

Minutes of the Annual Meeting of Terling and Fairstead Parish Council held on 25th May 2010, at 7.00pm, in Terling Village Hall

Present: Mrs S McNamara (Chairman)
Mr I Smith
Mrs A Anderson
Mr R Dixon
Mrs P Bird
Mr C Cutler
Mrs S Alder
Ms H Wiseman
Mrs L Sime
Mrs J Halfhide (Clerk)
1 member of the public

ACTION

Apologies for absence: Margaret Galione, Trevor Lewis, Darren White

10.00 **Election of Chairman and Vice Chairman**

Mrs Sarah McNamara indicated that she would be willing to stand for a third year and she 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.

10.01 **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.

10.02 **Sub-Committees**

Sub Committees were appointed as follows:

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

Environmental and footpaths: Trevor Lewis, Darren White, Louisa Sime

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

Health and Welfare: Ann Anderson, Sheila Alder

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

10.03 **Minutes of Last Meeting**

The minutes of the meeting held on 27th April were unanimously approved. It was proposed by HW and seconded by PB that the Chairman should sign a copy of the minutes as a true and accurate record.

10.04 **Matters arising from the meeting**

None.

10.05 **Declaration of Interests**

None

10.06 **District Councillors' Reports**

In Mrs Galione's absence the Clerk read her report. Priti Patel had visited the Parish just before the General Election. She had visited The Square & Compasses and Terling Villages stores and had been very impressed. The new Chairman of the District Council is Councillor Tony Shelton and the Vice Chairman is Councillor Lynette Flint.

10.07 **Chairman's Report**

Nothing to report.

10.08 **Sub-Committees Reports**

Finance:

Copies of Receipts and Payments for the current financial year 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 HW and seconded by RD:-

22nd April	1286 Terling Village Hall	Hall Hire for Meeting	£10.80
5th May	1289 J Halfhide	Clerk's Expenses April	£123.28
5th May	1290 Acumen Wages	Payroll for April	£20.56
5th May	1291 Chelmsford Grass Machinery	Strimmer	£359.00
5th May	1292 EALC	Clerk's Training	£114.00
5th May	1295 Daniel Jiggins	Handyman Jobs	£598.44
5th May	1296 J Halfhide	Clerk's Salary April	£535.23
5th May	1297 HM Customs & Excise	PAYE Tax	£164.53

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

IS presented the Annual Return for the year ended 31st March 2009 and explained the Statement of Accounts and the Annual Governance Statement. It was unanimously agreed that the Chairman should sign the Annual Return which would now be passed to the Internal Auditor for his report.

The Clerk explained that as part of the Annual Return the Parish Council has to confirm it has reviewed its internal control and internal audit process and is satisfied that it is effective. A report should be prepared annually by a committee and the whole Council must consider the findings, which must be minuted. The committee should, ideally, not consist of the RFO or Chairman. The Clerk suggested it takes place after the reports from the Internal and External Auditors have been received, October. The findings should be presented to the Council in November or December. RD, AA and SA agreed to undertake this work and the Clerk would remind them at the appropriate time.

JH

It was suggested that a strategic meeting be held in September before setting the Council's budget for 2011. The Clerk was asked to write to all Parish organisations and clubs to invite them to attend the meeting to give them an opportunity to seek assistance.

JH

Environmental & Footpaths:

In DW and TL's absence the Clerk explained that the handyman had not been able to cut all of the paths in Terling on the first cut of the year as several were inaccessible due to cross field paths not having been reinstated. The first Fairstead cut was yet to take place and it was not yet known whether there were any problems there.

TL/DW/
LS

The Clerk had received several complaints from walkers about a locked gate on a Public

Right of Way and other issues concerning the inaccessibility of several paths.
It was agreed that the Footpaths Committee should arrange a meeting with the landowner to discuss the problem, and a letter should be sent prior to this setting out the problem. JH

Estate Liaison:

Bramley Cottages Parking – BDC’s response about policy for parking on former greens was discussed.

School Green – The Clerk was still trying to obtain the necessary quotes, only two had so far been received. JH

Health & Welfare:

Nothing to report.

IT & Publicity:

CC is waiting to hear which furniture the owners of Terling Village Stores would like for the internet café. He agreed to speak to them again. It was expected that the furniture, to comply with Health & Safety regulations, would cost in the region of £300. CC proposed that this expenditure be authorised, seconded by RD. This was unanimously agreed. CC

As BT was proving to be prohibitively expensive CC was investigating Talk Talk as the broadband supplier. The cost would be £18.48 per month plus an installation charge of £70 on an eighteen month contract. RD proposed that this expenditure should be authorised. Seconded by AA. CC would make the necessary arrangements. CC
The PC had been delivered and once everything was ready the opening of the internet café would be publicized.

