

Minutes of the Meeting of Terling and Fairstead Parish Council held on 27th April 2010, at 7.00pm, in The Committee Room at The Square & Compasses, Fuller Street.

Present: Mrs S McNamara (Chairman)
 Mr R Dixon
 Mr T Lewis
 Mr I Smith
 Mrs A Anderson
 Mrs S Alder
 Mr C Cutler
 Mrs P Bird
 Mrs J Halfhide (Clerk)
 Mr D Jiggins (Handyman)
 PC Jason Corrigan
 Mrs S Austin (Village Agent)

ACTION

Apologies for absence: Hayley Wiseman, PSCO Nikki Doubleday.

10.112 Meeting Open to the Public

Recent antisocial behaviour issues had been discussed at the recent Community Gateway Group meeting.

Sally Austin was pleased to report that the Village Agent Scheme had been a success and her role was being expanded to include Hatfield Peverel, Black Notley and Great Notley. There had been a few teething problems with the new Village Agents Minibus but these were being sorted out.

PC Corrigan reported on recent issues, including the damage at the tennis courts. There had been very few burglaries but concerns still exist about unlicensed door to door salesmen. Any concerns should be reported to the Police on 0300 333 4444.

The 4 x 100 speed checks had been carried out. In the 60mph areas no speeding had been identified. In the 30mph areas the highest recorded speed was 35mph. These results did not warrant further measures but speeding is still considered a priority for the Neighbourhood Action Panel. The next NAP meeting will be on 18th May in Black Notley, and on 29th June at Terling Village Hall.

Alex Dyke reported that Lord Rayleigh had been able to fill the vacancy for accommodation in Terling which the Parish Council had been asked to advertise at the last meeting. He raised concerns about the directional sign posts in the Parish which are missing "arms", especially in Waltham Road. The Clerk explained these had already been reported to ECC Highways. Some of those concerned were the old cast iron posts which Highways were presently unable to repair, their future was under consideration. It was a matter which the Parish Council would again raise with ECC Highways.

JH

The Parish Council's tractor and equipment had been moved to secure storage. A rent review would be necessary.

Alex Dyke wished to speak about several matters on the Agenda and these were discussed as follows:

HGV Restriction by Bird's Farm (Agenda item 10.118 – Planning & Highways)

The Clerk had previously forwarded ECC Highways response to the Parish Council's concerns and these were discussed at length. It was agreed that a representative from ECC Highways would be asked to attend a forthcoming Parish Council Meeting, or possibly the June Cluster Meeting with Hatfield Peverel as the issue affects Hatfield Peverel and Terling equally. It was also suggested that, after the General Election, the MP for Witham

JH

should be contacted.

Terling Inn (*Agenda item 10.130*)

The Clerk had written, as requested, to Mrs Riley, Mrs Simpson and Planning at BDC. No replies had been received. Christies & Co are still marketing the business and freehold.

10.113 Minutes of Last Meeting

The minutes of the meeting held on 16th March 2010 were unanimously approved. It was proposed by AA and seconded by TL that the Chairman should sign a copy of the minutes as a true and accurate record.

10.114 Matters arising from the meeting

There were no matters arising other than those covered elsewhere on the Agenda.

10.115 Declaration of Interests

SA and TL both declared personal and prejudicial interests in the Fuller Street pipe (*Agenda item 10.123*). It was agreed that this Agenda item would be addressed at the end of the meeting and that SA and TL would leave the meeting prior to this.

10.116 District Councillors' Reports

Nothing to report in Cllr Galione's absence

10.117 Chairman's Report

The Chairman, on behalf of the entire Parish Council, expressed concern for Clive Marshall who was unable continue working as the Parish Handyman due to health issues. Daniel Jiggins was welcomed as the new Handyman and was introduced to the Councillors. The Councillors greatly appreciated the speed and efficient manner in which he had taken over, which had been essential due to the pressing demands of the Parish Paths cutting work for Essex County Council.

