

TERLING AND FAIRSTEAD PARISH COUNCIL

Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 21st May 2019 at 7.30pm at Terling Village Hall, Terling

Present: Mrs S McNamara (Chairman)
Mrs S Alder
Mr M Tugwell
Mrs P Bird
Mrs J Long
Mr S Thatcher
Mrs L Sime (co-opted Minute 22.22)

F Killby – Parish Clerk/Responsible Financial Officer

2 members of the public

22.18 *Election of Chairman*

SA proposed and MT seconded the appointment of S McNamara as Chairman, unanimously approved. SM duly signed the declaration of acceptance of office of chairman.

22.19 *Election of Vice Chairman*

SA proposed and JL seconded the appointment of P Bird as Vice-Chairman, unanimously approved.

Apologies for Absence – Cllr Abbott, R Dixon and A Dyke.

22.20 *Declaration of Interests* – None declared.

22.21 *Councillors to Sign the Declaration of Acceptance of Office and to Submit Register of Members' Personal Interests*

Duly signed, clerk to submit Registers before 30th May 2019 to BDC.

22.22 *Co-option of Mrs Louisa Sime (Terling Ward)*

SA proposed and JL seconded co-option of L Sime, unanimously approved. LS signed the Declaration of Acceptance of Office. The Clerk requested she return her Register of Interests form to the Monitoring Officer at BDC without delay.

22.23 *Sub-committees* - Appointed as follows:

Finance: R Dixon, S McNamara, S Alder, S Thatcher
Environmental and Health: P Bird L Sime, J Long
Estate Liaison Officer: P Bird
Health and Welfare: S Alder, J Long
Planning and Highways: R Dixon, A Dyke, M Tugwell
Recreation Ground: A Dyke, M Tugwell
Personnel: S McNamara, R Dixon, S Alder
Complaints: S McNamara, P Bird, L Sime
IT and Publicity: S McNamara, A Dyke
Village Hall Representative: P Bird

Church Liaison: P Bird
 School Representatives: L Sime, J Long
 Health and Safety Consultant: Trevor Lewis
 IT & Publicity Consultant: Colin Cutler
 Tree Officer: Angus MacWillson

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

22.25 **Minutes of Last Meeting**

PB proposed and JL seconded that the Chairman should sign a copy of the minutes as a true and accurate record. The minutes of the meeting held on 9th April 2019 were unanimously approved.

22.26 **District and County Councillors' Reports** – none received.

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

22.28 **Finance**

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

2nd Apr	2537	James Todd	Payroll Services	31.20
2nd Apr	2538	F Killby	Salary/Office Allowance	802.16
2nd Apr	2539	F Killby	Expenses	54.32
2nd Apr	2540	Inland Revenue	PAYE/Tax	246.33
2nd Apr	2541	Essex Pension Fund	Clerk's Pension Contribution	278.01
2nd Apr	2542	Lord Rayleigh's Farms	Garage Rental	20.00
2nd Apr	2543	Tildenet	Cricket Equipment	255.60
2nd Apr	2544	B D Council	Community Bus Hire	64.00
2nd Apr	2545	B D Council	Trade Waste Services	1204.50
2nd Apr	2546	EALC	Subscription	276.91
2 nd Apr	2547	Lord Rayleigh's Farms	Grass Cutting Rec Ground	28.80
2 nd Apr	2548	A H Jiggins	Handyman's Services	172.67
2 nd Apr	2549	E.on	Street Lighting	79.15
2 nd Apr	2550	Terling Village Hall	Room Hire	15.20
2 nd Apr	2551	Zurich Insurance	Tractor insurance	233.07
15th Apr	DD	EDF	Electricity Rec Ground	8.00
15th Apr	DD	British Telecom	Clerk's Phone Line (new)	187.39

7 th May	2552 F Killby	Salary/Office Allowance	691.46
7 th May	2553 F Killby	Expenses	16.56
7 th May	2554 Inland Revenue	PAYE/Tax	167.93
7 th May	2555 Essex Pension Fund	Clerk's Pension Contribution	230.80
7 th May	2556 Lord Rayleigh's Farms	Garage Rental	20.00
7 th May	2557 Braintree D C	Community Bus Hire	64.00
7 th May	2558 A H Jiggins	Handyman's Services	301.39
15 th May	DD EDF	Electricity Rec Ground	8.00
15 th May	DD British Telecom	Clerk's Phone Line	£36.90

SA proposed and LS seconded approval for renewal of membership of Braintree District Community Bus Transport (12 months) - £25.00, unanimously approved.

