

TERLING AND FAIRSTEAD PARISH COUNCIL

Minutes of the Meeting held on 19th December 2008, at 7.00pm, in the Committee Room, at The Square and Compasses.

Present:

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

08.70. Meeting open to the Public:

Complaints were received, regarding the muddy state of The Dismals, caused by the traffic meeting at the cricket field for Shooting parties. PB will liaise with Lord Rayleigh.

The money, belonging to Terling Quoits Club, which had been disbanded many years ago, was queried again. The Clerk explained that enquiries had been made about this matter twice before, but the Parish Council does not have enough information to trace this.

Branches should be trimmed from around the street lamp in The Dismals. It is too high for CM to reach. He will ascertain what needs cutting and PB will speak to Lord Rayleigh, who has the necessary equipment.

The Football Club is hoping to return to Terling. Discussion had taken place with Lord Rayleigh and it had been agreed that the Parish Council could own the lease and enter into an agreement with Lord Rayleigh. The Football Club would then rent the premises from the Parish Council. The present building would remain for the time being and a porto-cabin would be purchased by the Parish Council. It is estimated that this will cost £9,000.00- £10,000.00 + VAT, because a large one would be required, to provide separate premises for the referee. Public Liability Insurance would have to be looked into. It was approved that IS, RD and Philip Palmer, of the Football Club, would further this plan.

CM
PB

IS
RD

08.71. Apologies for Absence:

Mrs. C. Godfrey
Mr. D. White
Mrs. J. Cockburn
+ members of the public invited to the buffet- D. Turner, D. Boyle, D. Parris, P. Evans, M. Marshall, D. Gore.

08.72. Minutes of the Meeting held on November 4th 2008:

These were unanimously approved.

08.73. Matters Arising:

Concern was expressed, regarding the wheely bins still left outside Braybrooke. Neither BDC nor Lord Rayleighs Farms are willing to contact the residents. It was decided that the Parish Council would approach the residents, as it is felt that they are a fire hazard, copying the letter to BDC. The fire hazard concern will also be put in the Parish magazine, for all residents.

SS

The moles are an ongoing problem in the Children's Playground. CM will continue to treat them, but if this is unsuccessful, the mole catcher will be contacted, for a single visit.

CM

08.74. Declarations of Interest:

None.

08.75. District Councillors' Report:

BDC is offering free parking in the towns from December 20th until Christmas.

The green bins may not be collected in the winter months. The Parish Council felt that in rural areas, they should be.

Grant money is available. This could be particularly useful for Terling Village Hall. (IS will contact HM Customs and Excise, regarding the VAT implications.)

IS

08.76. Chairman's Report:

New proprietors have been appointed for Terling Stores. On behalf of the Parish Council, John and Mandy Dickson were presented with a gift and thanked for their help, especially in promoting events.

SM had attended a public transport meeting. Concern had been expressed, regarding numbers using the buses, but nothing official has been decided yet.

08.77. Sub-committee Reports:

77.1 Finance:

Copies of expenditure and income for this financial year as per the cash book had been E-mailed to all Councillors. All invoices had been checked against cheques by the signatories. The expenditure was approved by RD and seconded by SA. IS distributed his Payments and Receipts, Budget and Forecast sheet and graph, which he explained. The Finance sub-committee had met and discussed the following:

The financial risk assessment- the agreed version will be sent to TL.

IS

The letter from the Allianz Insurance Company, laying out the conditions, if providing fidelity guarantee insurance. These were agreed and the insurance was finalized at £30,000.00, costing £61.58 per annum.

The national interim salary award for clerks. It was agreed that for the present Clerk, this should remain at Spinal Column Point 19, the hourly rate set now at £9.134p per hour, backdated to April 1st.

Copies of the NALC draft Financial Regulations + a few amendments, applicable to this Parish Council were distributed and it was unanimously agreed to adopt these, proposed by IS, seconded by CC.

When IS has finished the current bank reconciliation, the plan agreed with the internal auditor will be complete. It was agreed that the retiring Clerk and the new Clerk should meet with the auditor, in January.

SS
JH

Letter from Cricket Club Chairman. The Club's plans for spending the £470.00, allocated by the Parish Council, had altered. It was agreed to accept the new plans, up to the same amount, provided invoices are supplied.

The Precept and PSG were set and approved at £14,515.00 for the precept and £3,485.00 for the PSG, proposed by AA, seconded by IS and signed by the Chairman.

