

## TERLING AND FAIRSTEAD PARISH COUNCIL

### Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 25<sup>th</sup> June 2019 at 7.30pm at Terling Village Hall, Terling

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Present: Mrs P Bird (Acting Chairman)  
Mrs S Alder  
Mr M Tugwell  
Mrs J Long  
Mr S Thatcher  
Mr A Dyke (until 9.05 pm)  
Mr R Dixon

F Killby – Parish Clerk/Responsible Financial Officer

1 member of the public

22.41 **Apologies for Absence** - Apologies were received from Councillor Bebb, Councillor Dervish and S McNamara.

22.42 **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. RD declared a non-pecuniary interest in a planning application relating to a neighbouring property.

22.43 **Meeting Open to the Public** – no comments received.

#### 22.44 **Minutes of Last Meeting**

AD asked that it be noted that he gave apologies prior to the meeting on 21 May 2019. SA proposed and JL seconded that the Chairman should sign a copy of the minutes with this addition as a true and accurate record. The minutes of the meeting held on 21<sup>st</sup> May 2019 were unanimously approved.

#### 22.45 **District and County Councillors’ Reports** –

Cllr Abbott had recently attended the Local Highways Panel meeting, the traffic calming gate at Hatfield Road is still on the list of schemes, no decision as yet. He stated that this meeting is open to the public and it is possible to book a slot to speak at the meeting to present a proposed scheme. He also stated that it may be possible to apply for traffic calming gates in another location, depending on the criteria/ SA to forward details to clerk of alternative locations for Fuller Street traffic calming gates.

Parish Councils can ask for problems with verges or pavements to be looked at, but resources are limited for this.

He is clarifying the procedure for the repair of directional signs.

The decision on closing some libraries is on 23 July, Hatfield Peverel is scheduled to close unless it is run by volunteers.

RD queried as to whether the replacement of salt bins is a capital cost, the parish has a number of salt bins supplied by Essex County Council which need replacing.

AD stated that a number of new wooden footpath signs had been put up.

22.46 **Chairman's Report** – nothing to report.

22.47 **Finance**

Copies of Receipts, Payments, Bank Reconciliation, Budgets and revised Forecast for the current financial year were distributed prior to the meeting to all councillors. SA proposed that the following cheques/direct debits be approved for payment. Seconded by ST - unanimously approved: -

21 <sup>st</sup> May	2559 J Long	Playground Paint	187.58
5 <sup>th</sup> June	2560 F Killby	Salary/Office Allowance	855.99
5 <sup>th</sup> June	2561 F Killby	Expenses	156.55
5 <sup>th</sup> June	2562 Inland Revenue	PAYE/Tax	284.01
5 <sup>th</sup> June	2563 Essex Pension Fund	Clerk's Pension Contribution	302.38
5 <sup>th</sup> June	2564 Lord Rayleigh's Farms	Grass Cutting/Garage Rental	200.00
5 <sup>th</sup> June	2565 B D Council	General Recycling Collection	275.00
5 <sup>th</sup> June	2566 B D Council	Community Bus Hire	64.00
5 <sup>th</sup> June	2567 Terling Village Hall	Room Hire	15.20
5 <sup>th</sup> June	2568 A H Jiggins	Handyman's Services	323.17
18 <sup>th</sup> June	DD EDF	Electricity Rec Ground	8.00
18 <sup>th</sup> June	DD British Telecom	Clerk's Phone Line (new)	36.60

Business and Financial Risk Assessment – to approve amendments for adoption – SA proposed and ST seconded the minor amendments, unanimously approved.

The Full Council considered and noted the Annual Internal Report of the Annual Governance and Accountability Return.

SA proposed that the Full Council should approve the Annual Governance Statement (Section 1 of Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2019), seconded by RD. The Council resolved to approve the Annual Governance Statement, unanimously approved and signed by the Chairman and Responsible Financial Officer.

ST proposed that the Full Council should approve the Accounting Statements (Section 2 of the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2019), seconded by RD. The Council resolved to approve the Accounting Statements, unanimously approved and signed by the Chairman and Responsible Financial Officer.

Clerk to post the Annual Governance and Accountability Return and the Notice of Inspection during which time public rights may be exercised (1<sup>st</sup> July to 9<sup>th</sup> August 2019) on noticeboard and website in advance of 1<sup>st</sup> July 2019 and to forward full Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2019 and attachments to P K F Littlejohn, external auditor before 1<sup>st</sup> July 2019.

22.48 ***Environmental and Footpaths***

Footpaths – Councillors reported that various paths were very overgrown, including Ranks Green, Fuller Street. Clerk will instruct handyman on his return from holiday on 1<sup>st</sup> July.

Clerk to look at the use of volunteers to trim some of the footpaths under the P3 agreement and the possibility of splitting the duties for Terling, Ranks Green and Fuller Street. AD to carry out a feasibility study of hours worked for P3 cutting and general handyman duties for the last twelve months.

Parish Map – Clerk is waiting for costs from cartographer, it was agreed that photographs would not be added to the map to keep costs down. Clerk to action.

Dog Waste Bins – Ranks Green – these have now been ordered.

