

## TERLING AND FAIRSTEAD PARISH COUNCIL

### **Minutes of the Meeting of Terling and Fairstead Parish Council held on 26<sup>th</sup> January 2010, at 7.00pm, in The Committee Room at Terling Village Hall.**

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<b>Present:</b>	Mrs S McNamara (Chairman)	Mr C Cutler
	Mr T Lewis	Mr I Smith
	Mrs S Alder	Mrs P Bird
	Mr D White	Mrs J Halfhide (Clerk)
	Mr C Marshall (Handyman)	PC Jason Corrigan
	Mrs Sally Austin (Village Agent)	2 Members of the Public

ACTION

**Apologies for absence:** Ann Anderson, Cllr Margaret Galione

#### 10.92 **Meeting Open to the Public**

PC Corrigan gave a report on recent incidents. There had been damage caused to some Christmas lights and two thefts; a motor vehicle from a farm and the new salt/grit bin at Ranks Green.

The Environment Agency had been contacted about the problem of 4x4 drivers driving through the Ford for recreation but they did not feel they had the powers to act. It would therefore be left for the Police to handle. PC Corrigan asked for residents to be vigilant and contact the Police if they suspected 4x4 groups were gathering to cross the Ford. Terling Ford does appear on internet forums and if dates could be obtained in advance the Police would attend.

In the recent severe weather Fuller Street had been particularly badly affected and Fuller Street residents asked whether the gritting policy of ECC Highways could be looked at. Being completely surrounded by hills they had effectively been cut off. The T-junction with the main Boreham Road had been particularly lethal, exacerbated by the poor drainage on that stretch of the road. The Clerk would write to ECC Highways.

JH

The Fuller Street road had been closed twice for repairs to the water mains. It had taken a long time after the works were completed for the road to be reopened which had prolonged the considerable disruption for the residents and loss of business for The Square & Compasses. The Clerk was asked to write to Anglian Water to ask whether there were any plans to replace this water main and to request that road closures be kept to a minimum length of time.

JH

The Landlord of The Square & Compasses gave an update on his septic tank issues. He had received a grant for the purchase of a Grease Guzzler.

Sally Austin, Village Agent, reported on the new Village Agent Bus Service. A twelve seater mini-bus is available for anyone in the Parish to use for shopping trips or group social events. The bus will be available Monday – Friday between the hours of 9am and 5pm and will be driven by a dedicated driver employed by Braintree District Council. Passengers will be collected and then dropped off at the destination of their choice. It would cost £4 per round trip, free to concessionary bus-pass holders. The Clerk would advertise this new service in the Parish Magazine.

JH

#### 10.93 **Minutes of Last Meeting**

The minutes of the meeting held on 8<sup>th</sup> December 2009 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.

#### 10.94 **Matters arising from the meeting**

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

10.95 **Declaration of Interests**

SA declared a personal and prejudicial interest in the new pipe for Fuller Street.  
SM declared a personal and prejudicial interest in the Planning Application being made by Terling Church of England Primary School.

10.96 **District Councillors' Reports**

Cllr Galione had sent a report for the Parish Councillors which the Clerk read aloud. Cllr Galione reported that various decisions will be taken during the coming months regarding village halls and other funding and that the press have often "jumped the gun" as in the case of the possible move of the District Council from Causeway House to Witham which is not going to happen. The Cabinet meeting is on 1st February and the full Council two weeks later when these items will be discussed.

Cllr Galione had attended a meeting to short list nominees for Community Awards which the Parish Council had supported. Three people had been short listed for each category and also candidates for a special award from the Chairman. These will be shown on the Council website and in the Braintree & Witham Times within the next few weeks.

Members of the public will be invited to vote and have the final say.

Cllr Galione is to chair a meeting to decide funding by Essex County Council for the Community Initiative Fund. These are for a variety of projects, improving village hall kitchens, play equipment, football pavilions, etc. Cllr Galione urged the Parish Council to bear this in mind if any funding is required.