IS queried whether it would be necessary in the future to put the Parish Handyman's duties out to tender. The Clerk was asked to check the employment situation to see if this would be necessary from an Employment law perspective.

JH

10.118 Sub-Committees Reports

Finance:

Copies of Receipts and Payments for both the current financial year and the year ended 31st March 2010 had been e-mailed to all Councillors.

The following cheques were approved for payment and were signed. All invoices had been checked against cheques.

12th Mar 10	1271	EALC - Councillor Course	£54.00
12th Mar 10	1272	Acumen Wages - Payroll February	£17.50
12th Mar 10	1273	J Halfhide – Clerk's Jan & Feb Salaries	£791.27
12th Mar 10	1274	HM Revenue & Customs - PAYE Tax	£199.40
12th Mar 10	1276	J Halfhide - Clerk's Expenses January	£71.12
12th Mar 10	1277	J Halfhide - Clerk's Expenses February	£106.88
29th Mar 10	1278	C. Marshall - Handyman jobs	£265.99
1st April 10	1275	EALC – EALC & NALC Affiliation	£235.47
6th April 10	1279	Allianz Insurance – Tractor insurance	£250.63
6th April 10	1280	J Halfhide – March Salary/Holiday pay	£845.22
6th April 10	1282	HM Revenue & Customs – PAYE Tax	£303.41
6th April 10	1283	J Halfhide – Clerk's Expenses March	£78.05
6th April 10	1284	E.ON – Street Lighting	£30.65
20th April 10	1285	Acumen Wages – Payroll March	£20.56

The expenditure was unanimously approved. Proposed by TL, seconded by SA.

The accounts for the year ending 31st March 2010 will be presented at the next meeting, the Annual Meeting. IS

The Clerk reported that the Street Cleansing Agreement with BDC which expired on 31st March and been renewed and the Parish Council has received the payment of £661.23.

The first instalment of the Precept and PSG payment had been received.

The Clerk reported that the Parish Council's insurance was due for renewal. The administration of the policy has been transferred from Allianz to Aon but there would be no change to the cover and Allianz remains the insurer. However, there is one important change to note. Aon will make an administration charge of £5 per transaction, per policy in respect of all document handling.

The Clerk had undertaken a review of the entire policy and had found a few anomalies which would be rectified. The renewal premium is £1012.12 (includes the 5% IPT and the administration charge). It was hoped this would be reduced once the amendments had been made. JH

The Handyman's strimmer was no longer working and a new one was required. The Clerk had obtained three quotes, the cheapest being £311 ex-VAT. It was unanimously agreed that a new strimmer should be purchased. This was proposed by RD and seconded by SA. JH

Environmental & Footpaths:

The Handyman has commenced the cutting of the Parish paths under the P3 Scheme. As requested, the Clerk had prepared a poster for the Essex Way information point and Parish notice boards detailing how to report when cross field paths have not been reinstated and she had written to Adam Jenkins detailing the works undertaken last year for their annual report.

Estate Liaison:

Bramley Cottages Parking Problems:

The Planning sub-committee had reviewed provisional plans drawn up by BDC to create nine parking bays for residents on the green in front of Bramley Cottages. It was expected that the apple trees would need to be removed in any case and would be replaced, following advice from experts. There seemed to be several anomalies with the provisional plans which would need to be addressed. The expected cost would be in the region of £25,000 to £30,000. RD expressed concern that the project might set a precedent for other greens and suggested the Village Design Statement should be considered. It was agreed the way forward would be to arrange a site meeting between ECC Highways, Greenfields and the Parish Council. Terry Blunden offered to arrange this.

School Green Improvements:-

The Clerk had written to the utility companies to ascertain whether there were any services in the area of the proposed works. The Clerk was in the process of meeting three local builders plus Danbury Fencing and was obtaining quotes.

The Parish Council had been asked to consider whether the area to the rear of Owls Hall, which effectively forms the other side of School Green, should also be included in the project as cars have also been parking there and churning up the green verge. Lord Rayleigh was aware of this request and had suggested that the Parish Council consider it as part of the whole project.

