

## TERLING AND FAIRSTEAD PARISH COUNCIL

**Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 25<sup>th</sup> May 2021 at 7.30pm, at Terling Village Hall, Terling**

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Present: Mrs S McNamara (Chairman) Mrs P Bird  
Mrs S Alder Mr R Dixon  
Mr S Thatcher Mrs L Sime  
Mr C Barker Mrs J Long

F Killby – Parish Clerk/Responsible Financial Officer

Cllr Playle

Cllr Dervish

Cllr White (from Minute 25.83)

2 members of the public

### 25.66 ***Election of Chairman***

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

### 25.67 ***Election of Vice Chairman***

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

### 25.68 ***Apologies for Absence-*** were received and accepted from Cllr Dyke, Cllr Tugwell and Cllr Webster.

### 25.69 ***Declaration of Interests –***

Cllr Bird declared a non-pecuniary interest in Item 25.80 Planning App - 21/01304/HH, 18 Hull Lane, as a neighbour.

### 25.70 ***To Appoint Sub-Committees***

It was agreed that Councillors would be appointed to the following Sub-Committees as follows:

- Finance – S McNamara, R Dixon, S Alder, S Thatcher
- Planning & Highways – R Dixon, A Dyke, M Tugwell, M Webster (to be confirmed)
- Complaints - S McNamara, L Sime, P Bird
- Personnel – S McNamara, R Dixon, S Alder

Councillors with a special interest:

- Environmental & Footpaths – P Bird, L Sime, S Thatcher
- Health & Welfare – J Long, S Alder, S McNamara, C Barker
- Recreation Ground – A Dyke, M Tugwell, C Barker

Representatives were appointed for the following:

- Estate Liaison – P Bird

- Terling School – J Long
- Terling Village Hall – P Bird
- Terling and Fairstead Churches – S McNamara
- Neighbourhood Watch – C Barker

To appoint consultants for the following:

- IT & Publicity - C Cutler
- Tree Warden – A MacWillson
- Risk Assessments – T Lewis

25.71 ***Meeting Open to the Public*** – no comments

25.72 ***Minutes of Last Meeting***

It was proposed by JL and seconded by ST that the Chairman should sign a copy of the minutes of the meeting of 27<sup>th</sup> April 2021 as a true and accurate record – unanimously approved.

25.73 ***District and County Councillors' Reports*** –

Cllr Playle – stated that it was good to see everyone in person and that it was a privilege to have been elected and a huge responsibility. He also stated that he was very thankful for all the work Cllr Abbott had done for the parish and he hoped to follow in his footsteps. He understood the frustrations between the Parish Council and ECC and he will ensure that its voice is heard. He stated that the pandemic had highlighted how important parish councils are and how they should be managed.

He had attended an ECC full council meeting with Cllr Bentley as the new leader. ECC's ambitions and priorities are renewing the local economy, focusing on climate change and the role of the parish council and how the relationship can be improved. Cllr Playle has been selected as ECC's representative on the Police Crime Panel. The email sent from the Parish Clerk on various matters is being looked at. He has no Highways Liaison Officer appointed to him yet.

RD asked if Cllr Abbott had supplied any handover notes, particularly in relation to flooding at Oakfield Lane/Waltham Road and the proposed CCTV survey on the drainage issue which does not appear to have happened yet. Cllr Playle had not received any notes and will look into this urgently. RD also asked if Cllr Playle had a grant budget allocated to him yet, which he has not.

Cllr Dervish – wanted to welcome Cllr Playle, who she has worked closely with for a number of years, to the Parish Council meeting, she has also worked with Cllr Bentley. Cllr Dervish paid tribute to Cllr Abbott as an exceptional councillor for all his work and also Cllr Bebb as well. She also wanted to welcome new district councillor, Cllr White to BDC. Cllr Dervish has submitted her annual report to the Clerk, a new chairman has been appointed at BDC and the councillors' community grants scheme is now open.

RD asked if the Delegated Powers Resolution for planning passed recently had come into effect, Cllr Dervish will look into this and report back.

Cllr Dervish reported that Hatfield Peverel Parish Council has a vacancy for an assistant to the clerk and a part-time caretaker at the village hall.

25.74 **Chairman's Report** - nothing to report.

