

TERLING AND FAIRSTEAD PARISH COUNCIL

Minutes of the Meeting of Terling and Fairstead Parish Council held on Tuesday 17th May 2022 at 7.30pm, at Terling Village Hall

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|----------|---------------------------|---------------|
| Present: | Mrs S McNamara (Chairman) | Mrs L Sime |
| | Mrs J Long | Mr M Tugwell |
| | Mrs J Halfhide | Mr C Barker |
| | Mrs S Alder | Mr S Thatcher |

F Killby – Parish Clerk/Responsible Financial Officer

5 members of the public

27.62 ***Election of Chairman***

SA proposed and JH seconded the re-election of Mrs McNamara as Chairman, unanimously approved.

27.63 ***Election of Vice Chairman***

SA proposed and JH seconded the re-election of Mrs Bird as Vice Chairman, unanimously approved.

27.64 ***Apologies for Absence*** – Apologies from County Councillor Playle, District Councillor Dervish and Cllrs Bird, Dixon and Webster were received and accepted.

27.65 ***Declaration of Interests***

JH and LS declared a pecuniary interest in Item 27.80 (East Anglia Green National Grid) as their properties are located in the potential development area.

27.66 ***Sub-committees***

It was agreed that sub-committees would be as follows:

Finance: Robin Dixon, Sarah McNamara, Sheila Alder, Stephen Thatcher

Environmental and Footpaths: Pauline Bird, Joanna Long, Louisa Sime, Jayne Halfhide

Estate Liaison Officer: Pauline Bird

Health and Welfare: Sheila Alder, Sarah McNamara, Joanna Long, Charles Barker

Planning and Highways: Robin Dixon, Matthew Tugwell, Mark Webster, Jayne Halfhide

IT & Publicity: Jayne Halfhide, Sarah McNamara

Recreation Ground: Charles Barker, Matthew Tugwell, (Charley Dervish)

Personnel: Sarah McNamara, Robin Dixon, Sheila Alder

Complaints: Sarah McNamara, Pauline Bird, Louisa Sime

Village Hall Representative: Pauline Bird

School Representative: Joanna Long

Church Liaison: Pauline Bird

Parish Council Advisers

IT: Colin Cutler

Health & Safety: Trevor Lewis

Parish Tree Warden: David Gomer

27.67 ***Meeting Open to the Public***

C Cutler offered his thanks to the Parish council for all the work the councillors do on behalf of the Parish.

A resident who lives outside the parish attended the meeting as the East Anglia Green – National Grid proposed pylon route crosses his land and he was interested to find out the views of the Parish Council.

27.68 ***Minutes of Last Meeting***

It was proposed by JH and seconded by CB that the Chairman should sign a copy of the minutes of the meeting of 5th April 2022, with the amendment that Item 27.57 should read: SA was hoping that there would be a small village event in Fuller Street on the Friday afternoon and a church service at Fairstead Church, unanimously approved.

27.69 ***District and County Councillors' Reports***

In Cllr Playle's absence the Clerk summarized his report as follows:

Locality Budget

The Locality Budget has reopened for the municipal year 2022-23, with a budget of £10,000 each to spend, but half of this must be focused on ECC's Levelling Up goals and there is an expectation that this will be pooled with other County councillors. Still awaiting details but he has approximately £5,000 to spend on local projects and welcomes all suggestions.

Pothole Fund

A new Pothole scheme is going to be launched where each County Councillor will be able to request 36 potholes within their division to be filled regardless of the usual criteria. More details to be announced soon.

National Grid Pylons

He has requested a meeting with NG regarding the proximity of the proposed route to Fairstead Church. He reminded councillors of the webinar on the 20th May.

Cyclist safety & LHP review

Following on from a discussion with a member of the public at a previous meeting, he has been working on an application to improve the safety of cyclists travelling in the parish. Regrettably this is something that will have to go through the LHP process. However, there is currently a review of the LHP process and one change that has already been made is around safety. Any highway condition issued by Police and coroner's report following a fatality will now be handled directly by the Cabinet Member rather than the LHP to make the process of making critical changes more efficient.

Fingerpost signs

Fairstead Road sign is currently being mended and he has chased the Witham Road sign, which is in the process of being scheduled but no date as of yet.

Highways work (road closure) signs

He is getting an increasing number of complaints about road signs from highway works being left behind long after the work has been completed and asked to be notified of any in the Parish.

