

TERLING AND FAIRSTEAD PARISH COUNCIL

Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 27th June 2017 at 7.30pm at Terling Village Hall, Terling

Present: Mrs S McNamara (Chairman)
Mr R Dixon
Mrs S Fruchard
Mrs A Fitzgerald
Mr A Dyke
Mrs A Bonham
Mrs S Alder

Mrs F Killby, Clerk

Cllr J Abbott
Cllr D Hufton-Rees

3 members of the public

18.14 ***Apologies for Absence*** - Apologies for absence were received and accepted from Cllr Bebb, A Blackshaw, P Bird and G Mileman.

18.15 ***Meeting Open to the Public***

D Anderson from the Village Hall Committee demonstrated the new overhead projector screen that had been purchased as a result of the BDC Councillors' Community Grant.

A resident from Fuller Street expressed his concern at the level of surface water that floods his driveway and garage on a regular basis. The drains are not felt to be fit for purpose and are normally blocked. He supplied photographic evidence to demonstrate the problem. Cllr Abbott to pursue the issue of the blocked drains with Highways. Another area of concern is the eroded verge opposite Brookside Cottages, the resident and the local councillor for Fuller Street are very concerned that this presents a real danger to motorists and pedestrians and asked Cllr Abbott if the verge could be reinstated and some form of warning/barrier be installed. Cllr Abbott stated that he would look into this and forward possible options on this to the Parish Clerk for submission to the Highways Panel as a new scheme.

18.16 ***Minutes of Last Meeting***

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 16th May 2017 were unanimously approved.

18.17 ***Declaration of Interests***

AD declared a non-pecuniary interest in all Agenda items relating to his employer, Lord Rayleigh's Farms Limited, Lord Rayleigh, and Lord Rayleigh's family.

18.18

District and County Councillors' Reports

Cllr Hufton-Rees reported that the Community Grants are now being paid.

Cllr Abbott reported that he would be meeting with Cllr Grundy (the new leader of the Highways Panel) to go through various matters with him. The Highways Panel is going through a period of reorganization and one proposal is to do away with Parish Council representation which Cllr Abbott is strongly opposed to.

Directional signs are being progressed, new metal ones are viewed as a capital expenditure and he warned that there would be a £400,000 reduction of funds in 2017-18 in this area

Cllr Abbott continues to monitor Terling Ford but has no update on the remaining repairs to be done.

Oakfield Lane – Essex County Council have stated that the upkeep of this road is entirely the responsibility of the property owners.

Buses – Cllr Abbot is very unhappy about the widespread cuts to rural services. He will be raising this issue at the next Full Council meeting in July.

Potholes-Road Repairs – Work is in progress in the Terling and Fuller Street areas with road closures from Fuller Street to Ranks Green to carry out repairs.

In response to RD's query on the Arla Development and the traffic issues resulting from this, Cllr Abbott stated that there was an unprecedented level of development potentially scheduled for the next 10-15 years and traffic congestion was a major concern. Hatfield Peverel will be in the first phase of the A12 Widening and it is proposed to reduce the number of bridges and entries and exits from the A12 in Hatfield Peverel.

18.19

Chairman's Report – nothing to report

18.20

Finance

Copies of Receipts and Payments for the current financial year have been distributed. AD proposed that the following cheques/direct debits be approved for payment. Seconded by IS, unanimously approved: -

15 th May	DD	EDF Energy	Electricity Rec Ground	7.00
18 th May	DD	British Telecom	Clerk's Phone Line	35.50
6 th June	2277	Ardleigh Feeds	Playground Fencing	232.50
6 th June	2278	Lord Rayleigh's Farms	Garage Rental	20.00
6 th June	2279	Playsafety Limited	Playground Inspection	96.60
6 th June	2280	EALC	Police Conference	25.00
6 th June	2281	EALC	Police Conference	25.00
6 th June	2282	F Killby	Expenses – June	24.84
6 th June	2283	F Killby	Salary/Office Allowance	672.10
6 th June	2284	Inland Revenue	Paye/Tax	202.45

