

## TERLING AND FAIRSTEAD PARISH COUNCIL

### Minutes of the Meeting held on 4<sup>th</sup> November 2008, at 7.00pm, in the Committee Room, at Terling Village Hall.

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**Present:**

Mrs. S. McNamara (Chairman)  
Mr. R. Dixon  
Mr. I. Smith  
Mrs. P. Bird  
Mr. T. Lewis  
Mrs. C. Godfrey  
Mr. C. Cutler  
Mrs. S. Alder  
Mrs. J. Cockburn  
Mrs. M. Galione (District Councillor)  
Mrs. S. Stewart (Clerk)  
Mr. C. Marshall (Handyman)  
4 members of the public.

**08.55. Meeting open to the Public:**

The residents of Toad Hall, Fairstead Road, asked for the Parish Council's support for their objection to the application, no. 08/01966/FUL, for a rear extension to Clinton, Fairstead Road, the neighbouring property. They explained that the proposed extension, because of its height and closeness would affect the natural light, reaching their property. The Parish Council planning sub-committee will invite them and the owners of Clinton to the meeting, when they formulate their comments. The District Councillor will ask for the application to go to committee.

RD

Two representatives had come from the Football Club. They said that the players would like to come back to Terling, if problems can be resolved. The present pavilion would have to be removed and contains asbestos. It was suggested that Lord Rayleigh might help with this removal. A porto-cabin could replace the building. It was decided that a possible way forward would be for the Parish Council to lease the field from Lord Rayleigh and liaise with the Football Club. Grants are available. PB will set up a meeting between Lord Rayleigh, the Parish Council and the Football Club and the lease can be discussed.

PB

**08.56. Apologies for Absence:**

Mrs. A. Anderson  
Mr. D. White

**08.57. Minutes of the Meeting held on September 30th 2008:**

RD asked if the Terling School representative- SM and the Terling Village Hall representative-PB could be added to the list of Councillors' roles. This was agreed and the Minutes were unanimously approved as a true record of the meeting.

SS

**08.58. Matters Arising:**

These will arise during the course of the meeting.

**08.59. Declaration of Interests:**

None.

**08.60. District Councillors' Report:**

Bus and Railway Services. BDC has set up a Task and Finish Group to investigate usage. Buses are being used in this Parish and the Clerk was asked to write to Daphne Parrish, thanking her for her continued efforts in promoting the services. A meeting is to be set up with ECC and the Chairman will take Mrs. Parrish. Buses should coincide with train times and Councillor Galione can arrange bus pass application forms for parishioners. The Clerk was asked to find out from Mrs. Parish the numbers of bus users, because of the new bus shelter.

SS  
SM  
SS

**08.61. Chairman's Report:**

Terling Store and Post Office is for sale. Lord Rayleigh, as landlord, is liaising with John and Mandy Dickson and hopes that a suitable tenant can be found. Should this prove difficult, it may be necessary to involve the Parish Council, to ensure that the village continues to have the facility of a shop and Post Office.

**08.62. Sub-committee Reports:**

**62.1 Finance:**

Copies of expenditure and income for this financial year as per the cash book were distributed to all Councillors. All invoices had been checked against cheques by the signatories. The expenditure was approved by RD and seconded by IS. In future, this will be E-mailed to Councillors, before the meeting. Also distributed: IS's forecast and budget, which he explained. The PSG form had been circulated to all Councillors for approval before the meeting, because of the closing date for submitting, October 17th. The Clerk's draft contract had also been circulated. A VAT claim had been submitted for £239.82. The External Auditor had returned the Council's 07/08 Audit form for alterations and explanation, incurring no extra charge. The Clerk will meet with IS to resolve these problems. CC asked for a copy of all Village Design Statement expenditure. The new bank mandate is now in place. It was unanimously agreed that the Fidelity Guarantee Insurance cover be raised from £6,000.00 pa to £30,000.00, on the Internal Auditor's recommendation. The NALC recommended salary scales for Clerks had now been received, backdated to April. The Finance sub-committee will look at these. A service bill from Chelmsford Grass machinery Ltd. for the tractor had been received

SS  
SS  
IS  
SS  
IS  
DW

for £310.64. DW and CG will query this amount, before it is agreed to pay.

The Clerk had resigned and the Chairman had drafted an advertisement for a new clerk. It was decided that the closing date should be December 15<sup>th</sup> and the post will be advertised in the EALC fliers, the Parish magazine and on the notice boards. A sub-committee of the Chairman, TL and IS will interview prospective candidates and a CV and two referees will be expected, with the letter of application.

SS  
SM  
TL  
IS

**62.2 Environmental:**

The mower deck had been insured, costing £12.00 per annum. Lord Rayleigh's Farms had offered the Parish Council larger garage premises at Sparrows Farm. The Handyman had confirmed that the size would be adequate and until the garage is ready, the Handyman's equipment is stored securely in an adjacent barn. The contract with Lord Rayleigh is just a direct transfer and the rent remains at £60.00 per annum. The Chairman had signed the contract. The trailer is due for delivery, but the Parish Council wants to query why the quotation has risen from £1478.50 to £1598.00 in three months. CG and DW will investigate and refer this to the Finance sub-committee.

