

**TERLING AND FAIRSTEAD PARISH COUNCIL**

**Minutes of the Annual Meeting of Terling and Fairstead Parish Council held on 19<sup>th</sup> May 2009, at 7.00pm, in Terling Village Hall**

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**Present:** Mrs S McNamara (Chairman)  
Mr I Smith  
Mrs A Anderson  
Mr R Dixon  
Mrs P Bird  
Mr T Lewis  
Mr C Cutler  
Mrs S Alder  
Mrs J Cockburn  
Mr D White  
Mrs J Halfhide (Clerk)  
Mr C Marshall (Handyman)  
2 members of the public

**ACTION**

**Apologies for absence: Mrs M Gallione**

**09:00 Election of Chairman and Vice Chairman**

Mrs Sarah McNamara was unanimously elected Chairman and signed the Declaration of Acceptance of Office of Chairman. Mr Colin Cutler and Mrs Pauline Bird were unanimously elected as Vice Chairmen.

**09.01 Co-option of New Councillor**

Hayley Wiseman was co-opted as a Parish Councillor. Proposed by SM and seconded by AA.

**09.02 Code of Conduct**

Councillors were advised of their duty to register any interests required to be registered under paragraphs 12 and 13 of the Code of Conduct and to review them and make any amendments as necessary. Councillors were reminded of their duty that under paragraph 14 of the code of Conduct they must give written notification to the Monitoring Officer within 28 days of becoming aware of any changes.

**09.03 Sub-Committees**

Sub Committees were appointed as follows:

Finance: Ian Smith, Robin Dixon, Sarah McNamara, Sheila Alder

Environmental and footpaths: Trevor Lewis, Darren White

Estate Liaison Officers: Pauline Bird (Terling), Trevor Lewis (Fairstead)

Health and Welfare: Ann Anderson, Sheila Alder, Judith Cockburn

IT and Publicity: Colin Cutler

Planning and Highways: Robin Dixon, Pauline Bird, Colin Cutler

Complaints: Ann Anderson, Sarah McNamara, Pauline Bird

Tree Warden: Angus MacWillson

School Representative: Hayley Wiseman

Village Hall Representative: Pauline Bird

**09.04 Minutes of Last Meeting**

Two amendments:

09.124 "JC had not received a reply to her letter" should have read "SA had not received a reply to her e-mail."

09.128 Health and Welfare: AA, JC and SA attended the Parish in Springtime event in Braintree, as did CC.

The minutes were unanimously approved. It was proposed by AA and seconded by JC that the Chairman should sign a copy of the minutes as a true and accurate record.

09.05 **Matters arising from the meeting**

DW reported, following on from the comments made at the last meeting about stiles and footpaths, that there is a countrywide initiative to re-establish paths to their correct locations. ECC surveyors are examining paths in the Parish and it is likely that some paths will be affected.

09.06 **Declaration of Interests**

None

09.07 **District Councillors' Reports**

No report in Mrs Gallione's absence.

09.08 **Chairman's Report**  
**Nothing to report.**

09.09 **Sub-Committees Reports**

**Finance:**

Copies of Receipts and Payments for the current financial year as per the cash book had been e-mailed to all Councillors.

The following cheques were approved for payment and were signed. All invoices had been checked against cheques. The expenditure was approved. Proposed by PB and seconded by CC:-

1177	Earth Anchors	Dog bin purchase	£118.15
1178	Clive Marshall	Handyman jobs	£413.12
1179	EALC	Subscription	£266.81
1180	E.ON Electricity	Street Lighting	£ 30.65
1181	Allianz Insurance	Tractor insurance	£227.96
1182	Jayne Halfhide	Clerk's expenses March	£75.10
1183	Jayne Halfhide	Clerk's Salary March	£320.09
1184	HM Revenue & Customs	PAYE & Employer's NI	£571.01
1185	Colin Cutler	Expenses: Copying	£ 10.20
1186	Allianz Insurance Plc	Insurance	£921.36
1187	Clive Marshall	Handyman jobs	£489.65
1188	Jayne Halfhide	Clerk's expenses Apr	£ 96.78
1189	Jayne Halfhide	Clerk's Salary April	£287.75
1190	HM Revenue & Customs	Clerk's PAYE April	£ 71.80
1191	BT Payment Services Ltd	Clerk's Phone Line	£ 60.12

IS distributed his Receipts and Payments, Budget and Forecast sheet and graph, which he explained. The Chairman signed as approved.

