

# **TERLING AND FAIRSTEAD PARISH COUNCIL**

## **Minutes of the Annual Meeting held on 22nd May 2007 at 7.00pm, in Terling Village Hall**

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### **Present**

Mrs. A. Anderson (Chairman)  
Mr. R. Dixon  
Mr. T. Lewis  
Mrs. C. Godfrey  
Mrs. S. McNamara  
Mr. P. Evans  
Mr. D. White  
Mr. I. Smith  
Mr. A. Meyer (District Councillor)  
The Clerk  
The Handyman

### **Apologies for Absence:**

Mrs. M. Galione, (District Councillor)  
Mr. C. Cutler  
Mr. M. Lager (Essex County Councillor)  
Mrs. P. Bird  
Mrs. A. Mitchell  
Mrs. S. Kent

### **1 Election of Officers:**

Chairman: Mrs. A. Anderson. Proposed by SM. Seconded by RD.  
Vice-Chairman: Mr. T. Lewis. Proposed by DW. Seconded by PE.

### **2 The New Code of Conduct:**

This was formally adopted, including paragraph 12/2, proposed by PE, seconded by CG.  
Braintree District Council is running a course on June 21<sup>st</sup>, regarding this and the Chairman  
and the Clerk will attend.

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### **3 Co-options, Forms, Sub-committees:**

Three names had been put forward and all three were co-opted.  
Mr. I. Smith. Proposed by the Chairman. Seconded by TL.  
Mr. A. Meyer. Proposed by PE. Seconded by SM.  
Mrs. P. Bird. Proposed by the Chairman. Seconded by PE.  
Acceptance of Office forms were signed by all and Registers of Interest were filled in.  
Sub-committees were elected as follows:  
Environment: PE, TL, CG.  
Estate Liaison Officer: The Chairman.  
Health and Welfare: SM, TL, CC.  
IT: CC, DW.  
Planning and Highways: RD, DW, CG. Footpaths: Derek Turner.  
Finance: The Chairman, IS, RD.  
Complaints: The Chairman, SM. It was agreed to ask Mrs. P. Bird to join this sub-

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committee.

Sub-committee meetings must be public.

It was unanimously approved that both C. Humphreys and Sons and Lord Rayleigh's Farms should be invited by the Chairman to meet with the Parish Council. It is important to establish links and they would have an opportunity to raise their own considerations.

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### 4 Minutes of the meeting held on April 24<sup>th</sup>:

These were approved.

### 5 Matters Arising:

Re Pheasants, Waltham Road. The handyman had looked at the garden frontage and nothing constitutes a road hazard. The Clerk will write.

Ranks Green Road needs urgent repairs.

Regarding the positioning of a seat at Ranks Green: It was decided to wait until the post box has been moved and then consider putting it next to this.

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### 6 Essex County Councillor's Report:

Mr. M. Lager had sent a review of Essex County Council's achievements in 2006/7.

Mrs. M. Galione had sent the dates of meetings, which she would be attending elsewhere.

### 7 Chairman's Report:

The Chairman, TL and the Clerk had met with Mr. M. Lager and two representatives of Essex County Council Highways Department. The Parish had been walked and this had proved to be a very useful exercise. The following points had all been discussed:

Potholes at the edges of the Old Dairy Road. The meeting unanimously approved that the Parish Council should ask for dedicated lay-bys along this narrow stretch. Other potholes were noted for repair.

The triangle of grass at the top of Riverhill, which is kerbed on one side. It was unanimously agreed that the Parish Council would like it kerbed on the opposite side, with a view to making it a feature.

The directional sign at the top of New Road is to be repositioned nearer the road. Essex County Council will let the Clerk know what maintenance the Handyman can undertake on signs.

Crow Pond Road signage is to be replaced by more accurate signage.

Missing signage. The Clerk has sent a marked map to Essex County Council.

A traffic survey on Owls Hill was ordered. The Clerk will follow up.

Essex County Council will find out the ownership of the paths round School Green. It was suggested that Mrs. Bullard is approached to look for Richard's papers on land ownership.

The fencing by the roadside at Maddocks Hall has been erected round a culvert, which needs attention.

The Clerk was asked to write to the owners of Ford Cottage, requesting that the hedge is cleared, especially round the Ford signage. The Handyman could do this if the owners pay for his time and expenses.

30mph restrictions through Fuller Street and Ranks Green should be erected soon.

Owls Hill footpath. This was measured and photographed and Mr Everett from Essex County Council will be coming out to inspect it.

The bridge and path over the brook at Norrells was also photographed with a

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view to improving it.

