

**Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 16<sup>th</sup> May 2017 at 7.30pm at Terling Village Hall, Terling**

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Present: Mrs S McNamara (Chairman)  
Mrs P Bird  
Mrs A Blackshaw  
Mrs S Fruchard  
Mrs A Fitzgerald

Mrs A Bonham from Minute 17.92

Mrs F Killby, Clerk

2 members of the public

17.88 ***Election of Chairman***

SA proposed, and PB seconded that Mrs S McNamara should be appointed as Chairman. Unanimously approved. SM then signed the Declaration of Acceptance of Office of Chairman.

17.89 ***Election of Vice Chairman***

Mrs P Bird was happy to continue as Vice Chairman.

17.90 ***Apologies for Absence*** - Apologies for absence were received and accepted from Cllr Abbott, Cllr Bebb, R Dixon, I Smith and A Dyke.

17.91 ***Register of Members' Personal Interests***

Councillors were reminded of the requirement to give written notification to the Monitoring Officer within 28 days of becoming aware of any changes to their Personal Interests.

17.92 ***Co-option of Mrs Abbe Bonham (Terling Ward)***

AF proposed and SA seconded this co-option, unanimously approved.

17.93 ***Newly co-opted Councillor to sign the Declaration of Acceptance of Office, Consent to Receive Council Summons and Agenda Electronically and to be reminded of the requirement to complete a Register of Interests and return it direct to the Monitoring Officer at BDC and to thereafter give written notification to the Monitoring Officer within 28 days of becoming aware of any changes.***

AB signed the Declaration of Acceptance of Office and gave her written consent to receive Council Summons and Agenda electronically. The Clerk requested she return her Register of Interests form to the Monitoring Officer at BDC without delay.

- 17.94 ***Sub-committees*** – as follows:  
Finance: I Smith, R Dixon, S McNamara, S Alder  
Environmental and Footpaths: G Mileman, A Fitzgerald, A Blackshaw  
Estate Liaison Officer: P Bird  
Health and Welfare: S Alder, S Fruchard  
Planning and Highways: R Dixon, P Bird, A Dyke, A Blackshaw, A Bonham  
IT & Publicity: A Dyke, S McNamara  
Recreation Ground: A Dyke, A Fitzgerald  
Personnel: S McNamara, R Dixon, S Alder  
Complaints: S McNamara, P Bird  
Village Hall Representative: P Bird  
School Representative: A Bonham  
Church Liaison: S Fruchard

17.95 ***Meeting Open to the Public***

It was pointed out that one of the infant swings needs replacing and that the entrance gate should have hinge protectors in place. It was also suggested that even though dogs are not permitted on the football field the installation of a dog waste bin adjacent to it would be useful. Clerk to investigate costings.

17.96 ***Minutes of Last Meeting***

Clerk's amendment: 17.73 should read: The developers of Stone Path Meadow, Hatfield Peverel, have been granted outline planning permission for 140 houses, another development on the north side of the village is awaiting a decision and there may be up to 450 houses to be built in between Hatfield Peverel and Witham. A12- Braintree and Maldon District Councils are supporting the closure of the access roads in Hatfield Peverel in favour of a link road through to Maldon from the roundabout (Linfield) at Junction 21 in Witham. A Blackshaw proposed and A Bonham seconded that the Chairman should sign a copy of the minutes, with the Clerk's amendment, as a true and accurate record. The minutes of the meeting held on 4<sup>th</sup> April 2017 were unanimously approved.

17.97 ***Declaration of Interests***

None declared

17.98 ***District and County Councillors' Reports***

Cllr Abbott's report was summarized as follows:

Terling Ford Gabion Wall – the latest repairs are much better but there is still a sand bag in the river. Repairs still to be carried out on the north side, no date as yet.

Directional Signs – There is a full Council meeting this week with the new Highways Cabinet Minister where Cllr Abbott intends to ask questions regarding repairs of signs as his contact with the former Cabinet Member was positive.

Oakfield Lane – ECC have declined to adopt this road.

Ranks Green – ECC have agreed to repair the gateway sign but no date as yet.

