

## TERLING AND FAIRSTEAD PARISH COUNCIL

### Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 21<sup>st</sup> April 2020 at 7.30pm by Video Conference

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Present: Mrs S McNamara (Chairman) Mr M Tugwell  
Mr S Thatcher Mr C Barker  
Mrs S Alder Mrs J Long  
Mr A Dyke Mr R Dixon  
Mrs L Sime

Cllr D Bebb

F Killby – Parish Clerk/Responsible Financial Officer

1 member of the public

23.83 ***Apologies for Absence*** – Apologies were received and accepted from Cllr Abbott and Cllr Bird.

23.84 ***Declaration of Interests*** – AD declared a non-pecuniary interest in all Agenda items relating to his employer, Lord Rayleigh’s Farms Limited, Lord Rayleigh and Lord Rayleigh’s family.

23.85 ***Meeting Open to the Public*** – no comment

23.86 ***Minutes of Last Meeting***

SA proposed and JL seconded that the Chairman of the meeting should sign an amended copy of the minute to read Point 23.76 - An ECC rep has visited the school for a meeting and will attend an assembly when leaflets, banners, etc will be supplied to school. The minutes of the meeting held on 3 March 2020 were unanimously approved.

23.87 ***District and County Councillors’ Reports*** –

Cllr Bebb

Issues relating to Covid 19 – Cllr Bebb reported that council employees were working remotely and that £150,000 had been spent on purchasing laptops. BDC have been working long hours to issue 3000 business grants, 2000 applications were processed within 48 hours and the money issued. 1000 business grants are still available. Staff have also taken on new roles during this time. The Council has had to cancel the AGM which means that those already in their posts will remain so for another year. Retail businesses have been given a Council Tax waiver. Residents who are struggling to pay council tax can apply to the Support Scheme, information is on the BDC website. The green waste collection was cancelled due to a shortage of staff self-isolating, and manpower being required to clear the extraordinary levels of household and general recycling waste. The social distancing measures have also meant that only two employees can travel in a vehicle with the third employee following behind in another vehicle. The Council is currently looking into the feasibility of a monthly green waste collection. There has been an increase in fly tipping in the area. Various initiatives have

been set up by the Council to shield vulnerable people. It is currently costing £3000 a week for homeless people to be housed in hotels. Fusion Leisure Centres have requested help as they are in financial difficulties.

Other Matters – a letter is expected imminently from the Planning Inspector regarding garden communities. A meeting on the A12 widening took place five weeks ago, It has been confirmed that both accesses 20a and 20b at Hatfield Peverel will be replaced by a super junction at Witham with roundabouts to access Hatfield Peverel.

AD asked if all three bridges would be retained in Hatfield Peverel and Cllr Bebb confirmed that Station Road and Bury Lane would remain with a footbridge to access the village shop.

SM asked that thanks be recorded for the work that the refuse collectors and the BDC staff are doing at this time.

23.88 **Councillor Vacancy – Fairstead Ward** - The Parish Council is now free to co-opt for this vacancy.

23.89 **Chairman’s Report** – SM asked that thanks be recorded to JL and LS and all the volunteers for their prompt action in organizing and issuing information to the parish for vulnerable residents. She also asked that thanks be recorded to all who are helping in so many ways in these very strange times.

23.90 **Finance**

Copies of Receipts, Payments, Bank Reconciliation, Budgets and Forecast for the current financial year were distributed prior to the meeting to all councillors.

MT proposed that the following cheques/direct debits be approved for payment.  
Seconded AD by, unanimously approved: -

3 Mar	2655 F Killby	Salary/Office Allowance	718.14
3 Mar	2656 F Killby	Expenses	121.54
3 Mar	2657 Inland Revenue	PAYE/Tax	187.28
3 Mar	2658 Essex Pension Fund	Clerk’s Pension Contribution	242.49
3 Mar	2659 Lord Rayleigh’s Farms	Garage Rental	25.00
3 Mar	2660 B D Council	Community Bus Hire	64.00
3 Mar	2661 Terling Village Hall	Room Hire	15.60
3 Mar	2662 A H Jiggins	Handyman’s Services	129.95
18 Mar	DD EDF	Electricity Rec Ground	7.00
18 Mar	DD British Telecom	Clerk’s Phone Line	39.42
3 Apr	2663 F Killby	Salary/Office Allowance	830.37

3 Apr	2664 F Killby	Expenses - Mileage	48.60
Apr	2665 Inland Revenue	PAYE/Tax	285.09
3 Apr	2666 Essex Pension Fund	Clerk's Pension Contribution	296.54
3 Apr	2667 Lord Rayleigh's Farms	Garage Rental	25.00
3 Apr	2668 B D Council	Community Bus Hire	128.00
3 Apr	2669 EALC	Subscription	282.92
3 Apr	2670 James Todd	Payroll Services	93.60
3 Apr	2671 A H Jiggins	Handyman's Services	109.23
3 Apr	2672 Terling Village Hall	Room Hire	31.20
18 Apr	DD EDF	Electricity Rec Ground	7.00
18 Apr	DD British Telecom	Clerk's Phone Line	42.06

MT proposed and AD approved membership of EALC, unanimously approved.