It was proposed that Mr Maurice Howard should be appointed Internal Auditor, proposed by IS seconded by RD.

IS presented the Annual Return for the year ended 31<sup>st</sup> March 2009 and explained the Statement of Accounts and the Annual Governance Statement.

JH

The Clerk was asked to seek the Internal Auditor's confirmation that the Village Hall did not need to be included on the Parish Council's Assets Register. Subject only to this clarification, both the Annual Return and the Annual Governance Statement were approved

Proposed by IS and seconded by AA.

The Portakabins for the Football Club were discussed. It was agreed that the proposals should be put to Lord Rayleigh before the next Parish Council meeting. Planning permission would be necessary.

RD / IS

*DW left the meeting at this point, giving his apologies*

**Environmental & Footpaths:**

The Handyman had been unable to cut several Parish paths for a variety of reasons, the details of which had previously been given to PB. The land owners would be contacted. Lord Rayleigh's Farms had erected signs re-routing the footpath in one of their potato fields. The handyman agreed to give TL the details and TL would contact the P3 office. The Clerk agreed to contact ECC Highways about the rotten slats on the footbridge on footpath 16.

PB

CM, TL

JH

The matter of the effluent problem at The Square & Compasses was discussed. It was felt that the Parish Council should write a letter supporting the Landlord to Environmental Health at BDC. The Clerk would write.

JH

**Estate Liaison**

Approval had been given by Lord Rayleigh's Farms for the logs on School Green, to deter parking. It was agreed that Daniel Jiggins should supply them as Lord Rayleigh's Farms did not have a supply. The Handyman agreed to liaise with Daniel Jiggins.

CM

**Health & Welfare:**

The Fitness and Healthy Living questionnaire was discussed. It was agreed it should include the option for either phone numbers or names to be given as some might prefer to remain anonymous. The Villages Stores had been happy to act as collection point. The Clerk would get hold of the Swimming Pool's leaflet drop distribution list. 450-500 copies would be needed. The Health & Welfare sub-committee would liaise with CC with a view to going to print and have the deadline for return as Sunday 14<sup>th</sup> June.

JH

RD would be meeting with Anglian Water's representative shortly to discuss possible sites for the trim trail.

**IT & Publicity:**

Nothing to report.

**Planning & Highways:**

09/00508/LBC: Newneys Farm, Ranks Green Proposed emergency repairs and remedial works to existing timber framing within concealed area of building. No comments.

09/00504/FUL: Paxtons, Fairstead Road, Terling, Erection of part single, part two storey rear extension and rear conservatory. No comments.

09/00550/FUL & 09/00551/LBC: Newneys Farm, Ranks Green

Demolition of lean-to utility/porch area & erection of single storey extension, proposed restoration of concealed upper floor living space. To be considered further. Comments due 3<sup>rd</sup> June.

The Clerk had written to planning enforcement about the "Nutshell" sign and received a reply from BDC about 3 Oakfield Lane, Terling. Whilst acknowledging the Parish Council's concerns with regards to proximity of the village envelope the garden is curtilage to a dwelling house and therefore schedule 2 part 1 class E Permitted Development Rights applies in respect of incidental outbuildings and planning permission is not required.

09.10 **Councillors' Reports, including Village Hall Report**

PB reported that the Village Hall's kitchen was now complete and that Jo Martin was the new lettings secretary.