General Highways matters – He has reported two serious road issues to Highways, from Rolls Farm to the Walthams/Boreham where there has been severe damage to the verges and the Ranks Green –

Fuller Street Road. He has also asked BDC to sweep this road due to the accumulation of grit and stones.

He also noted that the defects in Witham Road are marked in orange which indicates they will be repaired but he doesn't have a timescale.

SM asked that thanks be recorded for all Cllr Abbott's efforts on behalf of the Parish.

17.99 **Chairman's Report** – nothing to report

18.00 **Finance**

Copies of Receipts and Payments for the current financial year and for the financial year ending 31 March 2017 had been distributed along with a bank reconciliation for the financial year ending 31 March 2017. AF proposed that the following cheques/direct debits be approved for payment. Seconded by PB, unanimously approved: -

4 <sup>th</sup> April	2251	Acumen	Wages Service	96.00
4 <sup>th</sup> April	2252	EALC	Clerk Training	50.00
4 <sup>th</sup> April	2253	EALC	Publication	49.99
4 <sup>th</sup> April	2254	F Killby	Salary/Office Allowance	682.27
4 <sup>th</sup> April	2255	F Killby	Expenses	178.04
4 <sup>th</sup> April	2256	Inland Revenue	PAYE/Tax	209.78
4 <sup>th</sup> April	2257	Lord Rayleigh's Farms	Garage Rental	20.00
4 <sup>th</sup> April	2258	Braintree D Council	Trade Waste Agreement	1092.50
4 <sup>th</sup> April	2259	A Jiggins	Handyman's Services March	95.00
4 <sup>th</sup> April	2260	A Jiggins	Handyman's Services March	116.42
4 <sup>th</sup> April	2261	A Jiggins	Tractor Parts	60.00
4 <sup>th</sup> April	2262	Acumen	Wages Service	22.20
4 <sup>th</sup> April	2263	Acumen	Wages Service	24.00
10 <sup>th</sup> April	2264	D Jiggins	Handyman Services March	82.34
10 <sup>th</sup> April	2265	EON	Street Lighting	53.84
18 <sup>th</sup> April	DD	British Telecom	Clerk Phone Line April	32.28
18 <sup>th</sup> April	DD	EDF Energy	Electricity Rec Ground	7.00
5 <sup>th</sup> May	2266	Acumen	Wages Service	24.00
5 <sup>th</sup> May	2267	Lord Rayleigh's Farms	Garage Rental	20.00
5 <sup>th</sup> May	2268	D Jiggins	Handyman Services April	179.34

5 <sup>th</sup> May	2269	A Jiggins	Handyman Services April	140.95
5 <sup>th</sup> May	2270	Anglian Water	Water Rates – Rec Ground	282.04
5 <sup>th</sup> May	2272	Inland Revenue	PAYE/Tax	228.30
5 <sup>th</sup> May	2273	F Killby	Salary/Office Allowance	710.13
5 <sup>th</sup> May	2274	F Killby	Expenses	55.04

- AF proposed and PB seconded approval for renewal of EALC and NALC affiliation fee - £274.45 (due 1 June 2017), unanimously approved.
- PB proposed and AF seconded approval of renewal of tractor insurance with Came & Co - £225.50 (last year £224.84), unanimously approved.
- Approval for renewal of Braintree Association of Local Councils Annual Subscription - £18.00 - Clerk to look into what is offered by this Association for next PC meeting.
- AF proposed and AB seconded approval of revisions to F Killby's contract to incorporate role of Responsible Financial Officer, unanimously approved.
- Audit – the deadline has been extended to 3<sup>rd</sup> July, all figures are in order, and all other matters are in accordance with Standing Orders and the Transparency Code.
- It was noted that the first Precept payment had been received, along with the Localism Payment and that all VAT reclaims for the financial year ending March 31 2017 had been received.

18.01 ***Environmental & Footpaths*** – Handyman are due to proceed with first cuts.

18.02 ***Estate Liaison*** – nothing to report.

18.03 ***Health & Welfare***

Playground – Some equipment still needs repainting and replacing, the fence posts have been replaced but a gap needs to be filled in the fencing and three brackets need replacing/refitting. A Jiggins to action.