Approval of renewal of tractor insurance –£240.99. Clerk to look into incorporating this into general insurance policy to reduce costs.

CB proposed and SA seconded renewal of Street Cleaning Agreement with BDC 2019-20 - £815.01 payable to Terling and Fairstead Parish Council in exchange for litter bin collections, litter picks, checking recycling banks, monitoring fly tipping, etc, unanimously approved. Clerk to forward analysis of expenditure for the 2019-20 period.

Change of Bank Accounts to Unity Trust – ongoing.

### 23.91 *Environmental and Footpaths*

RD proposed and LS seconded approval of Continuation of P3 Footpath Cutting Initiative, unanimously approved.

Parish Map – on hold as the designer is on furlough.

Dog Waste Bag Dispensers – JL reported that this is on hold as it is not appropriate due to the current crisis.

Clerk to remind A Jiggins to mend the broken dog bin by the Playground.

The bins at the Village Hall are very full, this should be resolved as they are emptied on a Wednesday.

RD reported that there are some blockages under the Dairy Bridge. Clerk to report to Environmental Agency and Essex Highways.

The damaged bridge on Footpath 13 has been reported to Highways. A parishioner has reported that no entry signs have been placed near Ridley Hall and that he has reported

this to Essex Highways. Clerk has informed LRF of this as it is one of their properties. SM has put a copy of the PROW map for all footpaths in the area on the Terling Hub as more people are walking in the area and may not be familiar with the designated footpaths.

23.92 ***Estate Liaison*** – nothing to report.

23.93 ***Health and Welfare***

Playground - SA has checked on the playground and said it needs some attention. Clerk to ask A Jiggins to collect key from RD so he can cut the grass.

Defibrillators – Clerk has submitted an application to National Lottery funding for four defibrillators.

Buddy Bench/Listening Bench – RD and Clerk to proceed with grant applications.

23.94 ***IT & Publicity***

ST reported that superfast broadband has reached Ranks Green. It has also come to Fuller Street but work has stopped because of lockdown.

23.95 ***Planning and Highways***

Planning App: 20/00462/FUL - Demolition of bungalow and erection of 2 No. dwellings, The Lincoln New Road Terling Essex CM3 2PN – This has been deferred in accordance with Braintree District Council's Planning Department guidelines as it is not possible to post notices outside the property. This development of two properties represents a 500% increase in floor area. The Planning Committee welcome all councillors' thoughts on this in view of the fact that the recent Housing Survey states that there is a demand for smaller/bungalow style properties in the parish. A Pre-App was submitted on 14 October 2019, clerk to circulate to all councillors.

Oakfield Lane/Waltham Road flooding – Clerk to chase drain clearance.

Fuller Street flooding – nothing to report

Traffic Calming Gates/Speed Surveys/Mobile Speeding Monitors – nothing to report

Road Repairs – the damaged railings in Fairstead Road have not been repaired, it is possible some other damaged railings have been repaired in error. Clerk to liaise with Highways.

United Reformed Church – nothing to report

Safety Railings outside School – a Local Highways Panel scheme has been submitted.

Parking Issues at School and Repainting Yellow Lines – the zigzags have been repainted but not the double yellow lines. Clerk to chase.

Local Plan – nothing to report

Directional Signs – nothing to report

War Memorial – L Bundy has offered to install new posts but this work is on hold until after the crisis.

Double yellow lines – Cllr Dervish has received notification of a scheme to install double yellow lines on the bends at the junction of The Street and Crow Pond Road. The Parish Council has received no official notification of this and has asked Cllr Abbott to look into this.

23.96 ***Recreation Ground***

Grass Cutting Issue Damage – MT to liaise with LRF.

23.97 ***Councillors' Reports, including Village Hall Report, School Report and Church Liaison***

CB – queried what can be done on drainage issues at Oakfield Lane but as this is private land the Council are unable to do anything. He also said that he would like to donate an LED light to replace the light at the Ford.

JL – reported that the library was being very well used but some users were leaving it in a mess and had put up a sign asking users to leave everything tidy.

ST – reported that the Ranks Green library was very popular and that he checks it every few days.

23.98 ***Clerk's Report***

Has submitted a response to Stansted Airport expansion survey

It should be noted that the Annual Parish Meeting due to take place in May 2020 will be postponed to May 2021. The Audit for the 2019-20 year has also been delayed to August 2020. SM asked that thanks be recorded to the clerk for her work during this difficult time.

23.99 ***MUGA Court***

The costs put forward by D Franklin were discussed. AD stated that any work on the tree roots requires a TPO Planning Application. MT to liaise with D Franklin to see if he wants to implement a short-term solution. AD stated that D Franklin should liaise with D Brien at LRF if he wishes to make any changes.

24.00 ***Information exchange / next agenda items*** – nothing to report.

24.01 ***Date of next meeting, including committees:*** - to be advised.

Meeting closed at 08.52 pm

