matter between the parties concerned.

After consideration and debate, PB proposed that the application be APPROVED, with a request to BDC that a condition be placed on the approval such that the applicant be obliged to replace the hedging which they had removed. This is in accordance with BDC's own planning policy, and the Terling and Fairstead Village Design Statement. Seconded by IS. Unanimously approved. The Clerk was asked to respond to BDC accordingly on the Council's behalf.

The Clerk was asked to contact BDC to ascertain how Planning Enforcement could dismiss the hedge removal simply as a civil matter between neighbours, when BDC's own planning policy did not permit it.

- APPLICATION NO: 16/01016/FUL Demolition of existing dwelling and erection of new dwelling and detached car port Old School House Fairstead Hall Road Fairstead Essex CM3 2AU. PB proposed a return of 'no comment'. Seconded: IS, unanimously approved.

- Reinstatement of verge between Doms Lane and Norrells Corner – Highways have confirmed that they will pipe the ditch and reinstate the verge, but have confirmed that the landowner has complied with their duties and Highways do not consider the works to have excessively impacted the carriageway.

- Directional signs - James Abbott has been investigating on our behalf and has responded that ECC have responded with a flat 'no' to any work to repair/maintain/replace but he is going to follow this up with County as he believes it is totally extraordinary that they think it is acceptable for a large number of rural directional signs simply to fall into disrepair or go missing.

- ECC haven't responded on the question about the Parish Council possibly paying to effect repairs if they permit it – Cllr Abbot has asked them to clarify.

FK is to make enquiries with Felsted and Great Leighs Parish Councils regarding their directional sign repairs.

Ex-Agenda: Planning application 16/01082/FUL 14 Hull Lane, Terling – erection of single storey side/rear extension. The Planning Committee would consider.

16.40 **Recreation Ground** - nothing to report.

16.41 **Responsibility of Parish Council as Custodian Trustee of Terling Village Hall**

JH has obtained a certified copy of the Deeds from HMLR and has forwarded copy to RD for action. AD also asked for a copy. JH to action.

16.42 **Potential Sale of Registered Community Asset – Rayleigh Arms Car Park, Owls Hill**

A discussion was held as to whether the Parish Council wishes to be treated as a potential bidder in relation to the sale of the Rayleigh Arms Car Park, a Registered Community Asset. AD proposed that it should, and the proposal was put to the vote:

Those in favour: 5, Those against: 1, Abstentions: 1.

It was duly agreed that the Council should formally request to be treated as a potential bidder. JH would advise BDC accordingly.

16.43 ***Report on recent Parish Transport Meeting attended by the Chairman and Mrs Parris***

SM reported that the bus contracts are up for renewal in September 2017. There is concern as there is currently a shortage of passengers, they are looking at different possibilities and suggestions are to go out to public consultation in October, with tenders in December-February, followed by a decision. Thanks are due to Daphne Parris for all her hard work on this matter.

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

SA – another litter pick was arranged in Fuller Street, and there have been reports of fly tipping in Ranks Green. The bulbs need replacing in the Fuller Street phone kiosk.

IS – reported flying tipping on Waltham Road.

16.45 ***Clerk's Report***

JH reported she had renewed the Registration as a data controller under the Data Protection Act at a cost of £35.

JH also reported there had been some problems with weekly recycling collections from the village hall. BDC are suggesting a fortnightly collection and a change in bin size. She is waiting to hear if David Anderson approves the proposal and if the costs are to be increased.

16.46 ***Information exchange / next agenda items*** - nothing to report.

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

Tuesday 9th August, Parish Council Meeting – Terling Village Hall 7.30

Close of Business – 9.20 pm.