6 th June	2286	Acumen	Wages Service	24.00
6 th June	2287	Terling Village Hall	Room Hire	14.40
12 th June	2288	S Dixon	Strimmer Damage to Car	75.00
12 th June	2289	A H Jiggins	Handyman's Services	137.83
12 th June	2290	D W Jiggins	Handyman's Services	74.69
15 th June	DD	EDF Energy	Electricity – Rec Ground	7.00
18 th June	DD	British Telecom	Clerk's Phone Line	35.06

The RFO presented the review of the internal audit and explained the variances of more than 15% which were due to increased staff costs due to handover period to new clerk, and increased receipts due to the Transparency Code Grant to purchase a dedicated laptop, scanner and software for the Clerk.

AF proposed that the Full Council should approve the Annual Governance Statement (Section 1 of the Annual Return for the year ended 31st March 2017. Seconded by IS. The Council resolved to approve the Accounting Statement which was approved to go to external audit.

AB proposed that the Full Council should approve the Annual Governance Statement (Section 2 of the Annual Return for the year ended 31st March 2017. Seconded by RD. 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

FK instructed to submit the Annual Return by 29th June and to post the Notice of Inspection 30th June to 10 August).

AD proposed and SA seconded approval for the renewal of the annual membership for the Information Commissioner's Office - £35 (due 12 July 2017), unanimously approved.

AD proposed and RD seconded approval for a donation of £30 to the Terling Group Mothers' Union Outing – unanimously approved.

The payment of the excess charge for the replacement of car window glass caused by a strimming incident - £75 was approved in as a cheque 12th June 2017.

As a result of the strimming incident the salary of the handymen was discussed with a view to the Council formally approving a 10% increase in their salary from 1st July 2017. This will be included in the next Parish Council meeting agenda for approval.

18.21

Environmental & Footpaths

SA stated that a resident had put forward a suggestion of a definitive footpath map for Terling and Fuller Street which could be funded by advertising from local businesses. AD pointed out that the footpaths are under review by ECC and it would be better to wait until this has been finalised. The Council were in favour of the idea and the Footpaths Committee will investigate further.

18.22 *Estate Liaison* – nothing to report.

18.23 *Health & Welfare*

Playground -The Annual RoSPA Safety Inspection gave the playground an overall low risk assessment, however some safety surfaces need to be replaced at a potential cost of £1,000 per play structure and it is hoped that some of this will be funded by the Community Initiative Fund grant. Four items of equipment need repainting at an approximate cost of £1,200 but the Council has yet to tender formally for this work.

SA to meet with C Cutler regarding fitting a hinge protector on the entrance gate.

Welfare – A Bonham's name and details are to be added to the Emergency Plan Telephone Tree.

SA proposed and AB seconded approval for the purchase of a replacement swing seat at a cost of £162.76, unanimously approved.

18.24 *IT & Publicity*

Wifi update – C Cutler stated that he is having some difficulties with the broadband provider but he is continuing to chase them.

Community Champion – C Cutler agreed to take on this role which is to act as a liaison between Essex.gov.uk and the Parish.

18.25 *Planning and Highways*

All planning applications are available to view:

RD reported that the Planning Committee had met to discuss two planning applications:

17/00829/FUL & PP-06043683, Oakfield Lane, Terling– Erection of Single Storey Front Extension, Oakfield Lane – no comment

17/00896/FUL & 17/00899/LBC, Owls Hill House, Terling - Removal of existing single storey extension at rear and erection of two storey cross wing and single storey garden room – the Planning Committee supported this planning application in principle with one suggestion of a minor amendment to the garden room roof

16/02096/out Station Road Hatfield Peverel -As in Point 18.18, RD expressed concern regarding the potential traffic issues in relation to this development. It was agreed that RD would prepare a report, for approval by the Planning Committee, of the Parish Council's concerns for presentation at the BDC Planning Committee on 4th July.

Invitation to Participate in the Winter Saltbag Partnership Scheme – It was decided not to participate in this scheme as there was a surplus from last year's scheme.