10.97 **Chairman's Report**

The Chairman reported that she had received a letter of resignation from Judy Cockburn who felt she was unable to devote sufficient time to the Parish Council due to increasing work commitments. The Chairman would be writing to thank her for her hard work for the Parish Council. The Clerk had written to the Elections Officer at BDC and had advertised the vacancy on the notice boards. The closing date for requests for an election to be held is 10th February after which time the Parish Council would be free to co-opt. SM

The Chairman reported the sad death of a previous Clerk, David Atkinson, and would be writing a letter of condolence to his family. SM

10.99 **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 IS, seconded by TL

3rd Dec 09	1252	J Halfhide - Clerk's Expenses Nov	£63.33
3rd Dec 09	1253	HM Revenue & Customs - PAYE Tax	£ 85.80
3rd Dec 09	1254	J Halfhide - November Salary Clerk	£343.34
3rd Dec 09	1255	Acumen Wages - Payroll for November	£ 20.13
3rd Dec 09	1256	Clive Marshall - Handyman jobs	£703.25
4th Dec 09	1257	Acumen Wages - Payroll for September	£ 20.13
9th Dec 09	1258	Ritz Inns Ltd - BT Competition winnings	£50.00
19th Dec 09	1259	Ritz Inns Ltd - Xmas Buffet/Room Hire	£204.40
19th Dec 09	1260	Terling Primary School - Donation: Kenya Project	£50.00
19th Dec 09	1261	CGM Limited - Roll Bars/Seat Belt Tractor	£572.70
20th Dec 09	1262	EALC - Clerk's Training	£66.00
12th Jan 10	1263	Eastern Counties Pest Control, Playground moles	£110.00
12th Jan 10	1264	E.On Electricity – Street lighting & phone kiosks	£30.65
12th Jan 10	1265	Braintree District Council – Floodsaxs	£121.90

Is distributed his Receipts and Payments, Budget and Forecast sheet and graph, which he explained.

**Football Ground:**

The possible football ground project was discussed at length. It was thought that the land is currently leased to the Football Club by Lord Rayleigh on a short lease. As a condition of any possible grant funding it would be necessary for the Parish Council to take on the lease for five or possibly ten years. It would therefore be necessary to find out whether Lord Rayleigh would be amenable to this. PB agreed to speak to Lord Rayleigh.

One idea considered was that the ground could be used for other activities other than just football, to make it a space for the entire community. It was agreed that the residents of the Parish should be consulted, possibly in the form of a questionnaire. Activities discussed included basketball and boules and bowls.

PB

The Chairman agreed to contact the Football Club to further discussions with them.

SM

**Environmental & Footpaths:**

A letter from Charlotte Fellingham about the changes to the Parish Paths Partnership (P3) Scheme was discussed at length. The P3 scheme had been offered and had been embraced by the Parish Council two years' ago and a five year budget was set accordingly. The fact that ECC had now written to advise they were ceasing the scheme would leave the Parish Council in a difficult position. It had taken two seasons to refine the cutting of the paths and it was agreed that the community had greatly benefited from the three cuts a year. It was agreed that DW and TL would draft a letter for the Clerk to send in response.

DW, TL,  
JH

The Clerk reported she had researched tracking devices for the tractor, as requested. A suitable device, with no annual contract, would cost in the region of £475 plus VAT. The Clerk had been advised by the insurance company that they would not be able to offer any reduction in premium if such a device were to be fitted. In view of this it was agreed that provided the tractor's storage was compliant with the insurance company's requirements no further security measures should be taken. The Clerk was asked to follow up with the insurance company to ensure compliance.

JH

**Estate Liaison:**

**School Green:** The Clerk had written, as requested, to Lord Rayleigh about the Parish Council's proposals to prevent parking on School Green. The Chairman had subsequently spoken to Lord Rayleigh who, although not opposed to the plan, was anxious not to create more problems. PB agreed to liaise with Lord Rayleigh.

PB

**Mill Lane Ponding Problem:** There had been no further word from ECC Highways. The Clerk agreed to contact them.

JH

**New Pipe for Fuller Street:** DW reported that the offer of a pipe was no longer available and that he was obtaining quotes from commercial drainage companies. This matter would be deferred until the next meeting.

DW

**Bramley Cottages Green:** The Clerk reported that Greenfields had confirmed the green at Bramley Cottages is their land, and they have a new contract with Countrywide Ground Maintenance who will cut the grass 16 times a year.

Some residents have expressed concern about the condition of the five old apple trees. Greenfields are calling in an arborist to carry out a detailed examination of the trees when they come into leaf as this will enable a better appreciation of their condition. There is a possibility that felling and replanting may be involved but they are trying to make them safe and preserve them.

