

Minutes of the Meeting of Terling and Fairstead Parish Council held on 19th October, at 7.00pm, in The Committee Room at The Square & Compasses, Fuller Street, Fairstead

Present: Mrs S McNamara (Chairman)
 Mr C Cutler
 Mr T Lewis
 Mr I Smith
 Mrs A Anderson
 Mrs S Alder
 Mrs P Bird
 Mr D White
 Mrs L Sime

Mrs J Halfhide (Clerk)
 2 members of the public

ACTION

Apologies for absence: Margaret Galione, Michael Lager, Hayley Wiseman

10.71 **Meeting Open to the Public**

The two members of the public present were permitted to speak later in the proceedings at the relevant agenda item.

10.72 **Minutes of Last Meeting**

The minutes of the meeting held on 14th September 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.

10.73 **Matters arising from the meeting**

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

10.74 **Declaration of Interests**

SM declared a personal interest in the Horticultural Society, Village Hall, Cricket Club, Terling School and All Saints Church. CC declared an interest in Terling Bells. SA declared an interest in the Always Welcome Club and AA declared an interest in the Horticultural Society.

10.75 **District Councillors' Reports**

The Clerk read Cllr Galione's report. MG had made enquiries regarding the Village Agents scheme. It would appear it is to continue.

It is not expected that there will be any change to bus passes but they will be the responsibility of the County Council instead of the District Council. This would not come into force until next year. There had been a problem with Regal Buses recently when a driver forgot to pick up the White Notley passengers from Witham, but there have been no further complaints.

Tessa Lambert from the Planning Department is now on the Landscape Services team as well.

Cllr Galione also asked whether the Parish Council could take any action with regards to the Nutshell site in Terling, which was becoming more of an eyesore. It was felt that as the Parish Council had already contacted Planning Enforcement in this regard, it would perhaps be more beneficial if Cllr Galione used her influence at the District Council to bring about some action. The Clerk was asked to speak to Cllr Galione about this.

JH

10.76 **Chairman's Report**
Nothing to report.

10.77 **Sub-Committees Reports**

Finance:

Copies of Receipts and Payments for the current financial year to date had been e-mailed by the Clerk to all Councillors. IS distributed his Receipts and Payments, Budget and Forecast sheet, which he explained.

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

7 th September	1332	Royal British Legion - Donation - Poppy wreath	£16.50
14 th September	1337	T. Lewis – expenses – Kiosk light bulbs	£12.85
14 th September	1338	Acumen Wages – Payroll	£20.56
4 th October	1326	Terling Village Hall – Hall Hire	£79.80
4 th October	1339	Lord Rayleighs Farms Ltd – Garage & Surgery Rent	£50.00
4 th October	1340	EALC – Clerk's Training	£60.00
4 th October	1341	Farleigh Hospice – donation in memorium	£50.00
4 th October	1342	J Halfhide – September Expenses	£77.24
4 th October	1343	J Halfhide – September salary	£500.42
4 th October	1344	HM Revenue & Customs – PAYE Tax	£171.45
4 th October	1345	D W Jiggins – handyman jobs	£113.59
4 th October	1346	Acumen Wages – Payroll	£20.56
4 th October	1347	E.On - Street Lighting	£30.65

IS proposed that the Parish Council should purchase replacement seats for the see-saw from Wicksteed Leisure costing £128 + VAT. Seconded by SA. Unanimously agreed.

The Finance Committee had met on 14th October 2010 to consider the funding requests for Parish Clubs and Organisations presented to the Parish Council Meeting on 15th September 2010. Whilst it was agreed that the Parish Council wished to support all requests, in order to use its VAT status to maximum advantage it would be preferable, wherever possible, to purchase direct services and items for organisations rather than giving monetary contributions.

The following recommendations were made by the Finance Committee.

1. Horticultural Society

48 Trestles for the Show. Materials (wood, hinges, screws) total of £285.74

Recommendation: that the materials be purchased.

2. Bowls Club

Would like a door built at the back of the stage in Terling Village Hall to enable them to get their equipment moved into storage more easily. SM explained it would be necessary to liaise with the Village Hall Management Committee. Cost unknown. RD advised that BDC Building Control Department would need to be consulted to ensure that the door complies with fire regulations etc.

Recommendation that the Parish Council agree in principle, but reconsider when costs are available. The Clerk was asked to write to ascertain costings. JH

3. United Reform Church

Front door and windows to either side need painting and both sills to windows need replacing. Quote received for £440 total.

Recommendation: that this be approved.

4. Terling Cricket Club

Need a specialised mower, a second hand mower would cost approximately £1,500. Would like any contribution towards the cost of this.