It was agreed that the Clerk should obtain separate quotes for this area which could be considered and then plans could be submitted to Lord Rayleigh for his approval. JH

Health & Welfare:

The Clerk had booked the ROSPA Playground inspection for May.

IT & Publicity:

CC reported that using the Libraries system for the Internet Café would not be possible.

He had obtained three quotes for the computer hardware which were discussed at length. There would be some additional costs; a surge protector would be needed. The cheapest quote was from Acer which CC favoured. The various merits of both the Dell and Acer systems were discussed at length but it was agreed that the Acer system would be purchased at a cost of £345 plus VAT. CC would arrange delivery to the Clerk's address. Furniture still needed to be investigated, and TL pointed that it should comply with health and safety regulations. CC

The various options for the Broadband line were considered and it was unanimously agreed that an 18 month contract should be entered into costing £240. CC / JH

Planning & Highways:

Concerns were expressed about the removal of the old thatched cricket pavilion and whether the building had been listed or whether its removal contravened any existing planning permissions. The Clerk was asked to contact BDC Planning. JH

Flooding on the Highway - Fuller Street

ECC Highways had cleared the gullies and have offered to look at the drainage system in the whole area to see whether it could be improved. It was agreed to initially monitor the effect of clearing the gullies. If necessary, the next step would be to ask the landowners to clear the ditch as it emerges from under the road.

HGV restriction by Bird's Farm – covered earlier in the proceedings

Mill Lane Ditch

Greenfields had been asked by ECC Highways to reinstate the soakaway ditch. Terry Blunden agreed to speak to Dave Woods about this to expedite.

Salt/Grit Bins

The Parish Council's requests for the new sites are being considered by ECC Highways.

The Clerk has written to ECC Highways requesting a "Village Shop" sign be placed on the Crow Pond Road/New Road junction signpost and had reminded them that they had agreed to install a "Fuller Street" directional sign on the post at the end of Fairstead Hall Road in this new financial year.

10.119 **Councillors' Reports, including Village Hall and School Report**

PB was concerned about potholes on River Hill and would advise the Clerk of the exact location and sizes. Greenfields had dealt with an issue of a dangerous dog running loose. PB had attended a Village Hall Committee meeting. A topographical survey had been carried out on the Village Hall car park and plans and designs would be drawn up. AA expressed concerns about speeding problems in Fairstead Road. This had been one of the areas surveyed in the recent 4x100 Police checks. PB

10.120 **Clerk's Report**

Hours worked in March 81½.

Terling Ford Light:

The Clerk reported that she had had great difficulty in obtaining the necessary three quotes to replace the light at Terling Ford. She had approached a total of six companies and only two had so far been able to provide quotes. It was unanimously agreed that the cheapest of these quotes should be accepted and the work should be commissioned immediately.

The Clerk had written to Ashley Riley, Head of Public Affairs and Communications for BAA at Stansted Airport asking for someone to come along to speak at a future Parish

Council meeting but had not received a reply.

As requested, the Clerk had contacted Kitty Barrett at BDC about the Allotment Development Fund which Margaret Galione spoke about at the last meeting, but applications have closed (they were awarding grants of £3,000). There is money available from Essex County County for the development, but not the acquisition of land.

The Clerk asked whether the Parish Council would consider placing a textile recycling bin outside the Village Hall. She had received a letter from L W Sait in aid of Barnados. Each textile bank guarantees a minimum of £750 to Barnados per year. The Chairman would put the proposal to the Village Hall Committee for approval. SM

The Clerk had spoken to the Clerk for Hatfield Peverel about the future of Cluster Meetings as the Parish Liaison Officer role at BDC has been made redundant and it was this department which had arranged them in the past. It was agreed that the Cluster Meetings should continue and the Clerk was asked to invite ECC Highways and to try to invite a BAA Stansted representative to the June meeting. The date was set for Tuesday 15th June at 7:30pm at Terling Village Hall. JH

10.121 **Casual Vacancy**

It was unanimously agreed to co-opt Louisa Sime as a Parish Councillor. Proposed by AA and seconded by SA. JH

10.122 **Football Field Project**

IS reported that an initial meeting with the Football Club had been held to discuss the proposals. Considerably more work by the Parish Council and the Football Club would be necessary for this to proceed. More grants were available for community groups than for Parish Councils.