27.70 ***Chairman's Report*** – nothing to report

Finance

Copies of Receipts, Payments, Bank Reconciliation, Budgets and Forecast for the current financial year were distributed prior to the meeting to all councillors. JL proposed that the following cheques/direct debits be approved for payment, seconded by JH, unanimously approved. Clerk clarified that the two identical payments for James Todd were for March and April and not duplicates.

The following cheques/direct debits to be approved for payment and signed:

| | | | | |
|--------|------|-----------------------|-------------------------------|---------|
| 11 Mar | BACS | F Killby | Salary (increase 2021-22) | 121.04 |
| 11 Mar | BACS | Inland Revenue | PAYE/Tax (increase 2021-22) | 85.74 |
| 11 Mar | BACS | Essex Pension Fund | Clerk's Pension (inc 21-22) | 55.78 |
| 31 Mar | DD | Unity Trust Bank | Bank Charges | 18.00 |
| 4 Apr | BACS | F Killby | Salary | 683.64 |
| 4 Apr | BACS | F Killby | Expenses | 140.89 |
| 4 Apr | BACS | Inland Revenue | PAYE/Tax | 191.16 |
| 4 Apr | BACS | Essex Pension Fund | Clerk's Pension | 247.17 |
| 4 Apr | BACS | A H Jiggins | Handyman Services | 249.76 |
| 4 Apr | BACS | Lord Rayleigh's Farms | Grass Cut/Garage/Rec Rental | 160.83 |
| 4 Apr | BACS | EALC | Subscription | 296.25 |
| 4 Apr | BACS | Community H Trust | Defibrillators | 4716.00 |
| 18 Apr | DD | British Telecom | Clerk's Phone Line | 58.94 |
| 18 Apr | DD | EDF Energy | Electricity Recreation Ground | 23.00 |
| 21 Apr | BACS | Schoolscapes | Climbing Frame | 4797.60 |
| 5 May | BACS | F Killby | Salary | 909.01 |
| 5 May | BACS | F Killby | Expenses | 119.90 |
| 5 May | BACS | Inland Revenue | PAYE/Tax | 362.15 |
| 5 May | BACS | Essex Pension Fund | Clerk's Pension | 352.96 |
| 5 May | BACS | A H Jiggins | Handyman Services | 276.70 |
| 5 May | BACS | Terling Village Hall | Room Hire | 47.60 |
| 5 May | BACS | Lord Rayleigh's Farms | Rec - Ground Rental | 15.83 |
| 5 May | BACS | James Todd | Payroll Services | 31.20 |
| 5 May | BACS | James Todd | Payroll Services | 31.20 |
| 5 May | BACS | Anglian Water | Water – Rec Ground | 16.16 |
| 5 May | BACS | Braintree D Council | Trade Waste Contract | 1338.00 |

ST proposed and CB seconded approval to appoint Heelis & Lodge as Internal Auditors for 2021-2022 as M Howard is unavailable due to ill health, unanimously approved.

SA proposed and JH seconded approval to renew the Essex County Council's Public Rights of Way Parish Paths Partnership (P3) 2022-23 - £1,379.30 (to be received), unanimously approved.

The Finance Committee Terms of Reference were adopted with no changes.

27.72 ***Environmental and Footpaths***

Rats – Mill Lane – no update.

Parish Map - SA stated that this is ongoing and C Cutler is to help with this.

27.73 ***Estate Liaison – nothing to report***

27.74 ***Health and Welfare***

Defibrillators – clerk is chasing for an installation date.

Playground – the new climbing frame has been delivered, the RoSPA Inspection will take place in May.

Benches at Terling Ford – Licences licence from Land Registry – clerk has submitted.

Oak Tree Survey – this was carried out on 16th May, no report as yet but SA attended the inspection and the expert was optimistic that there were no significant issues.

Emergency Plan – this will be updated in September to be combined with advice leaflets on power outages, etc.

Noticeboards – MW is contacting a local supplier to see if they can quote for shingles. CB will also contact Bakers of Danbury for a quote.

27.75 ***IT & Publicity –***

C Cutler – commented that BT are now rolling out fibre to property with discounts, but he advised caution as they will take away the landline and this would be an issue as many areas in the Parish have poor mobile reception.