Ranks Green Road will be re-surfaced properly. Patching may be done in the meantime.

### 8 Councillors' Reports:

DW reported that the road at Fuller Street has running water from a blocked ditch. The Clerk was asked to write to Humphreys to request clearance.

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DW had heard that the Square and Compasses will be re-opening.

SM reported that the 343 and 345 buses had been rerouted to include Gambles Green as requested.

### 9 Sub-committee Reports:

Finance:

Copies of the Audit form were circulated and IS's figures were unanimously approved. The Chairman signed the papers, ready for the internal auditor. It was agreed to subscribe to the Essex Association of Local Councils, but not to the Braintree Association.

The Clerk had written to all organizations, inviting them to submit details of any items, which would benefit their clubs, for the Parish Council to consider, helping with costs. A number of organizations had responded and the Financial Sub-committee will study these at their meeting. It was approved that their decisions would be respected by the Council.

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RD

There had been a problem in the Playground with the safety surfaces shrinking and lifting, because of the recent dry, hot weather. Wickstead's representative had been out to inspect and had sent a quotation. This was very expensive and the Clerk was asked to obtain other quotations. ROSPA had been contacted and advised that the Playground need not be closed. The ROSPA Inspection had just taken place and the Clerk was asked to request the written report as soon as possible.

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Environmental:

Braintree District Council had sent the Street Scene Partnership Agreement papers, in which the District Council's contribution had increased to £569.17, in line with inflation. The Parish Council comply with all the criteria and the Clerk will write to the District Council, outlining the activities, which the Parish Council has undertaken in the last year. The Partnership Agreement was duly signed by the Chairman.

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Health and Welfare:

The Contact Summer Roadshow has now been booked for August 8<sup>th</sup>, between 7 and 9pm, in the Dismals. The organisers will send brochures to the local secondary schools and posters for the Clerk to display.

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The Community Warden's monthly report had been received.

IT and Public Relations:

The web site continues to grow, both in material submitted for publication and visits to the site. Comments are very favourable.

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### Planning and Highways:

The Clerk had contacted Braintree District Council Planning Department and the Enforcement Officer will look at the access to land adjacent to Brookside within 21 days from May 18<sup>th</sup>. The Clerk was asked to send photographs.

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Helston, Braintree Road. Construction of basement. The Planning Sub-committee had no comments, except that the excavated material should be if possible distributed around the site.

Phoenix Cottage, Fairstead Hall Road. Erection of front, rear and side extensions. The Planning Sub-committee made a number of comments, some in favour and some averse, attached.

The Planning Inspectorate had visited the Thatched Cottage site, regarding the erected fence, on May 9<sup>th</sup>. No comments have been received as yet.

### 10 Clerk's Report:

Hours- 44.5 over 4 weeks.

The circulation envelope was distributed.

The Kent family had litter picked in the Fuller Street area.

The Handyman asked if the equipment at the Children's Playground could be painted and this was agreed. RD will let the Clerk know paint details.

RD

The Handyman had used his own mower for Parish Council work, while the Council's mower was being serviced and his mower now has problems. It was agreed to pay for these repairs.

The Handyman had discovered a sewage leak at Fairstead and the Clerk had reported this. Greg Scott of Braintree District Council had inspected and contacted Lord Rayleigh's Farms. The matter had been immediately rectified.

EDF Energy had not worked on the trees balking on cables at Terling Ford, within the given time. The Clerk has re-contacted them and is waiting for a reply.

The Society of Local Clerks is offering free membership for a limited time. It was agreed that the Clerk should join.

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### 11 Cluster Meeting:

This is on June 5<sup>th</sup>, at 7.30pm, at Terling Village Hall. Agendas had been finalized with Braintree District Council, and circulated. Further copies of the Parish Update papers had been received and were distributed.

### 12.1 Correspondence received:

EALC: Courses- Chairman's Day; Freedom of Information and Data Protection, (it was agreed that the Clerk could attend this course). New Councillors' packs, costing £7.50- it was agreed that the Clerk should send for one pack.

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Postwatch form: To receive updated information.

East of England Regional Assembly: Details of gypsy and travelers public events.

Voluntary Youth Organisations Event.

Witham Community Safety Tasking Group: Meeting notification.

### 12.2 Correspondence issued:

Most dealt with during meeting, except:

Letters thanking Dick Sterck, Sally Wood, and Peter Turner.

Ranks Green post box: Agreement to the re-siting of the post box.

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**13 Any other business:**

None.

**The meeting closed at 10.50pm.**

**Meeting Dates:**

Tuesday, July 3<sup>rd</sup>, 7.30pm, at Terling Village Hall