22.49 ***Estate Liaison*** – nothing to report

22.50 ***Health and Welfare***

GP Surgery -The surgery do not feel that a meeting would be relevant at this time. The Practice Manager confirmed that no Witham patients are attending the Terling surgery and it is now possible to book appointment on-line. She suggested that a councillor attend the six monthly Patient Participation Groups. JL confirmed that she would be happy to do this.

Playground - Rospa Inspection - The concerns expressed by councillors over the Rospa report have been responded to by the inspection company. Clerk to research cost of installing new ropes on the climbing frame, MT suggested mixing sand with paint to make the balance beam non-slip. The issue of damage to the upright supports for the balance beams to be addressed by cutting with shears, not trimmer. The grass will be reseeded in the autumn where there are trip hazards.

Playground - Painting - JL reported that only the swings and slide needed repainting and this would be done on 12<sup>th</sup> July (weather permitting. SA asked that JL and her volunteers be congratulated for all the work carried out.

22.51 ***IT & Publicity*** - Councillors noted that fibre optic cable has been installed in Fuller Street and Ranks Green but BT and Gigaclear deny all knowledge of this. C Cutler to request information at the next Broadband Champions meeting.

22.52 ***Planning and Highways***

**Planning App: 19/00858/HH** - Erection of a detached garage, Homeside The Street Terling Essex CM3 2PG - Planning Committee to prepare a letter recommending approval of this scheme but siting the garage further back from the road and also asking that any materials be delivered outside of the drop off and collection time at Terling School.

Oakfield Lane – AD reported that a proposal from Greenfields regarding the funding for resurfacing had been rejected by Lord Rayleigh's Farms.

Traffic Calming – Hatfield Road/Speeding – See Point 22.45.

Road Repairs – See Point 22.45. Clerk to contact LRF to request they fill in potholes in The Dismals.

United Reformed Church – Clerk to follow up with SM.

Parking Issues at School – Clerk to chase the repainting of the yellow lines close to the school. Clerk to ask SM to discuss parking issues with the PTA.

Planning Enforcements - Planning Committee to prepare a letter regarding this matter.

Local Plan – nothing to report.

Housing Needs Survey – RD asked that clerk arrange for a copy to be available on the Parish Council website and requested that the authors of the survey attend the Parish Council meeting on 17<sup>th</sup> September to present the report.

Directional Signs – See Point 22.45

War Memorial – Handyman reported that only two of the posts needed replacing, clerk to obtain costs. JL to chase local contact regarding the use of a scaffold tower and re-galvanizing the chain.

RD requested that Clerk contact BDC planning to clarify the new Government Policy as of 30<sup>th</sup> May 2019 for increased size limits for single storey extensions.

#### 22.53 ***Recreation Ground***

Container for football team now in place.

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

SA – asked if C Cutler would be able to put the anti-bird tape on the playground swings.

JL – asked if a dog bin could be installed at the junction of Fairstead Road and Hatfield Road. Clerk to contact BDC. JL to speak to residents.

MT – reported that the Tennis Club's Chairman was receptive to the possibility of installing a Multi-Use Games Area on the present tennis courts. MT will research costs, Clerk to research grants available.

RD – reported that he is attending Mental Health First Aid training in July.

#### 22.55 ***Clerk's Report***

The raffle ticket for the £20 voucher for completing the Housing Survey is still unclaimed. This was redrawn and is no 82.

An annual direct debit payable to the Information Commissioner's Office for Data Protection Regulation will automatically renew on 12<sup>th</sup> July at a cost of £35.

The gate into the Recreation Ground from Hatfield Road still needs to be repaired by LRF who asked that it be noted by the Parish Council that this is not a formal footpath or entrance, but a permitted entrance. However, Lord Rayleigh and his family would like this to carry on and, hopefully, help promote goodwill amongst the village.

Great Leighs Football Club is holding their annual tournament on 29<sup>th</sup>-30<sup>th</sup> June and will be holding a training morning in August. They are also planning a charity match but no details available at present.

The Cricket Club has requested that the Parish Council donate £120 for the cost of a net for child safety. Councillors are very supportive of the Cricket Club but have already donated funds to them in this financial year. It was suggested that they complete a grant request for the Braintree Councillors' Community Grant funding. MT to pass the appropriate form to T Harrison.

The Chelmsford bus was well supported in June with 10 people (£50). There have been some requests for a fortnightly bus but Councillors felt that this would not be utilised enough at present.

22.56 ***Telephone Box Libraries***

Clerk has obtained a quote for shelving, another quote to be obtained. Cllr Bebb has expressed an interest in supporting this with a Councillors' Community Grant.

22.57 ***Invitation to participate in the 2019/20 Winter Salt Bag Partnership Scheme – deadline 22<sup>nd</sup> July 2019***

It was decided not to participate this year as there is a surplus left over from last winter.

22.58 ***Terling Village Hall Donation for External Planting/Landscaping (EALC Village of the Year Prize Money)***

PB to raise at next Village Hall committee meeting.

22.59 ***Information exchange / next agenda items***

22.60 ***Date of next meeting, including committees:***

7.30 pm, 6<sup>th</sup> August, Parish Council Meeting, Square & Compasses, Fuller Street

7.30 pm, 17<sup>th</sup> September, Parish Council Meeting, Terling Village Hall

Meeting closed at 09.50 pm