School Liaison – A Bonham to liaise with school regarding a visit to a PC meeting from Year 6 pupils.

18.04 ***IT & Publicity***

***Wifi update*** – SA expressed concern that the installation of fibre would not be available to the outlying villages, ie Fuller Street and Ranks Green. C Cutler to provide a contact name at Open Reach for SA to write regarding this matter.

C Cutler still to meet with BT to ascertain final costings, these are currently £29 per month to internet provider, ongoing monthly charge to BT and possible line connection charge to BT.

18.05

***Planning and Highways***

All planning applications are available to view:

**PLANNING – 17/00855/HHPA, 4 Oakfield Lane, Terling** – Erection of single story rear extension RD has asked for a time extension due to the content of the planning application.

Maintenance of Dismals – Funding has been approved but no payments can be made until after the election in June.

Directional signs – see Cllr Abbott’s report

Terling Ford Gabion Wall Collapse - see Cllr Abbott’s report

Local Plan – nothing to report.

Oakfield Lane – see Cllr Abbott’s report

Norrells – surface water due to blocked drain - PB stated that this has now been cleared.

Hollow Ditch Railings – debris left after repairs carried out – Clerk has reported this to Highways.

Clerk was also asked to report that the railings in Ranks Green Road were broken.

There is still concern about the sleeper wall in Flacks Green as it is felt is encroaching onto the road. RD to be asked to look at this.

Clerk to ask handymen to reposition the sign in Fairstead Road going into Terling.

18.06

***Recreation Ground***

SA proposed and AF seconded approval for six new signs at a cost of £35, unanimously approved.

A request has been received from a member of the Parish for a Veterans Team, Clerk looking into costs of upgrading the shower facilities as this has been requested in order to comply with FA regulations.

A water bill for £282 for the Changing Cabin has been received but this dates from the installation of the Changing Cabin in 2012 to the present day.

18.07

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

SA reported that there had been an accident opposite Brookside Cottages where a car had gone into the ditch. Clerk to contact Highways again to see if a barrier could be installed.

PB reported that the Mothers’ Union had requested some help with their annual outing. SM suggested they contact the Clerk with their request and it will be considered at the next Parish Council meeting.

18.08

***Clerk’s Report***

The Spring Litter Pick on Saturday 22<sup>nd</sup> April was well supported with 15 litter pickers. Thanks are due to the Owl’s Hill Tea Rooms for offering special rates for refreshments for litter pickers.

Phone box light, Ranks Green - UK Powers are currently refusing to accept responsibility for the work and have said reinstatement of this service could potentially cost £1500. The Clerk is currently waiting for a response to her request for further investigation into this disconnection.

Police Information Day at EALC -SA and RD have said they would like to attend, the cost is £25 per head.

T Lewis has reviewed the Litter Picking Risk Assessment and the Council's Health and Safety Policy and all are in order and these have been signed off. The Handymen and Footpath Cutting and Clearance Risk Assessments are due for review in the next month.

18.09 ***Approval for Renewal of Street Cleaning Agreement 2017/18 with Braintree District Council***  
AF proposed the council renew the annual agreement with BDC on 31<sup>st</sup> March 2017 on same terms as previous years for a fee of £765.75 (a 2.0% inflationary increase) seconded by SA, unanimously approved.

18.10 ***Rural Community Council of Essex, 2017 Essex Village of the Year Competition***  
SM announced that the village is to be visited by judges on Saturday 20<sup>th</sup> May. The visit will be hosted by Colin and Heather Cutler. The Council wishes to thank them for handling this and especially Heather Cutler for preparing an information sheet on what goes on in the village.

18.11 ***Grants – 2017***  
SF is still researching this. SM stated that the car park at the village hall needs repairing and this could be a potential grant area.

18.12 ***Information exchange / next agenda items*** – nothing to report

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

7.30 pm 27<sup>th</sup> June, Parish Council Meeting, Terling Village Hall

7.30 pm, 8<sup>th</sup> August, Parish Council Meeting, The Square and Compasses, Fuller Street

7.30 pm, 19<sup>th</sup> September, Parish Council Meeting, Terling Village Hall

Meeting closed at 08.50 pm