Planning & Highways:

Application No : 10/00615/FUL. Erection of extensions to existing dwelling: Hayrons, Waltham Road, Terling.

The Planning Committee had considered the application, part of which was retrospective and had passed their comments to BDC Planning Department.

RD informed the Council that a new Strategic Plan was being prepared, and was available on BDC’s website. It was suggested that this should be considered by Parish Councillors. All

10.09 **Councillors’ Reports, including Village Hall Report**

PB reported that BDC were no longer prepared to provide the large galvanized bin to the Village Hall free of charge. If the bin and weekly collections were still required they would make a charge of £699.13 including VAT, per annum, otherwise the bin would be removed. It was felt that it was necessary for the Village Hall to have this facility as it was of benefit to the whole community. It was agreed that the Clerk should request that the bin remain, and find out details of the contract. Approval for this expenditure would be put to the next Parish Council Meeting. JH

SA commented that potholes in Fuller Street which had been reported six weeks ago to ECC Highways had not been filled in. The Clerk would follow this up. JH

10.10 **Clerk’s Report**

Hours worked in April: 80.

The Clerk reported that BAA Stansted representatives had kindly agreed to give a short presentation to the June Parish Council Meeting. Dr Andy Jefferson (Head of Health, Safety and Environment), Graeme Wade (Head of Airport Communications) and Marcella M’Rabety Corporate Social Responsibility Manager would be attending.

Hatfield Peverel Parish Council had decided not to continue with the Cluster Meetings.

- 10.11 **Telephone Kiosks**
Allianz had agreed to meet the claim for the damage to the Ranks Green Kiosk but had requested that the sum insured for each kiosk should be increased on renewal. It was proposed by RD and seconded by CC that the sum insured should be increased to £2,000 per kiosk with extra annual premium of £9.17. This was unanimously agreed. The Clerk would ensure this amendment was made to the policy on renewal, 1st June. JH
The Clerk agreed to ask Unicorn to commence the repair work on the Ranks Green kiosk as soon as possible. JH
- 10.12 **Clerk's Certificate in Local Council Administration (CiLCA) Training / Qualification**
The Clerk had been asked at the last meeting to estimate a total cost for her CiLCA qualification. The total cost was estimated to be £1803. This included the registration fee, EALC Essex Equals Course, study time, mileage to Great Dunmow and stationery/photocopying. This could be offset by a 75% EALC bursary for the Essex Equals Course and a £100 NALC bursary. The estimated cost to the Parish Council would be in the region of £1,275.
Approval had previously been given for this expenditure and the Clerk would arrange the registration, subject to confirmation of the bursaries. JH
- 10.13 **Terling Village Stores – Picnic Tables**
After much discussion it was proposed by HW that £100 should be spent on the purchase of a picnic table at Terling Village Stores as it was to be used by the community as an amenity area. This was seconded by PB, and unanimously agreed.
- 10.14 **Terling Inn**
The future of The Terling Inn was discussed and the Council agreed to take note of developments and act in accordance with the expressed wishes of Parishioners by working to ensure that a Pub continues in the village.
- 10.15 **Village Design Statement**
CC advised that the Village Design Statement would hopefully be published by the end of August.
- 10.16 **General Correspondence to Note**
None.
- 10.17 **Any Other Business**
It was suggested that the Council should arrange monthly Parish Council Surgeries to enable Councillors to meet informally and to discuss issues of concern with the community. HW agreed to contact the Practice Manager at the Doctors' Surgery in Terling and the Clerk would try to arrange for them to commence in July. It was hoped they could be held on the first Saturday of each month. HW
It was agreed that a "Suggestions Box" should be made available for parishioners to use, as another means of communicating with the Parish Council, anonymously if desired. The Clerk would enquire whether Terling Village Stores would be willing to allow them to place a box there. JH
- 10.18 **Dates of forthcoming meetings, including sub-committees**
29th June, Parish Council meeting, 7:00pm, The Committee Room, The Square & Compasses, Fuller Street. Presentation from BAA Stansted
3rd August, Parish Council meeting, 7:00pm, The Committee Room, The Square & Compasses, Fuller Street.
The meeting closed at 10:20pm