**Health & Welfare:**

The Clerk reported that Eastern Counties Pest Control had been called and had caught several moles in the playground. SA agreed to monitor the situation as it was felt further

SA

pest control might be necessary.

### **IT & Publicity:**

CC reported that he had obtained the software necessary to enable voting to take place via the website and that he would be working on this in due course.

CC presented the Councillors with a cost analysis for the proposed Internet Café at Terling Village Stores, and explained the various options. The internet connection would be best via BT Internet as BT would then not make a charge for the phone line connection. The cost of this would be £124.99. It was unanimously agreed that CC should proceed with the project and could spend up to £600 on equipment and software with a three year maintenance agreement. CC would check that the agreement would enable the public to use the PC. This expenditure was proposed by CC and seconded by PB. CC

The Clerk mentioned that she had a printer which belonged to the Parish Council which she was not currently using. It was felt that a printer would not initially be necessary, but if there was sufficient demand for one it would be considered at a later date.

There would be a notice stating a fair usage policy, and if this failed to have the desired effect then a simple booking system could be introduced.

DW mentioned the Essex Libraries system and the internet security they use. CC agreed to find out whether they could extend it out to the community and whether it could be used for the internet café.

PB offered a desk, which if found to be suitable, she would be happy to donate. If this was not suitable CC would obtain quotes for the purchase of suitable furniture, a desk and a chair. This was expected to be in the region of £300. CC

TL would need to carry out a risk assessment for the internet café once it was set up. TL

### **Planning & Highways:**

New Planning Applications being reviewed by the Planning Committee:

*Case No: 09/01603/LBC:* Erection of two storey extension, Mr P Humphreys, Blixes Farm, Ranks Green

*Case No: 10/00028/FUL & 10/00029/LBC:* Extension to staff room and external store, new doorway, Terling Church of England Primary School

#### Proposed Footway, Terling

Consideration was given to ECC Highway's proposal to construct a new footway to run at the back of the green area on the corner of The Street and New Road. The new safety barriers which ECC Highways are to erect outside Terling School are to be installed, the Clerk believed, by the end of February. It was agreed that it would be sensible to wait until the barriers had been erected and to then determine the natural flow of pedestrians before any decision was made about the new footway. The Clerk was asked to find out from ECC Highways whether the Parish Council had any right to be consulted about the barriers and to find out exactly where the barriers were to be placed. JH

#### Fuller Street Signs

The Clerk reported that it was hoped that the new signs for Fuller Street would be installed in the current financial year.

New Road Resurfacing: New Road will be closed for surfacing works on 1st February for three days between 7am and 7pm.

### 10.99 **Councillors' Reports, including Village Hall and School Report**

HW reported that Terling School did not require a new bin. HW suggested that the Parish Council should consider the possibility of applying to tender for the grass cutting at Terling School when their current contract with Essex County Council expires. HW would liaise with the school. HW

PB expressed concerns about potholes in the Parish and the continuing problems on River Hill where the side of the road is being eroded. The problem is exacerbated by the number of cars being parked outside Bramley Cottages and the poor drainage there which results in gravel and rain water running down the hill.

In the recent severe weather IS had been disappointed to see that residents were helping themselves to salt out of the Council's salt bins for use on their own paths and driveways. The Clerk was asked to put a note in the Parish Magazine reminding residents that this salt/grit was solely for use on the highway.

JH

SA had distributed BDC's change of refuse/recycling collection dates in Fuller Street.

HW reported that the kitchen caddies for Brick Cottages, Terling, had still not been delivered. The Clerk offered to make another request to the Recycling Team at BDC.

JH

PB reported that there will be a topographical survey of the Village Hall car park. The relocation of the bins would be considered after this. The Committee Room had been redecorated and new flooring to match the kitchen would be laid in the lobby and the larger hall.

#### 10.100 **Clerk's Report**

Hours worked December: 63

The Clerk reported that she had booked the Children's Activity Day at Terling Village Hall on 9th August 2010.

The Clerk had written to District Commander, Chief Inspector Alan Gooden thanking him for attending the last meeting and had passed on the details of sites where the Parish Council and residents had requested the 4 x 100 speed checks to be carried out.

