

**Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 5<sup>th</sup> April 2016 at 7:30pm at Terling Village Hall**

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- Present: Mrs S McNamara  
Mr R Dixon  
Mrs S Alder  
Mr I Smith  
Mr A Dyke  
Mr J Payne  
Mrs P Bird  
Cllr D Bebb
- Mrs J Halfhide (Clerk)  
1 member of the public
- 16.171 ***Apologies for Absence*** - Apologies were received, and accepted from Cllr James Abbott, Cllr Daryn Hufton-Rees, Reg Hunt and Sarah Clements
- 16.172 ***Meeting Open to the Public***
- 16.173 ***Minutes of Last Meeting***  
RD 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 23<sup>rd</sup> February 2016 were unanimously approved.
- 16.174 ***Declaration of Interests***  
None.
- 16.175 ***District and County Councillors' Reports***  
Cllr Bebb reported that there was to be a by-election for Witham South on 5<sup>th</sup> May. The Arla factory in Hatfield Peverel would be ceasing operations July with the loss of 230 jobs. Cllr Bebb would be liaising with Arla and would try to ascertain their intentions for the future of the site. Cllr Bebb explained the rise in Council Tax with the reduction in the Revenue Support Grant and explained that over the last seven years the increase had only been 1%. Site selection under the Local Plan was continuing with sites being assessed. Sites in Witham and Hatfield Peverel are being considered at a meeting at Causeway House on 13<sup>th</sup> April. Full details of the potential sites are on BDC's website. The Braintree district is required to provide an average of 845 new homes per year between 2016 and 2033, 25% of which must be Affordable Homes. Cllr Bebb reported that £240-260 million has been allocated to widen the A12 but it was felt this was insufficient funding.
- 16.176 ***Chairman's Report*** – nothing to report.
- 16.177 ***Casual Vacancy***  
The Chairman explained that one person had expressed an interest in being co-opted and it was suggested they should be invited to meet some Councillors informally before the next meeting. If they were still interested then the Clerk would be asked to add the co-option to the agenda for the next full Council Meeting.
- 16.178 ***Finance***  
Copies of Receipts and Payments for the current financial year had been emailed to all Councillors. RD proposed that the following cheques/direct debits to be approved for payment. Seconded by SA. Unanimously approved:-

13th Feb	2122	A H Jiggins Handymen's Jobs General	£120.79
13th Feb	2123	HM Revenue & Customs Tax & PAYE	£96.53
13th Feb	2124	J Halfhide Clerk's pay January	£660.06
13th Feb	2125	Bringy Furniture Ltd Laminating Posters	£2.50
13th Feb	2126	Acumen Wages Payroll	£18.50
13th Feb	2127	D W Jiggins Handymen's Jobs General	£68.76
13th Feb	2128	A H Jiggins Handymen's Jobs General	£74.22
13th Feb	2129	J Halfhide Clerk's expenses January	£17.93
13th Feb	2130	EALC Training/Briefing	£15.00
13th Feb	2131	Lord Rayleigh's Farms Garage rent	£20.00
13th Feb	2132	David Anderson Play equipment repairs	£16.48
15th Feb		Ddebit EDF Energy Recreation Ground Electricity	£63.00
17th Feb		Ddebit British Telecom Clerk's phone line	£61.79
16th Mar	2133	Colin Cutler Community Website Hosting	£43.06
16th Mar	2134	Bringy Furniture Ltd - Laminating Posters	£3.00
16th Mar	2135	Acumen Wages Payroll	£22.20
16th Mar	2136	HM Revenue & Customs Tax & PAYE	£145.99
16th Mar	2137	J Halfhide Clerk's Pay February	£733.20
16th Mar	2138	Arrowmail Ltd - Mailbox hosting	£56.16
16 <sup>th</sup> Mar	2059	J Halfhide - Clerk's expenses February	£20.66
16th Mar	2060	Lord Rayleigh's Farms - Garage rent	£20.00
16th Mar	2061	A H Jiggins - Handymen's Jobs General	£88.91

16.179 ***Environmental & Footpaths*** – nothing to report

16.180 ***Estate Liaison*** – nothing to report

16.181 ***Health & Welfare***

SA reported that the oak in the playground had had its canopy reduced by 20%. The tree surgeon had reported that he had found the upper part of the tree to be in generally good condition and that the work carried out should reduce stress on the lower part of the tree. Shaun Taylor (BDC) had confirmed that the tree would still need to be monitored and approved of the plan to put aside reserves for a three to four yearly PICUS test. This demonstrated a responsible attitude and a duty of care. The Health & Welfare Committee would be writing to Lord Rayleigh to keep him appraised. A list of maintenance work was given to the Clerk for the handymen to attend to. The Clerk had booked a ROSPA inspection for May/June.

16.182 ***IT & Publicity***

JP reported that the Clerk's email was now being hosted by Arrowmail but archiving of emails for six years as required was proving a problem. Arrowmail will try to find a solution and JP will report back as soon as possible.

16.183 ***Planning and Highways***

APPLICATION NO : 16/00353/FUL Erection of two storey extension and rebuild two existing extensions - Tithe Cottage Ranks Green Road Fairstead Essex CM3 2BQ. The Planning Committee noted there had been no pre-application discussion with BDC or, it appeared, the applicant's neighbours. There seemed to be no supporting correspondence, and no objections. The applicant's agent makes no reference to BDC policies or the Terling & Fairstead Village Design statement, which is disappointing. There is a listed building next door and ECC are wholly supportive of the application. It was unanimously agreed that the Council should advise BDC of no comment other than those noted and to add that should consent be given all contractors vehicles

and materials should be parked/stored within the property during the construction process.