25.75 **Finance**

Copies of Receipts, Payments, Bank Reconciliation, Budgets and Forecast 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 LS, unanimously approved.

10 May	BACS	F Killby	Salary	768.53
10 May	BACS	F Killby	Expenses	59.99
10 May	BACS	Inland Revenue	PAYE/Tax	256.47
10 May	BACS	Essex Pension Fund	Clerk's Pension	287.38
10 May	BACS	Lord Rayleigh's Farms	Garage Rental	25.00
10 May	BACS	A H Jiggins	Handyman Services	316.45
10 May	BACS	Anglian Water	Water – Rec Ground	25.89
10 May	BACS	E.on	Street Lighting	82.64
10 May	BACS	Braintree D Council	Trade Waste Services	1299.50
10 May	BACS	EALC	Annual Subscription	300.76
15 May	DD	British Telecom	Clerk's Phone Line	48.42
18 May	DD	EDF Energy	Elec – Recreation Ground	19.00

The Terms of Reference for the Finance Committee were reviewed and will be approved at the next Parish Council meeting.

25.76 **Environmental and Footpaths**

Rats – Mill Lane – Eastlight Homes will be visiting the property to resolve the issue. PB stated that the rats are not so obvious as the footfall through the village has been greater during Covid, but the problem is still very serious. She stated that the dispute over ownership of the hedge which needs to be removed is the main issue. Clerk to try to arrange a meeting with M Garnham from Eastlight Homes, Cllr Dervish and PB on site.

Footpaths – CB and JL reported that the dog waste bag dispenser is being well used and suggested that another be purchased for the village. SM requested they find a suitable site first, as permission will need to be gained from the landowner or Essex Highways before one is purchased.

Parish Map – Clerk has received the printer contact from MT and is trying to arrange a meeting with him to get quotes, etc. The printer has received all the work prepared to date by the original designer.

Water Quality – River Ter – Sewage Plants – another letter has been sent to the Environment Agency, copies will be circulated to all councillors, Mr Guppy and Great and Little Leighs Parish Council. ST expressed concern that this information should be shared with the public. RD stated that there was currently not a lot to share until the data is received from the EA. SM pointed out that she had included this information in her report for the Annual Parish meeting.

Replacement of Litter Bin in Owls Hill – Cllr Dervish will chase the installation/moving of the bins. Cllr Dervish will also look into replacing the bottle bins as they are looking tired and scruffy. SM also asked if she could arrange for the metal framework for the bottle bins to be removed as it is not wanted.

Repair of Noticeboard and Installation of Posts opposite school – CB to do this when he is recovered, he will pass timber measurements to FK for a quote. SM has shingles from Fairstead Church for the roof repair.

New Noticeboard at Fuller Street – SA to look at the noticeboard in Ranks Green to see if it is suitable and Clerk will submit quotes for the next meeting. Cllr Dervish may be able to provide funds for the noticeboard.

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

25.78 ***Health and Welfare***

New Defibrillator – this will be installed late June, clerk to arrange for a plaque to be produced, acknowledging Humphrey’s donation.

Playground – The Rospa inspection has just been completed, it raised the same issues as last year. CB and MW to meet at the weekend to get everything completed. The only real problem area is the climbing frame. The Council is to apply for CIF funding when the grant window opens to purchase a replacement.

Benches at Terling Ford - Cllr Playle to follow up the licence for all three benches, the new one and the two already in situ.

Oak Tree Survey – Playground – Cllr Dervish to look into this matter.

25.79 ***IT & Publicity*** – nothing to report.

25.80 ***Planning and Highways***

Planning App: 20/00462/FUL - Demolition of bungalow and erection of 2 dwellings, The Lincoln, New Road, Terling. - Planning Complaint - A copy of BDC’s response to residents Level III complaint has been received which RD is happy to circulate to all. The letter states that planning officers are under no obligation to engage with neighbours of a planning application.

Planning App: 21/01304/HH - Single-storey side extension, part single, part-two storey rear extension and front porch extension, 18 Hull Lane Terling – The Planning Committee held pre app discussions with the applicant. A response on this is needed by 14 June.

Planning App: 21/01353/HH - Part single, part three-storey rear extension and rear dormer roof extension, 9 The Estate Yard Terling – A response is due by 10 June, clerk to request this be extended to 14 June to tie in with above application.