27.76 ***Planning and Highways***

Planning App: 22/00786/HH, Proposed garage, 12 Hull Lane, Terling - This was submitted to BDC with no objections.

For information (Tree Preservation Order): Planning App: 22/01116/TPOCON, Notice of intent to carry out works to tree in a Conservation Area, 9 The Estate Yard Terling – D Gomer submitted a report and photos and recommended that there should be no objections to this.

The Planning Committee Terms of Reference were adopted with no changes.

Road Repairs – Clerk asked councillors to note any potholes that could be put forward for Cllr Playle's pothole scheme.

Local Plan – nothing to report

Directional Signs – see Minute 27.69

BDC Delegated powers – The clerk updated the councillors on this. RD is to write to all councillors regarding the response.

A12 Widening Further Consultation – nothing to report

Speed and Safety Issues/20mph Limit, New Road – nothing to report

VAS/SID Illuminated Sign Scheme – Clerk to contact Cllr Dervish regarding hiring the Hatfield Peverel signs.

Green lanes – RD discovered in the URC Local Search documentation a reference to detailed maps of the Parish showing protected lanes which are held by the Clerk. The Clerk does not have these copies and has requested them from BDC. LS has copies and will send to all as some of these lanes may be relevant to Longfield and the Parish's response due by 2nd June.

27.77 ***Recreation Ground***

Hatfield Peverel Youth Team wish to book the pitch for the season on Saturdays and Sundays (all day) at a cost of £60 per day, details to be finalized.
A football coach who works with the school wishes to book it for football training for June and possibly July at a cost of £30 per session, details to be finalized.
There were some issues of litter and parking which will be addressed with Hatfield Peverel Football Club.

27.78 ***Muga Court/Tennis Court and Request for Funds to Replace Shelter*** – no update.

27.79 ***Longfield Solar Farm***

This matter was discussed in the Annual Parish Assembly meeting, RD will prepare a response which will be formally approved at an Extraordinary Parish Council meeting on Friday 27th May. As Item 27.76 the protected lanes maps should be passed to RD as a matter of urgency.

JH and LS left the meeting.

27.80 ***East Anglia Green – National Grid***

There is a webinar on Friday 20th May on the Braintree area, clerk to promote the non-statutory consultation response deadline on the Hub, it is already on the website. It is important that not all residents received copies of the newsletter and many were unaware of the scheme. Residents are encouraged to submit their comments by email to the clerk for inclusion in the Parish Council submission, as well as submit their own comments directly to National Grid.

JH and LS returned to the meeting.

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

CB - has been informed that he can have the free bus. He will get it inspected for road worthiness, councillors thought it was a good idea but raised the issue of drivers, insurance costs, public liability and storage.

CB -is concerned that the fitting on the Ford light has still not been changed, clerk to pursue this again with UK Power Networks.

CB - also reported some fly tipping near Fuller Street, just outside the parish which will be reported.

JL - reported an excellent turnout for the Litter Pick with all routes covered.

JH - thanked the estate for reinstating all the waymarkers on the public footpaths.

JH - will arrange to do the Equality and Diversity Training

LS – stated that Gridserve at Braintree has electric minibuses which may be an option if CB's bus does not work out, she will get the details.

27.82 ***Platinum Jubilee Celebrations***

SA stated that Fuller Street are having a community celebration on Friday afternoon and have 61 people attending to date.

SM reports that at least 250 people have signed up for each of the events planned in Terling.

27.83 ***Clerk's Report***

At the recent Litter Pick BDC sent a supply of hoops for the sacks which make them easier to use. JL has a small supply of these if anyone would like one for regular litter picking. Also advertised in the Parish News for regular litter pickers.

Clerk has received information that the surgery at Terling will not be opening for the foreseeable future as they have a staff shortage and are still trying to catch up.

27.84 ***Review of Policies as follows***

Code of Conduct
Recording of Meetings Policy
Complaints Procedure
Clerk's Delegated Powers
Equality and Diversity Policy

All documents were adopted with no changes. Large print copies are available of all Council documents on request.

27.84 ***Information exchange / next agenda items –***

27.85 ***Date of next meeting, including committees –***

7.30 pm, 27 May 2022, Extraordinary General Meeting, Terling Village Hall, 7.30 pm, 28th June 2022, Parish Council Meeting, Terling Village Hall.

Meeting closed at 9.16 pm