

## TERLING AND FAIRSTEAD PARISH COUNCIL

### Minutes of the Meeting of Terling and Fairstead Parish Council held on 20<sup>th</sup> October 2009, at 7.00pm, in Terling Village Hall

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**Present:** Mrs P Bird  
Mrs A Anderson  
Mr C Cutler  
Mr R Dixon  
Mr T Lewis  
Mr I Smith  
Mrs S Alder  
Mrs J Cockburn  
Ms H Wiseman  
Mrs J Halfhide (Clerk)  
Mr C Marshall (Handyman)  
PC Jason Corrigan  
PCSO Nikki Doubleday  
12 members of the Public

#### ACTION

**Apologies for absence:** Cllr Margaret Galione, Brooks Newmark MP, Sarah McNamara

Mrs Pauline Bird was unanimously appointed Chairman in Mrs McNamara's absence. A warm welcome was extended to Rev. John Hall, Sally Austin (Village Agent) and parents and school children from Terling School.

#### 09.60 Meeting Open to the Public

PC Corrigan gave an overview of the recent incidents. The Police have been doing speed checks in the Parish and will continue to do so. A Traffic Officer would hopefully be attending the next meeting to discuss the Parish Council's concerns about speeding. PC Corrigan had attended the Always Welcome Club, his attendance had been greatly appreciated.

Rev. John Hall spoke about Terling School's involvement with the Diocese of Chelmsford in Phase 3 of the Kenya Schools Partnership Project. Two representatives from the Parish will be visiting the partner school of Kianguenyi. Rev Hall asked for the Parish Council's support and endorsement.

The school children and parents put various questions to the Parish Councillors including a request for a litter bin outside the school. It was agreed that sites would be considered. The Chairman took the opportunity to thank the children for their letters, written to thank the Parish Council for their new playground litter bin. A folder containing the letters was passed around all Councillors. Concern was also expressed about dog fouling in The Dismals.

Sally Austin explained her role as Village Agent, an 18 month pilot project being run by RCCE, the Rural Community Council of Essex, to provide information and support to residents in rural communities. The Clerk agreed to help promote the service by advertising and CC agreed to include information on the website.

JH  
CC

#### 09.61 Minutes of Last Meeting

One amendment under 09.53 Health & Welfare: *“Concern was expressed about the rope on the oak tree in the playground, especially as this had been mentioned in the recent ROSPA report.”*

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

09.62 **Matters arising from the meeting**

The RCCE walk had raised over £10,000.

SA reported that Terling Villages Stores had sent flyers to residents in Fuller Street to consider the viability of using the old BT phone box as a collection point for newspapers. The PCC would be asked on the progress of the No Parking sign at the entrance to the cemetery.

JH

09.63 **Declaration of Interests**

None.

09.64 **District Councillors’ Reports**

There was no report in Cllr Galione’s absence.

09.65 **Chairman’s Report**

There was no report in SM’s absence.

09.66 **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. IS distributed his Receipts and Payments, Budget and Forecast sheet and graph, which he explained. There should be £34,000 in reserve at the end of the financial year.

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

1226	Royal British Legion	Poppy Appeal Wreath	£ 16.50
1227	J Halfhide	August Salary (inc holiday pay)	£620.28
1228	HM Revenue & Customs	PAYE Tax	£202.46
1229	J Halfhide	Clerk's expenses August	£ 80.19
1230	J Halfhide	Backdated mileage	£ 2.78
1231	EALC	Clerk/Councillor training	£68.00
1232	Acumen Wages	Payroll for August	£20.13
1233	School Furniture Co.	Litter bin	£200.10
1234	CASH	Petty cash Handyman	£200.00
1235	Colin Cutler	Expenses – website	£25.53
1236	EALC	Course fees - training	£54.00
1237	Lord Rayleighs Farms	Posts - War Memorial	£52.79
1238	Clive Marshall	Handyman jobs	£589.44
1239	Terling Village Hall	Room hire	£10.30

BDC’s letter informing of the possible cessation of the Parish Support Grant was discussed. The grant received for 2009-10 had been £3,485. A decision would be made by BDC on 7<sup>th</sup> December.

Committees were asked to consider their ambitions for large projects for the next financial year with a view to IS drawing up a draft budget for the discussion at the next meeting.