- Waltham Road flooding. As per Minute 25.73
- River Hill – Clerk to forward copy of most recent letter sent to Anglian Water to Cllr Playle
- Fuller Street flooding – SA updated Cllr Playle on the flooding issues and lack of progress and he will look into this.
- Road Repairs – The problem at Sandypits is still not fixed and Ranks Green is still a problem with many holes in the road. ST to provide photos to clerk. Cllr Playle to chase.

- URC – Clerk has been informed that the property is being sold to convert into a hostel for homeless veterans.
  - Local Plan – this has still not been adopted. CD will be sitting on the Local Plan Sub Committee and will keep councillors updated.
  - Directional Signs – As per Minute 25.73
- Cllr Playle left the meeting.

To approve Terms and Conditions for Planning Sub-Committee - RD stated that the Terms and Condition should take in to account the new delegated powers rules from BDC. SM suggested that future planning applications should be circulated to all councillors, to be followed by consideration by planning committee and or full council. way. ST stated that RD and AD had a lot of excellent knowledge on planning and that other councillors should have some exposure to planning process. In the interim the Terms of Reference should be as per SM's wording. Clerk to share parts of Standing Orders on Planning to all councillors, to assist the decision making process regarding the Terms of Reference.

25.81 ***Recreation Ground***

The football team from Great Leighs will now be coming in September.

25.82 ***Longfield Solar Farm***

LSF has been liaising with the Village Hall to hold some displays and in person presentations. They asked for somewhere to display documents in the village, SM offered the church as the best place due to social distancing guidelines.

25.83 ***Policy for Recording Meetings***

SM stated as anybody has the right to record our meetings, the Parish Council should have a policy in place regarding the recording of meetings and the sharing of this information. This will be adopted at the next Parish Council meeting.

Cllr White joined the meeting.

25.84 ***Review Complaints Procedure***

This was considered by councillors and will be adopted at the next Parish Council meeting.

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

JL – attended the Climate Change webinar and gave details of an impact tool which gives local area carbon footprints which will be circulated. Other matters focused on funding for planting trees, reducing the burning of fossil fuels and using renewable energy. After research into 30mph bin stickers she confirmed that BDC do not supply these and they were not cost effective to purchase. As stated before the swimming pool would like help with some funding for new parasols/sail shades. Cllr Dervish offered a possible donation of £200 from her CCG and suggested the Parish Council match this. The dog poo bag dispenser is very well used and as stated before JL will look into the possibility of another location.

SM stated that there is an ongoing problem of fly tipping in the trade waste bins at the village hall. The Village Hall Committee is considering combination locks but is not sure if these will be effective.

ST – reported that more glass is broken in the Ranks Green telephone box. He will check to see if he can move the shelves, LS to speak to the installer to see if they can be moved.

PB reported that the Village Hall need to keep numbers to a specific amount due to covid regulations, ie, if the screen is removed – 240, screen in place – 200, committee room and smaller room – 40. A new boiler for hot drinks is being purchased and more quotes are being obtained in order to finish the car park.

25.86 ***Parish Council Youth Initiative***

RD asked that councillors are forwarded documents on this as it may be possible to receive funding for youth projects.

25.86 ***Clerk's Report***

Clerk has emailed BDC to check if the road sweeper visits Fuller St.

A new supply of pooh bags has been purchased and passed to CB.

A new BDC initiative plans to only undertake one cut of verges in the district. Junctions, etc will be cut as normal (ie two per year).

There have a number of incidences where contaminated personal protective equipment has been placed in litter bins. Clerk has contacted the relevant care agency to report this and will continue to monitor.

The Telephone Tree Test for the Emergency Plan went well.

The power socket on the Ford streetlight has still not been replaced. Clerk to chase.

Clerk has received a BDC Climate Change survey for completion, deadline 4 July.

Stanstead Airport has a brainstorming meeting on the next steps of the redesign in June.

The Parish Council is a statutory consultee for the Chelmsford City Draft Solar Farm Development Supplementary Planning Document – deadline 15 June.

Clerk will circulate Emergency Plan to all councillors.

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

25.88 ***Date of next meeting, including committees:*** 7.30 pm, Tuesday 29<sup>th</sup> June, venue to be confirmed (due to Covid regulations)

Meeting closed at 09.50 pm