The Clerk's contract had been circulated to all Parish Councillors and approved. This will be issued to the new Clerk.

Bus Shelter. CG no longer wants the responsibility of siting the bus shelter, because of living nearby. It was agreed that the Chairman and SA will meet with interested parties on site, with illustrations and a tape measure, one Saturday morning, in early January. The Clerk will circulate an invitation, tell ECC about the delay, find out what the order delivery time is and put the money into the high interest account.

SM
SA

SS

Bench on School Green. A parishioner had hit this in his car. He had taken on the responsibility of moving it and returning it to the manufacturers. They had managed to repair it and the parishioner will arrange for it to be re-erected. It was agreed that the repair bill should go through the Parish Council and the parishioner would pay the Council a donation.

It was agreed to pay The Square and Compasses for the room hire at £4.70, per hour, the buffet cost for 25 people at £5.00 per head and the drinks' cost.

SS

77.2 Environmental:

Lord Rayleigh's Farms had decided to offer their services to help with snow clearance, if necessary. Humphreys and Sons have declined.

77.3 Estate Liaison:

Further to the concerns on the ploughing of a footpath, behind Terling Windmill, PB had discussed the matter with Alex Dyke, of Lord Rayleigh's Farms, who is looking into this.

TL had asked Humphreys about land for allotments and they are considering it.

77.4 Health and Welfare:

The Children's Playground is now being checked once a month on a regular basis by one of the Health and Welfare sub-committee.

The committee had met and discussed a piece of equipment for older age groups. The Parish Council had reservations about mixing the age groups. A separate piece of land was discussed and Lord Rayleigh will be approached. Other playgrounds will be studied.

PB

The medical centre at Sainsbury's in Chelmsford is considered a good idea and

access to it is satisfactory.

The gate at the Children's Playground had not been ordered, because the Clerk had contacted a firm, supplying rubber buffers and is still waiting the reply.

The spring and handgrips for the spring rabbit had been ordered.

A cradle swing had been stolen and the incident had been recorded with the Police. It was agreed to replace this, costing £89.00+ £11.50 carriage + VAT.

Associated Surfaces and Materials Ltd. had replaced the missing shuttering in the Children's Playground, under guarantee.

D. Church had still not replied, regarding using metal tubing for the climbing frame part replacement.

SS

77.5 IT and Public Relations:

Six candidates have signed up for the Computer Course; it is possible to accommodate ten. The tutor had made posters to go on the notice boards.

77.6 Planning and Highways:

The Planning and Highways sub-committee had met and the minutes E-mailed to all Parish Councillors.

Plans:

08/01716/FUL. Fairstead House, Fuller Street. Erection of single storey rear extension. Granted.

08/01731/FUL. Little Weathers, Waltham Road, Terling. Erection of single storey rear extension. Granted.

08/01835.FUL. Helston, Braintree Road, Terling. Increase in ridge height alterations to fenestration and addition to external staircase to cart lodge. Refused

08/01952/LBC. White House, Gambles Green. Replacement of decayed bay window with new bay window. No Comments. Granted.

08/01992/LBC. Newneys Farmhouse, Ranks Green. Internal and external alterations, including repairs to listed barn, within the curtilage. No Comments. Granted.

08/02044/LBC. Homecot, Fairstead Road, Fairstead. Erection of cart lodge. No Comments. Granted.

08/01966./FUL. Clinton, Fairstead Road. Erection of part single, part two storey rear extension. Granted. Referring to this application, the Parish Council does not consider it acceptable that BDC case officers should pre-judge planning applications, without the Parish Council's comments. CC will write to Mrs.

Scattergood, BDC, regarding rules for the public at their planning meetings and ask whether comments can be made individually just before each plan discussion, rather than altogether at the beginning of the meeting. It was suggested that a seminar would be helpful, as many Parish Councils have similar problems. RD will draft a letter of complaint to the South of England Government Office. (Copy to all Parish Councillors).

CC

RD

SS

08/02185/FUL. Rosemead, Fairstead Road. Erection of two storey extension. To be discussed.

08/02173/FUL. Blixes Farmhouse, Ranks Green. Erection of two storey extension. To be discussed.

David Nutting to be sent the letter to the Environment Agency, regarding Terling Ford.

Correspondence between ECC and the Clerk:

ECC has written to a number of residents about their hedge encroachment on the Highway.

ECC is investigating the missing signage on the Witham Road.

Parishioners, who use the salt bins, do so at their own risk.