All  
IS

The Football Club project was discussed at length. No one had come forward to run it in response to the Clerk’s advert. It was thought that grant funding would be available but the total cost would be in the region of £26,000. It was agreed that further thought needed to

be given to this and that a decision would be made at the next meeting. A possible alternative plan to be considered would involve the refurbishment the current football pitch with new goals, although this alone would not be sufficient to enable the Football Club to come back to the village. A working group made up of IS, RD and CC would be set up to look at all the options and they would report to the next meeting. IS, RD, CC

With regards to the Clerk's contract, in line with the NJC agreement the minimum annual leave has been amended from 1<sup>st</sup> April 2009 to 21 days (was 20 days) with a further 4 days after 5 years continuous service (was 5 days) and that this applies to the Clerk's contact with effect 1<sup>st</sup> April 2009. In addition salary based on Spinal Column Point 16 (as per the Clerk's contract), has been increased 1% to £8.545 per hour, backdated to 1<sup>st</sup> April 2009, also in line with NJC rulings. This was unanimously approved, proposed by IS and seconded by HW.

The Clerk asked permission to apply for the EALC's Essex Clerks's Training Bursary which would cover 75% of her training in any one financial year. The training courses identified amounted to £318 of which the Bursary will cover £238.50, leaving £79.50 to be met by the Parish Council. This was unanimously approved, proposed by RD and seconded by HW. JH

### **Environmental & Footpaths:**

The Clerk reported that the roll bars and seat belt for the tractor had been installed.

The landlord at the Square and Compasses had written explaining that he had arranged for his septic tank to be emptied on a quarterly basis which should greatly reduce the foul water smells.

### **Estate Liaison:**

#### Tractor Storage

It was decided to reconsider the storage for the Tractor and the Clerk was asked to look at various options. PB agreed to speak to Alex Dyke. PB  
JH

#### River Walk Gate

The Clerk had received a response from Alex Dyke about the repair of the broken gate at the end of the River Walk. He had pointed out that the use of the River Walk by the public is purely at Lord Rayleigh's discretion and the Estate was not able to make the gate repair a high priority at this time. It was unanimously agreed that the Parish Council should pay for the repair of this gate and the handyman would be asked to effect the necessary repairs. The Clerk would offer this solution to Alex Dyke.

#### School Green

Alex Dyke had mentioned that Lord Rayleigh did not feel there was really a significant problem. This was discussed at length and RD offered to prepare a detailed proposal for discussion at the next meeting. It was hoped that SM would be able to speak to Lord Rayleigh on her return. Vehicles were still being parked on the Green, despite the school asking parents not to. It was expected that the condition of the grass would worsen considerably in the winter months. RD  
SM

#### Playground – Oak Tree

The Clerk was asked to clarify whether Lord Rayleigh would charge for a letter confirming that an inspection of the oak tree had taken place. There had possibly been a misunderstanding; the Parish Council only needed a letter confirming the inspection had taken place, not a full report on the condition of the tree. Verbal assurance had already been given but it was felt prudent to obtain a letter to this effect. The Clerk would contact Alex Dyke. JH

### **Health & Welfare:**

Nothing to report.

### **IT & Publicity:**

CC reported that the number of visits to the website increases each month.

The Village Design Statement was still in draft form and CC admitted that the project had rather run out of steam following the comments by BDC's Planning Department that it would carry no weight in the planning process. Despite this set back the project would be taken to its conclusion.

IS suggested having an option on the website similar to YouGov Polling Point enabling voting on various proposals. CC agreed to look into this. CC

Possible venues in the Parish for an internet café were discussed CC agreed to speak to the owners of the Village Stores in the first instance to see if this might be feasible in the shop/Post Office. CC

### **Planning & Highways:**

RD confirmed that the Planning Committee would be taking part in the Section 106 Agreements Overview and Scrutiny Study, as per BDC's letter of 24<sup>th</sup> September. This particular study will focus on the way in which contributions from Section 106 Agreements are managed by BDC. RD

There had been no planning applications, a reflection on the current economic climate.

The works to the gabion walls at the Ford have been completed

The Fuller Street signs have in principle been approved by ECC Highways but Mark Bridges felt it was very unlikely that the project would be able to go ahead until the next financial year.