The Handyman confirmed that he is dealing with the chain fence and the war memorial. CM  
 CC reported that there would be a public presentation of the Village Design Statement and  
 it would then go to print. No further funding from the Parish Council would be sought.  
 Fuller Street still not does have a village sign, despite a request for one over year ago. The  
 Clerk would chase this. Flacks Green now has two signs close to each other. The Clerk JH  
 would try to have the older one removed.  
 Many Fairstead Parishioners had complained that their Polling Station for the elections on  
 4<sup>th</sup> June was at White Notley, rather than Terling, a substantially longer journey. The Clerk JH  
 would write to the relevant authority.  
 TL has the paint for the old BT phone kiosks. Douglas Crawford had kindly offered to TL  
 paint the Hull Lane kiosk. TL agreed to order more paint.  
 The Clerk was asked to write to Margaret Gallione congratulating her on her appointment  
 as Chairman of the District Council, and to Terling Village School congratulating them on JH  
 their recent success in the league tables.

09.11 **Clerk's Report**

Hours worked in April: 42½  
 Hours worked since last meeting: 62¼

The Clerk had attended the EALC's New Clerk's Course which had been very informative.  
 Old record books for the Precepts for 1927 to 1956 will be lodged with the Essex Records  
 Office together with the records of the Terling Millennium.  
 The Clerk plans to attend a Parish Emergency Planning Awareness Evening at BDC on  
 10th September.  
 ECC Highways are going to remove the telephone sign in Fuller Street. They had also  
 been asked to repair the vandalised directional sign in the Waltham Road.  
 The rodent problem in Mill Lane was discussed. Environmental Health had reported the  
 problem had been worsened by irresponsible bird-feeding. Highways are currently looking  
 at whether the missing ditch should be reinstated to reduce the water on the road which  
 may also be attracting the rodents, but this would be the responsibility of the adjacent land  
 owner, which would be Greenfields. The Clerk would contact Greenfields. JH

The Circulation folder was handed to HW.

09.12 **Terling Ford / Gabion Walls**

The clerk reported that the Mid-Area Highways Manager at ECC had written to confirm  
 that work would be carried out urgently to repair the gabion walls. The damage to the new  
 concrete apron on the north side had been reported. Two more vehicles had been stuck in  
 the ford over the early May bank holiday weekend. The Police had suggested the Parish  
 Council consider asking for improved signs to prevent vehicles getting stuck in the Ford.

09.13 **Bus Shelter**

The Handyman had finished the ground works and the bus shelter is due to for delivery JH  
 around 8<sup>th</sup> June. The Clerk would add the bus shelter to the Assets Register as soon as it  
 had been paid for.

09.14 **Risk Assessments**

TL had carried out the risk assessment reviews for the work of the Handyman and footpath  
 cutting and clearance. Their review date is 15<sup>th</sup> May 2010.

09.15 **Cluster Meeting – 16<sup>th</sup> June**

The Clerk reported that it had been premature to ask for Wendy Schmitt to attend the  
 Cluster meeting, and had been advised that perhaps this should be arranged for the Autumn  
 Cluster Meeting. Tessa Lambert from Planning Development and Olive Cowell from

Highways would be attending.

09.16 **General Correspondence to note**

Information on the Village Agents Conference, Wednesday 17th June 2009.

EALC courses: Councillor training days 2nd June & 7th July (£54), Statutory Planning Course 25th June (£54), Freedom of Information & Data Protection Workshop 16th June (£34) and Employment Issues Course 10th June (£54)

Seminar on Sustainable Rural Communities hosted by BDC for the Rural Services Network. 26th June. (Information on all above had been circulated to all Parish Councillors by email)

Approval was unanimously given for CC to attend the EALC Statutory Planning Course on 25<sup>th</sup> June and for JC and HW to attend the Councillor training day on 7<sup>th</sup> July.

JH

The Clerk would make the necessary bookings.

09.17 **Any Other Business / Items for Next Agenda**

Nothing was raised.

09.18 **Dates of forthcoming meetings, including sub-committees**

2<sup>nd</sup> June, Finance Meeting 7:30pm, Sarah McNamara's home

16th June, Cluster Meeting with Hatfield Peverel, Terling Village Hall 7:30pm

30th June, Parish Council Meeting, Terling Village Hall, 7pm

*N.B. Change of date for August Parish Council meeting from 11th August to:-*

4th August in The Committee Room at The Square & Compasses, Fuller Street, 7pm

15<sup>th</sup> September, Parish Council Meeting, Terling Village Hall, 7pm

**The meeting closed at 9:40pm**