Eroded Verge Opposite Brookside Cottages – Fuller Street – see Point 18.15

Boundary Fencing Proximity to Footpath/Highway – Parish Review – This issue was raised at the recent Planning Committee meeting. RD expressed concern regarding boundary encroachment as a matter of safety to pedestrians and road users alike and would like to carry out a survey of the village. Clerk to contact Cllr Abbott for Highways contact.

Maintenance of Dismals – it is hoped to have the grant funding for the material in the next couple of weeks

Directional signs - see Point 18.18

Terling Ford Gabion Wall Collapse - see Point 18.18

Local Plan – review dates for this are the 29th June at Witham Public Hall and 5th July at Braintree Town Hall

Oakfield Lane – Clerk to liaise with Cllr Abbott on the next steps to be taken to pursue this matter.

Hollow Ditch Railings – debris left after repairs carried out – AD to check if this has been cleared and report back to Clerk.

18.26

Recreation Ground

Query – Legionnaires Disease – Following a query from a resident, this matter was looked into and it was confirmed that the water system in the changing cabin was not considered to be a risk. The method of installation and safety measures and procedures, including weekly checks and an Annual Risk Assessment, are in place to protect against and prevent Legionnaires Disease.

The new signs to keep dogs out of the football field are due to be put up in the next two weeks.

18.27

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

SA – asked if the sign in Fairstead Road had been turned round, this is still to be actioned by handymen.

18.28

Clerk's Report

Recreation Ground – still trying to contact BDC re installation of dog waste bins.

Braintree Association of Local Councils – Clerk contacted this Association to ascertain their role and responsibilities. It was decided not to renew this subscription.

Handymen and Footpath Cutting Risks Assessment - under review.

Ranks Green broken railings – this has now been reported to Highways

Ranks Green phone box - the power supply has been reconnected, the disconnection was due to a tree on the power lines after a storm. A pane of glass has been broken, handymen to replace.

The overhanging tree close to the north side of Terling Ford has been reported to Highways.

Clerk is researching costings for three-phase electricity at the Recreation Ground.

18.29

Mental Health First Aiders

RD suggested that the Parish Council contact RCCE to see if they would hold first aid training sessions for Mental Health First Aiders. This scheme is active in other parts of the country. Clerk to action.

18.30 ***Rural Policing Conference***

RD and SA gave their report of this Conference, Essex has a target to recruit 700 PCSO, there are currently 300. For £1000 contribution, 500 hours of PCSO service would be provided to the local community. The Council discussed the possibility of linking up with other communities on this.

18.31 ***Rural Community Council of Essex, 2017 Essex Village of the Year Competition***

SM reported that as one of the final four entries, they were visited on 22 June by the judges. SM and AD, together with Colin and Heather Cutler, showed judges around on the Poppy Express and gave a short presentation. The prizegiving will be held on Tuesday 5th July, RD to attend. The Council would also like to take this opportunity to express its thanks to Chris Hennessy for organizing such a successful Terling Tournament.

18.32 ***Grants – 2017***

SF reported that they had put in an application to the BDC Councillors' Community Grant and that they were working on the Community Initiative Fund which has a deadline in August. This needs to be match funded by the Council.

18.33 ***Bus Service***

No-one was available to attend the recent meeting but White Notley Parish Council, who were at the meeting, are discussing it at their Parish Council (also on 27th June) and SM will contact the Chairman for the Council's feedback. The Wednesday bus to Braintree is the only service to remain. SA has written to Cllr Abbott to see if anything can be done regarding the cancellation of these services. Clerk to look into other options for inclusion in the next Parish News

18.34 ***Clerk/Responsible Financial Officer's Workplace Pension***

IS proposed and RD seconded the following Resolution which was unanimously approved.
Resolved – to allow the Clerk/Responsible Financial Officer, as per the pension regulator's auto-enrolment criteria, to be admitted to membership of the Local Government Pension Scheme operated by Essex County Council, effective from 1st July 2017.

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

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

7.30 pm, 8th August, Parish Council Meeting, The Square and Compasses, Fuller Street

7.30 pm, 19th September, Parish Council Meeting, Terling Village Hall

7.30 pm, 31st October, Parish Council Meeting, Terling Village Hall

Meeting closed at 09.35 pm