APPLICATION : 16/00368/FUL Erection of two storey rear extension - Southview Ranks Green Road Fairstead Essex CM3 2BG. The Planning Committee noted the access and design statement is full, but does not comment on BDC policies or the Terling & Fairstead Village Design Statement which is disappointing. There are no letters of support or objection. It was unanimously agreed that the Council should advise BDC of no comment other than those noted and to add that should consent be given all contractors vehicles and materials should be parked/stored within the property during the construction process.

WITHDRAWN: Application: 16/00188 Erection of first floor side extension over existing kitchen. Thatchetty Cottage Waltham Road Terling Essex CM3 2QR. It was believed the application had been resubmitted, although the Clerk had not been informed of this by BDC. The Clerk was asked to check, and add it to the next Planning Committee Meeting Agenda.

EX AGENDA *and therefore no decision possible at this meeting:*

APPLICATION : 16/00464/FUL Demolish boning room and wholesale shop, relocate freezers and erect replacement boning room and wholesale shop Blixes Farm Ranks Green Road Fairstead Essex CM3 2BJ. The Clerk was asked to add this to the next Planning Committee Meeting Agenda.

EX AGENDA *and therefore no decision possible at this meeting:*

APPLICATIONS : 15/00635 (consent given under Permitted Development) & 15/01505 (refused by BDC on 17<sup>th</sup> March 2016). Concerns were raised regarding these applications and the Planning Committee would be raising them with BDC Officers.

16.184

***Recreation Ground***

Payments for the financial year to 16<sup>th</sup> March came to £390 (excluding VAT). Receipts came to £375.

16.185

***Responsibly of Parish Council as Custodian Trustee of Terling Village Hall***

Councillors were trying to ascertain the whereabouts of the Village Hall Deeds.

16.186

***Clerk's Workplace Pension***

IS explained the research the Finance Committee had carried out and would be making a full proposal at the next full Council meeting. Two schemes are currently being considered, one is the Local Government Pension Scheme operated by Essex County Council. As required by legislation a notice must be published prior to the meeting at which a decision is made to admit an employee into this scheme, so the Clerk was asked to publish this at the correct time in the event this is the chosen scheme. Both schemes, and possibly others, would be researched further, and all options would be considered and the Council would be asked to decide at the Annual Meeting of the Parish Council.

16.187

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

PB enquired what could be done about missing and damaged directional sign posts around the Parish, many of which were reported to ECC Highways as needing attention as long ago as four years. Cllr Abbott would be consulted, and Councillors would, in the meantime, attempt to find out the likely cost and who could do the necessary work, should ECC Highways allow it.

RD reported that he had finally received a copy of the Judicial review following the appeal for the refused application for Little Warley Hall Farm. It was noted that the tank has to be covered, and banded. RD read a letter from the applicant's lawyers, Messrs Holmes & Hills, sent to the Clerk

on 22<sup>nd</sup> March. Councillors noted the letter's contents and confirmed they believed the minutes, as already approved, of 12<sup>th</sup> January were a correct record of what was stated at the meeting. Cllr Abbott had responded to the Clerk but Councillors suggested Cllr Abbott should be asked to respond to Messrs Holmes and Hill directly if he wished.

16.188 ***Clerk's Report***

The Clerk is arranging the Spring Litter Pick for 16<sup>th</sup> April, meeting at 10am at Terling Village Hall Car Park. Several instances of fly tipping had been reported and regular weekly litter picking was still being carried out by a sixth form student as part of their Duke of Edinburgh Award volunteering.

Reviews are currently being carried out for: Clerk's Home Working Health & Safety Assessment, Health & Safety Policy and Litter Picking Risk Assessment.

16.189 ***Approval for Renewal of Street Cleaning Agreement 2016/17 with Braintree District Council***

JP proposed the Council renewal the annual agreement with BDC on 31<sup>st</sup> March 2016 on same terms as previous years for a fee of £750.74 (a 2.5% inflationary increase). Seconded by IS. Unanimously agreed.

16.190 ***Transparency Code for Smaller Authorities***

The Clerk summarized the requirements of the Transparency Code following a briefing from the EALC.

16.191 ***Grant application under The Transparency Fund for Smaller Local Councils (funded by UK Government)***

RD proposed that the Council authorize the Clerk to apply for grant funding to assist with compliance with the new Transparency Code. Seconded by SA. Those in favour of the proposal: 4. Those against: 2. The Clerk was duly authorized to proceed with the grant application which would include (all amounts ex-VAT): up to 50 hours of the Clerk's time for set up then up to 3 hours per month thereafter; a laptop computer (up to the value of £350), software (approximately £100), a scanner/printer device (up to £100) and costs of administering the community website (currently hosting fee of £35.88).

16.192 ***Approval of request from Darren White to extend his leave of absence for six months***

Councillors unanimously agreed that it was not appropriate to extend DW's leave of absence.

16.193 ***Information exchange / next agenda items***

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

19<sup>th</sup> April, Planning Committee Meeting, Terling Village Hall 7:30pm

17<sup>th</sup> May, Annual Parish Meeting and Annual Meeting of the Parish Council, Terling Village Hall 7:30pm

28<sup>th</sup> June, Parish Council Meeting – The Gallery Room at The Square and Compasses

9<sup>th</sup> August, Parish Council Meeting – Terling Village Hall

Close of business 9:45pm