10.123 **Fuller Street Pipe – covered later in proceedings**

10.124 **Telephone Kiosks**

The Clerk reported there was still no news on the Terling kiosk adoption. BT had not yet removed the telephone equipment. Regarding the Ranks Green kiosk, the Clerk was finding it very difficult to obtain three quotes for the repair work, due to the limited number of suppliers. The general consensus is that an entire door is needed. Whilst it might be possible to purchase a reconditioned second hand door the cost of this would probably exceed the cost for a brand new door as it would necessitate the hire of lifting equipment, van hire, insurance, labour costs, etc. The only company so far able to quote for the supply of a new door is Unicorn who have quoted £1,090 plus VAT, including delivery and installation. The kiosk is insured for £1,060 and there is a policy excess of £120. It was agreed the Clerk should seek clarification from Allianz as to whether they would accept this claim. JH

10.125 **Risk Assessment Reviews**

TL had reviewed the risk assessments for the work of the Handyman and the Footpath Cutting and Clearance. The next review would take place in April 2011.

10.126 **Health and Safety Policy**

Review completed at the last meeting.

10.127 **Clerk's Contract Review**

The Clerk's contract had been reviewed by the Finance Committee. IS proposed that the Clerk's salary should be increased by one Spinal Column Point to SPC 17 (£8,747 per

hour) with effect from 1st April 2010 and that the allowance paid for office space should be increased in line with inflation. Seconded by AA. This was unanimously agreed.

10.128 **Clerk's Certificate in Local Council Administration (CiLCA)**

The Clerk explained the training necessary for her to submit a portfolio for the CiLCA qualification and what would be required of the Parish Council in support of this, and the benefits to the Parish Council and the community of having a qualified Clerk. The majority of the cost for the registration fee and course would be covered by the existing bursary but the Clerk asked for the Parish Council to agree to paying her study time and expenses. The Clerk explained that the EALC estimate study time is approximately 90 hours. The Clerk was asked to submit an estimate of costs. The Parish Council unanimously agreed that the Clerk should be allowed to undertake the training and that the Parish Council would reimburse her study time and expenses. Proposed by IS and seconded by CC.

JH

The Clerk explained that she anticipated commencing the course in the Autumn.

10.129 **Terling Village Stores – Picnic Tables**

A decision had been deferred from the last meeting. The Parish Council had been asked to consider purchasing two wooden picnic tables for the grass area to the side of Terling Village Stores which is to be used as an amenity area for the community. The Clerk had been asked to obtain quotes, which she had done. The owners of the Stores favour a particular model available flat-packed from their wholesaler, Bookers of Colchester, costing £99.99 plus VAT. Concerns were raised as to the quality of these. CC agreed to try to investigate further. The Parish Council's financial regulations had to be adhered to and it may not be possible to reimburse the Stores for this purchase - the Parish Council would need to make the purchase and then donate them. A decision would be deferred until the next meeting.

10.130 **Terling Inn – covered earlier in the proceedings**

10.131 **General Correspondence to Note**

None.

10.132 **Any Other Business**

Recent press reports on communities saving their local pubs was discussed.

10.133 **Date of Next Meeting, including committees**

25th May 2010, Annual Parish Meeting, followed by the Annual Meeting of the Parish Council, 7pm, Terling Village Hall

15th June, 2010, Cluster Meeting with Hatfield Peverel, 7:30pm, Terling Village Hall

29th June, 2010, Parish Council Meeting, 7pm Terling Village Hall

At this point SA and TL left the meeting.

10.123 **Fuller Street Pipe**

Following a response from Mr Humphreys which had previously been circulated to all Parish Councillors, it was proposed by IS and seconded by CC that the project should not be considered any further. This was unanimously agreed.

The meeting closed at 9:45pm.