CG  
DW

TL and DW had met with P3 representatives about replacing bridges, etc. Volunteers would be required to install these.

CG had found out that "Sat-nav" Companies obtain their information from Ordnance Survey updates. The Clerk had asked Ordnance Survey to mark Terling Ford as unsuitable for vehicles, which was done immediately.

Lord Rayleigh's Farms had ploughed up the X-field path behind Terling Windmill. David Gomer had made some useful notes on the problem and it was agreed that PB would liaise with Lord Rayleigh's Farms.

PB

Wheely bins are permanently parked outside Braybrooke, in Crow Pond Road. PB will speak to Lord Rayleigh's Farms.

PB

**62.3 Estate Liaison:**

Lord Rayleigh's Farms had offered the Parish Council 1.5 acres, at Fuller Street for 25 allotments, at £1000.00 per annum. This would mean the Parish Council subsidizing the scheme at £500.00 per annum, assuming that every plot was let and administering the scheme. Water, security, parking, etc. would all have to be provided. This was not considered to be viable. TL will ask Humphreys and Sons, whether they can help. DW will speak to those, who are interested in allotments.

TL  
DW

**62.4 Health and Welfare:**

The Community Warden's monthly report.

The committee had met at AA's house. It was agreed to inspect the Children's Playground monthly.

The Clerk had obtained two quotations for replacing the wooden gate with a metal gate, both in excess of £400.00. Danbury Fencing would provide a replacement wooden palisade gate, best quality for £44.84, including VAT. It was agreed to order the latter and to ask for anti-finger traps.

SS

There are more moles in the Playground, which the Handyman is dealing with.

The Handyman and the Clerk met the Lappsett Playground Inspector at the Playground. He took the Spring Horse body back, which we will be credited for, because the Rabbit body, we have, is in reasonable condition. We only need a spring, costing £217.00, handgrips at £19.00 a pair and two handgrips at 30p each. It was agreed to order these. The broken part of the Climbing Frame would be too expensive to replace, considering the age of the equipment, but the Inspector suggested purchasing five pieces of metal dowel and the Handyman to fix these. This was agreed. The rocking horse should have a safety cover underneath, to enclose the workings, which the Handyman could make. This was agreed. A piece of the shuttering round the Climbing Frame is missing and another piece needs repairing. All shuttering should be glued. The Clerk will write to Associated Surfaces, as this is still under guarantee.

CM

CM

SS

#### **62.5 IT and Public Relations:**

The Computer Course had been advertised for February 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup>, 2009, costing candidates £10.00 each, subsidized by the Parish Council. Terling School had agreed to accommodate the Course, as before. Three people had come forward so far.

The Americans take great interest in the Terling web-site.

#### **62.6 Planning and Highways:**

Plans:

08/01716/FUL. Fairstead House, Fuller Street. Erection of single storey rear extension. No comments.

08/01731/FUL. Little Weathers, Waltham Road, Terling. Erection of single storey rear extension. No comments.

08/01835.FUL. Helston, Braintree Road, Terling. Increase in ridge height alterations to fenestration and addition to external staircase to cart lodge. The Parish Council considers that this is overdevelopment of the site and could lead to two independent properties on the site. BDC is requested therefore to refuse the application.

08/01952/LBC. White House, Gambles Green. Replacement of decayed bay window with new bay window.

08/01992/LBC. Newneys Farmhouse, Ranks Green. Internal and external alterations, including repairs to listed barn, within the curtilage.

08/00867/FUL Mill House, Mill Lane, Terling. Erection of first floor side extension and single storey rear extension. An appeal had been lodged. The Parish Council had written to the Planning Inspectorate,

supporting the applicants' grounds for appeal, stating that the proposed work will improve the property and not detract from the important, listed Terling Windmill.

The Clerk was asked to write to ECC regarding a missing sign on the Witham Road and to ask whether it would be possible to have a warning sign at Norrells Corner, for traffic coming from Chelmsford, to warn of approaching traffic coming from the direction of Terling Church.

SS

CG had received correspondence, from ECC, concerning winter maintenance contractors. The Parish Council's tractor is only 16hp and therefore not large enough, but the details were passed on to Lord Rayleigh's Farms and C. Humphreys and Sons. The Clerk will follow this up.

SS

**08.63. Councillors' Reports:**

ECC had paid the £6000.00 grant for the proposed bus shelter. The additional £680.00 needed to complete the project was approved.

One of the residents is not in agreement and CG will visit the others and explore the siting area. Lord Rayleigh has no objection.

CG

TL said the safety barrier at Ranks Green had been repaired.

