

Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 6th December 2016 at 7:30pm at The Square and Compasses, Fuller Street

Present: Mrs S Macnamara (Chairman)
Mrs P Bird
Mrs S Alder
Mrs A Fitzgerald
Mr R Dixon
Mrs A Blackshaw
Mr Ian Smith

Mrs F Killby, Clerk

Cllr D Bebb

17.09 ***Apologies for Absence*** – Apologies for absence were received and accepted from Cllr J Abbott, G Mileman, A Dyke, S Clements and S Fruchard.

17.10 ***Meeting Open to the Public*** – no comments from the public.

17.11 ***Minutes of Last Meeting***
It was agreed that the following amendment should be made to the minutes of the meeting held on 25th October 2016. Item 16.94 should read ‘SF and AB were duly co-opted onto the Council’. AF proposed and AB seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 25th October 2016 were unanimously approved.

17.12 ***Declaration of Interests***
SA declared a non-pecuniary interest in Item 17.19, the quotes for the playground as one of the contractors is known to her.

17.13 ***District and County Councillors’ Reports***

Cllr Bebb updated the Council on budget cuts which would be down by three quarters of a million in 2017 with two main areas being targeted, Local Council Tax Support and Housing Benefit which will be cut by 7%.

He stated that Hatfield Peverel is the subject of much interest from developers. Arla are currently behind on demolishing the site.

There will be an announcement in January regarding route options for the A12 and A120.

In Cllr Abbott’s absence the Clerk read out the following report from him –

He will be proposing a motion to the ECC on 8th December calling for the changes regarding disposal of DIY and Construction waste be withdrawn. He will also be asking for an update on the scheme announced two months ago for the repair and renewal of directional signs.

The ongoing problems at Terling Ford and Norrells are still due to be repaired but there is still no date for this work and ECC are still unwilling to carry out repairs to the Dairy Bridge Fencing.

17.14 **Chairman's Report – nothing to report.**

17.15 **Sub-Committees**

AF joined the Environmental and Footpath and Recreation Ground Committees and AB joined the Environmental and Footpath and Planning Committees.

17.16 **Finance**

Copies of Receipts and Payments for the current financial year had been emailed to all Councillors. IS distributed the Receipts and Payments Budget and Forecast Sheet and Graph which he explained. IS proposed that the following cheques/direct debits to be approved for payment. Seconded by SA. Unanimously approved: -

17 th Oct	DD	EDF Energy	Electricity Rec Ground	13.00
28 th Oct	DD	British Telecom	Clerk's Phone Line	23.39
7 th Nov	2203	Lord Rayleigh's Farms	Garage Rental	20.00
7 th Nov	2204	Terling Village Hall	Room Hire	14.10
7 th Nov	2205	F Killby	Expenses	102.29
7 th Nov	2206	F Killby	Salary/Office Allowance	721.12
7 th Nov	2207	HMRC	PAY/Tax	245.40
20 th Nov	2208	A Jiggins	Handyman Services	219.91

Review of Financial Regulations – outstanding, IS to action.

Review of Standing Orders – outstanding, IS to action.

Business and Financial Risk Assessment – outstanding, FK to action.

Budgets - IS asked all councillors to submit their budgets for approval at the next Parish Council meeting on 17th January.

SM/FK carried out a routine internal audit on 1 November 2016. All was in order with one entry for £2.86 missing from receipts which was located in the Barclays Reserve (deposit account). Next audit due February 2017, SA/FK to action.

17.17 **Environmental & Footpaths**

P3 cutting programme – The invoice has been sent to ECC for payment. It was suggested that an additional £150 be added to the budget to enable the footpaths to be cut more regularly in the summer months.

17.18 **Estate Liaison**

PB stated that at the recent Village Hall meeting the Village Hall Committee commented on the condition of the Dismals, see point 17.21 under Planning.

17.19

Health & Welfare

Playground - It was noted that A and D Jiggins should be thanked for their continued hard work. The tree stumps growing through the fences are being monitored.

Quotes – SA presented the quotes and proposed that Ardleigh Fencing should be given the contract as they were slightly cheaper and were known to the Council for their work. IS seconded, unanimously approved.

Laminated notices need to be purchased to replace those stolen, temporary notices are still in place. Clerk to action.

Emergency Plan - this has now been finalized with all amendments and SA proposed that it be approved, AF seconded and it was unanimously approved. SA also reported that a test run of the Telephone Tree and emergency text messaging was carried out on 1 December which went well. To-date no-one has volunteered to be an emergency first-aider.

SM reported that the defibrillator had been used. The whole procedure went well and the Council would like to send thanks to Deborah Dunning for her work in maintaining and monitoring the defibrillator.

Risk assessment – This has now been carried out by T Lewis and all is in order, and thanks are noted to TL for all his hard work.

17.20

IT & Publicity

FK reported that a back-up email had been created as an additional security level. The Chairman has the email address and password on file.

RD reported that there is a £500 grant available to install Wifi access at the Village Hall. RD will pass this information to C Cutler who will investigate and report back.

17.21

Planning and Highways

All planning applications are available to view:

https://www.braintree.gov.uk/info/200225/search_and_track_planning_applications

APPLICATION NO:16/00370/TPOCON, Thatched Cottage Gambles Green Terling Essex CM3 2QP - Request to carry out work on trees affected by the Conservation Area at the above address. This has been passed to Angus MacWilson, Tree Warden.

APPLICATION NO: 16/00788/FUL **REVISED** Rosemead, Fairstead Road, Terling - Erection of extensions and refurbishment of house and new garage Rosemead - BDC Planning had responded as is already stated in the planning application and no further action will be taken.

APPEAL - Planning Application Information ESS/60/13/BTE - Essex County Council, Little Warley Farm, Ranks Green, Fairstead, Date of Appeal: 6th October – nothing to report

Maintenance of Dismals – As stated earlier in item 17.18, this matter was raised at a recent Village Hall meeting as increased traffic is causing many potholes in the road. FK to contact Highways re the possibility of carrying out some maintenance on this road. RD to get quotes to fill the holes.

Directional signs – RD is carrying out a survey with a signs experts from another parish to see if this can be progressed.

Terling Ford Gabion Wall Collapse - As stated in Item 17.13.

Dairy Bridge Fencing – RD has obtained three quotes for repairing this fencing which will be presented at the next Parish Council meeting on 24th January. It was noted that Lord Rayleigh’s Farms had cleared the blockage at the Dairy Bridge. RD to find out when the last Highways Inspection was carried out on the bridge.

Norrells – As stated in Item 17.13.

Local Plan – no further update since the last Parish Council meeting on 25th October 2016.

17.22 ***Recreation Ground***

Risk Assessment – this is currently being carried out by T Lewis.

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

Nothing to report.

17.24 ***Clerk’s Report***

Nothing to report.

17.25 ***Potential Sale of Registered Community Asset – Rayleigh Arms Car Park***

This matter was discussed and it was agreed that no further action would be taken.

17.26 ***Arla Development***

RD to email a handout to Councillors that he received on traffic issues, access and congestion in the village of Hatfield Peverel.

17.27 ***Reduction of Broomfield Hospital A&E Service (24 hour service relocation to Basildon)***

FK to look into the above and draft a letter of concern to the relevant authority.

17.28 ***Information exchange / next agenda items***

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

7.30 pm, 17th January, Parish Council Meeting, Terling Village Hall

7.30 pm 28th February, Parish Council Meeting, Terling Village Hall

7.30 pm, 4th April, Parish Council Meeting, Square and Compasses

Meeting closed at 9.10 pm.