Recommendation: that the Parish Council buy consumable items/coaching up to the value of £500 rather than giving a monetary grant for the mower. The Clerk was asked to write to the Cricket Club to explain this.

5. Terling Church of England Primary School

Contribution towards the cost of plants (roses/lavender) to act as a screen outside the new staff room and a bench for parents waiting outside.

Recommendation: that the Parish Council purchase plants/ seeds etc specifically for the children's allotments up to the value of £100.

6. Always Welcome

£200 towards the cost of hiring coaches for days out for the elderly.

Recommendation: that this be approved and that the coach company invoice the Parish Council.

7. Terling Church

Support at a later date with extending the cemetery. May need to apply for a change of use and would like the Parish Council's support on this and may need assistance with moving the fence.

Recommendation: that the Parish Council support the extension of the Cemetery and any financial assistance be considered when more details are available.

8. Terling Bells

The hand bells which date back to 1886 need refurbishing. Cost not yet known. Any contribution welcome.

Recommendation: that this be considered when more information is available.

All recommendations were proposed by IS, seconded by PB. Unanimously agreed, with abstentions from those Councillors who had previously expressed an interest in these clubs and organisations. The Clerk was asked to contact the Clubs and Organisations advising of the Parish Council's decisions. JH

The Clerk requested approval to set up on-line banking on a view and transfer internally only basis to enable her to view the bank statements on line and make transfers between the Community Account and the Business Saver accounts, as it was becoming increasingly difficult for her to do so otherwise. The Finance Committee agreed that this should be set up and the Clerk was asked to obtain authorisation from the cheque signatories when transfers had been made. JH

The Clerk had received a reply from the Braintree Association of Local Councils giving assurance that the future of the Parish Support Grant will be uppermost in their discussions with the District Council – they have a formal meeting arranged with Cllr Butland on 19th October when this will be discussed.

A meeting was arranged for Monday 8th November for IS, AA, RD, SA and the Clerk to review the effectiveness of the internal audit and to review the Council's Standing Orders. The Clerk distributed NALC's model Standing Orders for consideration prior to the meeting. IS, AA, RD, SA, & JH

Environmental & Footpaths:

LS reported that she had been asked for footpath signs for residents in Waltham Road who

were leasing land either side of a public footpath. The Clerk confirmed she keeps a supply of these which are available. LS / JH

The Clerk reported that Alan Jiggins is going to be assisting with some of the Parish Council handyman work. The Clerk confirmed he is competent, is fully qualified to handle the Council's equipment and is insured for £5 million public liability.

The handyman would continue to cut the parish paths until the weather prevented him from doing so, the third cut of the season was underway.

Estate Liaison:

Nothing to report.

Health & Welfare:

The Clerk reported that the handyman had started work on the remedial action necessary in the playground.

IT & Publicity:

The Internet Café continues to be a success, and now benefits from a coffee bar in the shop. Skype has been added, with a headset. CC had asked whether there were plans for the shop to offer a pay per copy photocopier, if one were to be installed it could be linked into the PC.

Some users had suggested that the internet café should include services for document and spreadsheets. This was discussed but it was felt that as the Parish Council had already declined to purchase a printer, there was little point in installing MS Word.

TL has completed an assessment of the Internet Café from a Health and Safety perspective and found it all to be in order. This would be reviewed annually.

CC requested assistance from the Parish Council for the final stages of the Village Design Statement, which would, with sufficient help, be completed by Christmas.

Planning & Highways:

10/01296/LBC – Blixes Farm, Ranks Green. Replacement of boiler flue with new flue to east elevation. The Planning Committee had no comment to make.

10/00615/FUL - Hayrons, Waltham Road, Terling. Appeal lodged with Planning Inspectorate.

The Clerk reported that two Planning Applications and one Hedge Removal Notice had been received in recent days, but too late for inclusion on the Agenda and could therefore not be debated. It would be necessary to call full Parish Council Meeting within the next two weeks to discuss these.

The Clerk would arrange the meeting in the usual manner.

JH

HGV Access – Birds Farm Lane

The Clerk had written to Boreham Parish Council informing them of the situation and had received a response in acknowledgement.

Hedges

The Clerk reported that ECC Highways will be contacting the owner of the car park at the Terling Inn to request that the Leylandii hedge be cut back from the pavement.

Salt Bins

The Clerk had been unable to obtain any further details from Highways about the proposed

salt/grit trial. SA had contacted the owner of Hillside Motors who had kindly given his agreement to the placing of a salt bin on his land, but as this does not ease in the problem in the area where the salt is most needed it was agreed that for the coming winter the only extra bin to be purchased would be by the Doctor's Surgery in Terling, which had already been approved. The Fuller Street area would be considered again next year once the drainage situation this coming winter had been examined.