RD is still investigating Terling Village Hall's VAT position, under the Parish Council's custodianship. IS should liaise with Jeanne MacWillson. RD will also make enquiries about a community growing area for the Parish.

IS  
RD

PB asked about the possibility of fuel sharing. The Parish Council had been advised not to become involved in this, but CC will put something on the web-site.

CC

CC met BDC Planning Officers, with Councillor Galione. This had been very helpful, regarding the reasons for granting Nutshell's planning application. Mr. and Mrs. Barnes, the neighbours, should be encouraged to complain to the Planning Ombudsman.

CC will monitor his correspondence with BDC, concerning the telegraph pole opposite Terling Church.

CC

SA's organized veteran tree hunt with Terling schoolchildren had been a great success and their findings had been submitted to the scheme.

The Auction of Promises, in aid of Fairstead Church had made £9000.00 profit.

**08.64. Clerk's Report:**

The Clerk had worked 96.5 hours over five weeks.

The Chairman took the circulation envelope.

The adoption of the four phone kiosks, under threat, had been successfully applied for, including the Fuller Street one, which English Heritage had not confirmed would be listed. BT will advise of their approval.

The EALC Risk Assessment course, which had been postponed, had been rescheduled for December 5<sup>th</sup>. The Clerk can still attend.

Neither the Environment Agency, nor ECC accept responsibility for the erosion of Terling Ford banks. Both agencies say that they are the adjoining landlord's responsibility. RD will draft a letter for the Clerk to send to the Environment Agency.

RD

The bottle banks are filling up very rapidly. BDC is monitoring this. Only nine people attended Terling's litter pick, but they managed to cover all areas.

The trade waste bin at Terling Village Hall was accidentally crushed by the collectors and BDC has replaced it. It remains the property of BDC, but should stay on our insurance policy, in case of damage in situ. It should stay on our assets register, with nil value.

The Clubs, who responded for Parish Council help, simply wanted an introduction put in the Parish magazine, which the Clerk has done.

Three minute books and one cash book were deposited at the Essex Records Office on October 21<sup>st</sup>. Council records, on a memory stick, were handed to the Chairman.

We have put in requests for a Planning Enforcement Officer and a Greenfields Housing Association representative to attend the Cluster meeting.

The Youth Bus organizers had sent posters advertising a visit to Terling, but had put a confused day/date on them. The Clerk had been unable to contact anyone until the day of the visit, but with the help of Mandy Dickson, teenagers had been canvassed and nine had attended.

Several incidences of fly-tipping had been reported.

The salt-boxes had been checked.

**08.65 Village Design Statement:**

The draft is complete and a meeting will now be held to finalise, before printing.

**08.66 Risk Assessments:**

To be deferred to the next meeting.

**08.67 Terling School Report:**

Attached.

**08.68 Correspondence issued:**

Internal Auditor, re progress.

ECC. (Copy M. Lager). Various Highways Matters.

Community Warden and PCSO. Meeting date.

Jane Senior. Braintree Road problems.

ECC. Weights Restrictions Officer. Birds Lane problems.

Chelmsford Borough Council. Light pollution at Great Leighs Race Track.

Hedingham Bus Company. Roadside erosion concerns.

C. Humphreys and Sons. To thank for visit.

Christmas Buffet invitations-M. Lager, M. Galione, A. Meyer, N. Doubleday, A. Lynch, H. Cutler, D. Boyle, P. Harrison, M. Rumsey, D. Parrish, P. and S. Humphreys, Lord Rayleigh, A. Dyke, A Macwillson, D. Turner, C. and M. Marshall, P. Evans, J. Payne, R. Sterck, S. Wood. F. Morrissey, J. Lewis, J. and M. Dickson.

(Replies to letters have been sent to appropriate Councillors.)

**Correspondence received:**

EALC Courses: Insurance, Councillors' Training, Finance- It was approved that SA and JC could attend the latter, costing £52.00 each.

SA  
JC

Greenfields Housing Association Event. November 19<sup>th</sup>.

RCCE. Sustainability Projects. November 18<sup>th</sup>.

Mid-Essex Forum. November 11<sup>th</sup>.

Tourism and Leisure Show. February 26<sup>th</sup>. 2009.

**08.69 Any Other Business:**

TL reported fly-tipping in a pond on the Fuller Street to Ranks Green road. The Clerk will ask BDC to deal with this.

SS

CC to communicate with John and Mandy Dickson, concerning the Terling Stores leaflets.

CC

**The meeting closed at 10.15pm.**

**Next Meeting Dates:**

December 19<sup>th</sup>, 2008, at 7.00pm, in the Committee Room at The Square and Compasses, followed by a buffet.

November 25<sup>th</sup>, 2008. Cluster meeting with Hatfield Peverel, in Hatfield Peverel Village Hall, at 7.30pm.

Health and Welfare Sub-committee meeting. At AA's house 'Malvern', December 3<sup>rd</sup>, 2008, at 7.30 pm.