No extra signage will be placed at Norrells Corner.

ECC answers to the following are still awaited:

Potholes and ice have been reported between Norrells Corner and Flacks Green.

Water collecting on the Witham Road corner.

Dangerous parking has been reported at Fuller Street.

Rats in Mill Lane have been reported.

Concern about vehicles spoiling the grass at Terling Ford.

Concern was expressed about the numbers of school parents' cars, parking on School Green. The Clerk was asked to write to the Head Teacher, to try and stop this, ECC, regarding replacing the stones, which encircled the Green or an alternative plan, (CC thought that a grant might be available for this), and Lord Rayleigh, the land owner, regarding signage, restricting parking. DW had resigned from the Planning sub-committee. It was proposed by PB and seconded by SA that CC would replace him. CC asked for a trial period of three months.

SS

SS

SS

CC

08.78. Councillors' Reports:

CC said that the posts round the war memorial need replacing. It was agreed that CM could do this and use oak.

CM

SA and JC attended EALC's Financial Course, which they had found very informative.

08.79. Clerk's Report:

The Clerk had worked 96.5 hours over six and a half weeks.

The Chairman took the circulation envelope.

BDC had written about the Children's Activity Days in the summer holidays. It was agreed to hold this event and for the Parish Council to pay the cost of the hire of Terling Village Hall for the day.

The flytipping in the pond on Newneys Farm Lane had been reported twice.

The Greenfields Housing Association event had been cancelled, but a speaker had attended the Cluster meeting.

Terling Swimming Club Ltd. had been awarded a grant by BDC for £19,500.00 towards a new pool cover and liner.

The new dog bin has been erected next to the salt bin on Church Green.

Owls Hill Cottages. ECC has turfed and netted the bank.

The Clerk attended EALC's Risk Assessment Course and will pass on information to TL.

SS

On December 7th, there had been a motor bike accident on the ice outside the surgery. The Clerk had asked ECC to consider gritting that area.

The paperwork, confirming the adoption of three of the four telephone kiosks, applied for, had been sent and the Chairman signed it. The fourth box, at Fuller Street, is still the subject of discussion between BT and BDC.

The trailer had been insured and the old Fuller Street bench had been removed from the insurance policy.

Anglian Water had sent an update of the work going on, which had been sent on to all Parish Councillors. Fairstead Road will be closed from January 5th for two weeks and the Clerk will advertise this.

SS

The Police Surgery poster had the wrong date on, but the Police could not be contacted, to change it.

The Kent family will be litter picking at Fuller Street in the Christmas holidays. The light had gone out at Terling Ford and the Clerk had contacted the lighting maintenance firm.

The bank at Bramley Cottages is becoming more and more eroded, because of street parking. The Clerk was asked to write to BDC, concerning this.

SS

The copier, on permanent loan, is not working. The Parish Council decided to wait until a new clerk is established, to see what equipment is applicable. It was agreed that the Clerk could buy a cartridge for her fax machine, for copying.

SS

08.80. Village Design Statement:

The draft of the questionnaire is complete.

08.81. Risk Assessments:

To be discussed at the next meeting.

08.82. Freedom of Information Act:

A new Publication Scheme had been received at the beginning of December and this has to be adopted by January 1st. Information had been E-mailed to all Parish Councillors. To comply, the Council has to complete the template provided and to promote this and a copy of the model scheme. Details can be displayed on the web-site, the notice boards and in the Parish magazine. The Council has to decide what information is available, how it can be accessed and whether a charge is to be made. Information should be provided within 5 working days. It will need updating regularly. It was decided that the Clerk would liaise with CC, to list what is available now on the web-site. Other information can be put on at a later date. The Council agreed that if information requested required the Clerk's time, up to £20.00 could be charged, + copying and postage.

SS
CC

08.83. New Clerk Appointment:

Three applications had been received and references had been taken up. All three applicants would be interviewed on December 22nd. It was agreed that during the handover period, both Clerks would be paid.

08.84. Correspondence issued:

Daphne Parris: Bus Shelter and use.
Internal Auditor: Update.
External Auditor: Replies to queries.

Correspondence received:

EALC Courses: Minutes and Agenda, How to raise the Parish Council profile,
Health and Safety, Law and Governance, Advanced Councillor Training Day.
HM Customs and Excise: Village Hall VAT update.

08.85 Any Other Business:

None.

The meeting closed at 9.30pm.

Next Meeting Date:

January 13th, Terling Village Hall, 7.00pm.