PB proposed and SA seconded the appointment of Maurice Howard as Internal Auditor for the financial year ending 31st March 2019, unanimously approved.

22.29 ***Environmental & Footpaths***

PB asked that A Jiggins cut the footpath near the cricket pitch as it is very overgrown with nettles. Clerk to action.

Parish Map – Clerk to meet with H Cutler to progress this.

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

22.30 ***Estate Liaison*** – nothing to report

22.31 ***Health and Welfare***

GP Surgery- Clerk had obtained figures from Fern House from 1st January 2019 to-date which showed that out of a possible 140 appointments, 121 had been utilized. Fern House feel that the system is working well, however councillors felt that this needed further clarification, clerk to arrange a meeting with the Practice Manager to discuss this further, Clerk, PB and JL to attend.

Playground – JL reported that the painting was not quite finished but would be completed on 7th June, weather permitting. All councillors agreed that it was looking very smart and wished to express their thanks to JL for organizing this and to all the volunteers who took part.

Rospa Inspection – JL reported that this has now taken place but the Playground Sub Committee is concerned at a number of inconsistencies in the report, compared to last year. SA has prepared a letter for comment by the Rospa inspection company. Clerk to action.

22.32 ***IT & Publicity*** - Nothing to report.

22.33 ***Planning and Highways***

Oakfield Lane – nothing to report

Traffic Calming – Hatfield Road/Speeding – nothing to report

Road Repairs – nothing to report

United Reformed Church – Clerk has emailed two departments within URC, no response as yet. It was noted that the building is now for sale on the internet as a commercial property.

Parking Issues at School – nothing to report

Planning Enforcements – nothing to report

Local Plan – nothing to report

Housing Needs Survey – this has now been circulated to all councillors, it is also available to view on the Terling and Fairstead website, in the Terling Stores and in the Square and Compasses, Fuller Street.

War Memorial cleaning – all Councillors agreed that this was looking much better, however more work is needed which will require some form of scaffolding. As the War Memorial is now listed, Clerk is to enquire as to what action can be taken regarding the lettering on the Memorial. The posts surrounding the Memorial need to be replaced and the chain needs to be re-galvanised. Clerk to obtain quotes for posts and installation. Thanks to all who helped with the cleaning and the residents of Rose Cottage who provided the water.

22.34 ***Recreation Ground***

Container for football team - Great Leighs Football Club has laid a base for the container which is on order.

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

ST – reported that the waste collection was well used in Ranks Green.

22.36 ***Clerk's Report***

The general waste collection has just taken place, there was some confusion over what was able to be disposed of, clerk clarified with BDC that recyclable items should not be included. Overall the service was well utilised and councillors recommended that this should take place again in 2020.

The litter pick in Terling was well supported with twenty-eight volunteers and twenty-five bags of rubbish collected.

The community bus to Chelmsford is booked until June as there may be volunteers amongst the councillors who could drive the Ford bus, clerk to chase AD to see if he is available to drive the bus.

The tractor insurance has been renewed, it could not be incorporated into the general insurance policy as the tractor mower has to go on public roads to get to the various footpaths.

The audit paperwork has been prepared and is now with M Howard, the internal auditor for his inspection, a Finance Committee should be arranged prior to the next Parish Council meeting to discuss his report.

LRF have increased the grass cutting costs for the recreation ground to £25 per hour.

A planning application for a property in Terling has been received, information will be passed to the Planning Committee.

22.37 **Telephone Box Libraries** – Clerk to speak to A Jiggins as he has a contact who may be interested in building the shelves, clerk to research other quotes. Clerk to advertise for volunteers to paint the telephone boxes.

22.38 **Information exchange / next agenda items** - nothing to report.

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

7.30 pm, 25th June, Parish Council Meeting, Terling Village Hall (revised date)

7.30 pm, 6th August, Parish Council Meeting, Square & Compasses, Fuller Street

Meeting closed at 08.25 pm