The Clerk reported that she had been informed by Highways that the planned safety barrier in front of Terling School would not be going ahead, due to the problems with the underground cables which made the project prohibitively expensive.

Discussion ensued about the state of potholes in the Parish. Crow Pond Road is of still of concern. These had already been reported but had failed to meet the repair criteria. SA reported that the pothole in Fuller Street outside Cornerways had still to be attended to, although Highways had said they would repair it.

10.78 Councillors' Reports, including Village Hall and School Report

PB reported that only one person attended the last Parish Surgery. The trial would continue until Christmas.

TL reported that the Ranks Green sign on the Great Leighs side of the hamlet had been damaged. The Clerk would report to the Highways rangers.

JH

CC and AA would be attending the Parish Summit on 3rd November at the Braintree Institute.

10.79 Clerk's Report

Hours worked in September: 67

The Clerk reported that there had been a slightly disappointing turn out for the Terling Litter pick but those who did volunteer were happy to do quite large areas so most areas of Terling and Fairstead were covered. The Fuller Street litter pick would be held on 30th October, kindly organised by the landlord at The Square & Compasses.

10.80 Football Field Project

RD had inspected the Football field and the licence document and had also received the informal views of lawyers. TL had advised on health and safety aspects and had provided a risk assessment for the operation of the football field. TL had also been provided with a copy of the proposed licence. The proposal is for the Parish Council to be granted a licence over two separate parcels of land namely the football field and the car park. The Council would only be licenced to use the areas between 8am and 9pm each day. The licence was discussed at length. Lord Rayleigh's Farms have advised they will remove the existing changing room structure, leaving the foundation footprint, and will disconnect all utilities prior to the commencement of the licence.

After much debate PB proposed that that the Parish Council enters into the licence commencing 1st December 2010, costing £25 per annum. Seconded by CC. Unanimously agreed. RD agreed to draft a letter to Lord Rayleigh's Farms.

RD

Volunteers would be needed from the community to clear the area of concrete before the grass could be cut.

The Chairman thanked RD and TL for all their considerable work on this project.

10.81 School Green Project

RD had met again with the contractor and Alex Dyke and had agreed the layout. The Parish Council was asked to consider approval of the final quote which amounted to £2350 plus VAT. PB proposed that this expenditure should be approved and this was seconded by SA. Unanimously agreed.

- 10.82 **Terling Inn**
 The Clerk had written to the owner of the Terling Inn to ask her to consider leasing part of the bar area to the Parish Council for a community bar facility.
 LS and Alex Clarke representing the Pub Working Group explained what the Working Group had planned. The Facebook page was proving a success, with over 80 joining the group. LS will be preparing some posters and there will be a petition placed in the Village Shop.
- 10.83 **Telephone Kiosk Adoption**
 The Clerk reported that the telephone equipment had been removed from the old kiosk outside the telephone exchange in Terling and the ownership has been handed over the Parish Council. The kiosk had been added to the Assets Register and was covered under the Council's insurance.
- 10.84 **Village Agent's Emergency Planning for Winter Months**
 Sally Austin reported on the Emergency Planning measures being considered by the Village Agents for rural communities and asked whether the Parish Council knew of any potentially vulnerable members of the community who would benefit from assistance in extreme weather. Smoke detectors are still being fitted free of charge. SA would be contacting Sally Austin in this regard. SA
- 10.85 **Memorial for Clive Marshall**
 Clive Marshall's family had very much appreciated the Parish Council's suggestion of a permanent memorial for Clive. Their preference was for a bench in the Playground in his memory. The Clerk had received a quote for £391 plus VAT from Barlow Tyrie, a bench similar to the last one purchased by the Parish Council. Mrs Marshall would be asked what commemorative wording she and her family would like to have engraved on the seat. JH
 DW proposed that this expenditure be approved, seconded by TL and this was unanimously agreed.
- 10.86 **Braintree District Council's Green Heart of Essex – Daffodils for the Parish**
 As part of the Green Heart of Essex campaign, Braintree District Council are giving the Parishes 5,000 daffodil bulbs. It was hoped this would be a local volunteering opportunity.
- 10.87 **General Correspondence to Note**
 None.
- 10.88 **Any Other Business / Next Agenda Items**
 Next Agenda: Tender for Terling School grass cutting.
 CC and SM volunteered to hold the Parish Surgery on 4th December.
- 10.89 **Date of Next Meeting, including committees**
 Parish Council Meetings:
 Tuesday 2nd November, 2010 at Terling Village Hall, 7pm
 Tuesday 16th November, 2010 at Terling Village Hall, 7pm
 Tuesday 14th December, 2010 at The Square & Compasses, Fuller Street, 7pm.
- The meeting closed at 8:50pm