The Clerk had also received confirmation from ECC Highways that all the outstanding highways issues will be addressed including the repair to the Ranks Green 30mph sign towards Fuller Street, the removal of old Flacks Green name plate, the repairs to the Waltham Road wooden finger posts, the addition of a sign to Fuller Street at the end of Fairstead Hall Road, the repainting of the yellow zigzag lines outside the school and a sign showing the correct right of way in Fairstead Road. However, it was also unlikely that any of this would take place in the current financial year.

ECC Highways had agreed to install a new salt bin in Ranks Green in "the dip" – on the outside of the bend. The cost of this will be £350 for the purchase and installation. The Clerk was asked to clarify with Highways that this would be for a brand new bin. Subject to this, it was unanimously agreed that the purchase should go ahead. Proposed by TL and seconded by HW.

The results of Speed and Volume Survey carried out at Owls Hill in April 2007 mentioned at the last meeting had been forwarded to all Councillors. It effectively showed that the speeds were not above the intervention level. JH

### 09.67 **Councillors' Reports**

TL had been extremely impressed when he reported fly tipping which was then cleared the same day.

IS and PB reported and incidence of fly tipping in Waltham Road. PB would notify the Clerk of the exact location so that it could be reported. PB

SA passed on the concerns of some residents about the safety of the trees on Bramley Green. PB reported that Greenfields were adamant they owned them. RD offered to check with Land Registry and report to the next meeting. RD

SA had attended the EALC's Budget & Precept Course with the Clerk and had found it very interesting and informative.

The confusion following the changes to the refuse collections was discussed. SA pointed out that there was a considerable amount of litter in Fuller Street, probably resulting from the recycling collectors not taking due care and attention. The situation would be monitored. HW reported that Brick Cottages, Owls Hill had still not received their kitchen caddies. The Clerk would follow this up. JH

The Clerk had already complained about the problems and had been asked to be patient until the collection teams were established in their new routine.

09.68 **Clerk's Report**

Hours worked in September: 64.5

Confirmation has been received from the Democracy Manager at BDC that Fairstead residents will be called to vote at Terling rather than at White Notley in future.

A litter pick had been arranged involving the school children from Terling School but unfortunately this had to be cancelled at the last moment, but they are keen to join in with the Spring litter pick.

There had been a disappointing turn out for the litter pick on 3<sup>rd</sup> October but the worst affected areas had been tackled.

The war memorial works have been completed by the Parish handyman.

The invitation list for the Christmas buffet after the next Parish Council Meeting was discussed. The Clerk would send the invitations in good time.

JH

The Clerk had attended the EALC's Budget & Precept course with SA. This had been extremely worthwhile.

The Clerk had also attended the EALC's Law & Procedures course which had also been very informative. This course had highlighted a few areas which the Clerk would like to address, most important of which was the need to keep a Register of Gifts and Hospitality. All Parish Councillors were asked to advise the Clerk if they received any gifts or hospitality in excess of £25.

The Standing Orders should be reviewed annually and it was agreed that the Complaints Committee should review them.

AA, SM  
PB

09.69 **Adoption of Terling Telephone Kiosk**

BT had written to confirm they would be decommissioning the Terling telephone kiosk.

There had been only 19 calls made in the last 12 months. It was unanimously agreed that the Parish Council should adopt the old kiosk for a nominal sum of £1, as it had done with the Fairstead, Ranks Green and Hull Lane kiosks. Proposed by HW and seconded by SA.

JH

The Clerk would arrange this.

09.70 **General Correspondence**

None to report.

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

RD asked the Clerk to follow up with Anglian Water following the visit of their surveyor to the Pump House in the Dismals, a possible site for further recreational facilities.

JH

09.72 **Dates of forthcoming meetings, including Committees**

17<sup>th</sup> November, Parish Cluster Meeting, Hatfield Peverel Village Hall, 7:30pm

8<sup>th</sup> December, Parish Council Meeting, The Square & Compasses, Fuller Street, 7pm

26<sup>th</sup> January, Parish Council Meeting, Terling Village Hall, 7:30pm

9<sup>th</sup> March, Parish Council Meeting, Terling Village Hall, 7:30pm

The meeting closed at 9:30pm.