The Community Warden Patrolling Reports, which had been emailed to all Parish Councillors, was discussed. It was agreed that the way the information is presented as a moving average over three months is not a sensible format for low-activity Parishes. The Clerk would ask BDC to consider a different format, a list of the problems would suffice.

JH

#### 10.101 **Review of Standing Orders**

The Complaints Committee had reviewed the Standing Orders and had found them to be in order. It was agreed that they should be reviewed annually.

JH

#### 10.102 **Telephone Kiosks**

##### Terling Kiosk Adoption

The Clerk reported she had returned the agreements for the adoption of the Terling telephone kiosk at the end of December and was waiting for confirmation from BT and further details as to when the official adoption would take place.

JH

##### Ranks Green Kiosk

The Ranks Green kiosk had been vandalized. The Clerk and TL were researching repair options and it was reported that in the first instance the door would need to be removed to ascertain the severity of the damage. The Handyman was asked to see if he could remove it. A brand new door would cost in the region of £800 and a reconditioned second hand one would cost approximately £250. The kiosk is covered under the Parish Council's insurance and the vandalism had been reported to Allianz. The excess on the policy is £120.

CM

#### 10.103 **Risk Assessment Review**

TL reported that the Clerk's Home Working Health and Safety Assessment had been reviewed and was found to be in order. The next review would take place in January 2011.

#### 10.104 **Emergency Planning: Floodsax**

The Clerk reported that the Floodsax had been delivered. It was suggested that some should be kept at Fuller Street and some would be kept in the Handyman's store in Terling. The Clerk agreed to contact the Landlord of The Square & Compasses to ask if he would

JH

be amenable to keeping a small supply for emergency use by Fuller Street residents.

**10.105 Reduction of Road Signage**

CC presented the Parish Council with copies of photographs showing areas in the Parish where road signage could possibly be reviewed, with a view to a reduction. This was discussed. The Clerk had ascertained that it was necessary to have speed limit signs on either side of the carriageway, even on single carriage roads, where the diameter of the two signs added together nearly equal the width of the road itself. Signs were constantly being hit by agricultural lorries. Whilst it seemed nothing to be done to reduce the signage the 30 mph painted road markings might be optional. The Clerk would check with Highways.

JH

**10.106 Salt/Grit Bins**

The Clerk reported that the new salt bin at Ranks Green had been stolen shortly after Christmas. The theft had been reported to the Police. ECC Highways had offered to replace the bin, at no cost to the Parish Council. TL confirmed the replacement bin was in situ.

Several parishioners had contacted the Clerk about the need for a salt/grit bin on Owl's Hill, ideally near to the Surgery. The Clerk would contact ECC Highways to ascertain whether this would be possible.

JH

**10.107 Shopper Bus**

The Chairman reported that a new Monday Shopper Bus, which will be a timetabled weekly service, will provide access for residents of the Parishes to visit local services. The mini-bus will be a twelve seater with wheel chair access. There will be a set start and destination time and place but otherwise it will be a flexible service allowing the driver to give a more personal service picking up residents with mobility problems from outside their home. The cost will be a £2 flat fare each way or free for concessionary pass holders. The use of this service will not jeopardize existing bus timetables. It is hoped that users of this service will get to know the regular driver and receive a more personalised service tailored to meet needs.

**10.108 General Correspondence**

The Clerk reported she had a copy of the Witham Local Committee minutes from the meeting held on 12<sup>th</sup> January if anyone would like to see a copy.

**10.109 Any Other Business**

Littering is on the increase in the Parish. The Clerk would put a suitable note in the next Parish Magazine. The Clerk will be arranging a Litter Pick and one in conjunction with Terling School. HW and the Clerk will liaise to arrange a date for the school litter pick. The theft of BT cables being taken down by groups posing as BT workers was discussed. Thousands of metres of cables have been stolen from nearby areas recently and many homes have been left without phone connections. The Clerk was asked to put a note in the Parish Magazine asking people to be vigilant.

JH

**10.110 Date of Next Meeting, including Committees**

16<sup>th</sup> March 2010, Parish Council Meeting, Terling Village Hall, 7pm at which there will be a presentation by Stop Stansted Expansion Campaign.

27<sup>th</sup> April 2010, Parish Council Meeting, The Committee Room at The Square & Compasses, Fuller Street.

**The meeting closed at 9:35pm**